



Pontesbury Parish Council

HEALTH & SAFETY POLICY

*The Pavilion
Hall Bank
Pontesbury
Shrewsbury
SY5 0RF*

February 2021

Contents

1.0	Pontesbury Parish Council - Health and Safety Policy Statement	Page 3
2.0	Organisation	Page 6
2.1	Responsibilities of Nominated Personnel	Page 6
2.1.1	Chairperson of Parish Council	Page 6
2.1.2	Parish Clerk	Page 7
2.1.3	Building Assistant	Page 7
2.1.4	Pavilion Steering Group/Health and Safety Comm.	Page 8
3.0	Health and Safety Policy Arrangements	Page 9
3.1	Access and egress to the Pavilion site	Page 9
3.2	Accidents and Reporting	Page 9
3.3	Bad Weather Contingency Plans	Page 10
3.4	Confidential Counselling Service	Page 10
3.5	Contractors	Page 10
3.6	COSHH (Control of Substances Hazardous to Health)	Page 11
3.7	Display Screen Equipment	Page 12
3.8	Fire Safety	Page 12
3.8.1	Fire Safety Risk Assessment	Page 12
3.8.2	Fire Drills	Page 14
3.8.3	Fire Safety Training	Page 14
3.9	First Aid	Page 14
3.9.1	First Aid Facilities	Page 14
3.9.2	Recording of First Aid Treatment	Page 15
3.10	Housekeeping	Page 15
3.11	Lone working	Page 15
3.12	Manual Handling	Page 15
3.13	Out of hours use of premises	Page 16
3.14	Personal Protective Equipment	Page 16
3.15	Outdoor play equipment	Page 17
3.16	Portable Electrical Appliance Testing	Page 17
3.17	Risk assessment	Page 17
3.18	Equal Opportunities	Page 18
3.19	Security	Page 18
3.20	Working at Height	Page 19
3.21	Work Equipment	Page 19
3.22	Information, instruction and training	Page 19
3.23	Monitoring and Reviewing the Health and Safety Policy and procedures	Page 20

Appendix

1	Fire Safety Policy Statement	Page 20
2	Manual Handling Techniques	Page 21

1. Health and Safety Policy Statement – Pontesbury Parish Council

The Chairperson of the Parish Council Duncan Fletcher acknowledges the Parish Council's responsibilities for Health and Safety as laid down by the Health and Safety at Work etc. Act 1974.

Statement of Intent

The Parish Councillors provide the following statement of intent to cover all buildings, activities and undertakings for which they are responsible and recognise their responsibility to provide a safe and healthy environment for staff, visitors, tenants and contractors at the premises and those affected by the Parish Council activities elsewhere. Within the ethos of self-regulation, the Parish Council will, so far as is reasonably practicable, ensure a safe place of work and a safe system of work.

In carrying out the above policy effectively the Parish Council, will:-

- seek the co-operation, through consultation and involvement, of all employees with a view to implementing the requirements of the Health and Safety at Work Act 1974, and associated legislation;
- provide clear instructions, information and adequate training to ensure our staff members are competent to do their work;
- maintain all places of work, including the means of access and egress from such places, in a safe condition and ensure that work equipment and systems of work are maintained to be safe and without risks to health;
- provide and maintain facilities and arrangements for the welfare of employees and others, including adequate provision for first aid treatment;
- ensure safety and the absence of risks to health and to the general environment in connection with the use, handling, storage, transport and disposal of articles and substances, and to provide appropriate personal protective equipment where necessary.
- bring to the attention of all regular and temporary employees, tenants, volunteers, visitors, and contractors, at the council premises, their responsibilities with regards to their own safety and the safety of others who may be affected by their acts or omissions. This will involve the provision of an initial induction and further information, training and supervision as is necessary;
- identify, eliminate or reduce by controls, hazards which exist at the place of work through risk assessment and bring such hazards to the attention of employees and others who may be affected. This will include the formulation and where necessary, practice of effective procedures for use in the event of a serious risk or imminent danger such as a fire.

In addition to assist in the proper implementation of this policy the Chairperson of the Parish Council and Clerk of the Parish Council will;

- keep abreast of legislation by ensuring adequate and appropriate advice through persons competent in health and safety matters and provide the necessary resources to ensure effective safety management. This will include monitoring health and safety performance on a regular basis with regards to places of work, work activities and, where necessary, contractor activities as well as keeping records;

- bring this policy statement and relevant safety arrangements not only to the attention of all employees, but other persons affected by the council's activities. The policy statement, organisation and arrangements will be reviewed and amended as often as necessary.

Adoption: 8th February 2021
 Review Date: February 2022

Minute Ref: 119.20

Signed:		Chairperson of the Council
Date:	8 February 2021	
Signed:		Parish Council Clerk
Date:	8 February 2021	

2.0 Organisation

TITLE	NAME
Chair of Pontesbury Parish Council	Duncan Fletcher
Parish Council Clerk	Debbie Marais
Parish Council Deputy Clerk	Not yet in post
Pavilion Building Assistant	Anna Lawson
Library Branch Manager	Beverley Link
Pavilion Steering Group	Chairperson

Shropshire Council - Occupational Health, Safety and Welfare Team

Health and Safety Manager - Carol Fox	01743 252819	
Senior Health and Safety Officer – Tim Tearle	01743 252819	
Health and Safety Officer – Adam Griffiths	01743 252819	
Health and Safety Officer – Clive Yates	01743 252819	
Health and Safety Support Officer – Tim Sanderson	01743 252819	
Crime Prevention Officer - Ian Bartlett	01743 252819	
Trainee Health and Safety Officer – Sharon Burt	01743 252819	
Health and Safety Technical Support Assistant – Heather Brown	01743 252819	
Health and Safety Training Officer – David Parsonage	01743 252819	
Email address for Health and Safety Team	health.safety@shropshire.gov.uk	

Fire Control/Emergency Evacuation

Fire Safety Advice	Shane Oliver – Activate Fire Safety - 01952 252 205
Nominated Premise Fire/Emergency Co-ordinator:	Debbie Marais
Deputy Fire/Emergency Co-ordinator:	Anna Lawson/Beverley Link

Reporting and Recording of Accidents, RIDDOR etc.

Persons nominated for overseeing the reporting of accidents, diseases, dangerous occurrences and incidents of violence:	
	Debbie Marais

Health and Safety (First Aid) Regulations

First Aid Co-ordinator	Deputy Clerk
Emergency First Aiders:	Training to take place as soon as possible following COVID

Portable Electrical Appliance Testing:

Nominated Co-ordinator:	Anna Lawson/ Deputy Clerk
-------------------------	---------------------------

Control of Substances Hazardous to Health Assessment Co-ordinator:

Nominated Co-ordinator:	Debbie Marais
-------------------------	---------------

2.1 Responsibilities of Nominated Personnel

2.1.1 The Chairperson of the Parish Council

- will be responsible in conjunction with the Parish Clerk to ensure formulation, reviewing and subsequent amendment to the Health and Safety Policy consisting of a Statement of Intent, Organisation and Arrangements sections
- will ensure the Health and Safety Policy is translated into effective action at all levels within the Parish Council
- the Parish Council will make adequate financial provision for enabling the policy to be put into effect
- will ensure that the Health and Safety Legislation, Codes of Practice and Guidance together with Parish Council rules are implemented and that all staff are using safe working practices

- will ensure that Health and Safety is put on the agenda of Parish Council meetings
- in liaison with the Parish Clerk, will ensure that professional health and safety advice is available
- in liaison with the Parish Clerk, will ensure that there is a nominated Health and Safety Coordinator appointed for the Parish Council's premises
- will ensure the effectiveness of the policy and the safety performance of the Parish Council is monitored on a regular basis
- will ensure the Health and Safety Policy is amended whenever necessary
- will promote a positive culture and an interest in health and safety matters throughout the Parish Council.
- will nominate a Parish Councillor to be a health and Safety representative on the Pavilion Steering Group, who will report back to full council meetings monthly.
- will ensure that the Pavilion building Fire Risk Assessment is reviewed annually in conjunction with the Parish Clerk

2.1.2 The Parish Clerk/Deputy Clerk

- The Parish Clerk is responsible for drawing up and reviewing the Health & Safety policy
- The Deputy Parish Clerk will be responsible for the implementation of the Health and Safety Policy on a day to day basis and will liaise with the Parish Clerk/Councillors to ensure full compliance with all its requirements
- The Parish Clerk will appoint persons as listed in the organisation section of the policy so as to deal with the day to day issues on Health, Safety and Welfare
- The Parish Clerk will periodically review the policy and draft amendments to it whenever necessary
- The Deputy Clerk/RFO will in conjunction with Parish Councillors ensure adequate financial provision for enabling the policy to be put into effect
- The Parish Clerk/Deputy Clerk will monitor the safety performance of the Parish Council and take such steps as may be necessary to improve performance
- The Parish Clerk will ensure that all employees are supplied/have access to a copy of the policy statement and are aware of their responsibilities as determined by the policy, particularly those parts of the policy which affect them or the responsibilities that are allocated to their position
- The Parish Clerk will ensure that effective channels of communication and consultation with staff and safety representatives are maintained
- The Deputy Clerk will be responsible for formulating and implementation of the health and safety training arrangements for staff, in order for them to undertake their work safely
- The Parish Clerk/Deputy Clerk will ensure that a suitable and sufficient assessment of risks to the health and safety of all persons on the Parish Council premises are carried out. That the assessments are recorded, together with the significant findings of the assessment and any group of employees identified as being especially at risk
- The Parish Clerk/Deputy Clerk will promote a positive culture and an interest in health and safety matters throughout the Parish Council. Health & Safety issues relating to parish council buildings, activities and services will be an agenda item at each monthly full parish council meeting
- The Parish Clerk/Deputy Clerk will provide ongoing recommendations and present an annual report on Health and Safety to the Parish Council/Parish Councillors
- The Parish Clerk will be responsible for dealing with visits from the Health and Safety Executive Inspectorate.

- The Parish Clerk will be responsible for ensuring that the Fire Risk Assessment has been completed and is reviewed annually unless significant changes occur before this time

2.1.3 Building Assistant and all staff

- will, take reasonable care of their own health and safety and that of others who may be affected by their actions
- will co-operate with the Parish Clerk and Parish Councillors on matters of health and safety and will not interfere with or misuse anything provided in the interest of health and safety
- will report all accidents, dangerous occurrences and potentially dangerous practices and situations promptly to the Parish Clerk
- Will organise regular Building User Group meetings with Library Staff and police team and liaise with regular hirer's of the building about any health and safety concerns
- Will organise regular site meetings with adjoining nursery and co-op staff, to discuss health and safety issues with the car park, and footpaths around the site (fire drills etc)

2.1.4 Pavilion Steering Group -

Terms of reference

- Will, in conjunction with the Parish Clerk monitor and generally keep under review, the state of repair of the Parish Council buildings. To assist with this, will establish any necessary reporting systems to allow staff and others where appropriate to bring to the attention of the Parish Council Chairperson/Parish Clerk any items of concern.
- Will, in conjunction with the Parish Clerk monitor and generally keep under review accidents, incidents and dangerous occurrences and ill-health and notifiable diseases.
- With the Parish Clerk, liaise, as appropriate, with the Site Building Surveyor (PSG) over the establishment of the list of necessary repairs and maintenance items to be undertaken
- To, in conjunction with the Parish Clerk, initiate any necessary emergency repairs that may arise from time to time, e.g. following break-ins, vandalism, etc.
- To consider and recommend to the Parish Council any desirable improvement projects that might form the subject of bids, for resourcing, from the local authority or from Parish Council funds in connection with this to obtain any necessary estimates and feasibility studies
- To be responsible for the co-ordination and successful completion of any self-help projects approved by the Parish Council
- To monitor and keep under review the Health and Safety Policy making recommendations for amendments or modifications as appropriate.
- To, in conjunction with the Parish Clerk, make sure buildings, equipment and materials are safe and of no risk to health, reporting or making recommendations to the full Parish Council as is appropriate.
- To recommend to the full Parish Council the setting up of procedures for implementing the Health and Safety Policy and thereafter ensuring those procedures are followed.
- To make arrangements and establish any necessary procedures to ensure that the Pavilion site is kept free from litter and refuse.
- To ensure that all security measures and procedures, including signage and lighting are in place.

3. Health and Safety Arrangements

3.1 Access and egress to the Pavilion site

The Pavilion is organised in such a way as to ensure that pedestrian and traffic can circulate in a safe manner. Parking is available in the Co-op car park which includes spaces reserved for disabled people.

3.2 Accidents and reporting

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) require that Employers report to the enforcing authority:

- work-related deaths
- work-related accidents which cause certain specified serious injuries to workers, or which result in a worker being incapacitated for more than 7 consecutive days (see the [RIDDOR](#) site)
- any injury which results in a person being admitted to hospital for more than 24 hours
- cases of those industrial diseases listed in RIDDOR
- certain 'dangerous occurrences' (near-miss accidents)
- injuries to a person who is not at work, such as a member of the public, which are caused by an accident at work and which result in the person being taken to hospital from the site for treatment

The regulations relate to any employee or other person within the Parish Council or engaged upon an activity arranged by the Parish Council e.g. visitors, service users, volunteers, contractors, agency workers and work experience.

The law requires that you must keep a record of:

- any reportable death, injury, occupational disease or dangerous occurrence.
- all work-related injuries that result in a worker being away from work or unable to do their full range of normal duties for more than **three** consecutive days (not counting the day of the accident but including any weekends or other rest days).

The Parish Council will record all accidents/incidents/near-misses on an appropriate form which meets or exceeds the requirements of form BL510. Under the requirements of the RIDDOR regulations, when someone dies or suffers a specified major injury or condition, or there is a dangerous occurrence, as defined in the Regulations. The nominated responsible person at the Parish Council will immediately notify Shropshire Council's (SC) Health and Safety Team by the quickest practicable means - during office hours telephone 01743 252819. The Health and Safety Team will report the incident to the Health and Safety Executive (HSE). The incident must be confirmed in writing within 48 hours using an appropriate accident form.

Reporting an incident out of hours. It may be necessary to contact the Health and Safety Executive Incident Contact Centre directly, either by going online to the HSE website or if this is not available telephone 0845 30009923.

If there is any uncertainty to what needs reporting, staff can contact Shropshire Council's Health and Safety Team for advice and support 01743 252819. All staff need to be aware that in the event of a serious accident/injury there will be a need to investigate the circumstances. Therefore, it is advisable to take witness statements and photos of the site of the incident as soon as possible while it is still fresh in everyone's mind.

The report form must be signed/completed by the Parish Clerk (or nominated responsible person in their absence).

The following information applies to Shropshire Council's CAR's forms -

- The Pink copy is retained for the Parish Council in the Pavilion office
- The (Yellow copy can be destroyed) and;
- The White copy must be sent to the Health and Safety Team, Shirehall, Shrewsbury SY2 6ND.

In addition to the completion of the appropriate form, ensure that notes of all telephone calls are made, including:

- the time of the call
- the name of the caller
- what details were given of the event being notified

Reviewing accidents

An analysis of the accident reports and near misses will be undertaken at regular intervals and considered by both Parish Council and the Health and Safety Committee with responsibilities for consideration of further action.

3.3 Bad weather contingency plans

Site staff will be responsible for ensuring parish council run sites remain in a good and safe condition and they will follow the procedures that have been implemented for gritting the site during icy and snowy conditions.

A risk assessment has been completed for the Pavilion and the procedures are in the Pavilion Health & Safety file. Staff must stick to the appropriate routes during icy/snowy conditions because some areas may not have been gritted. Staff will be notified of these areas and/or they will be cordoned off.

3.4 Contractors

All contractors working on Parish Council premises are to report to either a designated councillor or member of staff meeting them on site prior to starting work.

All contractors that come onto site to carry out work **must** be given a site induction and notified of the procedures in place for fire safety, emergency evacuation, first aid and reporting an incident.

For extensive building construction work or high-risk jobs, the contractor must comply with the recommendations and procedures laid down by the Client (the Parish Council) or their representatives (Property Services Group (PSG)) and current health and safety legislation. Close liaison between the Client, their Principle Designer and Principal Contractor must be maintained. This will be arranged prior to work commencing and during the work activity as appropriate, i.e. provision will need to be made for emergency discussions to address unforeseen developments e.g. the work may take longer than planned and new safety arrangements may need to be made.

Site safety arrangements regarding contractors

PSG will assess the health and safety credentials of a contractor attending The Pavilion. The Clerk/Councillors will assess for any other work carried out on parish council run sites and the

contractors' details will be listed on the approved list of contractors. For example, are they are CHAS/Safe Contractor registered. This list must be checked before awarding the work:

The following are factors will be considered as part of the safety vetting procedure:

- details of current relevant issues, supported by documentation where necessary;
- sight of the contractor's own safety policy (where they employ five or more employees - as required by Section 2 of Health and Safety at Work etc, Act 1974), method statements, safe systems of working, COSHH assessments³¹ and permits to work etc., as applicable;
- confirmation that the contractor agrees to work in accordance with the Parish Councils Health and Safety Policy and arrangements, and the health and safety requirements that are laid down in the contract;
- clarification of the responsibility for provisions of first aid and fire fighting equipment;
- provision of appropriate welfare facilities;
- details of articles and hazardous substances intended to be brought onto site, including any arrangements for safe transportation, handling, use, storage and disposal details of plant and equipment brought onto site, including arrangements for storage, use, maintenance and inspection and testing;
- clarification for supervision and regular communication during work, including arrangements for reporting problems or stopping work in cases where there is a serious risk of personal injury, imminent danger to employees and others, and possible damage to plant and buildings;
- arrangements for suitable working times and segregation of Parish Council/Pavilion activities from the contractors work areas;
- confirmation that all workers are suitably qualified and competent for the work (including a requirement for sight of evidence where relevant).
- N.B. A hot work permit will be required when hot work is taking place e.g. roof works, welding, grinding, soldering, stripping paints, etc. (further detail can be found in Shropshire Council's Hot Work Policy or Managing Contractors policy arrangements).

3.6 Control of Substances hazardous to Health (COSHH)

No substances will be used or generated within the Pavilion unless an assessment of the hazards and risk that they present has been made.

Whenever the Parish Council intends to use, or create a substance that could be a risk to the health of staff and others, the Parish Councils COSHH Assessment Co-ordinator (named in section 2) will:

- identify and control these substances, minimising the risk of exposure to staff and others.
- ensure staff are aware that certain substances are hazardous to health. Wherever possible these will be substituted for a safer alternative. Where substitution proves to be impossible a COSHH assessment will be completed. A standard COSHH assessment form should be used to ensure conformity. Copies of these documents will be available in the Pavilion Health & Safety file. Contractors working on other parish council sites will be responsible for any relevant COSHH assessments and will be asked to declare and submit these to Clerk before beginning work.
- ensure an inventory of all chemicals will be kept up-to-date and is located in the Pavilion Health & Safety file.
- ensure **all users** are informed, trained and instructed in the safe use of these substances and have access to the COSHH assessments.

- ensure staff are informed to read labels and instructions, practise sensible, safe working habits and follow and understand the emergency procedures.
- ensure equipment is maintained and used as instructed.
- ensure personnel protective equipment/clothing is available and used when required (See Section 3.14 PPE.)

All Parish Council, Library and Police staff/volunteers must be:

- Aware that they have a responsibility for reporting hazards, potential hazards and "near misses" occurring in The Pavilion to the Building Assistant/Deputy Parish Clerk.

3.7 Display Screen equipment – (visual display users)

Staff who use computers including laptops must ascertain whether they are classed as users. (e.g. use a computer/laptop for 1 hour or more at any one time during their working day). Staff who are classified as a user must undertake a workstation risk assessment³⁶.

Speak to the Parish Clerk who will be able to give you a copy of the self-assessment form and run through the procedure. If any changes/equipment are required that cannot be resolved directly by the user then report back to your Parish Clerk who will see if it is appropriate to order the equipment e.g. screen riser, footrest etc. Further support and advice can be obtained from Shropshire Council's Health and Safety Team, See Section 2 for contact details.

3.8 Fire Safety

3.8.1. The Fire Risk Assessment for the Pavilion can be found in the Pavilion Health & Safety file. The Fire Risk Assessment was undertaken by Shane Oliver of Activate Fire Safety. This will be reviewed on an annual basis or sooner if significant changes have taken place before this time. If the risk assessment identifies any significant risk the Parish Council will treat them with the appropriate priority and an action plan will be generated to address the highest risks immediately and reasonable time periods applied to implement the control measures for the medium and low risks. The Fire Policy statement is stored with the Fire Risk Assessment in the Fire Plan folder in the foyer by the main door.

Notices of fire procedures are fixed to visible sites around the Pavilion.

Emergency exit doors and routes are kept clear at all times and must not be obstructed by random storage at any time.

All fire doors are kept permanently unlocked while the premises are in use.

Staff are actively encouraged to demonstrate good housekeeping.

The Pavilion Building Assistant checks all firefighting and detection equipment weekly to ensure they are in good working order and within the "use by" date as is the statutory requirement. In addition, there is an annual check of all firefighting equipment by a Fire Risk Management Company Ltd contracted by PSG.

The fire alarms are tested weekly by Pavilion Building Assistant and emergency lighting is tested monthly as required by Regulatory Reform (Fire Safety) Order and associated guidance documentation. Records are kept in the logbook found in the Fire Plan folder in the foyer.

Fire Action Notices around the Pavilion have the following information. Signs must comply with Health and Safety (Signs and Signal) Regulations 1996 and must have pictograms to accompany text – see figure 1.

**FIRE ALARM / BOMB THREAT INSTRUCTIONS:
IF YOU DISCOVER A FIRE**

Press the fire alarm nearest to where you are:

1. The alarm will sound.
2. On hearing the alarm walk out of the Pavilion by the nearest safe exit.
3. **DO NOT PANIC.** Walk quickly and quietly, **DO NOT** return to pick up personal belongings.
4. Assemble at the fire assembly point on the Co-op car park
5. Fire Wardens will check all staff and visitors are out of the building. Fire Wardens will check the toilets and report to the Fire Evacuation co-ordinator.
6. The Fire Evacuation co-ordinator will liaise with the Fire and Rescue Service
7. Await further instruction before returning to the building.
8. If it is a bomb alert open windows, only **COLLECT** personal belongings if safe to do so before leaving the building.
9. The assembly point in the event of a bomb is located a safe distance away from the building on the Co-op car park



Figure 1

3.8.2. Fire drills

- Fire drills will take place every 6 months. Details including the names of all staff in attendance are recorded in the Fire Logbook and notes made of any problems which needing remedying.
- In the case of a fire, the first requirement is for staff to ensure the safe evacuation of all persons from the building to the safe places indicated on the fire procedures notices.
- Shropshire Fire and Rescue Services (SFRS) will be summoned by The nominated Firewarden.
- Fire wardens will sweep their designated areas and report to the Fire Evacuation co-ordinator
- The visitor/contractor signing in sheets will be checked at the fire assembly point.
- A roll call will be taken at the fire assembly point.
- Special consideration will be given to staff and visitors with special needs, disabilities etc. An Individual Personal Emergency Evacuation Plan (PEEP) will be completed for staff and/or pupils when required.
- Staff or others taking after hours clubs must ensure they are familiar with the fire procedures.
- All access routes will be maintained in a safe condition and be free from obstructions as far as is reasonably practical.
- Also see 'Critical Incident Plan.

3.8.3 Fire safety training for staff

- All staff will be given annual fire safety awareness training.
- Staff will be made aware of the findings of the fire risk assessment and have access to the fire safety policy statement.
- Individual records of staff health and safety training will be kept in Pavilion Health & Safety file.

3.9 First Aid

The Parish Council will ensure that, adequate and appropriate facilities are provided to enable first aid to be rendered to staff and visitors should they be injured or become ill. A risk assessment has been undertaken to ensure the provision is suitable for the Pavilion.

The Parish Council seeks to ensure that at least **2** members of staff have received training on a first aid course.

First Aid training will be provided by Rea Valley First Responders and will include defibrillator training.

Copies of the First Aider's certificates are displayed in reception.

Section 2 lists the names of all the First Aiders.

3.9.1 First Aid Facilities

- The first aid boxes are placed in clearly identified and accessible locations:
 - a) Library counter;
 - b) In the kitchen.
- Each first aid box contains a list of required first aid items and sufficient quantities of suitable first aid material and nothing else. Contents of the box will be replenished as soon as possible after use in order to ensure there is always adequate supply of all materials. The Pavilion Building Assistant is responsible for ensuring these are replenished as soon as possible after use.
- Disposable nitrile gloves are provided in the first aid box, properly stored and checked regularly to ensure that they remain in good condition.
- Notices are posted in prominent positions in the Pavilion giving the locations of first aid equipment and the names and photographs of the first aiders.

3.9.2 Recording First Aid Treatment

Records of all incidents treated will be made in the accident/Incident record book. If CAR's forms are used the pink copy must be kept on site in a locked filing cabinet in the Pavilion Office. See section 3.2 for further information on accident/incident reporting.

3.10 Housekeeping

The Parish Council has adopted policies and practices which lead to a safe working environment. Good housekeeping is practiced at all times.

- Staff must ensure that all spillages will be cleaned up immediately with safe disposal of the waste. If there is a large spillage the Building Assistant should be contacted. If the area is left unattended staff must put out warning signs/cones.
- All rubbish and waste paper bins will be emptied daily so as to minimise the amount of combustible material in the building in the case of a fire.
- All storage areas will be kept orderly, safe and provided with easy access.
- The Pavilion will be cleaned to an acceptable standard on a daily basis by the cleaning staff.
- All staff are responsible on a daily basis for reporting Health and Safety issues to the Parish Clerk.

3.11 Lone Working (Working alone)

It is recognised that, from time to time, it may be necessary for Parish Council employees to work in situations or locations, which are remote from other members of staff. This includes employees working in the evenings, weekends or during holiday periods on their own.

Any staff wishing to work outside normal office hours must have prior agreement/permission from Parish Clerk. In such circumstances, the Parish Council will assess the risk to these individuals and introduce suitable controls to ensure that all risks are minimised.

A copy of the procedures introduced to control these risks will be kept by the Parish Clerk.

3.12 Manual Handling

The Parish Council recognises that manual handling will take place within the Pavilion and that the movement of heavy and awkward loads can contribute to significant workplace injuries. Therefore, it is a requirement at staff induction that manual handling will be identified within the tasks/activities undertaken by the individual and training will be provided where appropriate.

A specific manual handling risk assessment will be undertaken for the task/activity where hazardous manual handling cannot be eliminated and reviewed regularly. Training will be refreshed every 3 years unless it is deemed necessary to undertake the training more frequently.

Staff who have undertaken manual handling training will be familiar with the risk assessment process and are advised to read the completed risk assessments and follow the control measures at all times to ensure that they remain safe.

General manual handling guidance for all staff

To avoid manual handling injuries, you should ensure you follow the basic manual handling procedures:

- Plan the lift before you start
- Assess the load – if it is awkward or heavy, is there a mechanical aid to use e.g. trolley or will it require a second person to help.
- Ensure the route you are going to take is the most direct, clear from obstruction and as flat as is possible. When you off-load the object make sure the area is clear for you to do so.
- When lifting bend your knees and keep your back straight, feet apart and angled out and ensure the load is held close to the body and firmly.
- Lift smoothly and slowly and avoid twisted, stretching and reaching where practicable. See pictures of correct procedures in **Appendix 1**.

3.13 Out of hours use of the Pavilion

Consideration will be given to persons using or hiring the Pavilion outside normal office hours in order to ensure their safety.

A responsible person will be nominated to represent the Parish Council and a user representative will be required for liaison, to ensure that all visitors understand the procedures to be adopted in the case of fire/emergency evacuation, first aid provision, and safe use of buildings, equipment, substances and other facilities.

There will be control over the number of persons attending functions at the Pavilion to ensure it complies with the details in the fire risk assessment. If necessary further advice is available from the Health and Safety Team, contact details can be found in in Section 2.

Events and entertainment programmes will be scrutinised beforehand with regard to licensing and the above-mentioned procedures. Hirers of the building will be given written emergency procedures they have to comply with and must sign and agree to follow them.

3.14 Personal Protective Equipment (PPE)

PPE will be provided to staff as a last resort if no alternative control measures are available to reduce the risk to an acceptable level.

PPE will be provided to staff as necessary when identified during the assessment of the task/activity risk or COSHH assessment. This could be eye protection, hearing protection, gloves, high visibility wear, helmets, footwear and respiratory protection equipment (RPE).

The Deputy Parish Clerk will be responsible for purchasing the correct type of PPE which is suitable for the task in hand. The person who will be wearing the equipment should be involved in the process of purchase, to ensure that it is correct in size and fit so that it is comfortable to wear, face fit testing will be required for the use of RPE.

Suitable arrangements are in place for the storage, cleaning and replacement of PPE/RPE.

Staff will receive training as appropriate and will be required to wear the PPE provided. They will be responsible to keep it clean, stored correctly and report any faults so that replacements can be provided.

3.15 Play equipment (outdoors) owned by the Parish Council at the Play Area, Station Road.

All play equipment must be used in accordance to the manufacturers/installer's instructions.

All outdoor play equipment and safety surfaces comply with the current standards BS EN 1176 and BS EN 1177 respectively.

Instructions for use will be displayed (wherever possible) in close proximity to the equipment and copies will be held by the Deputy Parish Clerk.

Outdoor play equipment fortnightly inspections are undertaken by Shropshire Council, weekly visual inspections are undertaken by Deputy Parish Clerk. Records of the inspections are kept at the Parish Clerk's Office.

Annual inspections are undertaken by 'ROSPA' report kept in the Parish Clerk's Office.

3.16 Trees that the Parish Council are responsible for

All trees are inspected by a suitably qualified person every two years. A report is provided and an action plan for the works suggested approved by full parish council. Work is carried out by a qualified Tree Surgeon from the approved contractors list provided by Shropshire Council. Visual inspections are carried out by the Parish Council Tree Warden and Wood Matters Tree surgeon in the intervening period and in particular following bad weather conditions.

3.17 Public Toilets, School Green

These are inspected and cleaned daily Monday - Friday. Any health & Safety issues are reported immediately to Deputy Parish Clerk/Parish Council Chairperson

A Risk Assessment is provided for the toilets which is reviewed annually or before, if circumstances change e.g during COVID-19 pandemic.

3.18 Portable electrical Appliance Testing (PAT)

The Parish Council will be responsible for ensuring that all portable electrical equipment is maintained and tested to ensure that it remains in a safe condition. A combined inspection and test will be carried out by a competent (in terms of appropriate electrical knowledge, training and experience) person at pre-determined intervals which are dependent on the type of work under taken and the conditions of use, in-line the guidance given in table 1 of the HSE's 'Maintaining portable electric equipment in low-risk environments'

<http://www.hse.gov.uk/pubns/indg236.pdf> to ensure the equipment remains safe to use.

No equipment other than newly purchased may be used unless P.A.T. tested. Newly purchased equipment **must** be visually inspected before first use. This includes personal equipment brought into Pavilion by members of staff. All new equipment must be entered into the register as soon as practicable and not left until required to be tested.

The Deputy Parish Clerk and Building Assistant will be responsible for co-ordinating the registration, inspection and testing of equipment.

All staff will be informed/instructed how to visually check the electrical equipment before use e.g. checks on the casing/plug not cracked/in date, etc.

All hardwired electrical equipment will be maintained and tested at least every 5 years unless the manufacturers' instructions state otherwise. In all cases it will be maintained in accordance with British Standard 7671 so that its performance does not deteriorate to the extent that it puts people at risk.

3.17 Risk Assessment

The Parish Council will assess all risks to safety and health using the risk assessment process to identify any significant risk. Risk Assessments are required under the Management of Health and Safety at Work Regulations and other specific regulations for the workplace, work activities and equipment.

All significant risks will be recorded on the appropriate risk assessment form, the assessment will be reviewed annually unless significant changes occur in the work process, or an accident or near miss incident as revealed a deficiency in the control measures needed. In which case the assessment will be reviewed and amended.

All relevant staff will be made fully aware of the risks and additional control measures which may be required. This will be monitored by the Parish Clerk/Pavilion Steering Group

Risk assessments are available for staff activities, the use of equipment and premise. See file of assessments in Pavilion Office.

- DSE assessments for individual staff are kept in their personnel files held at the Parish Clerks Office.

3.18. Equal Opportunities

The risk assessment process carried out to comply with health and safety legislation will also provide an opportunity to consider the reasonable adjustments required by the employer under the Equalities Act 2010. The Act defines a situation in which a disabled person is at a disadvantage that could be overcome through a reasonable adjustment to their work and removes barriers to disabled workers doing their jobs. What a reasonable adjustment is will depend on the situation but might include things like the provision of accessible equipment, a change in hours or even moving the worker to a more appropriate job or work area. Identifying what is required will be part of the risk assessment process and will enable the Parish Council to demonstrate so far as is reasonably practicable everything reasonable has been done.

3.19 Security

To ensure that the Pavilion site remains safe, we will ensure:

- Doors and gates are locked after final use in the evening until 08:00hrs. During normal office hours Monday to Friday access to the Pavilion is through the main entrance. After office hours access is via the side entrance available to key holders only.
- Nominated members of staff, parish councillors will have a set of keys to access the Pavilion at any time. The Pavilion Building Assistant/ Deputy Parish Clerk has a full inventory of key holders and keys that have been allocated.
- Blinds/curtains have been installed in all rooms and corridors for security.

The Building Assistant is responsible for the overall security of the Pavilion at the end of the day by ensuring that doors, windows, skylights etc. are secured.

All staff have responsibilities for ensuring their office/room windows are shut and lights and computers are switched off at the end of the day.

3.20 Work at Height

Wherever possible working at height will be avoided. If working at height is identified during the risk assessment process, contractors will be used where practicable. Parish Council staff required to carry out work at height will receive appropriate training to undertake the task. Appropriate access equipment will be purchased to undertake the tasks.

Ladders/step ladders will comply with the following standards BS 2037, BS 1129 Class 1 or BS EN 131 (Staff who have been trained will have the understanding of what equipment should be used) and that any kick stools provided will be maintained in good condition and meet European standard EN14183-F.

Only staff who have received ladder training will be permitted to use ladders/step ladders

There is a ladder/step ladder register which is sited in the Pavilion Health & Safety file. It is the responsibility of the Building Assistant to keep it up to date, overseen by the Deputy Parish Clerk. Trained staff must undertake a user check before use of the equipment.

3.21 Work equipment

Work equipment relates to all things that assist staff to do their job from tables and chairs, ladders, vacuum cleaners, utensils, computers, photocopiers, woodworking machinery (DT), lifting equipment, fire extinguishers, etc.

The equipment must be suitable and fit for purpose. Therefore, before any equipment is purchased staff must ensure they understand what is required and consult with all those that will be using the equipment:

- Consideration will be given for the installation, storage and positioning of the equipment.
- Training and use of the equipment will be required and where practicable, training provided by the companies that supply the equipment.
- The equipment will be maintained to ensure the equipment remains in good condition by the Deputy Parish Clerk/Building Assistant or will be under contract for maintenance and repairs via Shropshire Council Property Services Group and/or the Supplier. An annual formal inspection of equipment will be carried out by the Building Assistant/Deputy Clerk

Staff will be given information, instruction and/or training before the initial use of the equipment to understand how to use it and what checks are required to use it safely. It is the responsibility of the person using the equipment to ensure that it is in a safe condition before using it and to report any defects to the Pavilion Steering Group/Parish Clerk (to be raised at full council meeting under Health & Safety).

The Parish Council will keep an inventory of all work equipment including site equipment e.g. hand tools, ladders, drills, etc. This includes a record of the inspections, including statutory inspections and user checks carried out. The log/record is kept in the Pavilion Health & Safety file.

3.22 Information, instruction and training

Appropriate information, instruction and training are an essential component in enabling a staff to carry out their duties. For example, understanding the control measures to prevent (list not exhaustive):

- A fire
- Accident reporting
- Accidental disturbance and exposure to asbestos dust
- How to use work equipment safely

The Parish Council will ensure that all employees receive adequate information; instruction and training to enable them carry out their tasks/duties safely. This will include induction training upon commencing employment as well as any specific training and refresher training that may be required. The Parish Clerk will ensure that adequate up to date records of training are maintained.

3.23 Monitoring and Review

Internal monitoring and review of the health and safety policy and procedures will be undertaken on an annual basis.

The Parish Clerk/full parish council and the Pavilion Steering Group will be responsible for reviewing and amending this policy in conjunction with the parish council annual Health and Safety Self-Monitoring Checklist (SMC) and Fire Risk Assessment. A Self-Monitoring Checklist & Fire Risk Assessment will be used and sent to Shropshire Council's Health and Safety Team, annually for review. Please send to: health.safety@shropshire.gov.uk)

The Parish Council will make arrangements to carry out a systematic and regular programme of monitoring and reviewing of:

1. All accident/incident reports
2. All advisory reports received
3. All audit reports (where appropriate)
4. The annual health and safety self-monitoring checklist and action plan
5. Incident/accident reports i.e. near misses and violence
6. Other information about changes in requirements as they occur.

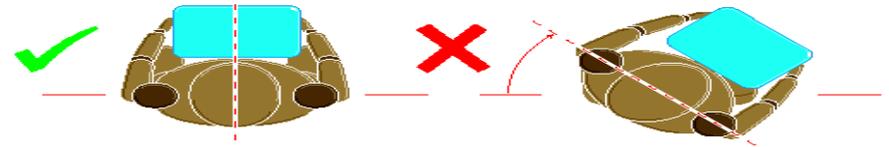
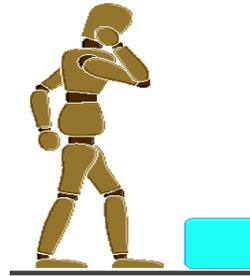
Aspects of these will be reported to full council so that any review of policy that may be necessary or contemplated can be informed by them.

Parish Clerk:	
Chair of Pontesbury Parish Council:	
Date:	8/02/2021

Review date: February 2022

Good Handling Techniques

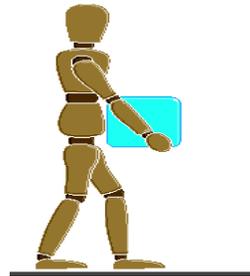
Think before lifting / handling



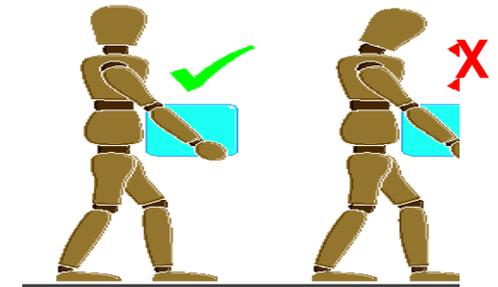
Avoid twisting the back or leaning sideways.

Turning by moving the feet is better than twisting and lifting at

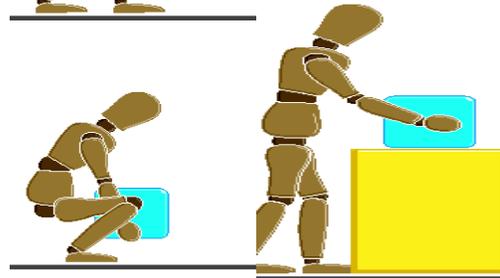
**Keep the load close to the waist.
Adopt a stable position.
Get a good hold.**



**Keep the head up when handling.
Move smoothly.**



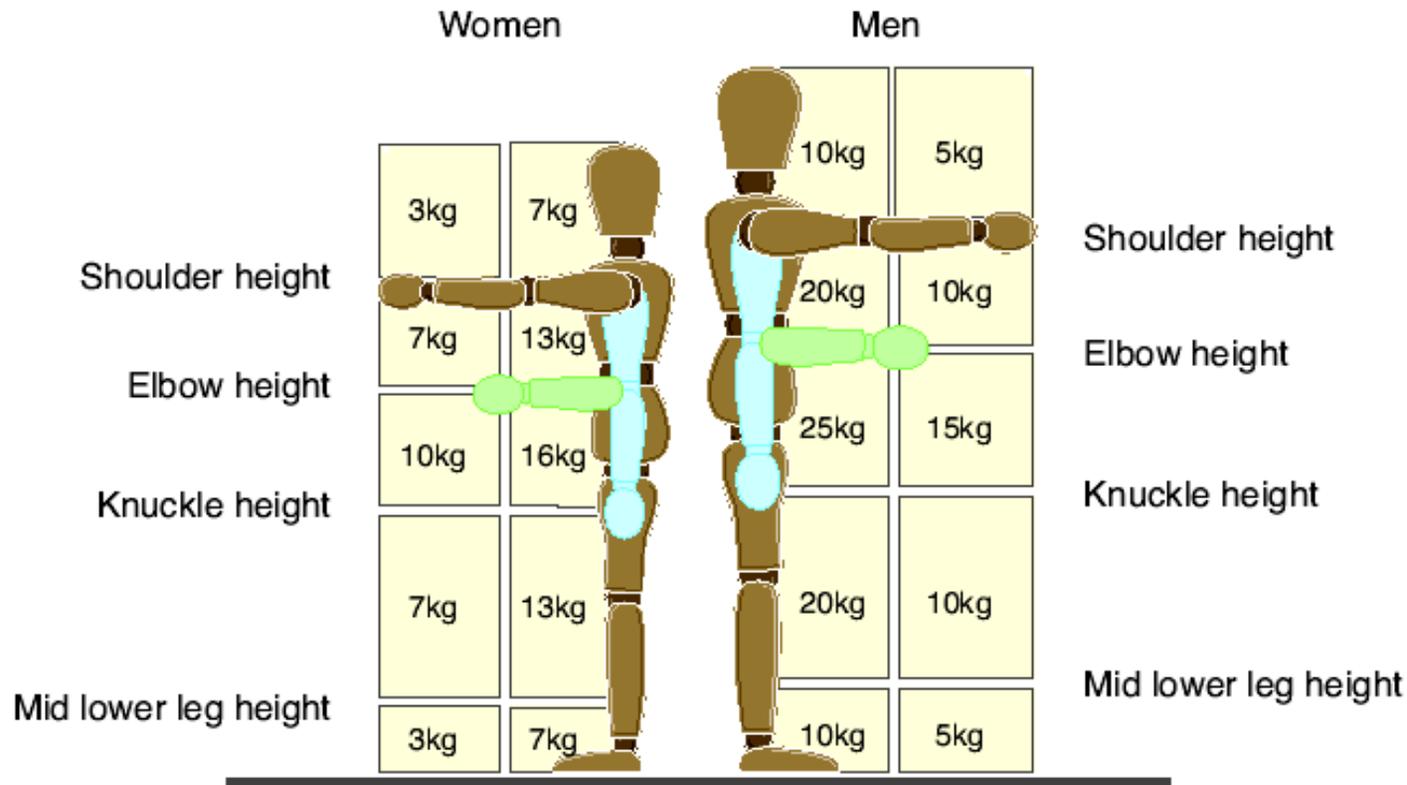
**Start in a good posture.
Don't flex the back any further while lifting.**



**Don't lift or handle more than
it
can be easily managed.
Put down, then adjust.**

General risk assessment guidelines

There is no such thing as a completely 'safe' manual handling operation. But working within the following guidelines will cut the risk and reduce the need for a more detailed assessment.



Note

Although great care has been taken in the compilation and preparation of this work to ensure accuracy, it is the responsibility of the Trustees/Head-teacher to ensure that the arrangements referred to accurately reflect the actual control measures in place at the school.

The list of arrangements shown are not exhaustive and the index in the main policy should be checked to ensure that all areas that are applicable in the school have been covered. All the high-risk activities will have their own policies e.g. Science, Design and Technology, Physical Education and Food Technology.