

Wymeswold Parish Council Health and Safety Policy

Wymeswold Parish Council (The Council) aims to provide and maintain a safe and healthy environment, and establish and maintain safe working procedures amongst employees, Councillors, contractors, and visitors. The Council will ensure that the site (Sports Pavilion) and equipment are maintained safely and are regularly inspected. Safety rules may vary depending upon the nature of work and the circumstances, and therefore the overriding requirement is that employees, Councillors, and contractors/visitors are expected to act in a sensible manner and adhere to verbal instructions given by the Clerk and Council.

1. Legislation

This policy is based on the following legislation:

- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and lettings.
- The Management of Health and Safety at Work Regulations 1992, which require employers to assess the risks to the health and safety of their employees.
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, decide to implement necessary measures, and arrange for appropriate information and training.
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept.
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test.
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff.
- The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height.

2. Roles and Responsibilities

The Clerk has overall responsibility for health and safety matters but may delegate operational matters and day-to-day tasks to Councillors as appropriate. The Clerk will take reasonable steps to ensure that Councillors, contractors, and visitors are not exposed to risks to their health and safety.

The Clerk will:

- Assess the risks to staff and others affected by Council activities in order to identify and introduce the health and safety measures necessary to manage those risks.
- Inform contractors/visitors about risks and the measures in place to manage them.
- Ensure that adequate health and safety training is provided if necessary.
- Ensure that all risk assessments are completed and reviewed.

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3. Employees

The Council has one employee; the Clerk, and it is their duty to work safely. The Clerk will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work.
- Co-operate with the Council on health and safety matters.
- Work in accordance with training and instructions.
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken.
- Model safe and hygienic practice.
- Understand emergency procedures and feel confident in implementing them.

4. Councillors

Councillors are responsible for following the health and safety advice, on-site and off-site, and for reporting any health and safety incidents to the Clerk or Chair/Vice Chair in the Clerk's absence.

5. Contractors

Contractors will agree, if applicable, health and safety practices with the Clerk before starting work. The Council will ensure that prior to engaging any contractor, they are competent and that any works are carried out safely. Evidence showing that appropriate Public Liability Insurance is in place will be requested by the Clerk prior to the commencement of any works. Clearly, it will not be necessary to go to elaborate lengths if the contract is very short and will not create hazards of any significance. The Council will stop contractors working immediately if their work appears unsafe. Persons should report any concerns to the Clerk or Chair/Vice Chair immediately.

6. Sports Pavilion Security

The Clerk, Council and where applicable, event keyholders are responsible for the security of the Sports Pavilion. They are responsible for visual inspections of the Sports Pavilion, and fire alarm systems. The Clerk and nominated Councillors are key holders and will respond to an emergency if necessary.

7. Fire Emergency

Fire emergency exits, assembly points and assembly point instructions at the Sports Pavilion are clearly identified by safety signs and notices.

The fire alarm is tested bi-annually, the emergency lighting is tested annually, and the fire extinguishers are tested annually by specific contractors.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted.
- Evacuation procedures will also begin immediately.

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- Fire extinguishers may be used if necessary, but only if the person using them is confident and they can use them without putting themselves or others at risk.
- Persons will congregate at the assembly point.
- The assembly point is the car park at the back of the Sports Pavilion. The person in charge of the event in the Sports Pavilion will check that all persons are accounted for. They will remain outside the building until the emergency services say it is safe to re-enter.
- If none of the Council or the Clerk is present at the time, the person in charge of the event will notify the Clerk and Chair/Vice Chair of the incident.

8. Legionella

A water risk assessment has been completed at the Sports Pavilion by GES (Leicester) Ltd. This will be repeated as necessary. GES (Leicester) Ltd carry out monthly legionella monitoring for the Council which includes regular flushing and temperature checks.

9. Equipment

All equipment and machinery are maintained in accordance with the manufacturer's instructions. When new equipment is purchased, it is checked to ensure that it meets appropriate standards.

- Everyone using the Sports Pavilion is responsible for ensuring that they use and handle electrical equipment sensibly and safely.
- Any potential hazards will be reported to the Clerk immediately.
- Annually a Portable Appliance Test (PAT) will be carried out by a specific contractor.
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.
- Maintenance, repair, installation, and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a contractor specified by the Council.

10. Play Equipment

Play equipment and safety surfacing in play areas owned by the Parish Council will be subject to regular inspection.

- A Washdyke and Sports Field risk assessment will be completed monthly by the Chair or other nominated Councillor and a report sent to the Clerk.
- Annual inspection will be completed by RoSPA Play Safety Ltd, and a detailed report sent to the Clerk for distribution to the Council. Councillors will consider the recommendations in the annual inspection report and agree appropriate action to ensure all play equipment and surfacing is maintained in a good, safe condition.
- If there are concerns about the condition of any of the equipment or surfacing, this will be reported to the Clerk, who will consider whether to close off the area and arrange for repair/maintenance, as necessary. Councillors will consider the recommendations in the annual inspection report and agree appropriate action to ensure all play equipment and surfacing is maintained in a good, safe condition.

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11. Lone Working

Lone working may include:

- Late working
- Home or site visits
- Sports Pavilion, Washdyke and Sports Field duties
- Sports Pavilion cleaning duties
- Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.
- If lone working is to be undertaken, a colleague, friend or family member will be informed about where the person is and when they are likely to return. The lone worker will ensure that they are medically fit to work alone.

12. Working at Height

The Council will ensure that work is properly planned, supervised, and carried out by competent people with the skills, knowledge, and experience to do the work.

- Contractors will wear appropriate footwear and clothing when using ladders. Contractors are expected to provide their own ladders for working at height.
- Before using a ladder, contractors are expected to conduct a visual inspection to ensure its safety.
- Access to high levels, such as roofs, is only permitted by trained and competent persons.

13. Manual Handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The Clerk, Council, Contractors/Visitors are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help.
- Take the more direct route that is clear from obstruction and is as flat as possible.
- Ensure the area where you plan to offload the load is clear.
- When lifting, bend your knees and keep your back straight, feet apart and angled out.
- Ensure the load is held close to the body and firmly.
- Lift smoothly and slowly and avoid twisting, stretching, and reaching where practicable.

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14. Lettings

This policy applies to lettings. Those who hire any aspect of the Sports Pavilion or use the Sports Field, or any facilities will be made aware of the content of the Council's Health and Safety Policy and will have responsibility for complying with it.

15. Violence at Work

The Council believe that employees, Councillors, contractors/visitors should not be in any danger at work and will not tolerate violent or threatening behaviour towards them. All persons will report any incidents of aggression or violence (or near misses) directed to themselves to the Clerk or Chair/Vice Chair immediately. This also applies to violence from Councillors, contractors/visitors.

16. Smoking

Smoking and the use of e-cigarettes is not permitted anywhere in the Sports Pavilion and changing rooms.

17. Infection Prevention and Control

The Council follow national guidance published by Public Health England when responding to infection control issues. Everyone is encouraged to follow the good hygiene practice, outlined below, where applicable.

- Handwashing - Wash hands with liquid soap and warm water, and dry with paper towels. Always wash hands after using the toilet, before eating or handling food, and after handling animals. Cover all cuts and abrasions with waterproof dressings.
- Coughing and Sneezing - Cover mouth and nose with a tissue. Wash hands after using or disposing of tissues. Spitting is discouraged.
- Personal Protective Equipment - Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids. Wear goggles if there is a risk of splashing to the face. Use the correct personal protective equipment when handling cleaning chemicals.
- Cleaning of the Environment - Clean the environment, including touch points, such as light switches and door handles, frequently and thoroughly.
- Cleaning of Blood and Body Fluid Spillages - Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment. When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface. Never use mops for cleaning up blood and body fluid spillages.
- Exclusion Periods for Infectious Diseases - The Council will follow recommended exclusion periods outlined by Public Health England. In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

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18. Occupational Stress

The Council are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors. Systems are in place within the Council for responding to individual concerns and monitoring staff workloads.

19. Accident Reporting

- A record of any accidents will be reported to the Clerk or Chair/Vice Chair as soon as possible after the accident occurs by anyone using the Sports Pavilion or first aider who deals with it.
- As much detail as possible will be supplied when reporting an accident.
- Records will be held electronically by the Clerk and will be retained for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979. After such time, they will be securely disposed of.

20. Reporting to the Health and Safety Executive

The Clerk will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7). The Clerk will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include: Death Specified injuries. These are:

- Fractures, other than to fingers, thumbs, and toes.
- Amputations.
- Any injury likely to lead to permanent loss of sight or reduction in sight.
- Any crush injury to the head or torso causing damage to the brain or internal organs.
- Serious burns (including scalding).
- Any scalping requiring hospital treatment • Any loss of consciousness caused by head injury or asphyxia.
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat induced illness or requires resuscitation or admittance to hospital for more than 24 hours.
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days.
- Where an accident leads to someone being taken to hospital.
- Where something happens that does not result in an injury but could have done.
- Near-miss events that do not result in an injury but could have done.
- Examples of near-miss events include but are not limited to: The collapse or failure of load-bearing parts of lifts and lifting equipment, the accidental release of a biological agent likely to cause severe human illness, the accidental release or escape of any substance that may cause a serious

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- injury or damage to health, an electrical short circuit or overload causing a fire or explosion.
- Information on how to make a RIDDOR report is available here: How to make a RIDDOR report – <http://www.hse.gov.uk/riddor/report.htm>

21. Training

The Clerk and Councillors will be provided with health and safety training should it be required.

The Wymeswold Parish Council Health and Safety Policy was approved at the Wymeswold Parish Council meeting on Monday 5th February 2024.

Next Policy Review date will be January 2029 unless legislation beforehand requires an update of the policy.