

CRANFIELD PARISH COUNCIL

Section 5

Health and Safety at Work

1. Policy Statement.

Cranfield Parish Council will comply fully with the requirements of the Health and Safety at Work Act 1974 and all other relevant statutory health and safety provisions. The responsibility for health, safety, welfare and security within Cranfield Parish Council is placed upon both the Parish Council and upon all persons working for the Council. This statement, therefore makes specific commitments regarding how the Council operates, personal safety, welfare, damage to property, security (both individual and property), protecting the environment, reducing losses and liabilities and fully meeting statutory requirements.

This statement will govern each member of staff working for Cranfield Parish Council. The Council undertakes to implement these commitments by:

- ensuring that effective arrangements exist for communication, discussion and consultation on health and safety matters at all levels;
- instituting and maintaining comprehensive safety assessments;
- working towards the elimination of unsafe acts or omissions, foreseeable hazards which may result in fires, security losses, damage to property, personal injuries/illnesses and occupational ill health;
- fulfilling Cranfield Parish Council's duty of care for contractors, visitors and users of the facilities;
- the provision of adequate instruction, training and supervision to enable work to be carried out safely;
- the provision of safe premises and work places, including access to and exit from them;
- the provision of safe systems of work;
- the provision of suitable arrangements for safe use, handling, storage and transport of articles and substances;
- the provision of time off to attend an eyesight test for any employee using VDU's for a significant part of the working day and reimbursement of the cost of the eye test;
- the appointment of competent people to assist in meeting statutory duties, including, where appropriate, specialists from outside the council.

Priority will be given to matters of safety. This statement, the Health and Safety at Work Policy and all other appropriate arrangements for health and safety will be provided for the information and guidance of all who work for the Cranfield Parish Council.

Finally, it is required that all employees take responsibility for their own safety and that of others who could be affected by their acts or omissions. All employees are required to be aware of Cranfield Parish Council Rules contained within this document.

2. **Safety Rules.**

There are a number of safety rules that must be followed by all employees, visitors and contractors whilst they are working for the Council. They are:

- equipment must be operated in a safe manner;
- fire doors must be kept closed;
- work areas must be kept tidy, gangways clear and fire exits unobstructed;
- safety and first aid equipment must not be abused;
- materials must be stored in a safe manner;
- paper storage and waste paper must be kept in a manner which prevents a fire hazard being created;
- “no smoking” regulations must be maintained in all areas so designated;
- cabling must be protected and positioned in a safe manner;
- equipment/hand tools etc. must not be used when known to be unserviceable;
- equipment must only be operated by those so trained or those under supervision whilst receiving training;
- protective clothing and equipment must be used when the work task demands it;
- where the use of portable electrical appliances is necessary they must be switched off when unattended
- accidents, near misses and hazards must be reported

3. **Management Responsibilities.**

The Council Chair will take the lead role in health and safety matters, with responsibility for the maintenance of safety on the basis of legislation. He / she will also lead the overall drive for improved safety.

The Clerk to the Council is designated as the local safety officer and will work closely with the Chairs of the Sub Committees. Between them, they will have the following responsibilities:

- the health, safety and welfare of all established and temporary employees working for the Cranfield Parish Council;
- carry out risk assessments within his/her level of competence in order to comply with the appropriate legislation relating to:
 - The management of Health and Safety Regulations;
 - The workplace and Work Equipment Regulations;
 - Use of visual display units;
 - Manual handling;
 - COSHH (Control of substances hazardous to health regulations 1994);
 - Maternity (and new mothers)
 - Electricity at Work
- a duty of care for all users, visitors and contractors whilst within the area for which he/she has responsibility;

- ensuring that effective arrangements are in place to deal with incidents/accidents and emergencies/evacuations;
- taking all reasonable and practical steps to ensure and improve the health, safety and welfare of employees for whom he/she is responsible and of contractors and the general public as appropriate;
- fire precaution management;
- security, both personal and physical, relating to any premises as well as employees, contractors, customers and members of the public as appropriate;
- all necessary equipment and systems are provided, maintained and are safe without known risks to health;
- all materials, new machinery, and equipment purchased by the Cranfield Parish Council complies with the legislative requirements and/or manufacturers recommendations and that information is available to employees to enable their use with safety;
- the use, handling and storage of articles and substances is conducted safely without known risks to health;
- any issue raised by an employee which could reasonably be foreseen as causing a threat or potential hazard, is dealt with and/or reported to the Clerk to the Council;
- all accidents, injuries, dangerous occurrences and “near miss” situations which arise are reported and recorded in the Accident Book at the earliest opportunity;
- all necessary information and instruction is provided to employees, contractors and visitors and that all employees are provided with adequate training in order to ensure that work is conducted safely;
- the place of work is maintained in the condition which is safe and without known risks to health and safe methods of working are used;
- all practical steps are taken to reduce noise and sound levels to an acceptable degree (as defined by the relevant Local Authority requirements);
- taking immediate and appropriate steps to investigate and rectify any risks to health and safety arising from the work activity and in accordance with the Accident Reporting Procedure;
- finally, to ensure all risk assessments have been undertaken and that there are systematic health and safety inspections. This particularly applies to trees, play equipment, bus shelters, street lighting and other Council property.

4. **Employees Responsibility.**

All employees must:

- take reasonable care for the health and safety of themselves, their fellow employees and all other persons attending the workplace;
- co-operate with the Council in the performance of their duties and work in accordance with the health and safety policies, and all associated training and information provided;
- avoid intentionally or recklessly interfering with or misusing anything provided, in the interests of health, safety and welfare;
- call attention to any potential hazard and/or raise any point relating to health and safety standards in the environment of Cranfield by contacting their immediate manager or the Chair of the Environment Committee. If the employee remains dissatisfied that the appropriate action has not been taken he/she must seek to notify the Chair of the Parish Council;
- only undertake duties which are authorised and for which training has been given if appropriate;
- follow all general Cranfield Parish Council safety rules (see 2. Above) and follow all additional instructions which are notified and apply to their particular work area.

5. **Contractors Users and Visitors Responsibilities.**

Contractors, users and visitors must follow all safety rules. They are also required to:

- take reasonable care for the health and safety of themselves, employees and members of the public;
- if applicable, co-operate with the council committee and follow instructions given by the Council Clerk in the performance of their duties;
- avoid intentionally or recklessly interfering with or misusing anything provided in the interest of health, safety and welfare;
- before beginning work contractors may be required to provide a Safe System of Work Document or Method Statement. In this event no work must be carried out until this document has been completed and approved;
- all contractors must comply with Health & Safety Rules with particular regard to proper use of equipment.

6. **Information and Communication**

Cranfield Parish Council will ensure that all appropriate information regarding health, safety and welfare is provided to all appropriate employees, representatives and other persons concerned. Statutory notices will be displayed as appropriate.

7. **Emergencies and First Aid**

Details of the emergency procedures, fire marshals and first aiders will be provided for the Community Centre as appropriate.

8. **Accident Book.**

Under RIDDOR, (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) all major injuries, dangerous occurrences and diseases must be reported within 10 days of the event to the Health & Safety Executive (HSE) on form F2508. This requirement extends to all injuries, dangerous occurrences and diseases which result in an employee being absent from work for more than 3 days.

There is a legal requirement under RIDDOR that an accident book must be maintained in all offices by the Local Safety Officer in accordance with Health & Safety Policy. The book will be held by the Clerk to the Council.

9. **Injury at Work.**

When an employee is absent due to an injury on or off duty involving a third party, the Council must identify at the outset whether the absence is due to:

- injury as a result of an accident in which Cranfield Parish Council alone is involved;
- injury due to negligence of a third party;
- injury as a result of an accident involving Cranfield Parish Council and a third party.

If an employee is injured as a result of an accident on or off duty, involving a third party, as in (b) or (c) above and a claim for damages is to be made against a third party, they should be advised to include a specific amount for loss of earnings in accordance with the following paragraphs in any claim they make against a third party.

A claim for loss of earnings should be based on the gross salary or wages which would have been paid to them had they not been absent from work due to the injury less statutory sick pay:

- plus any overtime which would also have been paid to them;
- less anticipated income tax on the total amount and an amount equivalent to primary Class 1 National Insurance Contributions which would have been deducted from their remuneration during the period concerned if they had been working.

The amounts withheld, as equivalent to primary Class 1 contributions should be treated in all other respects as though they were earnings related contributions.

In accordance with the Law Reform (Personal Injuries) Act 1948 (as amended), a deduction from the claim should be made in respect of half of the value of any Social Security benefit payable during the period of absence due to injury, within a period of 5 years beginning with the time when the cause of action occurred. Details of the relevant Social Security benefits are obtainable from the local Jobcentre Plus office.

Employees must claim Statutory Sick Pay if they cannot work as a result of an injury at work

This paragraph does not apply to any contractor, self-employed person or Councillor.

10. **Breach of Duty.**

Where it is alleged that a breach of duty on the part of Cranfield Parish Council or its servants has caused the accident, the employee should not normally include any amount for loss of earnings in the claim.

However, a claim for loss of earnings may be made where either:

- the employee is not in receipt of full sick pay for the period of absence due to injury;
- or gross salary or wages including any overtime would have exceeded sick pay had they not been absent from duty.

The employee must notify the Chair of the Cranfield Parish Council if he/she takes sick absence as a result of an injury at work. The employee must be reminded that in order to protect their interests under the relevant Social Security Acts they should inform the local Jobcentre Plus / Benefits Agency office that they wish:

- to apply for an accident declaration in respect of the accident.
- that they wish to apply for Industrial Injuries Disablement Benefit or whatever Benefit replaces that
- to establish their entitlement to benefit for a prescribed disease.

A copy of the letter from the Benefits Agency informing the claimant of the decision should be forwarded to the Chair of the Council. An employee who suffers an injury as a result of an accident should be advised by the Chair of the Council to seek legal advice.

11. **Keeping the Public Safe**

The Cranfield Parish Council has a duty towards the community of Cranfield to maintain the environment and services in a safe and sustainable way. This includes the provision of children's play equipment, to keep its trees bushes and grass in good order, to maintain street lighting and bus shelters and in many other ways. Many of these items are delegated to contractors. However, just because particular work is contracted out, this does not necessarily release the Cranfield Parish Council of its duties and obligations. See the Policy number 12 on Contractors.

The Council will always take into account the safety of the public when carrying out routine maintenance and will instruct its contractors who undertake this maintenance to undertake such work in a safe way. They will provide risk assessments and statements of work method as and where necessary.

The Cranfield Parish Council will ensure that Health and Safety Issues are placed on the committee agenda at least twice a year to ensure that Health and Safety issues are kept under constant review.

CRANFIELD CEMETERY

The Health and Safety rules for the cemetery will be posted on the Notice Board, which is at the entrance to the cemetery. An annual inspection of the cemeteries will be carried out by the Cemetery Superintendent and will be passed to the Clerk to the Council who will ensure it is on a Council Committee agenda for any recommended actions to be carried out.

PLAY EQUIPMENT

The Cranfield Parish Council Maintenance Officer will carry out health and Safety checks on all Play Equipment once a week. A short report on any issues or risks will be reported immediately to the Clerk to the Council who will ensure that the Environment Committee Chair is aware and action is agreed to rectify the issue. It might also be sensible to place warning / advisory notices by the equipment. There will also be a full Health and Safety Inspection of all Play Equipment once a year by RoSPA and their report will be discussed at the Council Meeting and any actions agreed and taken forward by the Environment Committee.

TREES, FENCES, WALLS AND THE ENVIRONMENT

There will be an annual inspection and risk assessment of all trees, fences etc. to ensure that they are safe to the public. Any items that are "High Risk" will receive attention as soon as possible. Any work carried out on trees, walls etc. will be carried out in a safe way. It will normally be expected that the contractors carrying out this work will provide a method statement.

COMMUNITY BUILDING

The Health and Safety rules and procedures for the Community Building will be set out in a notice and displayed prominently in the centre once the Building has been adopted by the Council. The Community Building Committee will be responsible for ensuring the building and its environs are safe to use. There will be an annual report to the main Cranfield Parish Council including an H & S inspection and report. The Parish Council will need to ensure that the recommendations' of that report are carried out.

MISCELLANEOUS

All other areas such as Street Lighting, Bus Shelters etc. will be inspected at least once a year to ensure that they are fit for purpose and do not pose any Health and Safety Risk. This will normally be carried out by the Council Maintenance Officer or a contractor who reports to the Environment Committee Chair and then to the main Council. The street lighting in the areas of adopted highways will, where possible be brought up to the Central Beds Council adoptable standards. Priority for improvement will be given to unlit areas and where the lighting is poor to improve Health and Safety and help with the reduction of crime.

12. **Risk Assessments**

Regular checks and the annual inspection by RoSPA will keep most Health and Safety issues under control and keep risks to a minimum. However, there will be occasions when an issue arises which must be considered immediately. In such cases, or where a problem has worsened then it will be necessary to undertake a risk assessment. This can be undertaken by any competent Councillor or Council Staff. It is simply the application of common sense. To assist with this process the process and forms are set out in Annex 5.A.

13. **Lone Workers**

There are particular Health and Safety issues, which pertain to lone workers. The situation for each lone worker can be different and so there must be an analysis and risk assessment to ensure they are protected so far as is possible. The Lone Worker policy is set out at Cranfield Parish Council Policy number 13.

14. **Responsibility.**

All those persons referred to within the scope of this policy are required to adhere to its terms and conditions. Managers are responsible for ensuring that this policy is applied in the workplace and generally in the village of Cranfield.

Risk Assessment Consequence Table

Consequence	1. Insignificant	2. Minor	3. Moderate	4. Major	5. Catastrophic
Harm	Minor bruises/discomfort/affects wellbeing.	Some minor injuries/minor ill-health.	Many minor injuries/ill-health temporarily incapacitating	Some major injuries/ ill-health permanently incapacitating	Death
Disruption	One day Service disruption	One week Service disruption	One month Service disruption	Up to 6 months Service disruption	6 months to 1 year Service disruption
Litigation	Replacement of property.	Replacement of property & finances	Minor out-of-court settlement.	Civil action – no defence.	Criminal prosecution.
Damage	Minor property damage/no environmental impacts.	Slight property damage/impacts on internal environment.	Moderate property damage/impacts on site environment.	Severe property damage/impacts on local environment.	Loss of whole department/impacts on regional environment.
Reputation/Confidentiality/Data Loss	Damage to individual's reputation. Minor breach of confidentiality. Minor complaints to Clerk	Damage to team reputation. Temporary loss of information. Minor complaints to council	Damage to Service reputation/local media coverage on day. Loss of information/ records. Some complaints to Council	Damage to Trust reputation/local media coverage <3 days. Irrecoverable loss of vital records/ information. Complaints to Chair, formal complaint process	Damage to Council reputation/ national media coverage <3 days. Prosecution under Data Protection legislation. Complaints to Chair, formal complaint process cannot resolve
Enforcing Action	Audit non-conformance/ advice from enforcers.	Breach of procedure/ Directive from enforcers.	Improvement Notice.	Prohibition Notice.	Government Investigation.

Likelihood Table

Level	Descriptor	Description
5	Almost Certain	Expected to occur in most circumstances..
4	Likely	Will probably occur in most circumstances.
3	Possible	Might occur at some time.
2	Unlikely	Not expected but conceivable. Could occur sometime.
1	Rare	Don't expect to happen. Can only imagine happening in exceptional circumstances.

Risk Control Options

Risk Control Options	
1 st	Risk Avoidance (informed decision not to become involved in the risk situation)
2 nd	Risk Transfer (shifting the responsibility for burden or loss to another party)
3 rd	Risk Reduction (selective application of appropriate techniques, engineering and/or management principles)
4 th	Risk Acceptance (an informed decision to accept the consequences and likelihood of the risk)

Risk Assessment Matrix

Consequence	Likelihood				
	1	2	3	4	5
	Rare	Unlikely	Possible	Likely	Almost certain
5 Catastrophic	5	10	15	20	25
4 Major	4	8	12	16	20
3 Moderate	3	6	9	12	15
2 Minor	2	4	6	8	10
1 Negligible	1	2	3	4	5

For grading risk, the scores obtained from the risk matrix are assigned grades as follows:

1–3	Low risk
4–6	Moderate risk
8–12	High risk
15–25	Extreme risk

Risk Rating is calculated by multiplying the likelihood against the consequences, e.g. taking a likelihood of 3, which is classified as Possible, and multiplying this against a consequence of 2, which is classified as Minor, would give you an overall risk rating of 6, which would be risk rated as a Moderate risk.

Low risk equals 1 to 3.

Low Risks are largely acceptable, subject to reviews periodically, or after significant change.

Moderate Risk equals 4 to 6

Moderate risks are largely acceptable but further control measures should be introduced where possible.

High risk equals 8 to 12

High Risks should only be tolerated for the short-term and then only whilst further control measures to mitigate the risk are being planned and introduced, within a defined time.

Extreme risk equals 15 to 25.

High Risks activities should cease immediately until further control measures to mitigate the risk are introduced.

RISK ASSESSMENT FORM

Description of item	What are the risks	Level of risk	Actions to be taken to reduce