

# *Kimberley and Carleton Forehoe Parish Council*

## **Health and Safety Policy**

### 1. GENERAL STATEMENT OF POLICY

- 1.1. Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for our employees, and to provide such information, instruction, training and supervision as they need for this purpose.
- 1.2. Our policy is to provide and maintain safe facilities for the public.
- 1.3. The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.
- 1.4. The policy will be kept up to date, particularly as the Council's activities change in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year. Although risk assessment is a continuing process, it shall also form part of the annual review.

### 2. RESPONSIBILITIES

- 2.1. Overall and final responsibility for health and safety in the Council and for compliance with the Health and Safety at Work etc. Act and Regulations made under the Act and the Occupiers Liability Act is that of the Council. The Clerk is responsible for this policy being carried out.
- 2.2. Employees have the responsibility to help to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
- 2.3. Whenever an employee or Councillor notices a health or safety problem which they are not able to put right, they must inform the Clerk at the first reasonable opportunity, who will then take steps to rectify the situation.

### 3. LIFTING AND HANDLING

- 3.1. Advice to employees is attached as appendix 1.

### 4. EMPLOYMENT OF CONTRACTORS

- 4.1. The notes to be given to contractors are attached as appendix 2.

### 5. REPORTING AND RECORDING ACCIDENTS

- 5.1. Accidents shall be reported to the Clerk who will record them and report to the next Parish Council meeting.

**Last Review:** September 2022

**Next Review:** September 2024

## LIFTING AND HANDLING

- 1) The 1992 Regulations apply to lifting, pushing, pulling, carrying and moving by hand or by bodily force. More work injuries are caused though “handling goods” than any other single action.

Manual lifting is included in this and an incorrect technique can cause; hernia; torn back muscles; “slipped disc”; cuts; bruises; crush injuries to fingers, hands and forearms; crush injuries to toes; cuts and bruises to the legs and feet.

- 2) The following basic rules are produced to help reduce these accidents:

Never attempt to lift anything beyond your capability.

If an object is to be lifted manually:

- a) Bend the knees and crouch to the object.
- b) Get a firm grip using the whole hand and not the finger tips.
- c) Keep the back straight.
- d) Tuck the chin in.
- e) Position the feet so that one is behind the other alongside the object, pointing in the direction of movement after lifting.
- f) Push off with the rear foot. Straighten the legs and raising the object, move off in required direction in one smooth movement.
- g) Avoid pinching the fingers when releasing the object.

## NOTICE TO CONTRACTORS

For Kimberley and Carleton Forehoe Parish Council to comply with Health and Safety Legislation, all outside contractors employed to do work are to be made aware of the expected requirements related to health and safety. A contractor accepting a contract from the Council shall be deemed to have agreed to comply with the following requirements:

1. You and your employees will conform, in all respects, to legal duties and responsibilities as laid down by the Health and Safety at Work Act 1974, and relevant statutory provisions.
2. The Council will retain the right to stop any operation and or equipment, or the action of any of your employees if it is considered that there is a hazard to the safety or health of employees or others. The Council will not accept any responsibility for any increased costs arising out of such action. In the event of the Council taking this action, your site representative will be notified verbally and will have confirmation in writing by the Council's representative to order such a stoppage.
3. The Council will be indemnified by you or your insurers in respect of any claims, costs or expenses arising out of any incidents involving you or your employees.
4. The Council may notify an inspector, appointed under the Authority of the Act, of any breach of the Regulations.