

FULBOURN PARISH COUNCIL



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HEALTH & SAFETY POLICY

1 GENERAL STATEMENT OF POLICY

- 1.1 Our Policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for our employees, and to provide such information, instruction, training and supervision as they need for this purpose.
- 1.2 Our policy is to provide and maintain safe facilities for the public.
- 1.3 The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.
- 1.4 The policy will be kept up to date, particularly as the Council's activities change in nature and size. To ensure this, the policy and the way in which it has to operate will be reviewed annually. Although risk assessment is a continuing process, it shall also form part of the annual review.

2 RESPONSIBILITIES

- 2.1 Overall the final responsibility for health and safety in the Council and compliance with the Health & Safety at Work Act 1974 and Regulations made under the Act and the Occupiers Liability Act is that of the Council. The Clerk is responsible for this policy being carried out.
- 2.2 Employees have the responsibility to help to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
- 2.3 Whenever an employee or Councillor notices a health or safety problem which they are not able to put right, they must inform the Clerk at the first reasonable opportunity, who will then take steps to rectify the situation.

3 LIFTING AND HANDLING

- 3.1 A Guide to Manual Handling and Lifting Techniques is attached at Appendix 1.

4 EMPLOYMENT OF CONTRACTORS

4.1 The notes to be given to contractors are attached at appendix 2.

5 RISK ASSESSMENTS

5.1 A Risk Assessment will be carried out to identify, evaluate and estimate the hazards and risk factors that have the potential to cause harm in order to reduce the risk on all tasks and processes undertaken by Council. This will enable adequate precautions to be put in place to minimise any risk(s) identified.

6 REPORTING AND RECORDING ACCIDENTS

6.1 Accidents shall be reported to the Clerk who will record them in the accident book held in the Parish Office and report to the next Parish Meeting.

6.2 The Clerk and several Council members hold up to date First Aid Certificates.

MONITORING AND REVIEW

This Policy will be reviewed annually or in the following circumstances:

- changes in legislation and/or governance guidance
- as a result of any other significant change or event

Date reviewed and adopted: **10 May 2017**

APPENDIX 1

LIFTING AND HANDLING

- 1 The 1992 Regulations apply to lifting, pushing, carrying and moving by hand or by bodily force. More work injuries are caused through 'handling goods' than any other single action.

Manual handling is included in this and an incorrect technique can cause; hernia, torn back muscles, 'slipped disc', cuts, bruises, crush injuries to fingers, hands and forearms, crush injuries to toes, cuts and bruises to the legs and feet.

- 1 The following basic rules are produced to help reduce these accidents.

Never attempt to lift anything beyond your capability

If an object is to be lifted manually;

- a) bend the knees and crouch to the object
- b) get a firm grip using the whole hand and not the finger tips
- c) keep the back straight
- d) tuck the chin in
- e) position the feet so that one is behind the other alongside the object, pointing in the direction of movement after lifting
- f) push off with the rear foot. Straighten the legs and raising the object, move off in required direction in one smooth movement
- g) avoid pinching the fingers when releasing the object

APPENDIX 2

NOTICE TO CONTRACTORS

For Fulbourn Parish Council to comply with Health and Safety Legislation, all outside contractors employed to do work are to be made aware of the expected requirements relating to health and safety. A contractor accepting a contract from the Council shall be deemed to have agreed to comply with the following requirements.

- 1 You and your employees will conform, in all respects, to legal duties and responsibilities as laid down by the Health and Safety at Work Act 1974 and relevant statutory provisions.
- 2 The Council will retain the right to stop any operation and/or equipment or the action of any of your employees if it is considered that there is a hazard to the safety or health of employees or others. Council will not accept any responsibility for any increased costs arising out of such action. In the event of Council taking this action, your site representative will be notified verbally and will have confirmation in writing by the Council's representative to order such stoppage.
- 3 The Council will be indemnified by you or your insurers in respect of any claims, costs or expenses arising out of any incidents involving you or your employees.
- 4 The Council may notify an inspector, appointed under the Authority of the Act, of any breach of the Regulations.