**TERRINGTON ST CLEMENT PARISH COUNCIL**

**HEALTH AND SAFETY AT WORK**

**Policy**

**It is the policy of the Terrington St Clement Parish Council to take all reasonable steps to ensure the health and safety at work of all employees and any other person affected by our work.**

The full Health and Safety Policy provides details of the responsibilities for different

aspects of health and safety implementation.

In addition, a signed copy of this policy document is provided to each Parish

Councillor and is held on file by the Parish Clerk for reference at any time. It will be

reviewed annually and updated as necessary.

All employees are expected to promote and comply with safe working practices

within the Parish Council’s Health and Safety Policy.

Each individual has a responsibility to take reasonable care for their own health and safety and for others who may be affected by their acts or omissions.

All staff must co-operate with the Parish Council to enable them to carry out their statutory duties.

**Security of Office**

**Valuables** - Employees are warned never to leave personal items of value and

money unattended as the Parish Council cannot accept responsibility for personal

losses.

In periods of absence and/or at the end of the day, the office should be securely

locked.

The person responsible for locking up the office should as a matter of routine

check all the following:-

 all office equipment is turned off

 filing and archive areas are locked and secure

 all lights are turned off

 all entrances and exits to the building are firmly shut and securely locked.

Any unusual circumstances whatsoever in relation to persons or property should be

reported to the Clerk to the Council or in their absence to the Chairman of the Council.

**Accidents and First Aid**

An accident or injury at work, however trivial it may appear at the time must be

reported to the Health and Safety Manager (in this case the Clerk to the Council).

Details of the accident should be recorded in the Accident Book held at the

office.

In the event of an accident which requires First Aid treatment, assistance should be

available from an appointed First Aider (where applicable).

If it is necessary to call an ambulance, dial 999 for the emergency services. On no account should you move anyone who appears to be seriously injured unless is it essential to do so for reasons of personal safety.

There is a difibralator available on the outside pavilion wall adjacent to the noticeboard. In an emergency call 999 and a code for opening the difibralator housing will be given. Follow the directions given by the automated voice generated by the difibraltor.

**Fire Precautions**

All employees must be familiar with the procedure and nearest fire extinguishers and

how to raise the alarm. In addition, it is important to keep any fire doors closed and

ensure that all corridors and fire exits are kept free from obstruction at all times when

using public buildings.

**Substance Hazardous to Health**

There is legislation covering the control of substances hazardous to health (COSHH).

This requires that all substances used in the workplace must be assessed in order to

identify the risk to health. Fortunately, in an office environment there are relatively

few substances that might be hazardous to health but there are some such as

photocopier toner, typing correction fluids and kitchen cleaning materials. Where

appropriate these should be stored separately and safely. If you are in any doubt

please contact the Health & Safety Manager.

**Slips Trips and Falls**

Falling over as the result of a slip, trip or stumble is the biggest cause of injury at

work. Look out for, and report, hazardous situations which may contribute.

* Wear suitable footwear at work avoiding high heels and slippery soles.
* Avoid carrying bulky loads where you cannot see properly.
* Mop up any spills and clear away obstructions in your work area.
* Use only a proper step stool or ladder for reaching high items.

**Lifting, Carrying and Handling**

A major cause of injury, not just to backs, but to shoulders, arms and even fingers

and toes. Information on how to lift is available to each staff member.

**It is important to seek help if you feel that any item is too heavy to lift.**

**Remember never to arch or twist when reaching for anything in the workplace.**

**Electrical Equipment**

All electrical systems are maintained to prevent danger.

Electrical inspections at the office, the pavilion and outbuildings are carried out and checked to comply with National Inspection Council for Electrical Installation Contractors (NICEIC) standards.

**Safety procedure for lone working**

Lone members of staff **should not** arrange to meet unknown contacts except in public

places.

Lone workers **should** notify other users that they are in the office and alert them when they are leaving.

All members of staff should provide details to another person of where they

are going, the purpose of the visit and their anticipated time of return.

If there is any unexpected change to this, please telephone them if possible.

**Aggressive Situations**

It is recognised that some employees may be subjected to aggression because of the

jobs that they do. Situations resulting in verbal abuse or anti-social behaviour, as

well as physical assault, must be reported to identify possible remedial action.

**Working Environment**

If you do experience difficulty with the environment in which you are working it is

important to report this to your manager or Health & Safety Co-ordinator who will take

all necessary steps to try to have the difficulty resolved