



Boldre Parish Council

HEALTH AND SAFETY POLICY

1. Boldre Parish Council aims to ensure, as far as reasonably practicable:-

- 1.1. the health, safety and welfare at work of all employees, voluntary workers and councillors;
- 1.2. that equipment and systems of work are safe and without risk to health;
- 1.3. that the use, handling, storage and transport of articles and substances is safe and without risk to health;
- 1.4. that relevant information and instruction manuals are available for employees;
- 1.5. that the place of work is maintained in a condition that is safe;
- 1.6. that the working environment is without risk to health;
- 1.7. that facilities available for public use are safe.

2. Organisation and Responsibilities:-

- 2.1. The Parish Clerk will act as Safety Officer and the amenities working party will oversee matters of health and safety.
- 2.2 The Safety Officer's duties are:-
 - 2.2.1 to advise the Council on the application of the Health and Safety rules and regulations;
 - 2.2.2. to see, as far as reasonably practicable, that safe working practices are observed;
 - 2.2.3 to ensure all personnel are aware of their responsibilities;
 - 2.2.4 to monitor and to receive from personnel, information about new dangers so as to ensure appropriate measures are taken.
- 2.3 The responsibility for Health and Safety is that of the Council.

3. All personnel have a duty to ensure that high standards of health and safety are achieved and maintained. The Health & Safety at Work Act 1974, requires employees:-

- 3.1 to take reasonable care for the health and safety of him/herself and other people who may be affected by his/her acts or omissions at work;
- 3.2 to co-operate with the Council so far as is necessary to enable them to undertake their duties or requirements under the Act;
- 3.3 to make proper and effective use of anything provided by the Council for the purposes of health, safety and welfare,
- 3.4 to report to the Safety Officer anything they perceive to be a hazard.
- 3.5 to read the policy document and risk assessments every year, signing to say they have done so.

4. It is the right of all employees to know the risks involved in any operation or process that they are concerned with, directly or indirectly and to be informed of all rules or other

safeguards intended to ensure their health, safety and well-being whilst employed by the Council.

5. Training needs will be undertaken should they become necessary but as a minimum, red book training must be undertaken by any personnel working on or near roads and play inspection training must be undertaken by any personnel who carry out playground checks.

6. Personal protective equipment

Groundsmen will be provided with gloves, safety footwear, high visibility jackets and high visibility trousers. These must be worn when working on or near roads. Life jackets are for Shallows only.

7. Medical Facilities

7.1 A first aid box is held in the pavilion and is available to all staff and organisations using the recreation ground.

7.2 All accidents must be reported and recorded in the accident book accompanying the first aid box.

7.3 Any accident resulting in injury requiring treatment by a hospital or doctor must be reported to the Clerk or Chairman of the Council who will decide whether to notify the Health and Safety Executive. (There is a statutory duty to report accidents to the HSE when the person affected is off work for more than 3 days.)

8. General Safety Rules

Where particular processes, types of machine, materials or types of work require specific precautions, these are recorded in the risk assessment schedules of the Council

9. Fire and Chemical Hazards

9.1 Smoking is strictly forbidden on any Council premises or when undertaking work for the Council.

9.2 Flammable Liquids will only be carried from place to place in suitable clearly labelled and sealed containers.

9.3 Line marking powder and fluid will be only be handled with gloves and the equipment kept clean.

10. Machinery and Equipment

10.1 No personnel are permitted to use any Council equipment before they have received training

10.2 **The guards** provided on power-driven machinery must be correctly adjusted and used whenever the machinery is in motion. Any defect in either machinery or guards must be reported to the Safety Officer immediately and until the defect has been dealt with the machine in question must not be used.

10.3 Playground Equipment

Playground equipment is inspected annually by an independent qualified play inspector. It is checked weekly and quarterly by suitably qualified groundsmen and a copy of the check sheet is shown in Appendix 1. The completed check lists are held by the clerk

10.4 The grass rollers are heavy and must not be lifted.

11. Testing of Equipment

11.1 **Fire Extinguisher Servicing** will be carried out annually by an independent contractor. The latest certificate of inspection, listing the extinguishers will be held by the Clerk.

11.2 **Electrical system checking** of the pavilion will be carried out every five years

11.3 **The boiler at the pavilion** will be checked regularly according to amount of use.

11.4 **A risk assessment will be carried out for risk of Legionella** at the pavilion, by an independent contractor, and the groundsmen will maintain check lists which will be held by the clerk

11.5 The mower and strimmer will be serviced annually

12. Working on or near roads

This must only be carried out by trained personnel and they must not work alone (as advised by Hampshire Highways).

Safety signage may need to be employed as per guidance from red book training

13. External Contractors

Contractors carrying out work should carry out a risk assessment of the work they are undertaking. If they have fewer than 5 employees they are not required to record that assessment, but should be asked to confirm that they have thought about the risks of the job they are to do and have considered any measures that might reduce that risk.

They must also sign a copy of 'Third party use of Council facilities' policy

14. Audit and Review

14.1 The Amenities working party will ensure that, if new working practices or new equipment are introduced, a risk assessment is carried out and any necessary precautions are identified. Those carrying out the work or using the equipment are to be briefed on the risks and the precautions to be observed.

14.2 The Amenities working party will review safety precautions after any accident.

14.3 Health and Safety arrangements will be reviewed annually. The Amenities working party will consider:

14.3.1 the accident record;

14.3.2 whether existing risk assessments are still valid;

14.3.3 whether existing precautions are adequate;

14.3.4 whether any new working practices or new equipment have been introduced which need to be covered by this policy.

14.4 If any changes are necessary this policy statement will be updated accordingly.

14.5 staff will be briefed every year on current health and safety matters. They must then read this policy statement and sign to say that they have done so.

15. The Law

Health and Safety (First Aid) Regulations) 1981

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995

CONFIRMATION BY STAFF

I confirm that I have read this document so far as it is relevant to my duties and that I will conform to the requirements of Council.

Signature.....Date.....

Appendix 1. Playground check list

Check	Comment	Action required	Completed
Remove hazards, such as broken glass, litter, debris from trees or fouling from the site and from the equipment, seat, gate & fencing			
Check that all supports, climbing bars and takeoff & landing ramps are present and secure			
Ensure that all fixings on fencing, gate & equipment are present and secure. Play equipment may have a manufacturer supplied key to tighten any loose fixings. Insure that all open ends or threaded inserts are plugged.			
Check that all equipment components, including hand-grips & swing seats, are present and undamaged. If anything is missing from moving equipment it must be taken out of action and consideration should be given to preventing public access to the site.			
Check all equipment, seat, fencing & gate for sharp edges that may cause injury.			
Check that all chains, cables & springs for sign of wear, damage or exposed metal. Chains should be free of twists, with shackle pins & links fitted correctly. Replace chains if wear exceeds 40%			
Check that any drain holes on equipment with tubular metal parts are not blocked			
With roundabouts, see-saws & rockers. Check that there is no excessive lateral movement & that they move freely			
Check all equipment remains at correct height. Ground clearance for swing seats at rest should be between 350mm (400 mm for group swings) & 635 mm. Underside of roundabout should clear ground by between 60 mm & 110mm			
On rockers & spring mobiles, check that the shroud or skirting (if fitted) is undamaged & there are no pinch or crush points			
Check that litter bins are emptied so that they do not represent a fire or vermin hazard			

Check	Comment	Action required	Completed
Ensure that measures are in place to minimise climbing of fencing & gates & to prevent access by dogs. Ensure gate is fitted so that there are no pinch points.			
Ensure that signage is in place & gives clear message.			
Safety surfacing – ensure that safety tiles are in good condition and do not represent a trip hazard. Ensure that the cells of safety grass are in good condition. Ensure that grass surfaces are in good condition, that surface remains well drained & areas of ground erosion/wear are repaired			
Birds Nest Swing – Check bolts and shackles especially at swing frame and joints Check structure of seat, chains and sleeves			
Pendulum Seat Combination – Check shackles, ropes and handles. Ensure that rotation is smooth in both directions			

- NB 1. This form must be returned to the parish clerk at the end of each week.
2. Any required remedial action must be attended to immediately and/or reported to the Chairman of Boldre Parish Council Amenities Committee
 3. Equipment should be taken out of action until any fault, which requires immediate attention, is rectified

Signature of person completing form.....Date.....