

# **Cringleford Parish Council**

**CRINGLEFORD PARISH COUNCIL**

**HEALTH AND SAFETY POLICY**

**UPDATED AUGUST 2019**

**NEXT REVIEW DATE: AUGUST 2020**

# Cringleford Parish Council

## CONTENTS

Contents	2
Preface	3
Health and Safety Policy Statement	4
Specific Duties and Responsibilities	6
Procedures:	8
Enforcement Agencies	8
Risk Assessments	8
Training	8
Accident reporting	8
First Aid	9
Work Equipment	9
Material and Contractors	9
Violence / Personal Safety	9
Asbestos	9
Inspections and Documentation Review	9
Safe Systems of Work	10
PAT testing	10
New and Expectant Mothers	10
PPE	11
Fire / Fire training	11
CoSHH	12
Display Screen Equipment	12
Manual Handling	12
Housekeeping	13
Legislation	14
Appendix:	
1. Safe Systems of Work	15
2. Control of Contractors	16
Statement of Policy relating to the Employment of Contractors	17
Contractors Safety Information	19
Declaration	22
3. Control of Substances Hazardous to Health (COSHH)	23
5. Manual Handling	
6. Working Method Statements	
Appendix	
7. Risk Assessments	
Appendix	

# **Cringleford Parish Council**

## **PREFACE**

Cringleford is a thriving and rapidly growing village on the Southern edge of the City of Norwich. The Parish Council has many functions, one of which is the maintenance of the public areas, grounds and amenities owned by the Council. The Council is an elected body which employs a full time parish clerk, a full time administrator, ground staff and caretakers. All are given training before commencing lone working.

The Parish Council owns two buildings – The Willow Centre on Willowcroft Way and The Pavilion on Oakfields Road, as well as the recreation ground on Oakfields Road, five playgrounds around the parish and an outdoor gym. With the growth of Cringleford the amount of land for which we are responsible is due to grow rapidly.

A number of approved contractors are used to carry out the maintenance and repair of equipment which is beyond the scope of the council, such as street lighting and electrical and gas maintenance.

In line with current good practice in health and safety management the health and safety policy should be regularly reviewed. The parish clerk attended an IOSH Managing Safely training course in May 2016 and reviews the existing policy, risk assessments and Safe Systems of Work annually. The documents and policies which follow were last updated in August 2019.

# Cringleford Parish Council

## HEALTH AND SAFETY POLICY STATEMENT

Cringleford Parish Council acknowledge that health and safety is an important aspect of their responsibilities to employees, parishioners and visitors, and is committed to acting in accordance with the requirements of the Health and Safety at Work etc. Act 1974, the regulatory framework that flows from it and industry led “best practices” to attain and maintain a high level of effective safety performance with compliance with legal requirements as the minimum standard acceptable.

People are our most important asset, their knowledge and skills are not easily replaced and consequently our commitment to their safety is a priority for the Council’s management. The Council will actively promote safe and healthy working conditions with the objective of ensuring, so far as is reasonably practical, the health and safety of employees, and other persons who may be affected by its activities.

This commitment is extended to other stakeholders who might be affected by our operations, our sub-contractors, the public, our customers and the enforcing authorities.

To meet the high standards expected the Council will, as far as reasonably practicable:

Provide and maintain a safe and healthy working environment with adequate welfare facilities.

Provide safe means of access to and exit from Council provided amenities and workplaces.

Ensure that the amenities, work places, tools and equipment are maintained in a safe condition.

Ensure that materials and substances used are, as far as is reasonably practicable, safe to handle and without undue risk to health.

Involve all employees on issues relating to health, safety and the environment.

Ensure that all employees are competent to do their tasks and provide information, instruction and training for employees.

Maintain and protect the local environment and take such steps as necessary to control waste.

Whilst the Council believe that excellence in the management of health and safety is an essential element within its operations, it is equally clear that without

## **Cringleford Parish Council**

the financial commitment, individual support and co-operative effort at all levels of the organisation, success will be hard to come by.

This policy statement will be communicated to members of staff via the Council's induction training programme and be published on Council website and notice boards. When health and safety information is passed to other interested parties this policy statement will accompany such documentation.

The Council's health and safety management system is subject to continual review which may be triggered by changes in the legislative framework, industry best practice or internal reorganisation but will be formally reviewed and reissued annually as a minimum or on appointment of a new chair or clerk.

Signed on Behalf of Cringleford Parish Council.

Chairman of the Council.....

Date .....

# Cringleford Parish Council

## SPECIFIC DUTIES AND RESPONSIBILITIES

### COUNCILLORS

All Councillors are jointly responsible for the implementation of the Health & Safety Policy, for monitoring the administration of the Council's affairs, and ensuring that insurance policies are in date.

#### **In doing so, they will ensure that:**

- A copy of this policy is provided to employees on appointment. Opportunity will be given to discuss this policy on an individual basis to ensure that it is fully understood and implemented;
- The Council's activities are monitored to ensure that the Health & Safety Policy is being complied with;
- Contracts of employment include compliance with the Council's health, safety & environmental requirements;
- All staff have adequate competence and training for carrying out their specific jobs and for ensuring the health, safety and welfare of themselves and those around them;
- Employees are aware of the hazards within the operation of their tasks, and they fully understand and observe all aspects of the Council's Health & Safety Policy;
- No employee shall be engaged in any work activity where technical knowledge or experience is necessary to prevent danger or injury unless they possess such knowledge or experience, or is under supervision of a competent person having regard to the nature of the work;
- Safe methods of work are adopted;
- All suppliers comply with *Section 6* of the *Health & Safety at Work Act (HASAWA)* in supplying articles and substances that are safe and without risk to health when properly used and to provide information to enable them to be properly used;
- Any accidents arising out of the Council's activities are recorded, reported and investigated as detailed in the accident reporting procedure;
- Regular inspections of equipment are carried out and necessary records kept;

# **Cringleford Parish Council**

## **PARISH CLERK**

The Parish Clerk will support the Council and share in the Council's overall responsibilities for health, safety, welfare and the environment.

The Parish Clerk is responsible:

- For the day to day aspects of health and safety, ensuring that all staff are aware of their responsibilities and duties, to maintain all records of inspection, including fire and portable electrical appliance tests, CCTV, and identify training requirements that are appropriate and necessary.
- For ensuring the Council is in compliance with current legislation, as far as is reasonably practicable. That the Council keeps abreast of health and safety legislation, following best practice and ensuring that all others with responsibilities for health and safety are suitably trained and have sufficient resources to fulfil their obligations.
- For conducting formal routine annual inspections with the grounds staff, their workplaces and equipment and ensuring that they complete their monitoring sheets as required. For conducting formal annual inspections of council owned property with the head caretaker including his weekly inspection records and keeping a note of these inspections including highlighting any issue that cannot be resolved on the spot. For ensuring that appropriate inspections are carried out by external companies on council owned equipment including fire extinguishers and alarms.
- For conducting annual inspections with the Advisory Group member appointed with responsibility for health and safety matters. These will be recorded and referred to during Council meetings and when meeting with employees.
- To investigate any health and safety concerns raised by employees, councillors or the public.
- For keeping notes of all health and safety meetings.
- For liaising with government agencies, emergency services and insurers.
- For ensuring that a certificate of employers' liability insurance is displayed in the Pavilion and The Willow Centre and the 'Health and Safety Law – what you should know' poster is displayed in the Grounds office at the Pavilion and the grounds store or a leaflet of the same title is given to each employee.

## **EMPLOYEES**

- It is the duty of every employee to exercise personal responsibility and to do everything reasonably possible to prevent injury to oneself and to others. Employees have a responsibility to conform to this policy and with the Health & Safety at Work etc. Act 1974 and associated legislation.

# Cringleford Parish Council

- Employees have a statutory duty to take reasonable care of the safety and health of themselves and others who may be affected by their acts or omissions and to cooperate with the Council to enable it to fulfil statutory obligations. They should also ensure that they are physically fit and technically responsible for the work requested of them.
- Employees have responsibility for properly using any safety devices involved in their work. They will not recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- All accidents and near miss incidents shall be reported to the Clerk, and recorded in the accident book as soon after the event as possible. Employees will also cooperate with the management in investigating all accidents and near misses.
- Employees must request assistance or advice about any area of work that they are not familiar with.

## ARRANGEMENTS / PROCEDURES

**Enforcement agencies** - The enforcement agency is the Environmental Health section of South Norfolk District Council. Any site visit carried out by Statutory Inspectors shall be co-ordinated with the full cooperation of Councillors and any recommendations carried out as soon as reasonably practicable.

The Council recognises its duty under the Health & Safety legislation and will do all that is reasonably practicable to comply with the relevant regulations including the following:-

**Risk Assessments** - Risk assessments will be carried out by the Parish Clerk for all public areas, buildings and village assets. These assessments will be recorded, monitored and reviewed at least annually. Risk assessments will be stored within The Willow Centre and the grounds office at the recreation ground.

**Training** – Councillors are responsible for ensuring that appropriate health & safety training is provided for employees. The Clerk is responsible for maintaining records of such training.

**Accident reporting.** All accidents, and 'near misses, must be reported to the Parish Clerk as soon as practicable. Injuries are to be recorded in the accident book kept with the First Aid Kit in the Pavilion and The Willow Centre kitchens, noting cause and any treatment given.

All accidents, and near misses, will be investigated and employees are expected to cooperate with such investigations, with a view to preventing re-occurrence.



## Cringleford Parish Council

**First Aid:** A suitably equipped first aid kit is located in the kitchen of the Pavilion and The Willow Centre. The Council will ensure that members of staff are trained First Aiders. The Parish Clerk is responsible for ensuring that the first aid kit is kept fully supplied. Any reportable incident as defined under RIDDOR (*The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995*) will be reported by the Clerk to the Enforcement Agency and their advice will then be considered.

**Provision and Use of Work Equipment** - The Council provides all the equipment required for the maintenance of the grounds and buildings. This equipment is routinely inspected for serviceability by operators, and periodically by servicing contractors. If equipment provided by the employer is damaged or faulty the employee is responsible for the immediate return or report of such equipment to the employer for repair or replacement. (*Provision and use of Work Equipment Regulations 1998*). If the equipment is lost or damaged through negligence, there is an onus on the employee to report such loss or damage immediately. Staff are not to bring in their own cleaning products or equipment.

Only Council employees who have received appropriate training are authorised to operate the Council's tractors and other maintenance equipment.

Equipment is regularly maintained by appointed contractors, records of which are maintained by the Parish Clerk.

Specific equipment use will be addressed by Safe Systems of Work documents.

**Procurement of materials & contractors** – Anyone who buys materials or hires contractors on behalf of the Council must ensure that they have read and fully understand the company health and safety policy.

The Council will ensure that each contractor employed is qualified, competent and carries adequate insurance. All suppliers are asked to provide full information on any hazards associated with the equipment or materials supplied and any precautions required. This information must be passed to the Clerk (see appendix 2)

**Violence/Personal safety** – All staff should avoid getting into a confrontational situation. Always remain polite, but back off from situations that are potentially dangerous. Any incidents should be reported to the Clerk who may call the police, if it is considered necessary.

**Asbestos** – An asbestos survey was carried out at the Pavilion in November 2016 which concluded that there was no asbestos within the building.

**Inspections & Documentation Review** – At least annually (with the exception of trees which are every four years) an inspection of village assets and managed areas will be carried out and findings recorded. Any serious defects / items for attention must be actioned immediately.

## **Cringleford Parish Council**

Risk assessments, the health and safety policy document and all other health and safety documentation will also be reviewed at least annually taking into account any changes in personnel, procedural or physical changes.

All documents are available via the Clerk. All documentation which relates to members of the public will also be displayed on the website.

**Safe Systems of Work** - Safe Systems of Work are generated through risk assessments. Once in place, Safe Systems of Work will be maintained and reviewed periodically (Working Method Statements).

Safe Systems of Work are established for the protection of employees and where a Safe System of Work is in place it must be complied with.

It is the duty of employees, and contractors, to read or have explained to them, understand and comply with the requirements of their Safe Systems of Work. Any difficulties or queries regarding the Safe Systems of Work should be made known immediately to the Parish Clerk. (See appendix 1).

**Portable Appliance Testing (P.A.T.)** - All electrical appliances owned by the council are tested by an external company on an annual basis, and clearly marked with an identifying sticker. A record of the tests is held by the clerk. In addition staff must carry out a visual inspection on all equipment prior to its use.

Any item found unserviceable by the PAT testing must be repaired before used again and a record of the repair made. Any item found unserviceable that cannot be repaired is to be put beyond use, e.g. remove power cable.

Portable appliances brought on site by contractors must have been tested before use. The Parish Clerk will require proof of such tests. As part of room hire contracts, hirers confirm that any equipment they bring on site is PAT tested.

**New & Expectant Mothers** – Where an employee informs Councillors that she is pregnant, has given birth in the past six months, or is breastfeeding, a risk assessment of her work duties will be carried out to ensure adequate precautions are taken to prevent injury or ill health to both the mother and the child. This risk assessment will take account of likely physical and psychological changes to the mother, and will include specific hazards such as long working hours, exposure to harmful substances, heavy lifting, potential violent situations etc. This risk assessment will be reviewed regularly to take account of possible changes which may occur during the different stages of pregnancy and post natal recovery.

**Personal Protective Equipment (PPE)** - PPE is provided for employees where necessary and must be suitable for the task, serviceable and worn as required.

All PPE issued is to be kept on site when not in use

## Cringleford Parish Council

It is the responsibility of all employees to maintain their PPE in a serviceable condition. Any PPE found damaged, unserviceable or beyond expiry date is to be replaced.

All PPE must be effective in its designed function, user friendly and suitable for its intended work environment.

Any employee not wearing PPE when required to do so may be subject to disciplinary action.

The Council insists that Contractors wear PPE where it is required.

Any contractor not wearing PPE when required may be ejected from the site, and may be subject to consequential loss claim.

**Fire** - A number of first aid fire fighting appliances are provided in suitable locations within the pavilion building and workshop and The Willow Centre.

Pavilion - In the event of fire or other emergency, all personnel are to muster at the far end of the car park. The alarm will be raised by voice if the smoke detector has not activated.

The Willow Centre – in the event of fire or other emergency, all personnel are to muster at the far end of the car park. The alarm will be raised by pressing one of the alarm points located throughout the building if the smoke detector has not activated.

The Parish Clerk, Administrator and Assistant Parish Clerk, Head Caretaker, and Grounds Supervisor will make periodic inspections of the Pavilion, The Willow Centre, workshops etc inspecting emergency exits, extinguishers and general housekeeping.

**Fire Training** - All staff received training in February 2016 in fire marshalling. New members of staff will be trained appropriately.

The Willow Centre staff will test the fire alarms weekly and hold periodical fire drills. All such training and fire drills are to be recorded.

The Pavilion and The Willow Centre are hired by members of the public for meetings, celebrations, sports and social functions. The signed booking form includes information on fire procedures and, for TWC, staff are always on site to give further information.

The Pavilion - A fire inspection should be carried out by the hirer before leaving and securing the premises to ensure that all smoking materials have been extinguished, all electrical appliances, except for the water heater and refrigerator, are switched off, including the oven. The grounds supervisor will carry out regular checks.

## Cringleford Parish Council

The Willow Centre - The Caretaker will carry out an inspection before securing the building and setting the security alarm.

**Control of Substances Hazardous to Health (CoSHH)** - No new substance or chemical is to be brought on site without first consulting with the Parish Clerk. The Clerk will ensure that all substances used and brought on site are safe and suitable for their intended use, and will continue to try and introduce less hazardous substances whenever possible.

The Grounds Supervisor will monitor and maintain raw material, paint and oil stores, obtaining and reviewing data sheets for each substance. Records of assessments will be maintained and kept available.

Staff will ensure the safe storage of all materials, and with regard to manual handling, purchase materials that can be easily and safely handled. Refer to CoSHH file.

(See appendix 3)

**Display Screen Equipment** - The two staff members based in the office carry out the majority of their work almost exclusively on computers. Therefore the level of risk is considered high in regard to VDUs and Safe Systems of Work have been put in place to be followed.

Any problems should be reported to the Parish Clerk. In the case of the parish clerk, problems will be reported to the Chairman of the council as line manager.

Employees classified as 'users' will be assessed and all necessary measures to remedy any risks found will be taken.

Eye and eyesight test will be provided for VDU users, at the Council expense. The provision of free corrective appliances, usually glasses, will be limited to the cost of a basic pair of glass specifically for VDU use. The employee is liable for any additional cost for frame enhancement or lens treatment.

The Council has the right to specify which optician may be used.

**Manual Handling** - Lifting and moving loads by manual effort is the biggest single cause of injury in industry, largely because incorrect methods are used which could result in a back strain either immediately or after a period of time.

Wherever practicable the Council shall obviate the need for manual handling. Training in the correct movement of items will be provided to all staff.

**Housekeeping** - The Council is aware that slips, trips and falls are one of the most common causes of all accidents, often resulting in injury and lost time.

The Council will ensure that good housekeeping is maintained at all times to reduce the number of such accidents. Employees will be instructed to ensure that

## **Cringleford Parish Council**

they clean up as they go, and not leave trailing cables and hoses for others to trip over. Yellow safety signs will be erected when work is being carried out as a warning to others onsite.

Good housekeeping also reduces the risk of fire as well as injury. The Council will ensure that employees do not allow waste to accumulate, materials, tools and equipment are stored properly when finished, and lids and covers are firmly replaced on oils, paints etc.

The Council will ensure that toilets and washing facilities are maintained and cleaned on a regular basis. Employees will be instructed to use them with care and consideration.

Storage cupboards will be kept tidy, clean and easily accessible. They remain locked at all times unless a member of staff is inside. Due to the cleaning products stored within, if a storage cupboard is found open when hirers are present in the building this will be an immediate disciplinary matter.

Anyone found abusing or misusing any facility may be subject to disciplinary action.

# Cringleford Parish Council

## LEGISLATION

The following legislation may affect Cringleford Parish Council employees, members of the public, visitors and contractors:

THE HEALTH & SAFETY AT WORK ETC. ACT 1974

THE MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999

PROVISION AND USE OF WORK EQUIPMENT REGULATIONS 1998

HEALTH & SAFETY (DISPLAY SCREEN EQUIPMENT) REGULATIONS 1992

WORKPLACE (HEALTH, SAFETY AND WELFARE) REGULATIONS 1992

PERSONAL PROTECTIVE EQUIPMENT AT WORK REGULATIONS 2002

REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES  
REGULATIONS 2013 (R.I.D.D.O.R)

ELECTRICITY AT WORK REGULATIONS 1989

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS  
2002 (COSHH)

THE CONTROL OF ASBESTOS REGULATIONS 2012

HEALTH & SAFETY (FIRST AID) REGULATIONS 1981

THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

HEALTH & SAFETY (CONSULTATION WITH EMPLOYEES) REGULATIONS  
1996

OFFICES, SHOPS AND RAILWAY PREMISES ACT 1963

**This is not a definitive list, other legislation may be relevant. Acts, regulations and orders may be as amended.**

# Cringleford Parish Council

## Appendix 1

### **SAFE SYSTEMS OF WORK (Work Method Statements)**

Safe Systems of Work (Work Method Statements) are established for the promotion of the health, safety and welfare of employees and others. The Council will provide and regularly up-date written Safe Systems of Work for all tasks where there is any significant risk to the Health and Safety of employees and others.

Where a Safe System of Work is in Place it is mandatory that it is complied with.

It is the duty of the employee or contractor to:

- Read, or have explained to them, understand and comply with the requirements of a Safe System of Work, and
- Immediately report any difficulties or queries arising from the operation of a Safe System of Work.

# **Cringleford Parish Council**

## **Appendix 2**

### **Control of Contractors**

The following Policy Statement will be copied to all contractors and potential contractors for completion and signing. These will be held on file for future reference. A copy of the policy statement should be retained by the contractor for their files.

A copy of Contractors Safety Information will be given to all contractors on site, and they will be asked to sign a declaration of understanding of the Council's rules and regulations.

A copy of the declarations will be kept on file in the Parish Clerk's Office together with the Contract information for each job.



# Cringleford Parish Council

## Statement of Policy Relating to the Employment of Contractors:

### Introduction:

The Council recognises the requirement under current health and safety legislation, to safe guard the health, safety and welfare of visitors and contractors whilst on its premises. The Council and appointed contractors will seek to achieve the highest possible standards in fulfilling their obligations, not only to their employees, but also to others that may be affected by their activities.

Therefore, the Council will ensure, prior to awarding any contract, that the proposed contractor can meet their obligations and can comply with the requirements of this document, which forms part of the Council's safety policy.

### Requirements:

- i. All contractors must have adequate insurance for third party risks to an agreed minimum (suggest £5 million) and evidence of cover is required, as is a thirty-day notice of cancellation.
- ii. All tools and equipment brought on site must be serviceable. Evidence of current safety will be required for certain items, such as portable pressure systems, electrical tools and equipment, access and climbing safety equipment.

Note: No tools or equipment owned by the Council are to be used by any contractor, unless specifically requested and agreed by the Parish Clerk. In such circumstances the contractor must satisfy themselves that such equipment is suitable and serviceable, and that such usage does not contravene the terms and conditions imposed by the contractor's insurers.

- iii. Contractors are responsible for providing their own Personal Protective Equipment, which shall be worn where necessary and all such equipment must be suitable, provide adequate protection and be properly maintained. High visibility clothing must be worn by all personnel, at all times, whilst on site.

A contractor may bring no hazardous substance on site unless a risk assessment has been undertaken. The Parish Clerk may ask for a copy of the risk assessment or safe method of work. The contractor will ensure that all necessary precautions are taken and suitable and sufficient training given to their operatives in the safe use and handling of such substances.

- iv. All persons working on Council premises must be authorised, be properly trained, be under adequate supervision and competent to undertake their

## Cringleford Parish Council

duties without causing danger to themselves or others who may be affected by their acts or omissions.

- v. A safe system of work or risk assessment depending on the risk level must be written before any work commences. As appropriate this will be agreed with the Parish Clerk.
- vi. All contractors and people under their control shall:
  - a. Familiarise themselves with the work site and means of fire evacuation.
  - b. Note the location of First Aid facilities
  - c. Act upon notices, signs and the instructions of Council officers in cases of emergency.

The senior contractor shall be responsible for reporting to the most senior Council officer present that all persons within his control have safely evacuated the building or site in cases of emergency.

- vii. Contractors and persons under their control shall comply with all relevant Health and Safety law and all Council Health and Safety rules
- viii. The contractor must report all accidents to the Parish Clerk.
- ix. Transport must not exceed the site speed limit.
- x. Contractors should be vigilant at all times to other traffic, and members of the public

### DISCLAIMER

Compliance with the above policy does not relieve Contractors of any of their duties or obligations under statute or Common Law.

### NON - COMPLIANCE

Any breach of Council Health and Safety rules, legal requirements or codes of practice may lead to suspension or termination of the contract at the contractors own expense.

### DECLARATION OF UNDERSTANDING

I ..... being an employee of  
..... and authorised to act as their Agent  
confirm that I have read, understood and agree to abide by the above  
Policy.

**Signed:**

**Date:**

# Cringleford Parish Council

## **CONTRACTOR'S SAFETY INFORMATION.**

### **Background:**

- a) Cringleford Parish Council (the Council) fully recognises its responsibilities under current Health & Safety legislation, and seeks to achieve the highest possible standards of care for employees, visitors and all others who may be affected by all Council activities.
- b) To achieve the above objectives, it is a condition of contract that contractors shall comply with this document, which forms part of the Council's Safety Policy.

### **Requirements:**

- a) All contractors shall have insurance cover for General Third Party Risks to an agreed minimum limit (in this case £5 million). Evidence of cover is required.
- b) Smoking is not permitted within any parish council buildings.
- c) Normal means of escape shall not be obstructed without prior permission from the Parish Clerk, who will make temporary alternative arrangements.
- d) No faulty equipment or tools shall be brought onto site. Any equipment/tools requiring statutory checking and/or certification must comply with current legislation. Evidence of compliance may be required. The Council's tools, equipment and vehicles may not be used without prior authority, and any prescribed safety checks shall be undertaken and signed for prior to use.
- e) 110v CTE electrical tools are preferred. If 240v tools are used they must be double insulated and RCD protected. All extension leads must be properly terminated with the appropriate plugs/sockets and be otherwise un-jointed.
- f) Personal Protective Equipment shall be worn where necessary and all such equipment shall be suitable, provide adequate protection and be properly maintained.
- g) All persons working on Council premises shall be properly trained and/or be under adequate supervision and competent to undertake their duties without causing danger to themselves or others who may be affected by their acts or omissions.
- h) A safe system of work shall be agreed with the Parish Clerk before any work commences. Information shall be provided regarding any substances affected by Control of Substances Hazardous to Health Regulations 1999 which are brought on site. Noise shall be controlled to 'first action level' (currently 85dB) unless specifically agreed otherwise.

## Cringleford Parish Council

- i) If “high risk” activities are to be undertaken a Permit to Work will apply. The following activities are considered to be high risk:
- (i) hot work
  - (ii) demolition
  - (iii) excavation
  - (iv) (iv)work with asbestos
  - (v) work in confined spaces
  - (vi) electrical work above 240v
  - (vii) overhead work
  - (viii) other work as specified by the parish council before work commences.

Permits shall be correctly completed and issued before any work commences, and properly cancelled or renewed as appropriate.

- j) All contractors and persons under their control shall:
- (i) familiarise themselves with the work site particularly noting nearest appropriate portable fire appliance, telephone and means of fire evacuation
  - (ii) note the location of the nearest First Aid facilities and
  - (iii) act upon audible alarms, notices and signs and the instructions of the Council’s officers in cases of emergency.
- k) Contractors and all persons under their control shall comply with all relevant Health and Safety Law and all Council Health and Safety Rules.
- l) All accidents must be reported immediately to the Parish Clerk.
- m) All contractors shall keep those under their control within the areas designated for the work being undertaken and shall only use the designated route for access and egress. They shall ensure that all vehicles under their control comply with speed restrictions (10 M.P.H.) and traffic control signs. Note that Council plant will be operating on site.

### Specific Hazards:

#### FIRE

If you detect a FIRE - RAISE THE ALARM. Dial 999 and inform the operator. **Do not put yourself at risk, remember fire spreads rapidly.** If you feel confident, and the correct type of extinguisher is at hand, attempt to put the fire out.

When the fire alarm is raised, leave the building/work area by the nearest safe exit. Tell everyone you meet where the fire is. Do not stop to collect your belongings. Go to the muster point - *CAR PARK*. Do not re-enter the building/area until instructed.

## **Cringleford Parish Council**

- NOISE** If there is a possibility of noise in excess of 85dB (first action level) the use of hearing protection is recommended.  
If there is a possibility of noise in excess of 90dB. Hearing protection must be worn
- DUST / FUME** If dust or fumes may be generated in the area in which you will be working then suitable masks should be worn for the work you are undertaking. Note that some dust increases fire risk, and that it may become explosive when suspended in air.
- VEHICLES** Other vehicles may be operating in your work area. Be vigilant. Stay within your work areas and always wear high visibility clothing. Ensure that the vehicle's driver is aware of your presence. Give way to all vehicles.

### **DISCLAIMER**

Contractors are not relieved of any of their duties or obligations under Statute or Common Law and any breach of Council Health and Safety Rules, legal requirements or agreed safety Codes of Practice may lead to the suspension or termination of the contract at the Contractor's own expense.

-----

**Cringleford Parish Council**

### **Safety Information for Contractors Working On Site**

**Your Contact is: Sonya Blythe, Parish Clerk. Telephone: 01603 250198**

**In case of accident any Council employee will obtain First Aid help on request.**

**First Aid kit is located in the kitchen of the Pavilion and The Willow Centre.**

# Cringleford Parish Council

## DECLARATION BY CONTRACTOR

To Cringleford Parish Council

I have received the document titled Contractor's Safety Information. Having read and understood this document I agree to comply with the requirements therein.

I enclose details of our insurance cover, verified by our insurers or brokers, to confirm its adequacy in employer's liability, public liability and contract works. I enclose a risk assessment which relates to the work I will be carrying out. I understand that until these are provided, work cannot take place.

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### NOTES:-

1. Retain the contractor's safety information for your records and distribution to employees as appropriate.
2. Sign and return this page to the Parish Clerk

# **Cringleford Parish Council**

## **Appendix 3**

### **Control of Substances Hazardous to Health (COSHH) Regulations 2002**

The Council recognises its duties under these regulations and will do all that is reasonably practicable to comply with them.

While it should be appreciated that there is little in the way of dangerous substances used by the Council, there are some substances which may constitute a hazard to health.

The importance of gaining the full co-operation of all the Council's suppliers and contractors is also recognised. Active steps will be taken to ensure that all substances used and brought on site are safe and suitable for their intended use.

This policy and its accompanying procedures are part of the Council's overall strategy on health and safety and the environment.

### **Responsibilities**

The Council will ensure that all products purchased for use are safe to use, and that suppliers provide adequate product information for a suitable and sufficient assessment to be carried out.

### **Parish Clerk**

The Parish Clerk has the day to day responsibility of ensuring that she is aware of the health and safety issues relevant to the Council's operations.

Substances, which may present a health hazard, should be assessed before being used. Assistance in this may be sought from the manufacturer or supplier, normally via the 'product data sheet', and safety advisory services.

Where possible a safer alternative will be sought to replace any substance that may be hazardous.

PPE is issued as a last resort after all other means of risk reduction have been used.

The Parish Clerk will also ensure that employees have a suitable storage area to keep PPE when not in use and that suitable cleaning material is available for the maintenance of PPE. All records relating to the issue and training in the use of PPE and hazardous substances will be maintained and held ready for inspection.

The Parish Clerk will ensure that all precautions identified in the assessment of substances are taken, including safe use and handling, that PPE is suitable, serviceable and worn, and that all employees have suitable and sufficient training and instruction.

# **Cringleford Parish Council**

## **Employees**

Employees have a duty of care for the health and safety of themselves and other people and to co-operate with their employers and others to comply with statutory duties and requirements.

Where provided, PPE must be kept in good condition. If it becomes damaged or has passed 'expiry date' or is worn out or otherwise unserviceable, then it should be replaced before commencing further work.

Where a substance is to be used that requires the use of PPE, then it must be worn. Failure to do so for any reason will be dealt with as a disciplinary matter. Do not use a substance that you have not been trained to use. If in doubt seek advice from the Parish Clerk.