

EAST GOSCOTE PARISH COUNCIL

HEALTH AND SAFETY POLICY



Approved by:	Full Council	Date: 16.2.26
Last reviewed:	24.7.23	
Next review due:	February 2027	

Health and Safety Policy

1. GENERAL STATEMENT OF POLICY

East Goscote Parish Council recognises its legal duty of care and will, so far as reasonably practicable, protect the health, safety and welfare of its employees, volunteers, contractors and others who may be affected by its activities. Managing health and safety is a core responsibility of the Council.

This policy is prepared in accordance with the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, and all other relevant statutory provisions, including:

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Control of Substances Hazardous to Health Regulations (COSHH) 2002
- Provision and Use of Work Equipment Regulations (PUWER) 1998
- Personal Protective Equipment at Work Regulations 2002
- Workplace (Health, Safety and Welfare) Regulations 1992
- Working at Height Regulations 2005
- Manual Handling Operations Regulations 1992
- Electricity at Work Regulations 1989
- Health and Safety (Display Screen Equipment) Regulations 1992
- Regulatory Reform (Fire Safety) Order 2005
- The Fire Safety (England) Regulations 2022

The Council will:

- bring this policy to the attention of all employees
- carry out and regularly review risk assessments
- record significant findings and make them available to employees
- communicate and consult with employees on health and safety matters
- comply with all relevant legislation, codes of practice and guidance
- eliminate risks where reasonably practicable
- encourage the reporting of hazards and near-misses
- ensure emergency procedures are in place
- maintain safe premises, plant and equipment
- engage only competent contractors
- provide adequate resources to manage health and safety
- provide training, information, instruction and supervision
- define responsibilities for health and safety
- monitor performance and pursue continuous improvement
- display the HSE Health and Safety Law Poster or provide the equivalent leaflet
- maintain Employers' Liability Insurance and display the certificate

This policy will be published on the Council's website and reviewed annually or sooner if required by changes in legislation or Council activities.

The Council will periodically audit compliance with this policy and record findings for review.

The Council recognises that health and safety includes mental health and wellbeing. Employees will be supported to raise concerns about workload, stress or other factors affecting their wellbeing, and reasonable adjustments or support will be considered where appropriate.

2. ORGANISATION AND RESPONSIBILITIES

2.1 The Council

Overall responsibility for health and safety rests with East Goscote Parish Council.

2.2 Competent Person

The Council appoints the Parish Clerk as the Competent Person under the Management of Health and Safety at Work Regulations 1999.

The Chair will act as deputy.

2.3 Employees

Employees must:

- take reasonable care of their own health and safety and that of others
- cooperate with the Council on health and safety matters
- use equipment correctly and follow safe systems of work
- attend training as required
- report hazards, defects, accidents and near-misses
- not interfere with or misuse anything provided for safety

2.4 Volunteers

Volunteers working on behalf of the Council are owed the same duty of care as employees. Volunteers will receive appropriate information, instruction and supervision and will be included in relevant risk assessments.

Volunteers must:

- take reasonable care of their own health and safety and that of others
- follow safety instructions and guidance
- use equipment correctly and report defects or hazards
- report accidents and near-misses to the Clerk
- not undertake tasks for which they have not been trained or authorised

2.5 Reporting

Any health or safety concern that cannot be immediately resolved must be reported to the Clerk.

2.6 Consultation

Consultation takes place through day-to-day discussions with the Clerk.

2.7 Accident Records

The Accident Record Book is kept in the Parish Council Office.

3. RISK ASSESSMENTS

The Council will carry out and regularly review risk assessments for all activities and premises. Significant findings will be recorded and acted upon.

Specific assessments will be completed for:

- fire safety
- manual handling
- COSHH
- lone working
- display screen equipment (DSE)
- working at height
- use of work equipment e.g. trimmers, hedge cutters
- any other relevant activity

Risk assessments will be reviewed annually or following significant change.

3.1 Homeworking and Remote Working

Where employees undertake work from home or another remote location, the Council will ensure, so far as is reasonably practicable, that the working environment is safe.

The Council will:

- carry out a DSE assessment for home-based work
- provide guidance on safe workstation setup
- ensure employees have access to suitable equipment where required
- maintain regular communication to support wellbeing
- include homeworking arrangements within relevant risk assessments

Employees working from home must:

- maintain a safe working environment
 - follow DSE guidance and report issues
 - use equipment safely and store it securely
 - report accidents or near-misses occurring during work activities
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4. FIRST AID

First Aid boxes are located at:

- Box 1: Village Hall kitchen

- Box 2: Pavilion
- Box 3: Council Vehicle

Appointed persons:

- Box 1: Village Hall Secretary – Mrs C Turlington
 - Box 2: Caretaker – Mr M Stinchcombe
 - Box 3: Caretaker – Mr M Stinchcombe
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5. FIRE SAFETY

- Fire extinguishers will be visually inspected monthly by the VHMC and Pavilion Caretakers and maintained annually, with monthly checks documented.
- Smoke detectors will be tested monthly by the VHMC.
- Annual electrical safety certificates will be obtained for all Council-occupied premises.
- Fire exits must be kept clear at all times.
- Evacuation notices will be displayed in all buildings.

Any defects must be reported to the Clerk.

6. GENERAL ADVICE

(Annex 1 retained in full.)

7. SPECIFIC POLICIES

Policies for premises and activities are included as annexes:

- Offices
 - Grounds Maintenance
 - Caretaking and Cleaning
 - Lifting and Handling
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8. EMPLOYMENT OF CONTRACTORS

Before engaging contractors, the Council will verify competence, insurance, and relevant risk assessments and method statements.

Contractors must comply with all relevant health and safety legislation and cooperate with the Council's safety arrangements.

(Annex 6 retained in full.)

9. TRAINING

The Parish Clerk has overall responsibility for training.

A training record is maintained (Annex 7).

Employees will receive appropriate training on induction, when risks change, and periodically as required.

10. REPORTING AND RECORDING ACCIDENTS

All accidents must be reported to the Clerk and recorded in the Accident Record Book.

The Council will comply with RIDDOR 2013.

Reportable incidents will be notified to the Health and Safety Executive by the Clerk.

10.1 Retention of Accident Records

Accident records will be retained for a minimum of three years in accordance with RIDDOR and data protection requirements. Records relating to incidents involving children will be retained for longer where required by law or insurer guidance.

11. SMOKING

Smoking is not permitted in any Council building or vehicle.

ANNEX 1: GENERAL ADVICE TO ALL EMPLOYEES AND VOLUNTEERS

1. TIDINESS

- Keep floors, passages etc. clear of stores, packages, and litter.
- Put wastepaper in the bin. Do not throw broken glass, razor blades or other dangerous items loose in the waste bin. Dispose of these with care and ask for advice from your supervisor if in doubt.

2. FALLS AND COLLISIONS

- Walk, do not run. Look where you are going.
- Use care in opening doors outward.
- Mop up spills of liquid, do not leave it to someone else.
- Do not climb on chairs, desks, windowsills to reach shelves or to open windows. Use a stepladder and window poles etc.

3. FIRE PRECAUTIONS

- **READ AND UNDERSTAND FIRE PRECAUTION NOTICES**
- Ensure that you know the lay-out of the fire exits and emergency routes. Report or remove where possible any obstruction of fire exits and passages. Keep cloths and towels away from heaters and convectors etc.
- Do not stand close to an electric fire, if use permitted, nor stand them near to anything that will burn.

4. HORSEPLAY

- Avoid horseplay, sky larking, practical jokes, it can be dangerous.

ANNEX 2: OFFICES

1. HEATING, LIGHTING AND VENTILATION

- Although there is no absolute legal requirement of office environment temperature, Approved Code of Practice suggested the minimum temperature should normally be at least 16 degrees Celsius. The employer has a duty to determine what reasonable comfort will be in the circumstances.
- Free standing heaters must not be used unless specifically authorised. When these are so authorised, they must comply fully with Fire Regulations and the area around them must be kept clear of any paper or other flammable materials and be sited away from desks and chairs.
- Desks should be placed to gain the maximum amount of light. Free-standing desk lights should be avoided or placed so as to minimise the danger of trailing electrical leads.

2. ELECTRICAL EQUIPMENT

- All electrical equipment shall be inspected in accordance with the 1989 Electricity at work Regulations.
- Mains must not be overloaded. It is important that the correct socket outlet and plug top face (where these are available) is used for each item of electrical equipment.
- 13-amp plugs can be used for appliances with a loading capacity maximum of 13 amps. Plug fuses must be fitted to suit current load of the equipment being used. Fuses are available with ratings of 3, 5, 7, 10 and 13 amps. The current load is normally shown on the item of equipment. When in doubt, do not guess, seek qualified advice.
- Only electrical equipment provided by the Council should be used and electric points must not be overloaded by means of multi-adaptors. All mains should be switched off when not in use.
- Leads from points for various desk uses should not present a hazard by trailing across areas of access. Extension leads are for temporary use only and should not exceed 10 feet in length.
- Defective equipment must never be used. Staff should not attempt to effect repairs to electrical equipment, unless competent to do so.

3. FURNITURE, FITTINGS AND EQUIPMENT

- All heavy equipment and storage units should preferably be placed against the wall across several floor joists.
- Heavy equipment and furniture must not be moved by individuals.
- Office equipment whether manually or electrically operated, must not be used by unauthorised, untrained personnel.
- Filing cabinets should always have sufficient weight in the bottom drawer to prevent the cabinet from tipping when a full top drawer is opened. Filing cabinet and desk drawers must always be closed immediately after use. Drawer filing cabinets should be inspected at least every six months to ensure correct loading and smoothness of operation, with particular regard to the effectiveness of the drawer stops. Damaged or defective cabinets must not be used.
- High shelves should only be reached through the use of steps provided for that purpose. It is dangerous to stand on desks and chairs, particularly those fitted with castors, and this should be avoided at all times.

4. FIRE PRECAUTIONS

- Fire Exits must be kept clear at all times.
- Flammable materials must not be stored, even for a temporary period, in the offices or corridors, unless the storage is in a fire-resistant structure such as a metal cupboard or bin, clearly marked "Flammable Materials".
- Wastepaper bins must be emptied each day.

5. DISPLAY SCREEN EQUIPMENT

- Employers must assess DSE workstations to reduce risks such as musculoskeletal issues, eye strain, and fatigue.
- Assessments must cover equipment, furniture, environment, software, and the way tasks are organised.
- Identified risks must be reduced “as far as reasonably practicable.”
- Employers must provide suitable workstations, including adjustable chairs, screens, keyboards, and adequate lighting.
- Users must be trained on safe DSE use, posture, and how to adjust their workstation.
- Employers must plan work to include breaks or changes of activity to avoid prolonged continuous use.
- DSE users are entitled to eye and eyesight tests on request, with corrective appliances provided if needed for DSE work.
- Workstations for home or hybrid workers must also be assessed and managed for risk.
- Software must be appropriate, easy to use, and match the task requirements.
- Employers must review assessments when significant changes occur (equipment, layout, tasks, or user needs).

ANNEX 3: GROUNDS MAINTENANCE

- Only contractors or authorised members of staff, who have received training and instruction in the operation of machinery and equipment may do so.
- All dangerous moving parts of machinery must be guarded. Guards must not be removed except for the purpose of repair and maintenance. All machinery must comply with statutory regulations for guarding and use.
- The engines of any motorised equipment must be stopped before any inspection or adjustment is carried out. In the case of electrically operated machines the plug lead must be disconnected.
- Children must not be allowed to play in an area where machinery is in use. Machinery must not be left unattended where children (or others) may interfere with them. Stones and similar objects must be cleared from the path of equipment to prevent such objects being projected from machinery.
- Fuel tanks must only be filled in the open, with the engine stopped. No risk of naked flames, or smoking is allowed in the vicinity of a fuel tank or storage can.
- Fuel may only be stored in a safety can of a type approved, and in a store designated by the Fire Officer – area outside of the Pavilion (front extension).
- The manufacturer's instructions regarding the safe use of chemicals must be adhered to.
- Appropriate protective clothing such as gloves and overalls, face masks and boots must be used when operating with machinery and chemicals including herbicides and pesticides.
- Ladders and stepladders must be in good condition, free from defects, and securely positioned at all times when in use.
- Pathways on Council owned premises shall be inspected annually.
- Employees must adhere to the risk assessments relating to grounds maintenance activities e.g. strimming, hedgecutting
- Employees must safely collect and dispose of any sharps found on site using approved equipment and procedures, ensuring items are placed in designated sharps containers and reported to the Clerk.

ANNEX 4: CARETAKING AND CLEANING

- It is essential that care is exercised to follow all labelled instructions on containers and packages. Products should be stored away from extreme low temperatures, heat sources and naked lights, particularly those products containing hydrocarbon and other flammable solvents.
- Appropriate protective clothing, such as gloves and overalls must be worn when handling corrosive substances.
- Care must be taken to avoid ingestion, inhalation, and skin contact of all chemical substances. Spillage must be cleaned up immediately while observing all precautions.
- Consideration must be given to the possibility of hazardous by-products that may arise from reaction between various products, or from products exposed to heat or fire. Particularly in the case of bleach which will produce chlorine gas if mixed with acidic cleansers (e.g., Harpic) or other acidic substances.
- Stepladders which are used to gain access to heights must be in good condition and free from defects. All electrical cleaning equipment must have been wired up by a competent person. Any deterioration in electrical connections or wiring should be reported immediately.
- Floors must be treated only with approved non-slip products. The method of application and quantities to be applied should be that recommended by the manufacturer.
- A COSHH Register will be maintained.

YOU SHOULD REPORT:

- a) Structural faults which appear dangerous.
- b) Floor coverings, etc. which cause a tripping hazard.
- c) Faulty gas, electric, paraffin fixtures, fittings and equipment.
- d) All accidents, however small, should be reported.

YOU SHOULD NOT:

- e) Attempt to repair gas, electric, paraffin fixtures, fittings or equipment, unless competent to do so.
- f) Attempt to move obviously heavy furniture alone.

YOU SHOULD:

- g) In the event of your having to stand on something to reach windows, etc. do ensure the object on which you will stand is solid and reliable.
- h) Dispose of aerosol cans in the recommended way.
- i) Dispose of soiled materials in sealed bags.

ANNEX 5: 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 through "handling goods" than any other single action. Manual lifting is included in this, and an incorrect technique can cause:
 - Hernia (or rupture), 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 capacity. If in doubt get a second person or others to help.
 - If mechanical aids are provided, use them.

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 fingers when releasing object.
- h) When lifting is done by two or more persons one should be appointed leader to ensure movements are co-ordinated.
- i) Protect your toes with safety footwear.
- j) Wear protective gloves when handling objects with sharp or jagged edges.

ANNEX 6: NOTICE TO CONTRACTORS

For East Goscote Parish Council to comply with Health and Safety Legislation, all outside contractors employed to do work on Council Premises 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. As a contractor, you will supply and ensure that your employees wear and use protective equipment, or anything provided in the interest of health, safety, or welfare of any of the relevant statutory provisions.
2. You and your employees will ensure that all equipment, plant machinery and apparatus brought onto or used on the Council premises are safe and without risk to health and are maintained to a standard that will not constitute an offence under the Act or any of the relevant statutory provisions.
3. You and your employees will conform, in all respects, to your legal duties and responsibilities as laid down by the Health and Safety at Work Act 1974, and relevant statutory provisions.
4. The Council will retain the right to stop any operation, plant or equipment, or the action of any of your employees if it is considered that there is a hazard to the safety and health of employees or others. The Council will not accept any responsibility for any increased costs arising out of such action.
5. 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.
6. The Council will be indemnified by you or your insurers in respect of any claims, costs or expenses arising out of any incidents on Council premises involving you or your employees.
7. The Council may notify an inspector, appointed under the Authority of the Act, of any breach of the Regulations.
8. The council may request insurance policies, training records, and risk assessments to confirm that appropriate competence is in place

ANNEX 7: TRAINING RECORD

Training	Completed By	Date Completed
COSHH	M Stinchcombe (Caretaker)	14.1.26
Fire Safety	M Stinchcombe (Caretaker) P Harper (Caretaker) C Turlington (Deputy Clerk)	3.12.25 8.12.25 17.11.25
First Aid	M Stinchcombe (Caretaker) C Turlington (Deputy Clerk)	3.12.25 17.9.25
Manual Handling	M Stinchcombe (Caretaker) P Harper (Caretaker)	22.5.25 22.5.25
Noise Awareness	M Stinchcombe (Caretaker) P Harper (Caretaker)	3.2.26 12.2.26
Sharps Training	M Stinchcombe (Caretaker) P Harper (Caretaker)	16.12.25 16.12.25
Working at Height	M Stinchcombe (Caretaker)	2.12.25

Signed..... **(Chair)**

Date.....

This policy has been read and understood by:

EMPLOYEE	SIGNED	DATE
L PIZER		
C TURLINGTON		
P HARPER		
M STINCHCOMBE		