

Marchwood Parish Council



Health & Safety Policy

(Health & Safety at Work Act 1974)

Reviewed May 2011

Marchwood Parish Council

Health & Safety Policy Review Record

Review number	Amendments	Reviewed by	Date

Marchwood Parish Council

Health & Safety Policy

	Page
Health & Safety Review Record	2
1. Introduction	4
2. General statement of policy	4
3. Responsibilities	4
4. General arrangements	5
5. Advice of consultancy	6
6. Training	6
7. Contractors and visitors	6
8. Hazards	6
9. Housekeeping and premises	6
10. Electrical equipment	8
11. Machinery	8
12. Dangerous substances	8
13. Accident reporting	8
 <u>Appendices</u>	
A Fire safety	10
B Electricity	12
C Preventing back problems	14
D Good housekeeping	17
E Chemicals	19
F Display screen equipment	21
G Photocopiers and printers	23

1 Introduction

This document has been compiled to provide information and guidance to all employees on the councils Health & Safety Policy and organisational arrangements for the implementation of that policy.

2 General statement of policy

- 2.1 Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.
- 2.2 The allocation of duties for safety matters and the particular arrangements which we will make to implement this policy are set out in this document.
- 2.3 The policy will be kept up to date and reviewed on an annual basis.

3 Responsibilities

- 3.1 Overall and final responsibility for ensuring the provision and implementation of Health & Safety policy is that of the Clerk to the Council.
- 3.2 The Deputy Clerk will be responsible in his/her absence.
- 3.3 The Amenities, Maintenance and Facilities Supervisor is responsible to the Clerk to the Council for safety in all outdoor sites and parish council equipment used for the purpose of maintenance.
- 3.4 The Grounds staff will be responsible as his deputy.
- 3.5 All employees have the responsibility to cooperate in establishing safe systems of work to achieve a healthy and safe work place; to take reasonable care of themselves and others; to carry out working procedures within the guidelines of the Health & Safety policy; incorporating any regulations; approved codes of practice and other relevant legislation.
- 3.6 Whenever an employee, supervisor or manager notices a health & safety problem which they are not able to put right, they must straightaway tell the appropriate person named as responsible.
- 3.7 All employees shall receive adequate training, information and supervision to maintain safe standards.
- 3.8 All safety rules shall be observed and protective clothing and equipment worn or used when required.

- 3.9 All machinery and equipment shall be properly maintained and safe to use. A visual safety inspections of plant and equipment shall be carried out prior to using such equipment.
- 3.10 All accidents, injuries to persons and damage to vehicles shall be reported immediately to the person responsible and shall be duly recorded by that person.
- 3.11 All employees shall make themselves familiar with the councils Health & Safety policy and the location of first aid and fire fighting equipment.
- 3.12 All council vehicles shall carry a first aid box at all times.

4. General arrangements

4.1 Accidents

First Aid boxes are located at:

- Parish Council office
- Groundsman office
- Tractor
- Vans
- Grass cutters
- Lloyd Pavilion office

Trained / qualified First Aiders

- David Ince – Grounds Maintenance Staff
- Melanie Wathen – Clerk to the Council

Accident record books are located at:

- Parish Council office
- Groundsman office
- Lloyd Pavilion office

4.2 General fire safety

Escape routes are checked by Amenities, Maintenance & Facilities Supervisor.
Fire extinguishers are serviced annually by BRS

Fire extinguishers are located at:

- Parish Council office
- Groundsman office
- Lloyd Pavilion office

5. Advice and consultancy

5.1 Local Health & Safety Inspections Office:

Environmental Health Department, New Forest District Council, Avenue Road, Lymington. Telephone: 023 8028 5000.

5.2 Local Doctors and Nurse:

The Old Malthouse Surgery, Main Road, Marchwood. Tel: 023 8087 1233.

6. Training

6.1 Person responsible for training: Deputy Clerk to the Council.

6.2 It shall be the duty of the Clerk to the Council to issue all members of staff with a copy of the parish councils Health & safety policy and to ensure that all staff receive adequate training as is applicable to their duties and responsibilities.

7. Contractors and visitors

House rules for contractors and visitors

7.1 The risks identified within the premises at Marchwood Village Hall, are very low therefore house rules (other than general common sense) are not required. However, all contractors and visitors should be accompanied by a member of staff.

7.2 Where contractors and sub-contractors are engaged by the Parish Council they must undertake to maintain safe and effective control of working practices and comply with the Health & Safety at Work Act 1974.

8. Hazards

8.1 C.O.S.H.H. Assessment sheets (includes data assessment forms and any associated data sheets) are kept in the following locations:

- Parish Council office
- Groundsman office

(All members of staff have read and noted the assessments)

9. Housekeeping and premises

9.1 Cleanliness – All premises shall be cleaned as necessary by members of staff.

9.2 The council has no specific rules as we have identified risks within the premises other than those in the C.O.S.W.H. assessments.

- 9.3 Any other precautions in relation to hazards are general common sense, for example not leaving filing cabinet drawers open unattended or not littering the floor with paperwork.
- 9.4 External site waste is sacked and collected by the Refuse Department.
- 9.5 The Grounds Staff are responsible for ensuring that all items are safely stacked and / or stored on all sites / buildings.
- 9.6 Any other precautions in relation to hazards are general common sense, for example not leaving machinery running unattended or not littering floors with rubbish.
- 9.7 The location of Marchwood Parish Council office is Marchwood Village Hall, Village Centre, Marchwood, SO40 4SX. The Grounds Staff facility and sports pavilion are located at the Lloyd Recreation Ground, Main Road.
- 9.8 Village Hall – Safety: The building is fitted with an automatic fire detection system and a manual alarm system, activated by breaking the glass switches situated throughout the building. Tenants are required to familiarise themselves with the layout of the building and the position of these units.

The exit is via the patio doors located within the room or through the main entrance.

In case of an emergency, break the nearest glass unit to activate the alarm and leave the building.

In the event of hearing the alarm leave the building by the nearest exit. Assemble on the in car park in front of the building.

- 9.9 Groundsmen workshop – Safety: The exit is via either the side or front doors.

Do not re-enter the building or attempt to fight any fire.

- 9.10 Lloyd Pavilion - Safety: The building is fitted with and automatic fire detection system and a manual alarm system, activated by breaking the glass switches situated throughout the building.

There are fire exits in each of the changing rooms at the rear of the building.

In case of an emergency, break the nearest glass unit to activate the alarm and leave the building.

In the event of hearing the alarm leave the building by the nearest exit. Assemble in the car park to the side of the pavilion.

Do not re-enter the building or attempt to fight any fire.

10. Electrical equipment

10.1 All plugs and cables must be checked prior to use to ensure they are undamaged and all connections are properly made.

10.2 When using extension leads care must be taken to ensure they are:

- Properly connected
- Positioned in such a way that they will not cause a hazard i.e. tripping.

10.3 Portable equipment must always be positioned safely in relation to other equipment / materials.

10.4 A competent contractor will carry out a complete check of all installations and equipment annually on all the council sites.

11. Machinery

11.1 Manufactures warnings / safety guidelines must be adhered to at all times.

11.2 If appropriate, safety equipment must be used and protective clothing worn.

11.3 If safety guards are fitted the machinery must never be used without these guards in place.

11.4 All machinery is serviced annually by a specialist contractor.

11.5 The suitability of applying the Provision and Use of Work Equipment Regulations 1992 is currently being investigated.

12. Dangerous substances

12.1 All use of dangerous substances is covered within the C.O.S.H.H. regulations. All members of staff must be fully conversant with the hazards contained in the data sheets.

12.2 Where any chemical or other dangerous liquids, gas or solid substance is stored or used the manufactures' instructions for storage and use shall be observed at all times, and the appropriate protective clothing must be worn when dealing with such substances.

12.3 No operations using compressed air gas equipment are currently undertaken.

12.4 No 'High Pressure' equipment utilising water is operated.

13. Accident reporting

If despite our best efforts and accident does occur, it must be reported as follows:

If an employee is sent home or taken off site the Clerk to the Council must be informed as soon as possible.

The accident must be recorded in the accident book.

The employee is responsible for reporting the accident.

Current post holders

Clerk to the Council	Mrs M Wathen
Deputy Clerk to the Council	Mrs C Cockeram
Amenities, Maintenance & Facilities Supervisor	Mr A Lavington
Responsible Finance Officer	Mrs J Mansfield
Grounds Maintenance Staff	Mr D Ince
Grounds Maintenance Staff	Mr D Bartlett
Grounds Maintenance Staff (Summer only)	Mr R Holt

Signed _____
Melanie Wathen, Clerk to the Council

Date _____

Appendix A

Fire safety

1.1 Introduction

Almost every fire can be prevented and most fires are caused by poor judgement, human error, ignorance or failure to follow instructions. That is why fire prevention is your job.

Remember: Fire generates smoke, smoke contains toxic gas, toxic gas kills

1.2 Prevent fires before they start

- Follow Instructions – perform your job as it should be done. Know and follow all required safety procedures. Don't cut corners.
- Inspect equipment – the equipment and machinery you use for work should be inspected regularly and thoroughly. All fire fighting equipment should be readily accessible at all times.
- Work safely – be aware of your work area. Always keep it tidy. Know what materials around you could ignite accidentally. When required, wear protective clothing. Handle and store dangerous chemicals with extreme care and in accordance with the manufacturer's guidance.
- Use flammables carefully – handle them with extreme care. Use approved storage containers. Transport flammables carefully, avoid spills and drips, follow all accepted disposal procedures.

1.3 Be aware

- Clear the of rubbish, shavings and spills
- Rubbish should be safely contained
- Passageways and exits need to be clear
- Tools and equipment should be clean and neat
- Storage areas should be clean and tidy
- Fire fighting equipment should be stored correctly and easily seen
- Ensure electrical equipment is protected, and all electrical cupboards are clear of all other material
- Protective clothing should be clean

- Make sure that all unnecessary electrical equipment is switched off at the end of the working day and plugs are removed.
- Ensure that fire doors are not wedged open (if the door needs to be left open for the transfer of stores make sure it is closed afterwards)

1.4 On discovering a fire

If you discover a fire operate the nearest fire alarm call point. If possible operate the nearest correct fire extinguisher, without putting yourself at risk and remember:

- Never enter a smoke filled room
- Never open a door if the handle is warm or if smoke is coming from under the door
- Before attempting to fight a fire make sure you can get out of the room if things go wrong.

1.5 If you have to use a fire extinguisher remember

Band colour	Type	Use on fires involving	Do not use on
Red	Water	Wood, cloth, paper rubbish, rags, shavings, packing material	Oil fires or electrical fires
Cream	Foam	The above and fires involving oil, petrol, grease, paint	Electrical fires
Black	CO ²	The above and electrical equipment including computers	
Blue	Dry powder	On the above but remember will stick to hot electrical items and cause damage and hot liquid spills.	

Appendix B

Electricity

1 Introduction

- 1.1 Electricity is a silent helper but it can be dangerous if it is taken for granted. Failure to take necessary precautions can lead to accidents, injury or death.
- 1.2 You could be a victim, if you are careless around electricity, use equipment improperly or use faulty equipment.

2 How electricity causes injury

- 2.1 Shock – which you get if you accidentally come into contact with live equipment. (You may get a shock if you are touching a damp surface and live electrical equipment at the same time).
- 2.2 It is the flow of an electrical current (amp) which causes injury.
Example - .06 of an amp, just enough to light a normal Christmas tree light may kill if it passes through the chest for a few seconds.

If you see any fault – alert your supervisor

3 To protect yourself

- Check cable you are using to ensure that the insulation is not broken or damaged
- Don't install or repair sockets, plugs, tools unless you are authorised
- Don't use faulty equipment
- Don't pull cables. Use the plug, keep them away from heat, oil and sharp edges
- Don't use makeshift wiring
- Don't mix electricity and water
- Don't make repairs yourself, unless you are qualified and competent

Remember: only authorised personnel can carry out electrical repairs.

- Don't overload sockets, use a gang plug. (A gang plug is a piece of electrical equipment designed to receive a series of three pin plugs, this avoiding the use of adaptors).

4 Portable electric tools

4.1 Portable tools must only be operated on a 110 volt supply

4.2 When using portable electric tools follow these simple rules. If you do not understand the rules or you are uncertain about the safeness (e.g. soundness of plugs) do not use the tool.

- Before using an electric tool, make sure that the casing and the cable is undamaged. If it is damaged, don't use the tool
- Make sure that all cables, plugs or connectors are sound
- Use tools only on the correct power supply as instructed on the makers label
- Make sure that the power cable is long enough to reach your working place without straining it
- Keep power cables off the floor. They may get damaged or trip someone
- Never stand on a damp or wet surface when using electrical equipment, and keep the equipment clean and dry
- Portable electric tools should only be used for their designed purpose
- Never connect a portable electric tool to a lighting socket
- Never use worn, blunt or damaged bits, or other accessories
- Disconnect tools when not in use
- Electric power tools should be regularly inspected and maintained by a competent electrician

Report all defects immediately to your supervisor

Appendix C

Preventing back problems

1. Introduction

1.1 Your back is a complex system which includes:

- The Spine – 35 bones (vertebrae). The upper 24 are protected by discs that act as cushions
- The Spinal Cord – a half inch thick ‘cable’ of nerves and 18” long, which controls all activities below the neck
- Nerves – 30 odd pairs branching from the spinal cord, reading information from the brain and sending orders to muscles
- Muscles – 400 producing motions in all directions, these are attached to the bone by tendons

2. Common problems – that affect the back

- Strain and fatigue – affects the spine, muscles and joints of the upper and lower back
- Fractured vertebrae – may injure spinal cord, causing loss of motion and feeling below the injured area
- Ruptured (slipped) disc – can oppress on the spinal nerve causing pain in lower the lower back and hip

3. Avoiding injury

3.1 Poor physical condition – makes you prone to injury

Do	Avoid
Improve your posture Be conscious of the way you sit or stand	Slouching Poop posture can result in an excess forward curve of the lower back
Take exercise A lot of back pain is due to under exercise. Weak abdominal and back muscles cannot support the spine	Overdoing exercise Consult your doctor if in doubt
Watch your weight Eat a balanced and varied diet	Over indulgence Fats, sweets, salt and alcohol

4. Lifting

4.1 A large number of back injuries result from improper lifting so follow these guidelines:

- Stand close – to the object. Have a firm footing, with feet spread on either side of the load
- Squat close – straddle the load. Keep back straight, bend knees whenever possible
- Grasp – object firmly. Be sure object won't slip
- Lift with legs – slowly straighten them. When legs are straight bring back to vertical position.
- Holding the object close – to your body
- Avoid twisting your body – if you must change direction, move your feet.

4.2 When lifting – use your head

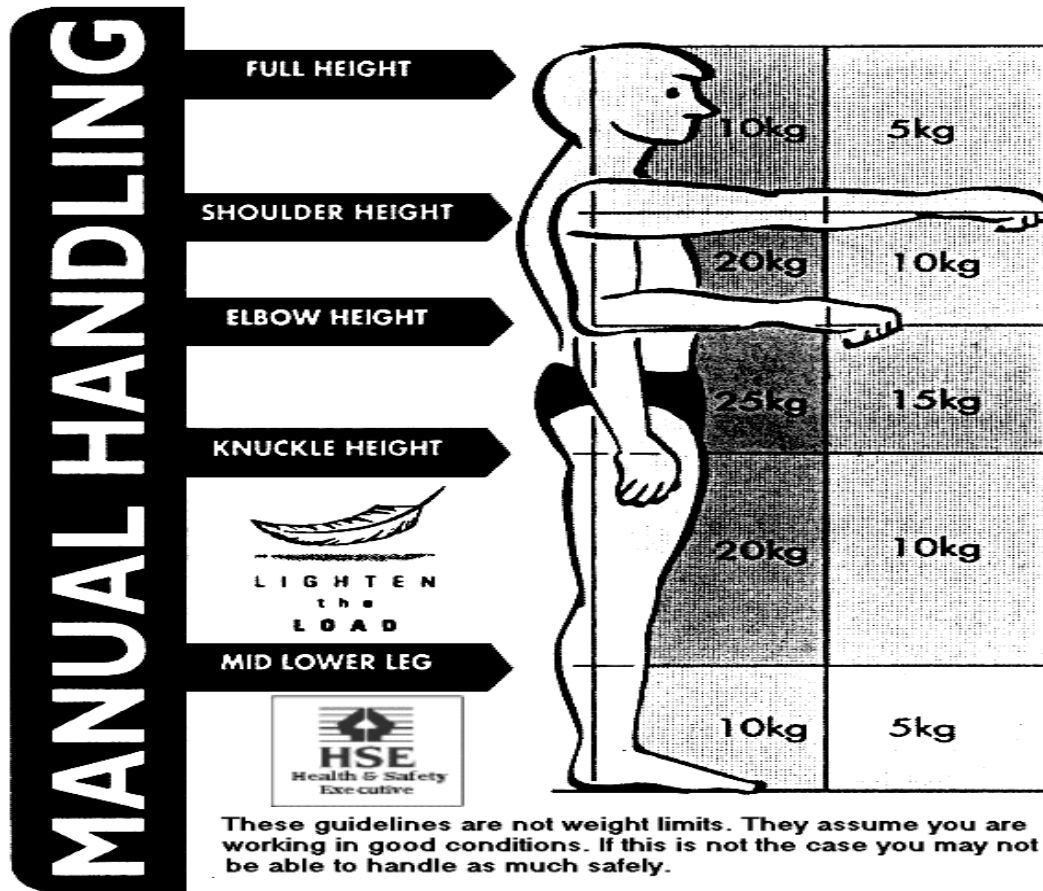
Think things through before you start

- Examine object - for size, shape, weight. Decide where and how to hold. Check for grease, oil, sharp edges. Be careful of awkward shapes in difficult situations
- Clear path – of obstructions, slipping hazards
- Know – when and how you will put the object down
- Get help – if you have any doubts about lifting objects
- Overhead objects – try to avoid or minimise lifting above shoulder height. To lift overhead objects use a platform, never a chair or box
- Heavy objects – if the object is too heavy, large or hard to handle use a mechanical aid

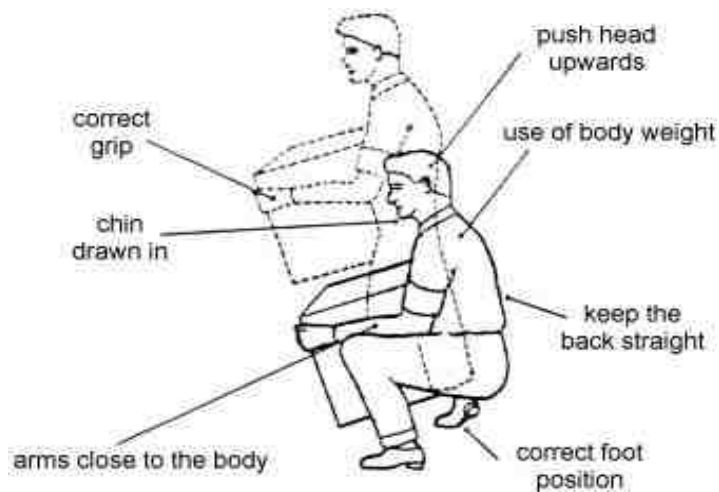
Your back lets you walk, sit, stand, lift, bend, work, play and sleep. Back problems can mean lots of pain, lost time, disability and they can affect anyone, men, women, desk workers, labourers, young and old.

Prevention is better than cure

Maximum Manual Lifting Levels



If you use your back to lift you will put a force on your back ten times greater than the load you are lifting.



Appendix D

Good Housekeeping – Trips, falls and bumps

1. Introduction

- 1.1 Good Housekeeping is an essential part of Health & Safety practice and when carried out is an important aid to accident prevention.

2. Trips, Falls and bumps

- 2.1 Trips and falls account for almost half of all accidents so a little care can prevent a lot of hardship

Avoid:

- Obstructing walkways and doorways
- Running yards of cables (protect necessary cable runs)
- Leaving drawers open
- Standing on chairs to reach up
- Cluttering work areas and depot yards
- Overloading shelves

Ensure:

- Storage areas are clear and tidy and the heaviest items are stored at the lowest levels

3. Appropriate dress

- 3.1 Dress safely and be aware of the following hazards:

- Loose clothing, long hair and jewellery can get caught up in machinery, equipment or doors
- High heeled, backless or loose fitting shoes can cause twisted ankles, falls or leg muscle strain
- Going barefoot is particularly hazardous – wear shoes!

- 3.2 Different activities and locations demand different forms of dress. Wear the clothing and shoes that will safeguard you when faced with:

- Use of machinery with moving parts
- Frequent use of stairs
- Uneven walking surfaces
- Driving

3.3 Avoid walking across cattle grids, especially when there are alternative gates to use

Appendix E

Chemicals

1. Introduction

1.1 Most of us during some time in our stay with the council will come into contact with chemicals. These chemicals will range from cleaning substances to chemicals used in pest control.

2. Protective clothing

2.1 when using chemicals it will be necessary to use some form of protective clothing. The type and extent of protection clothing will depend very much on the particular chemical being used.

3. The Council's duty

3.1 The council is working to keep you safe and will address:

- Which substances are present
Which substances are people exposed to every day?
Which ones are people exposed to only now and then?
- How each substance is used?
What are the work practices?
How is each substance handled, stored, etc?
- The risks to health
Could death, illness or injury result from long term or short term exposure?
- The hazards of each substance
Could a substance be swallowed, inhaled or absorbed through the skin?
- Who is exposed to hazardous substances?
Are employees, contractors, visitors or others at risk?
- What information do you need
The council must provide you with information about health risks, and training in the use of control measures and protective equipment.

3.2 This assessment is undertaken by your supervisor as required by the Control of Substances Hazardous to Health Regulations (COSHH).

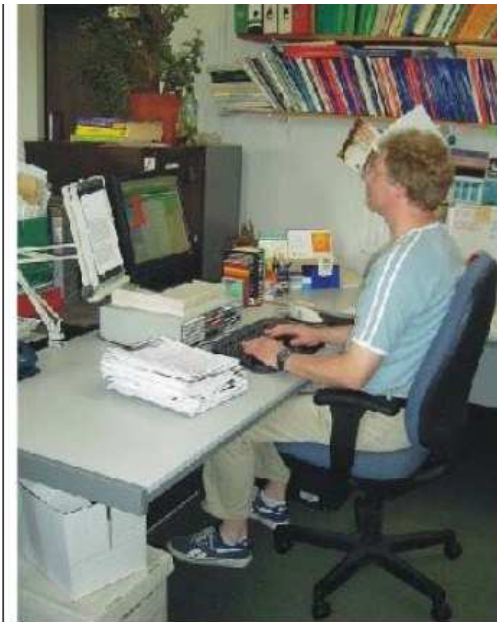
4. Your duty

4.1 To help the council to help you, you must:

- Take part in training programmes – when these are arranged
- Read container labels – labels tell you about the health risks and other hazards and what precautions to take
- Practice safe working habits
- Always follow safety procedures. If you have any questions ask your supervisor
- Report any hazard or defects to your supervisor
- Use personnel protective equipment properly
- Store equipment and tools properly

Appendix F

Display Screen Equipment



Recommended set-up for DSE workstations

- Balanced head position (chin upright)
- Shoulders relaxed
- Forearms horizontal
- Adequate light
- No glare or reflection from screen
- Balanced wrist position
- Screen that can tilt and swivel
- Keyboard - detached flat
- Chair with adjustable backrest (height, angle) and height (gas lift) and stable base Feet flat on floor or footrest



Recommended set –up for Touch Typists

- Touch Typist is likely to want less wrist support



Extensive mouse work requires good forearm support and plenty of free space on the desk

Seating and posture for typical office task



- Seat back adjustable
- Good lumbar support
- Seat height adjustable
- No excess pressure on underside of thighs and backs of knees
- Foot support if needed
- Space for postural change, no obstacles under desk
- Forearms approximately horizontal
- Minimal extension, flexion or deviation of wrists
- Screen height and angle should allow comfortable head position
- Space in front of keyboard to support hands / wrists during pauses in keying

Appendix G

Photocopiers and printers

1. The chemicals
 - 1.1 Ozone – Ozone is a gas produced during the high voltage electrical discharge in photocopiers and laser printers. It is sweet smelling and highly toxic with a UK OEL of 0.1ppm. If you can smell ozone the levels are too high. Ozone breaks down in air quite quickly though this can be slowed by high humidity, temperature and some effects of office furnishings. Health effects are eye, nose, throat and lung irritation, dermatitis, headaches and nausea, premature ageing and potential reproductive dangers. When mixed with nitrogen oxide in certain proportions it can have an effect on the central nervous system.
 - 1.2 Selenium and Cadmium sulphide – some copiers are a drum impregnated with selenium or cadmium sulphide. The gas emitted from these materials especially when hot can cause throat irritation and sensitisation (i.e. adverse reaction to very tiny quantities of chemical) to exposed workers.
 - 1.3 Nitrogen Oxide – may be produced when there is a spark in electrostatic photocopiers. Symptoms are similar to those produced by carbon monoxide. The OEL is 25ppm.
 - 1.4 Carbon Monoxide – Carbon Monoxide is produced when toner (containing carbon black) is heated in an inadequate air supply. In poorly ventilated conditions the effects include headaches, drowsiness, faintness and increased pulse rate. Carbon Monoxide can cross the placenta and affect the unborn child.
 - 1.5 Toners – Toners are generally a mixture of plastic resin and carbon black often with other additives. Carbon Black is classified as a nuisance dust (i.e. is only mildly toxic in itself) but will contain impurities known to be carcinogens. Toners should be handled with care, protective gloves should be worn, and dust release minimised. Contact with the tongue i.e. by touching copied papers with wetted finger can lead to small growths on the tongue. Other health effects may be irritated eyes, headache and itching skin.
2. Other Hazards
 - 2.1 Ultraviolet light – photocopier lids should be kept closed when the machine is in use, Ultraviolet light can cause eye irritation and burns.
 - 2.2 Noise levels – care should be taken in siting copiers with noisy collators as far from workers as possible.
 - 2.3 Fire hazards – excessive dust in electrical equipment will cause sparking. Provision of carbon dioxide extinguishers near machines is essential.

2.4 Jams – even though most machines cut out when opened, they should be switched off before removing jammed paper. Avoid hot surfaces and wash hands immediately afterwards.

3. Laser printers

Unlike photocopiers, these are often placed on desk tops beside the workers. However, they produce ozone like conventional copiers. Thus there must be regular checks on filters which may need to be replaced as often as once a month.

4. Action points

4.1 Be aware of possible health effects. Symptoms should be reported in the accident book and medical tests taken when serious symptoms occur.

4.2 Control – make sure copiers are regularly serviced and the filter replaced on a regular cycle. Servicing alone will only reduce the chemical contamination for as short a period as a month if use is heavy.

4.3 Siting and ventilation – ventilation is crucial! Ensure that the area in which the machine is sited has a complete change of air every hour, that the exhaust vent is kept free of obstruction, and that no-one is situated next to the exhaust vent of the machine.

4.4 When maintaining the machine, adding toner etc, follow the guidelines such as wear gloves. Hands and face must be washed immediately afterwards.

4.5 Ensure that safety data sheets for all copier chemicals are obtained and all recommended precautions are taken.