



# Health and Safety Policy

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Review on: March 2025

Office Opening Times:

Mondays, Tuesdays and Fridays 10am to 12noon

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Marden Parish Council Health and Safety Policy

# **MARDEN PARISH COUNCIL**

## **HEALTH AND SAFETY POLICY**

Marden Parish Council (MPC) recognises and accepts its statutory duty to comply with all relevant health and safety legislation. It is the policy of MPC to provide and maintain a healthy and safe working environment and MPC endeavours to seek high standards of safety in the execution of all aspects of its work.

MPC's health and safety aim is to minimise the number of instances of occupational accidents and illnesses and to achieve an accident free workplace.

MPC recognises and accepts its duty to protect the health and safety of all visitors to the Council offices and other MPC owned buildings, including contractors and temporary workers, as well as any member of the public who may be affected by MPC's operations.

While MPC will do all that is within its powers to ensure the health and safety of its employees, it is recognised that health and safety at work is the responsibility of each and every individual associated with MPC. It is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well being of themselves or any other person.

Appropriate preventative and protective measures are, and will continue to be, implemented following identification of work related hazards and assessments of the risks associated with them.

MPC recognises the importance of employer/employee consultation on matters of health and safety and the value of individual consultation prior to allocating health and safety functions.

The contents of this statement will be reviewed annually to reflect any changes to the Health and Safety at Work Act.

Whilst MPC recognises its duties and responsibilities under the Health and Safety at Work Act, the objectives of this safety statement can only be achieved through the support and co-operation of employees and all other persons who use the premises (ie contractors and members of the public).

### **HEALTH AND SAFETY STATEMENT**

MPC's statement of health and safety policy is:

- To provide adequate control of the health and safety risks arising from our work activities;
- To consult with our employees on matters affecting their health and safety;
- To provide and maintain safe plant and equipment;
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision for employees;
- To ensure all employees are competent to do their tasks, and to give them adequate training;
- To prevent accidents and cases of work-related ill health;
- To maintain safe and health working conditions; and
- To review and revise this policy as necessary at regular intervals.

## **RESPONSIBILITIES AND DUTIES**

**Marden Parish Council's duties are to observe the requirements of the Health and Safety at Work Act 1974 and all other relevant legislation, Codes of Practice, Health and Safety Executive (HSE) Guidance Notes and recommendations of HSE inspectors and Environment Officers associated with health and safety.**

The Clerk, as part of her role, takes overall responsibility for Health and Safety within the Council but MPC may nominate a "competent person" to assist if required.

The Clerk will, as far as reasonably practicable, take all steps to meet this responsibility by:

- Ensuring that systems of work are identified which are safe and without risks to health, to employees and any other person likely to be affected by work activities;
- Manage proper arrangements for the use, handling, storage, use and disposal of articles and substances at work which are safe and without risk to health;
- Provide such information, instruction, training and supervision, where necessary, to secure the health, safety and welfare of all employees;
- Ensure that the Health and Safety Policy is reviewed and updated as and when necessary in line with current legislation;
- Communicate with other members of staff and Cllrs when any changes are made;
- Monitor the implementation of the Health and Safety Policy;
- Assess the risks of all operations;
- Review risk assessments on a regular basis;
- To have sight of contractors' health and safety policies, risk assessments and public liability insurance documents;
- To ensure that all incidents, accidents and dangerous occurrences are thoroughly investigated and reported to the appropriate authority if necessary;
- Ensure that all staff are fully trained in the use of equipment and ensure that equipment is safe to use;
- Arrange for the issue of Personal Protected Equipment (PPE) to be provided and ensure it is used correctly.

### **Risk Assessments**

The basis of health and safety management is that hazards are identified and appropriate controls are brought in to ensure that risks are as low as reasonably practicable.

All work activities will be risk assessed by the Clerk and controls brought in on the basis of this assessment. The assessments will be kept and the results made available to employees and any Councillors, contractors or visitors affected.

Where a significant risk has been identified it will be controlled by applying the following general principles of prevention:

- Avoiding risks;
- Evaluating the risks which cannot be avoided;
- Combating the risks at source;
- Adapting the work to the individual, especially as regards the design of workplaces, the choice of work equipment and the choice of working and production methods, with a view, in particular, to alleviating monotonous work and work at a predetermined work-rate and to reducing their effect on health;
- Adapting to technical progress;
- Replacing the dangerous by the non-dangerous or the less dangerous;
- Developing a coherent overall prevention policy which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment;
- Giving collective protective measures priority over individual protective measures; and
- Giving appropriate instructions to employees.

### **Distribution and Review of a Health and Safety Policy (HSP)**

Once a HSP has been produced it must be brought to the notice of all employees and revised when appropriate.

The Clerk must ensure through the normal supervision process that employees:

Read the policy;  
Understand the sections applying to them; and  
Raise any queries, and receive answers.

The Clerk will ensure a copy of the HSP is sent to:

- Members of the Parish Council.

Where it will help contractors to understand MPC's approach to health and safety and to work safely the Clerk will send a copy to the contractor prior to any work being undertaken.

### **Employee's Responsibilities**

Every employee will be required by law:

- Not to put themselves, or anyone else, at risk;
- Not to interfere with, or misuse, anything provided for safety reasons;
- To co-operate with MPC's attempts to improve health and safety;

- To advise the Parish Clerk of any health and safety problems likely to affect any person;
- Work in the safe manner that they have been trained and instructed in;
- To take reasonable steps for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work;
- To maintain high standards of personal hygiene.

### **Protective Clothing**

Where risks to employees cannot be controlled by other means, PPE will be provided.

PPE will be provided free of charge to employees who will be trained to use it. This will have been chosen by assessing the risk involved and taking into account the individual who will be using it.

The Parish Clerk will be responsible to ensure that all staff are wearing/using the PPE in the way that they should and it is being maintained, kept cleaned and replaced when necessary;

PPE may include:

- Eye protection – glasses, goggles, visors
- Ear protection – ear plugs, ear muffs
- Visibility garments – high colour clothes, retro-reflective garments
- Foot protection – toe caps, mid-soles
- Respiratory protection – masks, respirators, breathing apparatus
- Leg protection – ballistic trousers, shin pads
- Hand protection – gloves, gauntlets, chain mail gloves
- Skin protection – leggings, arm covers (but not barrier cream)
- Body protection – aprons, boiler suits, weather protection
- Head protection – helmets, bump caps

### **Ladder Work**

Where there is a need for an employee of MPC to work at height and ladders are required to undertake this the Clerk must be informed prior to work commencing and ensure that there are at least two employees at all times whilst the ladder is in use.

### **Manual Handling**

Staff should be encouraged to attend manual handling training as many of the duties of MPC involves some form of manual handling.

### **Noise**

A range of tasks done by employees of MPC may expose them to high levels of noise. The Clerk will ensure that:

the correct PPE (ear protectors) is provided and used; and

Machines will be purchased/hired which produce the least amount of noise when used.

### **Fuel Storage and Use**

Petrol/diesel is required for the purposes of grounds maintenance and any containers must be fit for the purpose of fuel storage (10 litre maximum of sound vapour tight construction and correctly labelled).

No sources of ignition must be introduced next to the storage area. In case of fire, dry powder extinguishers should be fitted in the storage area.

### **Storage Safety**

MPC has to store a wide variety of items and has various areas of storage including cupboards, rooms and buildings in which items are stored.

As poor storage can lead to fire hazards and health and safety risks from trips, falls and falling items all employees will be expected to assist in achieving safe storage by:

- Only storing those items that have to be stored;
- Storing items in the areas provided for them;
- Storing items in a tidy manner;
- Ensuring that storing of items do not block walkways, exits or accesses to other areas;
- Storing items so that cannot fall.

The Parish Clerk will make regular checks of storage areas and to identify any items which can be discarded.

The notice “Health and Safety Law – What you should know” will be posted in the Parish Office and Southons Field storage area as demanded by law.

### **Needle Stick Injuries**

When employees, or volunteers, of MPC undertake litter picking and collection there is the possibility they will come across discarded hypodermic syringes/needles.

As the needles can cause contaminated puncture wounds MPC will ensure that:

Employees are aware that syringes may be found in litter and when clearing the playing field etc

That litter that may contain syringes is removed by litter picker;

All employees/volunteers undertaking litter clearing must be provided with PPE (gloves, litter picker) and are advised to use the litter pickers rather than hands unless difficult to do so.

Employees to inform the Parish Clerk if they find a syringe and be alert to areas where extra care is needed.

Any syringes that are found are placed in a “sharps box” kept in the Parish Office;

Any employee receiving a puncture wound from a broken syringe or syringe needle will be instructed to seek medical attention immediately.

## **Accident Reporting and Investigating**

(includes ill-health related to work)

All accidents to employees and others using MPC property must be reported to the Clerk and an Accident Form completed.

The Parish Clerk will receive a copy of the accident report and ensure notification of those accidents are reported to the Health and Safety Executive if necessary.

## **Hazard Reporting**

Grounds maintenance staff will undertake regular inspections of the play areas, play trail and cemetery and report any issues to the Clerk.

Employees will be encouraged to advise the Clerk of any situations they consider hazardous to them, their work colleagues or any other visitors to MPC's premises.

Employees should make a brief note of any hazard they observe and pass to the Clerk.

The Clerk will investigate and indicate what action is needed.

Licences/Training Records to be kept of personal certificates obtained and when due for renewal – copies are included on individual staff files being mindful of data protection issues.

Regular reviews on any additional training needed to carry out various tasks safely with competent.

## **Security**

The Parish Office has an intruder alarm fitted and CCTV equipment at Marden Playing Field is serviced by competent contractors annually.

The CCTV cameras only monitor those areas which are covered by the equipment (*see CCTV Policy*)

The Parish Office is situated in the front of Marden Memorial Hall – CCTV cameras are installed around the whole of the building externally and are able to be monitored by the Memorial Hall Facilities Manager.

## **Office Safety**

The Parish Clerk, Deputy Clerk and Administrative Assistant's duties often involve lone working. When this is the case the following procedures should be followed: (*see also Lone Working Policy within the Employee's Handbook*):

- Office door to be kept closed at all times;
- Main door to be kept locked after normal office hours;
- The Chairman, (or Vice-Chairman in their absence), to be made aware of any alteration to times of work;
- Office duties are risk assessed and reviewed regularly.
- A list of all key holders is documented

- Code to intruder alarm system is only given to those who require access and a list of these is documented
- CCTV provision – *see Security* above

Staff who open/close Southons Field and public conveniences at set times should inform someone of their whereabouts.

A great number of tasks undertaken by MPC are carried out in an office environment, with work carried out using computers.

Offices are low risk areas but there is a range of specific matters to be considered. These include:

- Use of DSE
- First Aid
- Fire Safety
- Manual Handling
- Electrical Safety
- Work Equipment
- Workplace safety

MPC will:

- Analyse workstations and assess and reduce risks
- Train and inform display screen users about the health and safety aspects of their work (*see DSE Workstation Policy*)
- Provide eye tests for users on request and at regular intervals afterwards, and provide special spectacles here required.

### **Access to offices**

A list of all staff and Cllrs aware of the keypad entry code to the Parish office will be documented.

A list of all staff that hold keys or have access to keys will be documented

Archiving – details will be summarised on what records are kept and for what length of time necessary (*see Document Retention Policy*)

All paper documented records shall be locked in cabinets, all computers require passwords to gain access and all records should be backed up onto cloud/external hard drives on a regular basis

### **Pregnant Workers**

The employee should advise their line manager/HR Sub-Committee Chairman as soon as she is aware of the pregnancy, at which time an assessment would be carried out on the potential risks associated with her condition such as manual handling, stressful situations and the general work environment.

### **Harassment and Bullying at Work**

MPC is committed to promoting an environment where employees can work without fear of being intimidated, harassed or bullied.

Any behaviour which is unwarranted, unreciprocated and offensive and cause the person on the receiving end to feel humiliated, intimidated or distressed can be regarded as harassment or bullying.



## **Violence**

Through the range of services offered by MPC and times are limited, the hazard of violence, verbal or other to the person exists from some members of the public.

Incidents of violence will be recorded on an MPC's incident form.

MPC will always expect violent incidents to be reported to the Police and will support employees wishing to take legal action against all perpetrators.

## **Electricity**

There is a requirement in Law to ensure that electricity, however it is used or encountered, does not put any employee or other person at risk.

The fixed electrical supply in MPC's premises must only be extended and adapted by a competent electrician.

Electrical Appliances, plugs and cables to be inspected every 12 months (PAT) by a competent person and a record or tagging system used.

## **Fire Safety**

Marden Memorial Hall is responsible for the provision and regular maintenance of the fire safety equipment within the Parish Office.

A fire extinguisher is kept in Southons Field storage area.

Fire safety notices and evacuation plan is posted in the parish office and staff are made aware:

Of the protocol of evacuation

The position of the fire assembly point

## **Contractors:**

The Clerk will check with contractors (including self-employed persons) before they start work that:

- The contract is clear and understood by both parties;
- The contractors are competent to carry out the work;
- Contractors have adequate public liability insurance for the work to be undertaken;
- Contractors do not work alone when working at height;
- Contractors have their own health and safety policy for staff;
- The contractor knows who to report to if there is a problem, when work is completed etc.

## **Buried Services**

Whenever employees or contractors need to dig an excavation or drive anything into the ground, the presence of buried electric cables, gas or water pipes must be considered. A check should be made prior to any work being undertaken by contacting the relevant utility company.

## **Overhead Cables**

Work should only be undertaken near live overhead cables by a competent person.

## **Safety Checks**

The Parish Clerk, Deputy Clerk or Caretaker, will undertake the following checks:

Play equipment at Playing Field and Southons Field: weekly and an annual inspection by Play Inspections.

Changing Rooms: fortnightly (Caretaker does checks on a regular basis).

Fire Extinguishers and Fire Alarm in Parish Office: checked via Marden Memorial Hall Trustees

First Aid Box –monthly or more regularly if used

Electrical Equipment – PAT Tested annually by competent electrician

Risk Assessments – yearly unless need to be revisited during the course of the year if activity changes

Memorials – (see separate Memorial Safety Policy)

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Mondays, Tuesdays & Fridays 10am - 12 noon

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