

**COMPANY NAME AND ADDRESS**

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**APPROVAL AND REVIEW**

**ADDITIONAL NOTES**

## POLICY STATEMENT

The Management of Health and Safety at Work Regulations 1999 (MHSWR) aims to:

Secure the health, safety, and welfare of persons at work.

Protect persons other than employees from risks at work (i.e. those living or working near the premises, and those entering the premises in the course of business).

Control the acquisition, storage, handling, transport and use of explosive, toxic or highly flammable articles and substances.

Control the emission of noxious or offensive substances from the workplace.

Under the MHSWR Hartley Wintney Parish Council (HWPC) is required to put in place arrangements to control health and safety risks. In accordance with the regulations, the following appointments apply:-

### NOMINATED ROLE

HEALTH & SAFETY OFFICER - Executive Clerk

FIRST AID OFFICER - Executive Clerk

TRANSPORT OFFICER - Community Bus Administrator

FIRE OFFICER - Third Party Contractor

DRIVER-TRAINER CONTRACTOR (MiDAS) – Third Party Contractor

This policy refers to employees but also applies to volunteers and Councillors.

## TERMS AND DEFINITIONS

TERM	DEFINITION
Hazard	Something with the potential to cause harm (this can include substances or machines, methods of work and all other aspects of work organisation and practice).
Risk	Expresses the likelihood or probability that the harm from a particular hazard will be realised.

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## POLICY CONTENT

### 1. Legal requirements

#### Processes and procedures

1.1 HWPC will have the following processes and procedures in place to meet the legal requirements, including:

- a written Health and Safety policy.
- assessments of the risks to employees, contractors, customers, partners, and any other people who could be affected by your activities - and record the significant findings in writing (if you employ five or more people). Any risk assessment must be 'suitable and sufficient'.

- arrangements for the effective planning, organisation, control, monitoring and review of the preventive and protective measures that come from risk assessment.
- access to competent health and safety advice.
- providing employees with information about the risks in your workplace and how they are protected.
- instruction and training for employees in how to deal with the risks.
- ensuring there is adequate and appropriate supervision in place.
- consulting with employees about their risks at work and current preventive and protective measures.

1.2 HWPC, so far as is reasonably practicable, is responsible to provide and maintain safe working conditions, equipment, and systems of work for all its employees, and to provide such information, training and supervision as they need for this purpose.

1.3 There is an equal duty on the individual employee and Councillors to act in such a manner as to safeguard their own health and safety and, similarly, that of other persons affected by their actions.

1.4 In addition, all employees and Councillors should have a clear understanding of their responsibilities and they must draw the attention of the coordinator, who will, when necessary, inform the Chair of the Parish Council of any concerns they may have relating to this policy.

1.5 An annual health and safety audit of all operational areas will be conducted by the Executive Clerk and members of the Policy Working Group.

### **Managing risk**

1.6 As part of the management of risk management in the workplace and other HWPC areas of responsibility, the Council will approach the assessment of new and existing risk under the following headings

- the nature and level of the risks faced by your organisation.
- the likelihood of adverse effects occurring and the level of disruption.
- the costs associated with each type of risk.
- the effectiveness of the controls in place to manage those risks.

1.7 The Executive or Deputy Clerk will complete a Risk Assessment relating to specific areas of the premises, activities and events.

1.8 The Risk Assessment shall be an annual undertaking, or the applicable part thereof shall be undertaken at any time that new equipment, procedures are introduced and/or are substantially modified.

1.9 The Council also maintains a register of financial and non-financial risks which is reviewed by Full Council annually.

## 2. Responsibilities

### **Duties and responsibilities of the employer and nominated officers**

2.1 The Full Council has overall responsibility for health and safety with the support of the Policy Working Group.

2.2 The direction of the implementation of the policy is the responsibility of the Executive Clerk and the Policy Working Group and shall include:

2.2.1 Ensuring strict compliance with all aspects of HWPC's activities that relate to the health and safety of employees and other persons.

- The health and safety policy and associated/related policies will be made available to all employees, volunteers and Councillors.

2.2.2 Maintenance of a regime of information, instruction and training for all employees to a level that enables them individually to undertake their duties, including complete accessibility for all persons to the Health & Safety File.

- Every employee shall receive adequate information, instruction, and training, that relates to their individual employment duties, so that they may:
  - i) recognise and assess the risks of their own work activities and be aware of the precautions to be observed to safeguard their own health and safety.
  - ii) carry out any work in connection with their duties effectively and in such a way so as not to expose themselves or others to the risk arising from their work.
- The Executive Clerk shall annually (or more frequently if necessary):
  - i) review the state of knowledge and training of each individual member of staff, giving regard to retraining and refresher courses for new employees, and those who may have changed duties.
  - ii) review and amend, if necessary, the arrangements and working of the internal management structure for responding to and resolving issues that arise relating to or affecting health and safety.
  - iii) obtain confirmation from all contractors and sub-contractors that their employees are sufficiently versed and competent in health and safety matters relating to the premises and the vehicles.

2.2.3 Reviewing and updating this policy in line with change in working practices or developments in the Parish or following legislative change.

2.3 The Executive Clerk shall:

2.3.1 Make such considerations and recommendations to the Policy Working Group for the appointment of a competent Health and Safety Officer.

2.3.2 Be responsible for monitoring the implementation of HWPC's practical implementation of the Health and Safety Policy, particularly to ensure that employees are and remain aware and follow the relevant working practices.

2.3.3 Maintain any records relating to health and safety, including the Accident and Incident Files.

2.3.4 Make adjustments or recommendations of procedures and arrangements relating to emergencies that might be reasonably foreseen to arise and to include contingency planning to mitigate identified consequences.

2.3.5 Report the practicable performance of the Health and Safety Policy, acting under the direction of the Full Council and liaising with the Policy Working Group.

2.3.6 Be responsible for maintaining the Health & Safety file in accordance with the HWPC Health and Safety policy and shall define and direct the duties and responsibilities of the following nominated officers:

<b>Nominated Officer</b>	<b>Duties</b>
FIRST AID OFFICER	Placement and upkeep of all first aid supplies, for the offices, workshop, and vehicles – instructions to users – an in situ first aid, etc., on the premises and checking that supplies are in date.
FIRE OFFICER	Adequate deployment, sizing, type and upkeep of all office and workshop-based fire extinguishers and related fire detection and prevention equipment – fire risk assessment.
TRANSPORT OFFICER	Installation, sizing, type and upkeep of vehicle based fire extinguishers and on-board first aid - safety hazards, and reporting all motor accidents, occurring in the course of HWPC business - for the condition of the vehicles and compliance with Section 19 of the Transport Act 1985 (as amended) as this reasonably relates to the vehicles being prepared and maintained up until the onset of the hire.

## Reporting

2.4 Individual employees are required to first report any apparent deficiencies of equipment, omissions and/or malpractice to:

	<b>Nominated Officer</b>
Non-vehicle incidents ON and OFF the HWPC premises, vehicle incidents ON the premises, within and without business hours as such relate to the conduct of HWPC business	FIRST AID OFFICER
Incidents relating to fire and smoke within HWPC premises, including in or around vehicles parked or undergoing servicing on HWPC premises	FIRE OFFICER
Vehicle incidents occurring OFF HWPC premises	TRANSPORT OFFICER
ALL other incidents, etc.	HEALTH & SAFETY OFFICER

2.5 For incidents on or about the premises, incidents and/or accidents involving vehicles and/or users of the premises, the Nominated Officer shall enter full details of each and every report within the same

working day as it is reported in the HWPC **Incident Report File**, recording the time, date, nature of the incident and remedial action taken - each entry and remedial action taken shall be countersigned by the Executive Clerk as satisfactory within 2 working days of the date of the incident. The Incident Log Book shall be kept in the office of the Executive Clerk.

2.6 The Executive Clerk shall report upon previous incidents for the period at the next meeting of the Policy Working Group and the report and its acceptance, or otherwise, shall be recorded in the minutes of that meeting.

2.7 Where immediate changes in or revision of procedures are required, as a consequence of the incident, the Executive Clerk shall advise that it is necessary to convene a full meeting of the Policy Working Group.

### **Duties and responsibilities of employees and other persons**

2.8 Whilst at work, each employee (and other persons involved) shall:-

- Take all care for their own health and safety, and for other persons who may be affected by their acts or omissions at work and in the workplace.
- Report to their line manager if a specific task being undertaken, is putting anyone's health and safety at serious risk.
- Co-operate with HWPC (or any other person) so far as it is necessary, to enable any duty or requirement under the MHSW Regulations to be performed or complied with.
- Not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety or welfare and/or safe operation of the premises and the vehicles.

2.9 In addition, employees should use correctly all work items provided by HWPC, in accordance with training and instructions received.

2.10 Failure to comply with these general responsibilities may lead to action being taken under the HWPC Disciplinary Procedure in accordance with the Contract of Employment.

## **3. Arrangements**

### **First Aid in premises, and vehicles**

3.1 The office First Aid kit is marked with a white cross on a green background and is located in the first-floor Parish Office.

3.2 All HWPC vehicles are equipped with a First Aid kit. The Community Bus complies with Passenger Carrying Vehicle Regulations.

3.3 Use of an item from any First Aid kit must be notified to the Executive Clerk who will then arrange suitable replenishment.

3.4 It is the duty of the Executive Clerk to ensure that the content of the Office First Aid Kit is always at the prescribed stock level and in date.

3.5 It is the duty of the Executive Clerk to ensure that the content of the HWPC premises' First Aid Kit is at the prescribed stock level and in date.

3.6 It is the duty of the Community Bus Administrator to ensure that the contents of the Vehicle First Aid Kit and Fluids Kit are maintained at the prescribed stock level and in date.

### **Fire safety**

3.7 Offices/HWPC premises - Fire extinguishers and smoke alarms are sited at the specified locations detailed in the log maintained by a Third Party Contractor.

3.8 Vehicles - Each HWPC passenger carrying vehicle is equipped with one fire extinguisher. The Driver will check the pressure reading of the fire extinguisher for compliance before any vehicle is used. No passenger vehicle is to leave the premises without a correctly pressurised fire extinguisher installed.

3.9 Servicing of fire extinguishers/smoke alarms - The Executive Clerk shall maintain the Schedule for the servicing of all fire extinguishers and smoke alarms within the Office area. This maintenance will be carried out annually by a Third Party Contractor and scheduled accordingly. It is a criminal offence for anyone to remove or tamper with a designated fire appliance.

3.10 Staff, visitors and guests - Everyone must familiarise themselves with the relevant fire evacuation routes upon entering HWPC premises.

3.11 Fire alarm - This must be activated upon leaving HWPC premises vacant.

3.12 Building or vehicle escape routes – These must not be blocked or impeded.

### **Procedures in the event of a fire**

#### **3.13 HWPC office or premises**

- All employees, visitors and other persons in the building should immediately proceed and assemble in an orderly manner at the designated assembly point for the building.
- Evacuating personnel must not collect personal belongings.
- The Fire and Rescue Service should be summoned.
- No one must enter the building until the Fire and Rescue Service have given the 'all clear'.

#### **3.14 HWPC vehicles**

- Bring the vehicle to a safe halt at the side of the road and engage hazard warning lights.
- Instruct all passengers to evacuate and stand well clear of the vehicle and in a location that is safe from other road users.
- The fire extinguisher on the vehicle should only be deployed after passengers have evacuated, and if the operator can do so without endangering their own personal safety. If the fire is in the engine compartment, under no circumstances should the bonnet be opened. Further information can be found in the Midas Drivers Handbook.



### **Procedures in the event of accident/injury at work**

3.15 Accidents involving the Hire Vehicle and/or Passengers -The procedure to be followed in the event of an accident involving a HWPC vehicle is set out in the Driver's information leaflet and the risk assessment for the Community Bus.

3.16 All accidents involving a HWPC vehicle, and/or passengers, whilst the vehicle is in use, are to be logged in the Accident Report Form (which is kept in the vehicle,) by the driver and filed by the Community Bus Administrator.

3.17 Accidents at the Place of Work - Although every effort will be made to ensure a safe environment, accidents can occur. Accidents and incidents occurring in the HWPC offices and/or HWPC premises shall be reported immediately to the Executive Clerk and entered in the Accident Report Book (located in the Parish Office). Allergies, illness and other such injury believed to arise at work should also be entered into the Accident Report Book by the Executive Clerk.

3.18 If any of the following occur they must be reported to the Health and Safety Executive under the RIDDOR procedures (see [www.riddor.gov.uk](http://www.riddor.gov.uk)):

Fatal accidents

Major injuries

Accidents resulting in a period of absence of more than 7 days

Injuries to the public where they have to be taken to hospital

Note: In addition, some work-related diseases and dangerous occurrences must be reported to the Health and Safety Executive.

3.19 Following any accident, the incident will be investigated to determine the root cause and whether changes need to be made to equipment, training or systems to work so that a similar situation can be prevented in the future.

## **4. Hazards**

### **Hazards and risks**

4.1 The MHSW require HWPC to assess the risks to employees and any others who may be affected by its undertakings – the risk to health and safety shall be maintained at an acceptable level and the consequences shall be tolerable.

4.2 New employees, employees in training, and employees carrying out unfamiliar tasks, will be supervised by an approved person. The appointment of such approved personnel shall be recommended by the Executive Clerk.

4.3 The procedures, regulations and guidance for dealing with hazardous situations, materials and equipment, etc., and risks are as follows:

## Premises and equipment

4.4 When it is necessary to employ, engage or facilitate outside contractors (any other persons), the Executive Clerk shall determine, in discussion with the contractors, the following information:-

How the contractor plans to undertake the contract project, in particular, with the contractor submitting a Scheme of Health & Safety as specified by the Construction (Design and Management) Regulations 2015 and other such statute as might apply, which is to include detailed Method Statements and Risk Assessments undertaken by the contractor or its agents, and which are to include for continuing operation of the Premises, the hire vehicles and continuing occupancy of the Premises by employees and other persons, including:-

- the hazards imposed upon HWPC employees and other persons.
- the hazards that HWPC employees, etc., may create for the contractor and the works.
- the areas of HWPC premises that are to be used and/or secured by the contractor.
- as appropriate, that the contractor maintains adequate third party and public liability.
- insurance cover.

4.5 Equipment shall be tested as follows:

Services/ Equipment	Requirement	Frequency
ELECTRICAL LIGHT AND POWER SUPPLIES & SERVICES	All electrical single and three-phase, step down transformed 110v lighting and power circuits, three phase equipment, switchgear and connections thereto, and the supply and feeds throughout the premises, to be maintained and demonstrated to be of a satisfactory standard of insulation, earth continuity and safety in accord with IEE 15.	5 Years
ELECTRICAL APPLIANCES	Single phase, 240v appliances are of a satisfactory standard of insulation, earth continuity and safety and certified accordingly.	1 Year. PAT Test
WORK TOOLS	All mechanical, electrical, pneumatic, and other hand tools, etc., excepting vehicle hoist, compressor and lifting equipment.	At the discretion of the Health & Safety Officer

4.6 This information shall be recorded in the Health & Safety file.

## Vehicles

4.7 Vehicle logs - the Community Bus Administrator shall maintain a separate record file for the Community Bus, of content in compliance with Section 19 of the Transport Act 1985 and all such other statute that might apply. The information relating to this compliance shall be against the mileage and date which shall be entered as follows: -

- the routine, planned maintenance and scheduled 10 weekly inspections.
- malfunctions, component and equipment failures occurring between routine maintenance works.

- all modifications rendered to any aspect of the vehicle and its equipment.
- all abuse, incidents, accidents, etc., in which the vehicle is involved during the course of its use.

4.8 Vehicle operation - HWPC employees/drivers - all employees whose job descriptions require them to be conversant with the operation of any specialist equipment fitted to a vehicle shall receive appropriate and adequate information, instruction and training. The drivers shall be responsible for providing specific instructions to special needs persons, including for the adapted fitting of safety harnesses and the appropriate means of manoeuvring a wheelchair with a person in it and securing such within the vehicle as appropriate.

4.9 Where appropriate, all drivers of a HWPC vehicle shall receive adequate information (either from their employer or HWPC), instruction and training in the skills necessary to:-

- Competently drive, manoeuvre and safely park the vehicle.
- Operate any specialist equipment fitted to the vehicle.
- Cater for persons of special needs and the young.
- Locate and use the fire fighting and first aid equipment on board.
- Secure the vehicle and its equipment.
- Safely evacuate the vehicle in the event of a breakdown or accident.
- Have read and understood the Drivers Information leaflet found in every vehicle.

4.10 Driving assessments should only be undertaken by qualified MIDAS contractors.

4.11 All drivers must be in possession of a current MIDAS certificate, First Aid Certificate, Manual Handling Certificate and have a valid, clean, driving licence with the appropriate entitlement to drive their vehicle. They will also be familiar with the HWPC Drivers Information Leaflet (located in the vehicle) and the Community Bus Risk Assessment, which is held by the Community Bus Administrator.

4.12 As a binding condition the person driving the vehicle shall:-

- Deploy the appropriate seat belt at all times that the vehicle is in motion.
- Ensure passengers in wheelchairs use the restraint systems provided.
- Ensure that all passengers deploy the appropriate seat restraint.
- Not use a mobile telephone or similar communications device whilst the vehicle is in motion.
- Carry no goods and/or substances, other than those unexceptional items assumed to be normal for the purposes of use.
- Ensure that emergency exits are unobstructed at all times.

4.13 Vehicle release for hirings - Prior to final release of the vehicle to the driver, the Community Bus Administrator or nominated staff shall record that he/she is satisfied that the driver:

- Is a fit person to drive and manage the vehicle.
- Is in possession of a valid, current Driving Licence applicable to the type of vehicle and current MIDAS certificate.
- Satisfies HWPC's insurance requirements.
- Has no physical/medical impediment that could impair safety.
- Is not under any form of medication that could impair judgement and safety.

- Is not under the influence of alcohol or likely to use recreational drugs prior to or during the period of use.

4.14 Vehicle checks prior to release - Prior to final release of the vehicle to the hirer, the Community Bus Administrator shall complete the following inspection, registering these on the DAILY CHECKLIST:-

- Correct inflation of all vehicle tyres, including the spare wheel.
- Correct functioning of the Parking Brake.
- Operation of vehicle lights, horn and turn indicators.
- Secure catchment of all doors.
- Fitting and security of all seat belts and seat rail fittings.
- Engine lubrication, oil and brake and clutch hydraulic fluids.

The above is also the legal responsibility of the driver.

### **Damaged, unserviceable and malfunctioning equipment**

4.15 All damaged, unserviceable and/or malfunctioning work equipment shall be reported to the Clerk who will arrange for the inspection, repair, or withdrawal of the item.

4.16 Employees must not attempt to service or repair any work equipment.

### **Housekeeping**

4.17 Under the Workplace (Health, Safety and Welfare) Regulations (WHSW) 1992, HWPC is required to provide working environment that has:

- Effective and suitable ventilation.
- A reasonable office temperature.
- Suitable and sufficient lighting.
- A clean working environment.
- Sufficient space.
- A suitable work area for each employee.
- Suitable and effective safeguards against accidents.
- Suitable and sufficient washing facilities, particularly in the immediate vicinity of every toilet.
- An accessible supply of drinking water.
- Suitable and sufficient seating, including a footrest where necessary.
- Suitable and sufficient facilities for people who eat meals at the workplace.

4.18 This means that:

- The office should be kept clean and tidy.
- The office temperature should be at least 16°C.
- Office windows should have blinds or other shading systems in good working order.
- Outside access to the building must be safe and properly maintained.
- Stairs and corridors must be unobstructed.
- All cables, leads and wires should be properly secured so that they do not constitute a tripping hazard.
- All filing cabinets, shelves and cupboards should be stable and secure.

- Doors of cupboards and drawers of desks and filing cabinets should be kept closed when not in use.
- The drawers of a filing cabinet should only be opened one at a time.
- Any spillage must be mopped up and the floor dried.
- The office should be decorated in light, matt colours.
- Food must not be left anywhere that could attract vermin or become a safety hazard.
- If canteen or rest room facilities are not provided, there must be sufficient space at workstations for employees to eat their lunch.
- The washing areas should always be equipped with soap and towels.

## **Dangerous substances**

4.19 Under the Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended), HWPC must conduct a suitable and sufficient assessment of the risks to health from exposure to any hazardous substance.

4.20 This list is not exhaustive, but substances used by HWPC include the following: Tippex, photocopier toner, diesel, petrol, oil, coolant, T-cut, WD4O, de-icer, glass cleaning fluids, paint, bleach and cleaning solvent. All flammable materials must be stored in the steel cabinet outside the office.

4.21 All lids/tops must be properly secured after a substance has been used. Containers of hazardous substances should be stored safely and clearly labelled in a secure place. Photocopier toner can cause eye and skin irritation. The photocopier toner cartridge should be changed in accordance with the manufacturer's instructions; in addition, vinyl or rubber gloves should be worn during this operation. Spare toner cartridges should be stored in the integral cabinet in the photocopier.

4.22 All substances should only be used for operations, and under circumstances, for which they are suitable.

## **Manual handling**

4.23 The Manual Handling Operations Regulations 1992 (as amended) require HWPC to:

- Avoid hazardous manual handling operations so far as is reasonably practicable.
- Make a suitable and sufficient assessment of any hazardous manual handling operations that cannot be avoided.
- Reduce the risk of injury from those operations so far as is reasonably practicable.
- Ensure employees undertake a Manual Handling Course as part of their basic training.

4.24 The incorrect handling of loads causes large numbers of injuries and can result in pain, time off work and sometimes permanent disablement. An employee should not lift anything which s/he considers is too heavy. HWPC cannot require any employee to lift, carry or move anything heavy enough to cause injury to the employee.

4.25 In general, employees should:

- Push, not pull, a load.
- Obtain assistance if they have any doubt about their ability to move or safely lift any article or substance.
- Take extra care when carrying anything upstairs or downstairs.

- Take care when carrying dangerous substances or articles (e.g. boiling water, glass, knives etc.).
- Avoid loading work equipment unsafely and/or above eye level.
- Never sit or climb on any work equipment not designed for such purpose.

4.26 In particular, when carrying a load, employees should:

- Ensure that the proposed route is clear before starting to move.
- Adopt a good lifting posture: i.e. place the feet apart, bend from the knees, and keep the back straight.
- Lift a load in easy stages: e.g., from floor to knee and then from knee to carrying position; with the sequence reversed when setting the load down.
- Hold the load close to the body, with the heaviest side of the load next to the body.
- Ensure that the load is securely gripped.
- Ensure that the load does not obstruct the view.

4.27 When removing or replacing seats in a minibus operated by, or on behalf of, HWPC, an employee should take the following precautions:

- Ensure that they have assistance if required from another person to carry the seat.
- Where necessary, use a rubber or wooden mallet to loosen the seat in the tracking.
- Ensure that the floor where the seat is to be set down is not wet/slippy.
- Ensure that the seats are safely stored in the storage area.
- Ensure, when replacing the seats, that they are safely and securely locked in appropriate locations in the appropriate tracking.
- Ensure that when moving seats that an assistant is available if required to help place the seat in or back to the storage area.

## **Electrical equipment**

4.28 The Electricity at Work Regulations apply to all aspects of the use of electricity within the workplace. The Regulations place duties on employers, employees and the self-employed to prevent danger.

4.29 A HWPC employee should not tamper with any electrical appliance in any way in the office.

4.30 No work should be carried out on an electrical appliance or system until after the system has been isolated from the mains electricity supply - if this is not possible, the appropriate fuse gang should be removed from the fuse board and retained by the person undertaking the repair until it is completed. It is not sufficient merely to switch off the circuit; the equipment should be completely isolated from the electrical energy source.

4.31 Electrical equipment should not be left switched on whilst unplugged.

4.32 Lighting sockets must not be left empty: a suitable bulb or fluorescent tube must be in place. Any faulty wiring, plugs, light bulbs or fluorescent tubes must be reported to the Clerk.

4.33 All electrical and electronic equipment shall be 'PAT' tested in accordance with the relevant regulations.

## **Smoking**

4.34 Smoking or vaping is not permitted by any person on any of HWPC premises or in any HWPC vehicles

## **Security**

4.35 HWPC must take action to protect employees against assault when handling or transporting HWPC's money or valuables. It is, therefore, recommended that employees should vary their route/time when travelling to and from the bank/post office on behalf of HWPC. Whilst awaiting banking, all HWPC money and cheque books should be kept locked in the safe.

4.36 When leaving the HWPC office unoccupied for more than a few minutes during the working day, an employee should ensure that:

- All lights are switched off.
- All electrical work equipment is switched off (unless authorised by the Executive Clerk to leave some or all of such equipment switched on).
- All taps are turned off.
- All windows are shut and window security locks are in place.
- All external doors are locked.

4.37 At the end of the working day, the key holders, in addition to the above tasks, shall ensure that the alarm system has been activated.

4.38 There may be occasions when employees are lone working, either in the Parish Office or on site. In this situation to ensure employees are as safe as possible all members of staff must ensure they:

- Comply with the HWPC lone working policy and cash handling policy.
- Have access to a working phone; for off-site workers this shall be a mobile phone.
- Have a personal safety alarm and/or siren on their person if they are working off-site.
- Outside public opening hours ensure the office door is locked.
- All windows are shut, and window security locks are in place.
- All external doors are locked if the building is not otherwise in use.

## **5. Training**

5.1 When allocating work to employees, HWPC shall ensure that the demands of the job do not exceed the employees' ability to carry out the work without risk to themselves or others. HWPC shall take account of the employees' capabilities and the level of their training, knowledge and experience. If additional training is needed, HWPC shall determine ways in which this can be provided.

5.2 New employees shall receive basic induction training on health and safety, including arrangements for first-aid, fire and evacuation. HWPC recognises that training may be required even though an employee already holds formal qualifications.

5.3 The need for further training shall also be considered when an employee:

- Takes on new responsibilities.
- When there is a change in the work activity or in the work environment.
- When there is a change in the work equipment or systems of work in use.

## 6. Monitoring and evaluation

6.1 It will be necessary for HWPC to determine, from time to time, whether or not health and safety responsibilities are being discharged properly. Monitoring may take place through a number of mechanisms, including spot checks on employee behaviour, a full safety inspection, and reports to the Policy Working Group by the Executive Clerk.

6.2 Reports of all accidents, near-misses and sickness linked to work shall be monitored on a regular basis. Recommendations may follow on the need for greater safeguards, more training, or the need to change an employee's work practices. Employees shall be consulted on any proposed changes to this policy.

## 7. Review

7.1 The HWPC Policy Working Group shall review this policy at least once every three years from the date of adoption, or because it is necessitated by one or more of the following criteria:

- Operational experience.
- Operational change.
- Organisational change.
- New legislation.
- The publication of a new code of practice or official guidance that is relevant to HWPC 's activities.
- It is requested by a HWPC employee, Councillor or volunteer.

7.2 A request to review this policy should be made (preferably in writing) to the Chair of the Parish Council.

## 8. Amendments

8.1 The Policy Working Group may, having carried out a review, recommend one or more amendments to this policy.

8.2 Alternatively, HWPC employees, Councillors or volunteers, either individually or collectively, may request that this policy be amended. Such requests shall be remitted to the Policy Working Group via the Executive Clerk.

## RELATED POLICIES AND OTHER REFERENCES