



To: **All Members of Killamarsh Parish Council Health, Safety and Wellbeing Committee**

You are Hereby Summoned to attend a meeting of the Parish Council to be held on **MONDAY 16th January 2023 at 7:30 PM KILLAMARSH PARISH SUITE.**

Yours sincerely

Mrs Gail Blank  
Clerk & Responsible Finance Officer to the Parish Council

## AGENDA

### **1 Chair's Announcements**

- To receive the Chairman's opening announcement.

### **2 Apologies for Absence**

- To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting.

### **3 Declaration of Disclosable Pecuniary & Other Interests**

a. To receive declarations of disclosable pecuniary interests (DPI) and personal and prejudicial interests from members on matters to be considered at the meeting in accordance with the Localism Act 2011 (section 30 to 33). Officers are required to make a formal declaration about council contracts where the employee has a financial interest in accordance with the LGA 1972, s117.

b. To receive, consider and record Members requests for DPI dispensation (section 31 Localism Act 2011) in connection with items on this agenda. Applications for this must be made in writing to the Clerk prior to the meeting.

### **4 Adjournment for Public Participation**

To adjourn the meeting for 15 minutes to allow members of the public, 3 minutes each, to make representation on the business of the agenda for the meeting. No resolutions can made be under public participation.

### **5 Exclusion of the Press and Public - Public Bodies (Admissions to Meetings Act) 1960**

To consider and resolve any agenda items that require the exclusion of the Press and Public in accordance with the Public Bodies (Admissions to Meetings) Act 1960 for matters appertaining to confidential or exempt information.

### **6 Minutes from the previous meeting**

- a. To approve the draft minutes of the Full Council meeting held on 12th December 2022. (attached).
- b. To receive an update on an ongoing issues not covered as an agenda item.

## **7 Staffing**

- a. To receive an update.
- b. To approve the end of the handyman's probation period.
- c. To consider and approve the end of the Clerks probation period.

## **8 Recruitment & Selection**

- a. To consider and approve the job description for the Business Administration Apprentice.
- b. To consider and approve the interview panel for the Business Administration Apprentice.
- c. To consider and approve engaging The Apprentice Academy as the training provider for the Business Administration Apprentice.

## **9 Health & Safety**

- a. To receive, approve and recommend the Health & Safety Policy provided by Ellis Whitham.
- b. To receive, approve and recommend the Health & Safety Handbook provided by Ellis Whitham.

## **10 Items for discussion for a future agenda**

To notify the Clerk of any matters for inclusion on the agenda for future meetings.

## **11 Date of the Next Council Meeting**

20th March 2023

### PUBLIC BODIES (ADMISSION TO MEETINGS ACT) 1960

Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which will give reasons for the public's exclusion in accordance with the Public Bodies (Admission to Meetings Act) 1960.

### RECORDING OF COUNCIL MEETINGS

Under the Openness of Local Govt. Bodies Regulations 2014, the Council, members of the public and press may film, record or photograph a formal Council meeting when the meeting is in public session. Recording activity should be respectful to the conduct of the meeting and behaviour that disrupts the meeting (such as oral commentary) will not be permitted.

### PUBLIC PARTICIPATION

Notice is given that at a time agreed by the meeting, 15 minutes may be set aside for members of the public to make representation on the business of the agenda for the meeting. Any members of the public shall not speak for more than three minutes unless permitted by the Chair. A question asked by a member of the public during public participation shall not require a response or debate during the meeting though the Chair may direct that a written response will be provided subsequent to the meeting.

### CORONAVIRUS

Killamarsh Parish Council will continue to monitor Covid-19 and act accordingly. Attendees are encouraged to register their attendance on arrival and to use the hand sanitiser provided. Members of the public who are unable to attend can email their questions to the Parish office (parish.office@killamarsh-pc.gov.uk) in advance of the meeting which will be read out under the public participation session.



## MINUTES OF THE HEALTH, SAFETY & WELLBEING COMMITTEE HELD ON MONDAY 12 DECEMBER 2022

Those present :

Chair : Cllr A Platts

Councillors : Cllr S Clough, Cllr C Curzon, Cllr W Tinley, Cllr J Windle

Officers : Mrs G Blank

### HSW37 Chair's Announcements

The Chairman had no opening announcement.

### HSW68 Apologies for Absence

Apologies have been received from Cllr T Lacey and the reason given was accepted. Cllr Drabble was also absent from the meeting.

### HSW69 Declaration of Disclosable Pecuniary & Other Interests

a. To receive declarations of disclosable pecuniary interests (DPI) and personal and prejudicial interests from members on matters to be considered at the meeting in accordance with the Localism

Act 2011 (section 30 to 33). Officers are required to make a formal declaration about council contracts where the employee has a financial interest in accordance with the LGA 1972, s117.

None received.

b. To receive, consider and record Members requests for DPI dispensation (section 31 Localism Act 2011) in connection with items on this agenda. Applications for this must be made in writing to the Clerk prior to the meeting.

None received.

### HSW70 Adjournment for Public Participation

There were no questions from the public.

### HSW71 Exclusion of the Press and Public - Public Bodies (Admissions to Meetings Act) 1960

**RESOLVED: That item 7C on the agenda is to be conducted in close session with members of the press and public being excluded due to the confidential nature of the subject.**

### HSW72 Minutes from the previous meeting

a. To approve the draft minutes of the Health, Safety and Wellbeing Committee meeting held on 4th October 2022.

**RESOLVED: That the minutes of the meeting held on the 4th October 2022 are a true and accurate record.**

b. To receive an update on an ongoing issues not covered as an agenda item.

The Clerk informed Councillors that Ellis Whitham is due on site this week and she will update the committee at the next meeting.

**Staffing**

a) To receive an up dating on current staff

The Clerk informed Councillors that there were currently no issues with staff.

b) To receive information regarding the apprenticeship scheme and make any appropriate recommendations.

The Clerk had circulated information on the scheme to Councillors prior to the meeting.

Under the apprenticeship scheme the Council can claim funding of at least £4,750 to a maximum of £5,000 (which is the total cost of training).

Employers have to pay the minimum rate for apprentices but it is encouraged to pay them the minimum wage for the individuals age. Councillors agreed that the Council should pay the higher rate to attract the right candidate.

The Clerk has spoken to the Apprentice Academy who are recommended by the Government. They provide training and support to apprentices and employers for the length of the apprenticeship.

Cllr Windle asked how long the apprenticeship is, the Clerk said initially 15 months but the Council could increase this and add additional training such as ILCA at their discretion.

The Apprentice Academy also provide screening of potential candidates by testing their basic levels of maths and English before they are recruited.

The advertisement can be placed on the Governments portal free of charge and the Council could send out information to local schools and colleges.

Cllr Platts proposed that this is recommended to Full Council for approval and Cllr Windle seconded the proposal, all Councillors were in favour.

**RESOLVED: That the Health, Safety & Wellbeing Committee recommend to Full Council that the Clerk is permitted to set on an Apprentice Business Administrator initially for 15 months on the minimum wage for the candidates age.**

c) To receive a complaint from a member of staff and agree any appropriate action required.

This item was moved to the end of the meeting and the member of the public in attendance was asked to leave the meeting so that this item could be conducted in close session.

The Chair informed Councillors that a complaint had been submitted to the Committee by the Clerk regarding the behaviour of a member of the Council at the last Full Council meeting. The Clerk was publicly accused of not following standing orders when compiling the agenda without any evidence to back up the claim. The accusation had made the Clerk feel belittled, embarrassed and undermined in front of Councillors and members of the public which she feels is unacceptable. The Clerk feels that the Councillor had adequate time prior to the meeting to raise her concerns over the agenda to the Clerk or the Chairman of the Council but instead choose to do it in a public setting.

The Clerk at this stage is not making a formal complaint but wants to bring to the attention of the Council that this is not acceptable behaviour that a Clerk should have to endure in a meeting.

Councillors agreed with the Clerks statement that the Councillor could have addressed the issue in a private setting and not in a public meeting and discussed how best to deal with the issue.

**RESOLVED: That the Chair of the Health, Safety & Wellbeing Committee speak to the Chairman of the Council and ask that a letter is sent to the Councillor in question informing them of the complaint and that no further action is to be taken at this point. Councillors are to be reminded to give the Clerk, other officers and Councillors, sufficient time to compose a response to any queries they have regarding agenda items.**

**HSW74 Recruitment & Selection**

a) To consider and approve the recruitment and selection panel for the Events & Marketing Manager post.

**RESOLVED: That the Clerk, Cllr Platts and Cllr T Lacey are appointed as the recruitment and selection panel for the Events and Marketing Manager post.**

b) To approve the job advertisement for the Events & Marketing Manager post.

The Clerk had circulated a draft job advertisement to Councillors prior to the meeting and Councillors agreed that it covered all the points required.

**RESOLVED: That the job advertisement for the Events & Marketing Manager post is approved.**

c) To consider and approve the time line for recruitment of the Events & Marketing Manager post.

**RESOLVED: It was agreed that the closing date for applications be the 31st January 2023 and that the panel look to hold interviews towards the middle of February 2023.**

**HSW75 Items for discussion for a future agenda**

- Vehicle usage Policy
- Employee Handbook
- Recruitment of Administration Apprentice / Trainee
- Feedback from Ellis Whitham
- Clerks probation period
- Staff Appraisals including the Clerk
- Staff Training Plan to be drawn up following appraisals

**HSW76 Date of the Next Council Meeting**

16th January 2022 at 7.30pm

MEETING CLOED 20:10





# Killamarsh Parish Council

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## Business Administration Level 3 Apprenticeship

An exciting opportunity has arisen for an apprentice to join the office team of an innovative and forward-thinking parish council, offering the successful candidate a chance to gain valuable administration and workplace skills and experience.

### Pay

Dependant on age and in line with Government minimum wage rates, there is also the opportunity to join the Local Authority Pension Scheme.

### Working week

The apprenticeship is for 18 months followed by a 3-month End-point Assessment. Working week is from Monday to Friday, 9am to 5pm, but may be asked to work evenings weekends for certain council events and activities (to be agreed in advance with apprentice).

Total hours per week: 37

### Expected duration

18 Months

### Possible start date

Feb 2023

### Apprenticeship level

Advanced Level 3 (A level)

### What will the apprentice be doing?

The postholder will provide a range of administration duties and, as part of a small team, no two days are the same! However, the main responsibilities include the following:

- To provide front of house reception cover, receiving incoming telephone calls and directing to the appropriate council officer as necessary
- To assist with administering the booking system for hall hire, including following up outstanding invoice payments and direct liaison with hirers (both private and corporate) to assist with questions regarding their specific booking
- To perform general administrative duties including, but not limited to, correspondence, setting up meetings, data entry, photocopying and filing in support of council activities as required

- To research suppliers, obtain quotes and place orders to fulfil purchase requirements including ordering and managing stationery
- To assist as directed with the promotion of council events, activities, relevant strategies and policies via the council's website, social media channels, and e-newsletter
- To assist with set-up and facilitation of bookings or other council and community events as directed, including the provision of refreshments.

**What training will the apprentice take and what qualification will the apprentice get at the end?**

- On the job training with the employer whilst working towards the Business Administration Level 3 qualification
- The role may involve working independently or as part of a team and will involve developing, implementing, maintaining and improving administrative services
- Regular work-based assessments/observations carried out by The Apprenticeship Academy.

**What is the expected career progression after this apprenticeship?**

- An opportunity to continue learning about Local Government administration may be available to the right candidate with a progression through to Assistant Clerk.
- The successful candidate will gain experience and a deep understanding of how a council works and the role of a parish council in relation to local and county councils. The knowledge gained can be utilised in future applications for roles within the public sector

**Requirements**

**Desired skills and personal qualities**

Communication skills, IT skills, Attention to detail, Team working, Self-motivated, Flexible, Desire to learn new things

**Qualifications**

GCSE or equivalent English (Grade 4/C or above) Essential

GCSE or equivalent Maths (Grade 4/C or above) Essential

**Training**

**Training provider**

The Apprentice Academy

**Apprenticeship standard**

Business administrator

Level 3 (A level)



Killamarsh Parish Council

# Health and Safety Policy

December 2022

## Index

Introduction.....	4
Health and Safety Policy Statement.....	5
Organisation and Responsibilities.....	6
Arrangements.....	8
Monitoring and Review.....	14
Council Safety Rules.....	15

*This Health and Safety Policy it is not an exhaustive list of all the hazards and risks that may be present in your workplace. It is the responsibility of the Council to ensure this policy is reviewed periodically and/or following a significant change to ensure it remains compliant with legislation. The Policy should be read in conjunction with any separate policies and procedures provided for the health, safety and welfare of employees and those affected by your work activities.*

## Introduction

Killamarsh Parish Council (*hereafter referred to as 'the Council'*) is committed to ensuring the health, safety and welfare of its employees and those affected by its undertaking and it will, so far as is reasonably practicable, establish procedures and implement arrangements to comply with our statutory obligations.

This Health and Safety Policy has been prepared in accordance with the requirements of the Health and Safety at Work etc. Act 1974. It defines how we will manage the health and safety risks associated with our business, premises and activities and follows the principles of 'plan, do, check and act'. It will be signed and delivered by the most senior person within the Council.

The Council will implement a systematic and pro-active approach to health and safety management ensuring that foreseeable risks are assessed and control measures are communicated effectively to those affected. We will also measure our performance to ensure that continual improvement can be achieved and that employees, members of the public and others can benefit from the efforts made.

This Policy has been created by the named consultant from WorkNest with the co-operation of our staff. They have signed the Policy to confirm that at the time of creation it is suitable, sufficient and relevant to our circumstances and operations. Our nominated responsible person has signed the Policy to confirm that it is a true reflection of the activities and operations that we undertake and the circumstances in which the Council operates.

<b>Creation Date</b>	<b>Signed on behalf of WorkNest</b>	<b>Confirmed</b>
13/12/2022	Robert Young	

## Policy Review

This Health and Safety Policy will be reviewed annually by the Council and the WorkNest representative. Details of the review and/or amendment will be recorded below.

<b>Date</b>	<b>Reason for review/amendment</b>	<b>Change made by</b>

## Health and Safety Policy Statement

Killamarsh Parish Council recognises that it has a legal duty of care towards protecting the health and safety of its employees and others who may be affected by the Council's activities. As part of that commitment we will:

- maintain the workplace in a safe condition and provide adequate facilities and arrangements for welfare at work;
- provide a safe means of access to and egress from the workplace;
- identify and adequately control health and safety risks arising from our work activities;
- provide and maintain equipment and systems of work that are safe;
- make arrangements for ensuring health and safety in connection with the use, handling, and storage of articles and substances;
- ensure the workplace is clean and tidy and measures are taken to control the spread of infection;
- ensure all contractors who undertake work on our premises adhere to safe systems of work engage competent staff;
- safely and responsibly dispose of all waste generated through our activities;
- provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees and other persons;
- consult with employees regarding health and safety matters; and
- undertake continual monitoring and review of our performance to improve standards further.

This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all employees.

**Name:** Gail Blank

**Signed:**



**Position:** Parish Clerk

**Dated:**

4/1/2023

## **Organisation and Responsibilities**

This part of our policy describes how the Council is organised to manage health and safety and provides a clear understanding of individuals' areas of responsibility.

### **Parish Clerk**

Overall responsibility for health and safety rests with the Parish Clerk who shall:

- ensure a safe place of work and provide adequate resources to execute this policy; and
- ensure this policy is brought to the attention of all employees within their control.

The may delegate responsibility for the delivery of health and safety policy, but the Parish Clerk will remain accountable for the actions or inactions relating to this policy & contents therein.

### **Employees**

Every employee shall:

- take reasonable care of their own safety and that of any person affected by their actions or inactions;
- cooperate with their employer in all matters relating to health and safety;
- attend training sessions where required and adhere to all safe systems of work implemented by the Council;
- use equipment in accordance with the Council and the manufacturer's instructions;
- report all hazards and / or accidents to allow management to investigate and implement controls where required;
- ensure that PPE clothing & equipment is used as directed;
- ensure that all infection control procedures are followed; and
- report any unsafe conditions and defective equipment to their manager.

### **Fire Marshals**

The following employees have additional duties in accordance with fire safety legislation:

Parish Clerk

They shall:

- carry out fire safety preventative checks in areas under their control;
- coordinate the evacuation of the premises in the event of an emergency situation.

All staff assuming these responsibilities will be given specific training on appointment and refresher training on a regular basis.

### **First Aiders**

The following employees will serve as First Aiders:

## Outside workers

The First Aiders shall:

- take charge when someone falls ill or is injured, including calling an ambulance if required; and
- look after and maintain the first aid box and its contents.

*Note: The First Aiders will not be required to provide treatment for which they have not been trained.*

## **WorkNest**

WorkNest will provide advice and assistance on Health and Safety issues through a programme of site visits and telephone advisory service available 24 hours per day, 365 days of the year. WorkNest will conduct an annual general risk assessment and produce an action plan together with recommended timeframes for completion. It is the responsibility of the Council to progress actions identified on the assessment.

## **Arrangements**

This part of our policy describes the arrangements in place to provide a safe and healthy working environment.

### **Accident Investigation and Reporting**

The Council requires employees to report all accidents / incidents / near misses as they occur, and will ensure that they are investigated to establish the causes and recommend any actions to rectify and prevent recurrence.

It is the responsibility of the Parish Clerk to investigate all accidents including those involving members of the public, visiting personnel or contractors, and to share the findings of the investigation where necessary with enforcing authorities and insurers.

### **Communication and Consultation**

The Council will communicate and consult with employees on issues affecting their health and safety and take account of their views. Effective communication and consultation will be achieved through:

- individual conversations

Each site will display the 'Health and Safety Law – What You Need To Know' poster and/or communicate similar information by other means.

### **Control of Premises & Welfare**

The Council will ensure so far as is practicable and in line with any contractual agreements that may exist between landlord and tenant that the premises are fit for purpose and pose no undue risk to the employees, members of the public and others who visit the premises. This includes:

- safe access to and egress from the premises including in emergency situations;
- maintaining a clean and hygienic workplace;
- ensuring adequate facility is provided for hot water washing and toilets;
- providing suitable facilities for rest periods and breaks;
- providing safe work equipment which is fit for purpose; and
- ensuring comfortable working temperatures and adequate ventilation.

The Council recognises that slips and trips in the workplace are a common cause of major injury and will ensure that good housekeeping standards are maintained at all times and that traffic routes and floors are safe and free from trip hazards. The Council expects all employees to take personal responsibility for their immediate work areas and not create hazards for themselves or others.

### **Display Screen Equipment**

All reasonable steps will be taken by the Council to secure the health and safety of employees who work with display screen equipment (DSE). The Council will:

- carry out an assessment of each user's workstation;
- implement necessary measures to remedy any risks; and
- provide adequate information and training to persons working with DSE and how risks to health are to be avoided.



The Council will arrange for free eye tests when requested and arrange for the supply of any corrective appliances (glasses or contact lenses) where these are required specifically for working with DSE.

Employees must comply with the instructions and training given regarding safe workstation set-up and use, the use of the equipment provided, and take regular breaks or changes of activity. Employees with a disability, health condition or who are suffering from discomfort which may affect their ability to work using DSE must inform their line manager.

### **Electricity**

All reasonable steps will be taken to secure the health and safety of employees who use electrical equipment. The Council will ensure:

- electrical installations and equipment are installed in accordance with the Wiring Regulations published by the Institution of Engineering and Technology (IET)
- fixed installations are in a safe condition and routinely tested; and
- all portable and transportable equipment is inspected and tested.

Employees must visually check electrical equipment for damage before use and report any defects found to the Parish Clerk.

Employees must not carry out any repair to any electrical item unless qualified to do so or bring any electrical item onto the premises until it has been tested. Electric cables should be arranged in such a position that they do not cause a tripping hazard or be subject to damage.

### **Fire Safety**

Fire is a significant risk in the workplace and we take our fire safety duties seriously. As such we have developed this policy and arrangements to ensure we protect people from the risks of fire and comply with our legal requirements under fire safety legislation. The Council will ensure that the provision of fire safety is adequate and meets the needs of not only the staff employed to work within the Council but also any member of the public, contractors or visitor present within the premises.

The Council will ensure:

- a Responsible Person is appointed and authorised to complete their duties in accordance with fire safety legislation;
- a current, suitable and sufficient Fire Risk Assessment is produced by competent persons, made available and reviewed periodically;
- all employees receive training and instruction on all of the fire and emergency procedures including those with special responsibilities (Fire Marshals/Wardens);
- a weekly test of alarm is carried out and logged and that all employees are made aware of the testing regime;
- all electrical equipment is maintained and inspected;
- the alarm is serviced periodically by competent personnel, and that emergency lighting is tested periodically;
- a planned / unplanned fire evacuation drill is undertaken at intervals of no more than six months, and any issues noted during the evacuation are addressed;
- a weekly management check of fire routes, fire doors, fire extinguishers and general housekeeping is undertaken and logged and any defects actioned; and
- fire extinguishers are provided and serviced periodically and located as per the fire risk assessment.

A current, suitable and sufficient Fire Risk Assessment will be produced by competent persons, made available and reviewed periodically. This process will be overseen by the Parish Clerk.

All employees are also expected to co-operate fully with us in complying with any fire precaution procedures that we may introduce as a measure to protect the safety and wellbeing of our staff and visitors. All employees have a responsibility to make sure they are familiar with the layout of the building, noting where fire exits are and where they lead. They must also ensure the correct use of fire doors, that all fire exits and evacuation routes are clear at all times and that no flammable materials are stored in corridors or on stairs.

We will keep staff informed of any changes that are made to our fire safety procedures and the Fire Risk Assessment. We will also ensure that all visitors to our premises are briefed on the evacuation procedure.

### **First Aid**

The Council will make sufficient provision for first aid to deal with accidents and injuries that arise at work. Nominated personnel will be trained to administer first aid in their capacity as First Aiders as determined by the requirements of the relevant first aid regulations.

An adequately stocked first aid box containing at least the minimum supplies suggested by L74: First Aid at Work Approved Code of Practice will be held on site and notices displayed will indicate its location and who can provide assistance.

Portable first aid kits will be available for staff members required to work away from the normal workplace, where access to facilities may be restricted.

### **Information, Supervision and Training**

All employees will be provided the necessary instruction, training and supervision in order to carry out their duties safely and without presenting a risk to themselves or any other person affected by their undertakings. Employees will receive health and safety training on induction and refresher training at intervals determined by the Council. Training will include but not be limited to:

- hazard spotting and risk control measures;
- fire safety awareness and emergency procedures;
- safe operation of equipment; and
- accident, incident and near miss reporting.

Job specific training will be provided as necessary. All training records will be retained by the Council.

### **Lone Working**

The Council will ensure, so far as is reasonably practicable, that employees who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety.

The Council will determine, by risk assessment, those activities where work can actually be done safely by one unaccompanied person. In carrying out the risk assessment particular consideration will be given to:

- the remoteness or isolation of the workplace;
- suitable means of communication including in the event of an emergency;
- the possibility of interference, such as violence or assault from other persons; and

- the nature of injury or damage to health and anticipated "worst case" scenarios.

Employees and others will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone.

### **Manual Handling**

Where practicable the need for manual handling will be eliminated. However when it is necessary the Parish Clerk will assess the risk to all employees arising for any identified manual handling tasks and to:

- eliminate the task where possible
- reduce the load to be handled if elimination is not possible;
- provide apparatus and equipment to handle the load;
- provide adequate instruction and training.

### **Occupational Driving**

The Council recognises that some roles require driving on Council business. The Council is committed to reducing the risks its staff face or create when driving at work and will:

- ensure risk assessments are completed and that journeys are planned;
- not put unreasonable time constraints on travel;
- ensure those driving for business are competent, authorised and fit; and
- provide sufficient information and guidance for drivers on occupational risks involved in driving.

Drivers will remain responsible for their safety and must comply with the Highway Code and road traffic legislation. Drivers must hold a valid licence and valid insurance for business use and be physically fit and not suffering from any health conditions or injuries, or using medication that may affect their ability to drive safely. Drivers are responsible for maintaining their own vehicles. Any accidents/incidents occurring whilst driving on behalf of the Council must be reported to their line manager.

### **Personal Protective Equipment**

The Council will provide personal protective equipment (PPE) when the risk presented by a work activity cannot be eliminated or adequately controlled by other means. To effectively implement its arrangements for the use of PPE the Council will:

- ensure that PPE requirements are identified when carrying out risk assessments;
- provide adequate maintenance, cleaning and repair of PPE;
- instruct and train staff in the safe use and maintenance of PPE;
- make arrangements for replacing worn or defective PPE; and
- provide adequate accommodation for correct storage of PPE.

Employees provided with PPE for use at work are required to adhere to all instructions on its use.

PPE is available from the Parish Clerk.

### **Risk Assessment**

The Council understands that risk assessments are the foundation of an effective safety management system. The Council will carry out a general risk assessment and where necessary produce specific risk assessments that will be suitable and sufficient. A record of any significant findings will be made.

The risk assessment will be undertaken by:

## Parish Clerk

Risk assessors will work in conjunction with any other person that may offer expertise within that particular area to ensure that the risk assessments are suitable and sufficient and in line with relevant legislation. The risk assessment findings will be brought to the attention of all employees through the most effective means. When undertaking risk assessments the following hierarchy of risk control measures will apply:

- Eliminate the risk where possible
- Reduce the risk or substitute for a less hazardous alternative
- Isolate and/or segregate the hazard from the person
- Procedural arrangements including systems of work
- Personal protective equipment.

Managers shall ensure risk control measures are implemented. Risk assessments will be reviewed at regular intervals or whenever there is a change in circumstances that undermines the validity of the assessment.

## Stress

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Stress at work can come about for a variety of reasons. It may be excessive workload, unreasonable expectations, or overly-demanding work colleagues. As a reasonable Council, we try to ensure that you are in a pleasant working environment and that you are as free from stress as possible.

We will:

- work to identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress
- regularly review risk assessments
- consult with Safety Representatives on issues relating to the prevention of work-related stress
- provide access to confidential counselling for employees affected by stress caused either by work or external factors
- provide training for all managers and supervisory staff in good management practices
- provide adequate resources to enable managers to implement the Council’s agreed stress management strategy.

Employees who experience unreasonable stress which they think may be caused by work should raise their concerns with their Manager.

## Visitors and Members of the Public

The Council will ensure so as far as is reasonably practicable, the health, safety and welfare of visitors to the Council. This includes ensuring that all areas where the public are present are safe and without foreseeable risk.

Any employee who notices persons acting in a way which would endanger colleagues should notify their line manager. If the danger is immediate, common sense must be used to give warning, call for assistance or give aid as necessary.

## **Work At Height**

The Council will take all reasonable steps to provide a safe working environment for all employees who may be affected by work at height activities and ensure that:

- the need to undertake work at height will be eliminated whenever it is reasonably practicable to do so;
- all work activities that involve work at height are identified and assessed and suitable work at height equipment is provided; and
- employees are trained and competent to carry out work at height activities safely.

Ladders should only be used for light, short duration work only and secured to prevent displacement.

The Council will also ensure that the risks of falling objects and materials are adequately controlled.

## **Work Equipment**

The Council will ensure that all work equipment provided for use at work is:

- obtained from a reputable source;
- safe to use and fit for purpose;
- maintained and inspected as necessary; and
- stored securely and safeguarded from unauthorised access.

Employees will receive adequate information, instruction and training and must not use any work equipment without such. Any defective work equipment must be taken out of use and reported to Parish Clerk.

## **Monitoring and Review**

Measurement is essential to maintain and improve our health and safety performance by identifying how effectively we are controlling risks and how well we are developing a positive health and safety culture.

There are two types of performance monitoring, active and reactive.

### **Proactive monitoring**

Proactive monitoring is designed to identify and where necessary rectify risks before they cause harm. The Council will ensure that checks and inspections of the workplace are undertaken at suitable frequencies and a record made against relevant health and safety standards. Much of this checking will be informal and not recorded but formalised, structured checks will also be undertaken and recorded to demonstrate compliance with legal standards. The Council will encourage employees to participate in workplace inspections and take an active interest in health and safety monitoring.

A general risk assessment and fire risk assessment will be undertaken by our competent person each year which will support the Council's active monitoring arrangements.

### **Reactive monitoring**

Reactive monitoring is triggered after an event including accidents, incidents, and cases of ill health or property damage. The Council will investigate all such incidents which provide an opportunity to check performance and learn from mistakes and improve control measures.

Investigations may also provide valuable information in the event of legal action or an employee claim.

### **Review**

Following monitoring and reviewing health and safety performance and documentation, the Council will revise all procedures, assessments and documentation wherever necessary and bring these amendments to the attention of all employees.

It is the responsibility of the Parish Clerk to ensure active and reactive monitoring arrangements are undertaken.

## **Council Safety Rules**

It is incumbent on every employee to observe the following safety rules. Failure to do so will be considered to be a breach of the contract of employment and may result in disciplinary action being taken.

Employees **must**:

- take reasonable care of their own safety and that of any person affected by their actions or inactions;
- be aware of and adhere to the Council's rules and procedures on health and safety
- immediately report any unsafe working practices or conditions to their line manager
- comply with all laid down emergency procedures and ensure any fire escape route, fire equipment or fire doors are not obstructed
- ensure passageways and work areas are kept clean and tidy and that spillages are cleaned up immediately
- make proper and safe use of all equipment and facilities provided
- ensure all waste materials are disposed of carefully in the receptacles provided and in such a way that they do not constitute a hazard to others
- wear suitable clothing, footwear and PPE where appropriate
- report all injuries/incidents to their line manager and ensure that it is properly recorded in the accident book
- report any medical condition which could affect the safety of themselves or others; and
- comply with all hazard/warning signs and notices displayed on the premises.

Employees **must not**:

- undertake a job which appears to be unsafe
- undertake a job until they have received adequate safety instruction and they are authorised to carry out the task
- misuse any fire fighting equipment provided
- interfere with any protective guards and other safety devices; and
- drive or operate vehicles in connection with work whilst suffering from a medical condition or illness that may affect their driving or operating ability.

This is not an exhaustive list.

### **Rules Covering Gross Misconduct**

An employee will be liable to summary dismissal if they are found to have acted in any of the following ways:

- a serious or wilful breach of Safety Rules;
- wilful damage to, misuse of or interference with any item provided in the interests of health and safety or welfare at work;
- horseplay or practical jokes which could cause accidents;
- deliberately disobeying an authorised instruction.

This is not an exhaustive list.





Killamarsh Parish Council

# Health and Safety Handbook

December 2022

# Index

Introduction .....	3
Legal Duties .....	3
Safety Rules .....	5
Health and Safety Policy Statement .....	6
Arrangements .....	7

*This Health and Safety Handbook it is not an exhaustive list of all the hazards and risks that may be present in your workplace. It is the responsibility of your employer to review this handbook periodically and/or following a significant change to ensure it remains compliant with legislation.*

## Introduction

This Health and Safety Handbook contains health and safety information that will enable you to work effectively with your employer and contribute to a safe and healthy working environment. It provides an overview of the arrangements in place to manage risks in the workplace and the role you must play. Please read it carefully. Once you have done so you will be required to sign to confirm that it has been brought to your attention.

If you have any queries regarding the contents you must ask your line manager.

## Legal Duties

The Health and Safety at Work etc. Act 1974 ("The Act") is the primary piece of legislation and imposes duties on both employers and employees to ensure health and safety in the workplace.

### Employer's duties

Killamarsh Parish Council (*hereafter referred to as 'the Council'*) has a duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees. The employer must provide:

- a safe place of work without risks to health;
- safe means of access to and egress from the premises;
- safe equipment which is adequately maintained;
- systems of work that are safe and without risks to health;
- arrangements for the safe use, handling, storage and transport of articles and substances;
- information, instruction, training and supervision as is necessary; and
- adequate facilities and arrangements for employees welfare at work.

Employers must also make sure that non-employees such as visitors, customers or contractors, are not exposed to risks to their health or safety.

In this handbook you will find the commitment your employer has made on health and safety and which is signed by the person with ultimate responsibility for health and safety in the Council.

### Employee Responsibilities

Employees also have a duty to take reasonable care for their own health and safety and for other people who may be affected by what they do or omit to do. This is not just a matter of not doing anything that is reckless or silly but involves an understanding of workplace hazards and complying with safety rules and procedures so that they and others are not put at risk.

Employees must co-operate with their employer and:

- take reasonable care of their own safety and others affected by their actions;
- comply with the Health and Safety Policy, safety rules and written or verbal instructions;
- use all safety equipment and/or protective clothing as directed;
- maintain all equipment in good condition and report defects to their manager;

- report any safety hazard or malfunction of any item of plant or equipment to their manager;
- report all accidents to their manager whether an injury is sustained or not;
- understand and comply with emergency procedures;
- dress sensibly and safely for their particular working environment or occupation; and
- conduct themselves in an orderly manner and refrain from horseplay.

# Safety Rules

Every employee must observe the following safety rules. Failure to do so will be considered to be a breach of the contract of employment and may result in disciplinary action being taken.

## Employees **must**:

- take reasonable care of their own safety and that of any person affected by their actions or inactions;
- be aware of and adhere to the Council's rules and procedures on health and safety;
- immediately report any unsafe working practices or conditions to their line manager;
- comply with all laid down emergency procedures and ensure all fire escape routes, fire equipment and fire doors are not obstructed;
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- a serious or wilful breach of Safety Rules;
- wilful damage to, misuse of, or interference with any item provided in the interests of health and safety or welfare at work;
- horseplay or practical jokes which could cause accidents; and
- deliberately disobeying an authorised instruction.

Please note this is not an exhaustive list.

# Health and Safety Policy Statement

Killamarsh Parish Council recognises that it has a legal duty of care towards protecting the health and safety of its employees and others who may be affected by its activities. As part of that commitment we will:

- maintain the workplace in a safe condition and provide adequate facilities and arrangements for welfare at work;
- provide a safe means of access to and egress from the workplace;
- identify and adequately control health and safety risks arising from our work activities;
- provide and maintain equipment and systems of work that are safe;
- make arrangements for ensuring health and safety in connection with the use, handling, and storage of articles and substances;
- ensure the workplace is clean and tidy and measures are taken to control the spread of infection;
- ensure all contractors who undertake work on our premises adhere to safe systems of work engage competent staff;
- safely and responsibly dispose of all waste generated through our activities;
- provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees and other persons;
- consult with employees regarding health and safety matters; and
- undertake continual monitoring and review of our performance to improve standards further.

This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all employees.

**Name:** Gail Blank

**Signed:**



**Position** Parish Clerk

**Dated:**

4/1/2023

# Arrangements

This section describes the arrangements in place to implement the health and safety policy.

## Accident, Incident and Ill-Health Recording, Reporting and Investigation

All accidents resulting in personal injury must be recorded in the Council's Accident Book, which is located in the Office.



Incidents and work related ill-health must be reported directly to your Manager whereupon they will be investigated. Should you require first aid treatment, please contact your nominated First Aider whose details are provided below:

Outside workers

## Communication and Consultation

Your employer will consult with its employees on Health & Safety matters through a variety of means including:

- individual conversations

The organisation will also display the 'Health and Safety Law – What You Need To Know' poster in a prominent position or communicate similar information by other means.



## Contractors

The Council will ensure that all contractors working on its premises adhere to the contents of the H&S Policy and fire safety procedures. Contractors must ensure that all equipment, materials and premises under their control are safe and without risks to health. If you judge there is a risk where contractors are working you should inform your manager immediately. Before undertaking work all contractors must report to the Parish Clerk.



## Display Screen Equipment

If you operate Display Screen Equipment your employer will carry out an assessment of your workstation and implement necessary measures to remedy any risks found as a result of the assessment.

*Some practical tips you can take include:*

- adjust your chair and VDU to find the most comfortable position;
- make sure you have enough work space including under your desk;
- try different arrangements of keyboard, screen, mouse and documents;
- arrange your desk and VDU to avoid glare, or bright reflections;
- adjust your keyboard and try to keep your wrists straight when keying;
- adjust the brightness and contrast controls on the screen; and
- take regular breaks.



## Driving

If you drive in connection with work (excluding the commute from home to your regular workplace) you are responsible for your safety and others who travel with you and must comply with the Highway Code and the Road Traffic Act. Further details are available from your employer. You must inform your manager of anything that could affect your driving e.g. health conditions or injuries, use of prescribed medication or changes to your licence such as limitations, offences recorded, period bans. If you are involved in any accidents/incidents whilst driving on behalf of the Council you must inform them immediately.



## Electricity

When operating electrical equipment you must:

- visually check electrical equipment for damage before use and report defects;
- report any defects found to their line manager/supervisor;
- not carry out any repair to any electrical item unless qualified to do so;
- switch off non-essential equipment from the mains when left unattended for long periods;
- not bring any electrical item onto the premises until it has been tested; and
- not leave electric cables in such a position that they will cause a tripping hazard or be subject to mechanical damage.



If you discover something which is defective and presents a risk you report it to Parish Clerk.

## Fire

Fire is a significant risk in the workplace and we must all take our fire safety duties seriously. The Council will carry out a Fire Risk Assessment that will detail the preventative measures in place to stop a fire happening and what to do in the event of an emergency. In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire.



The Council does not require persons to attempt to extinguish a fire but extinguishing action may be taken if it is safe to do so. Immediate evacuation of the building must take place as soon as the evacuate signal is given and all occupants, on evacuation, should report to the pre-determined assembly points.



Re-entry of the building is strictly prohibited until the fire brigade officer, or a senior person present, declares it is safe to do so.

If you discover something which is defective and presents a risk you report it to Parish Clerk so that appropriate remedial action may be taken.

### **First Aid**

The Council will make sufficient provision for first aid to deal with accidents and injuries that arise at work. Nominated personnel will be trained to administer first aid. An adequately stocked first aid box containing supplies will be held on site. The location of the first aid box is Office.

Portable first aid kits will be available for staff members required to work away from the normal workplace, where access to facilities may be restricted.



## Lone Working

If you are required to work alone or unsupervised for significant periods of time the Council will ensure, so far as is reasonably practicable, that you are protected from risks to your health and safety.



You will be given all necessary information, instruction, training and supervision to enable you to recognise the hazards and appreciate the risks involved with working alone.

## Manual Handling

To prevent injuries and long term ill-health from manual handling the Council will ensure that operations which involve manual handling are eliminated, so far as is reasonably practicable.



Where it is not practical it will carry out an assessment to determine what control measures are required to reduce the risk to an acceptable level. This may include introducing mechanical aides and equipment, designing the workplace to take into account you activities. Where manual handling is necessary you will be trained accordingly. You must also familiarise yourself with the guidance on the principles of safe handling techniques.

## Personal Protective Equipment

You will be provided with personal protective equipment (PPE) when the risk presented by a work activity cannot be eliminated or adequately controlled by other means. When it is provided, it is because health and safety hazards have been identified that require the use of PPE to further reduce the risks. You must:

- wear the PPE as instructed or where indicated by signage;
- maintain it in good condition;
- report any defects to your supervisor/manager; and
- ensure the PPE fits correctly, is comfortable and fully adjusted.

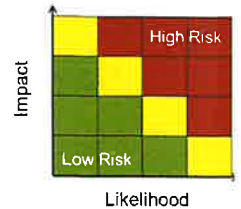


PPE is available from Parish Clerk. Employees may also be required to remove jewellery or other small items when using PPE. Employees must remove such items as instructed; employees with concerns about removing items worn for ethical, philosophical or cultural reasons should speak to their supervisor.

## Risk Assessment

The purpose of a risk assessment is to identify things that have the potential to cause harm (hazards) and assess how likely it is that they will harm you. Suitable control measures can then be put in place to protect you. Hazards will all fall under one of the following categories in your workplace:

- **Physical** (e.g. slip, trips and falls, machinery, fire, electricity, cuts, burns and scalds etc)
- **Chemical** (e.g. exposure to hazardous substances, disinfectants, paints, dusts etc.)
- **Biological** (e.g. Bacteria and viruses transmitted in body fluids or contaminated surfaces)
- **Psychological** (e.g. workplace violence, abusive customers, lone working, stress, shift work).



Your employer will carry out suitable and sufficient risk assessments and bring the results to your attention. General risk assessment of all known and reasonably foreseeable health and safety hazards covering all our premises, equipment and activities are available from Parish Clerk.

Specific risk assessments will also be carried out as determined by the general assessment and are available from Parish Clerk.

In the first instance, risks will be tackled at source using engineering means in preference to systems of work. Personal protective equipment is only an acceptable alternative where risks cannot be controlled by such other means.

## Slips, Trips and Falls

The most common cause of injury in the workplace is slips, trips and falls. Hazards include trailing cables, boxes, materials and spillages. You must remain attentive to any slip or trip hazards on the premises and maintain good housekeeping standards at all times. Make sure passageways are free from trip hazards and never obstruct a fire exit. If a spillage occurs you must ensure it is attended to without delay.



## Smoking

It is the policy of the Council that all of its premises are smoke-free and that all employees have a right to work in a smoke-free environment. Smoking is prohibited throughout the entire workplace with no exceptions. This includes company vehicles.



## Stress

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Stress at work can come about for a variety of reasons. It may be excessive workload, unreasonable expectations, or overly-demanding work colleagues. As a reasonable company, we try to ensure that you are in a pleasant working environment and that you are as free from stress as possible.

Employees who experience unreasonable stress which they think may be caused by work should raise their concerns with their Manager or through the company's grievance procedure. If deemed appropriate, the company will provide access to confidential counselling for employees affected by stress caused either by work or external factors.

### **Training for Health and Safety**

Training in health and safety is a legal requirement and also helps create competent employees at all levels within the company, which enables them make a far more effective contribution to health and safety, whether as individuals, teams or groups.



You will receive health and safety induction and refresher training which will cover general health and safety issues, emergency evacuation and assembly procedures and specific training in relation to particular duties at work.

### **Visitors and Members of the Public**

The Council will ensure so as far as is reasonably practicable, the health, safety and welfare of visitors to its premises. This includes ensuring that all areas where the public are present are safe and without foreseeable risk.



If you notice someone acting in a way which would endanger colleagues should notify their manager. If the danger is immediate, common sense must be used to give warning, call for assistance or give aid as necessary.

## **Work Equipment**

Your employer will ensure that all equipment provided for use at work is suitable for its intended use and maintained in a safe condition. You must only use work equipment for which you have received adequate information, instruction and training. Inspect equipment prior to use and report any defects to your manager. Any defective work equipment must be taken out of use and reported to Parish Clerk.



## **Work At Height**

Work at height is defined as work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury. This includes working from steps, podiums and ladders. The Council will take all reasonable steps to provide a safe working environment for all employees who may be affected by work at height activities and ensure that:

- Ladders should only be used for light, short duration work only and secured to prevent displacement.
- Employees should not use any ladders or other work equipment unless they have received the information and training for safe use.
- The Council shall ensure that the risks of falling objects and materials are adequately controlled.



