



TATWORTH & FORTON PARISH COUNCIL

HEALTH AND SAFETY AT WORK –TO INCLUDE LONE WORKER POLICY

The Parish Council has the responsibility to take all reasonable steps to ensure the health and safety at work of all employees and any other person affected by its work.

This document provides details of the responsibilities for different aspects of health and safety implementation. Each Councillor is provided with a copy of this policy which is held on file by the Parish Clerk for reference at any time. It will be reviewed annually and updated as necessary.

It is expected that all employees and members will promote and comply with safe working practices under this Policy. Each individual has a responsibility to take reasonable care for their own health and safety and for others who may be affected by their acts or omissions. All staff and members must co-operate with the Parish Council to enable them to carry out their statutory duties.

The Parish Office

All personnel using the office are advised not to leave personal items of value and money unattended as the Parish Council cannot accept responsibility for personal losses. The office should be securely locked in periods of absence and at the end of the work period. The person responsible for locking up the office should as a matter of routine check all the following:-

- That all office equipment is turned off
- That all windows are closed and securely locked
- That filing cabinets and other storage areas are secure
- That all lights are turned off
- That all entrances and exits to the building are firmly shut and securely locked if the building is unoccupied in other areas.

Any unusual circumstances whatsoever in relation to persons or property should be reported to the Chairman or Vice-Chairman.

Fire Precautions

All employees and members should familiarise themselves with the fire and evacuation procedures, the nearest fire extinguishers and how to raise the alarm. It is important to keep all fire doors closed and ensure that all corridors and fire exits are kept free from obstruction at all times when using public buildings.

Accidents

An accident or injury at work, however trivial it may appear at the time, must be reported to the Chairman or member responsible for personnel. Details of the accident should be recorded in the Accident Book held at the office. There is a First Aid kit kept in the office which should be inspected annually and replenished after use.

In the event of a serious accident, dial 999 for the emergency services. The outer door should be unlocked to allow access. On no account should anyone who appears to be

seriously injured be moved unless it is essential to do so for their personal safety e.g. in a fire.

Falls

The biggest cause of injury at work is falling due to a slip, trip or stumble. All employees and members should report any potential hazard. Suitable footwear and clothing should be worn. Keep working areas clear of obstruction and spills. When carrying items ensure that clear vision is maintained.

A proper small step ladder is provided but should only be used when accompanied by another person.

Substance Hazardous to Health

The legislation covering the control of substances hazardous to health (COSHH) requires that all substances used in the workplace must be assessed in order to identify the risk to health. There are few hazardous substances in an office environment other than correction fluid which should be used responsibly.

Lifting, Carrying and Handling

Poor lifting and handling technique is a major cause of injury, not just to backs, but to shoulders, arms and even fingers and toes. If an item is too heavy to lift please ask for help. Information on how to lift safely is available.

Electrical Equipment

Office electrical equipment should be tested regularly under the Portable Appliance Testing regulations (Electrical Installation Contractors (NICEIC) standards).

If any malfunction or abnormality is identified the appliance should be switched off and disconnected from the electricity supply immediately and the fault reported to the Clerk or the Chairman.

Lone Working Procedures

Lone workers should not be exposed to significantly higher risks than others who work together. Precautions should take account of normal working conditions and foreseeable emergency situations e.g. fire, equipment failure, illness and accidents. Any one working alone is responsible for ensuring they comply with agreed procedures.

All staff and members shall be personally accountable for their actions and should be especially aware of safety when working alone. No activity that might be hazardous should be undertaken.

Any problems encountered when working alone should be immediately reported to the Chairman.

Employees should not make arrangements to meet members of the public that are unknown to them, except in a public place. Appointments made with members of the public in the parish office should always be accompanied by one or more councillors.

Date Reviewed and Adopted: 6th April 2017 Minute No: 84/17

Signed..... Chairman