

# Wokingham Without Parish Council



## Health and Safety Policy (incorporating Lone Working)

**THIS STATEMENT COVERS ALL EMPLOYEES, VOLUNTARY WORKERS WORKING ON COUNCIL PREMISES AND CONTRACTORS WORKING ON COUNCIL PREMISES**

**SUMMARY**

**The prevention of risk, accidents and ill health and the promotion of a safe working environment are recognised as an integral part of the responsibilities of the Parish Council.**

Employees are advised that they must observe the Council Health & Safety Manual issued herewith. Others working on Council premises should understand that they are responsible for their safety and insurance, observe the requirements of sections 6 and 7 and seek guidance on the relevant details of section 12 (Asbestos Management) and be aware of Fire Precautions and Procedures in Section 13.

The Competent Persons with respect to Fire Procedure are the Clerk, and the member of Council nominated as employer's H&S representative.

No work should be done on any of the fabric of the Council's buildings without first consulting the Council's Asbestos Management Plans, and if any of the area to be worked is identified as containing or possibly containing Asbestos then a method statement must be agreed with the Clerk to the Council or other designated responsible officer before proceeding with the work.

Katy Hughes, Clerk to the Council.

June 2019.

# Health & Safety Guidance Manual (incorporating the Council's Asbestos Management Plan and Fire Safety Arrangements)

## 1. Introduction

- 1.1 This manual is for the guidance of all employees of the Council, and where appropriate for others, especially volunteers, when working in the premises or grounds of the Council. (Volunteers and sub-contractors should read sections 6 to 9). A copy will be issued to all employees, who are expected to read it and comply with its requirements as appropriate in the interests of Health and Safety. They similarly should read and comply with the statutory Health & Safety poster which is displayed in the Parish Office.
- 1.2 It is in the interests of all employees to be familiar with these contents and to do their best to ensure the procedures are maintained for their own safety as well as for the safety of the public. Moreover, failure to observe safety requirements could result in disciplinary action.
- 1.3 The Employer Representative is appointed by the Council annually, and is usually a member of the Council. The Employee Representative is the Parish Clerk or other such person as appointed by the Council, who must consider whether the Clerk needs any training with respect to Fire Precautions, Asbestos Management and associated Risk Assessments, or any other aspects of H&S procedures. Currently the employee representative is the Pinewood Site Controller, who is the Clerk to the Parish Council, or in the Clerk's absence, the officer who deputises for the Clerk
- 1.4 All new employees must receive their copy of this manual immediately on appointment. All employees must also receive training in basic fire safety awareness and understanding of the fire precautions herein – see section 13 below. They must be given annually the details of the risk assessment, measures taken, and a reminder of the fire precautions, what they should do in the event of fire, and any particular duties they have been assigned in the event of fire.

## 2. Council Policy

- 2.1 The Council's Health & Safety Policy is reviewed annually, and the current statement is reproduced as Appendix A. This review should take into consideration reports of the year to date of performance monitoring and level of accidents, injury etc., any new legislation, and concerns expressed by employees or the general public.

## 3. Procedures

- 3.1 Risk Assessment.  
A risk assessment register is reviewed regularly and approved by the council on an annual basis or when an area is refurbished or additional equipment installed. The register is in the form of a matrix identifying potential failure and cause, impact and severity and mitigating response. The results are reviewed in February / March and reported to Council to assist their policy review prior to formal adoption. Any urgent action found necessary is dealt with immediately and not left for the Council review.

- 3.2 Tools check.  
All powered tools and equipment are checked for safety by the Pinewood grounds team before each occasion they are used, and a record kept that the item has been checked and no defect found or that any defect has been rectified. Items that are occasionally or routinely serviced are generally certified appropriately by the service supplier as fit for use. The list of tools/equipment is maintained with a date of the last check.
- 3.3 Playground equipment.  
All play equipment is checked  
(i) Weekly by WWPC personnel visually for any defects or hazards, and a record kept, and  
(ii) Bi-Annually by an independent play equipment inspector, currently RoSPA (April/May) and a Reading Borough Council contractor (October) but other play inspectors may be appointed. These records, (i) and (ii) above must be dated to record checks are made and kept on file for six years.
- 3.4 Accidents, near misses.  
All incidents which occur, which lead to injury or appear nearly to have caused injury, must be reported as soon as practical to the Clerk, who must record them and decide what action is required. Reporting certain accidents is a legal requirement. Work-related injuries which result in an injury which is listed as 'reportable' must be reported to the Health & Safety Executive, in accordance with The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Reports may be submitted via [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)
- 3.5 Pond  
The pond and stream will be monitored for the presence of blue green algae and should this be detected, appropriate warning signs will be erected. The surrounding bank to the pond will be periodically surveyed for stability and adequate emergency equipment maintained in close proximity.

## 4. Responsibilities.

4.1 The Employer Representative is responsible for:

- (i) Carrying out an annual risk assessment (including fire safety risks jointly with the Employee Representative),
- (ii) Deciding what H & S training is necessary (in consultation with the Employee's representative and the appropriate site manager),

The Employer Representative for 2022-23 is Cllr Lesley Foxwell

4.2 The Employee representative is responsible for:

- (i) Ensuring the all required records are maintained, including asbestos management records and fire precautions training records,
- (ii) Ensuring that the responsibilities of others are kept up to date,
- (iii) Ensuring that play equipment is inspected annually

Last inspection carried out:	April 2022
Next inspection due:	October 2023

- (iv) Ensuring that office electrical equipment is maintained, including an annual visual examination of plugs and leads, included in PAT testing

Last PAT testing carried out:	February 2022
Next testing due:	February 2023

- (v) Ensuring the obligatory H&S poster is displayed and up to date,
- (vi) Recording what signs and notices are required by Health and Safety Executive, Entertainments Licensing or other statutory bodies and ensuring they are displayed as required,
- (vii) Carrying out the annual risk assessment, (jointly with the Employer representative)

Last risk assessment carried out:	February 2022
Next risk assessment due:	February 2023 or as required

- (viii) Recording and arranging training, including fire precautions training,
- (ix) Monitoring (see section 7).

4.3 The grounds staff under the guidance of the Pinewood Site Controller are responsible for:

- (i) Carrying out and recording play equipment safety and woodland safety checks,
- (ii) Keeping a general observation of the whole of the Pinewood site and taking action and/or reporting on any hazards found and recording such observations,
- (iii) Ensuring safety equipment is adequate and used as appropriate.
- (iv) Checking powered tools and equipment before use

## 5. Training

Any training identified as necessary to Health & Safety in pursuance of duties must be provided at the expense of the Council. Records must be kept of training of any personnel involved in hazardous occupations, e.g. using power tools or mobile equipment or working at a height.

## 6. Monitoring

All accidents, near misses or newly notified hazards must be recorded, and a report prepared on the results for the purposes of the annual review.

Note: Accident books kept for the purpose of recording accidents or near-misses are kept with the first aid supplies in the parish office.

## 7. Contractors or voluntary workers visiting Council premises.

All workers visiting Council premises to work must make themselves known to an employee or member of the Council and inform them of where they will be working, and how long for, and should endeavour to inform them when they depart the premises. They should observe any safety instructions and advice given by Council employees. This clause does not include working on clubs' premises which are clubs' responsibility. The clubs on Pinewood site are independent and their members or employees are NOT generally employees of the Council. Workers on short regular visits such as rubbish skip emptying are exempted.

Contractors must ensure that their employees are acquainted with the relevant details of this manual and may with the agreement of the Clerk, apply their own H&S procedures, and such agreement should be recorded by a receipt by the Clerk of the contractors written procedures.

## 8. Employees working with hazardous equipment or machinery.

Any employee working with such equipment must

- (i) Be trained in use of the equipment and be aware of the necessary safety equipment,
- (ii) Be provided with the necessary protective equipment,
- (iii) Make use of protective equipment provided.
- (iv) Avoid working alone when using any portable power tools, electrical or petrol driven machinery which may cause injury or endanger the safety of the user or put members of the public at risk, unless in case of an emergency

## 9. Employees working with display screen equipment.

This policy shall comply with [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#) and an analysis of workstations shall take place every two years or when a new employee using display screen equipment starts.

## 10. Employees working alone.

A specific policy for any employee, contractor or volunteer working alone has been established and is reproduced under **Appendix B** below.

## 11. Control of Substances Hazardous to Health (COSHH) regulations.

Employees must read and follow the instructions on any substances used in their work and seek guidance if in any doubt about requirements. If indicated necessary in such instructions, they must have had any necessary training to use such substances.

**See also below - 13. Asbestos.**

## 12. First Aid Kits.

First Aid Kits are available at the following points. Employees should be aware of where they are, and the nearest to their normal place(s) of work. \*indicates also an accident record book.

The first aid kits are checked annually (unless otherwise notified) to ensure items are in date and items are replaced as required, when used.

1. The Parish Office, Pinewood.\*
2. The Pinewood Site Garage/Tool store.
3. The kitchen, St Sebastian's Memorial Hall \*
4. The bar area, Howard Palmer Room.\*
5. With the Pinewood handymen when working in the grounds away from the garage
6. kitchen in Pinewood Hall \*
7. In the council's litter picking vehicle

## 13. Asbestos Management Plan.

13.1 All buildings in direct control of the Council were visually surveyed in 2005/6 and all areas of known or possible risk of asbestos presence identified. Those that are sub-let have also been surveyed and the sub tenants reminded that they are responsible for a plan for their buildings.

13.2 An asbestos Management Plan folder is located in the parish office, containing details of the 2005/6 survey and details of air testing carried out in the buildings in July 2007.

As a result of the 2005/6 survey all identified buildings were decontaminated under controlled procedures and hazardous material removed in Dec/Jan 2008/09. A survey of the loft space in Pinewood Hall in December 2021 identified the presence of asbestos dust under insulation material and a controlled clearance was carried out in April 2022. A certificate of the clearance can be found here: Z:\Pinewood Hall Refurbishment\Asbestos clearance

13.3 Due to the confirmed presence of asbestos dust in buildings understood to have been cleared, it is recommended that an asbestos survey be carried out on any building where work is planned, prior to commencement, to check for the presence of asbestos. The results of the surveys should be recorded in the master (employee representative's) copy of the plan, as will the consideration of the risk posed by presence or possible presence, and the agreed management of action (iv) below.

The actions to be taken will be either:

- (i) Further examination of the possible asbestos containing material (ACM) to determine whether it does contain asbestos, in which case either

- (ii) To remove the risk by removing the ACM, or
- (iii) Repair of minor faults in surfaces of ACM which might be causing fibres to be released into the atmosphere (which must be done) or
- (iv) Ensuring all possible risk to any person by doing work such as cutting, sawing or drilling ACM or possible ACM is prevented and such work only undertaken when a procedure is agreed with the Employer Representative.

Actions (i), (ii) or (iii) will be undertaken either by using specialist contractors or working to a procedure previously agreed between the person(s) doing the work and the Employee Representative. The Employee Representative will be expected to understand the principles of Asbestos Management and must be able to recognise when professional advice must be sought. He will be custodian of this plan and shall keep annexed to it record of all agreed procedures to carry out work on areas where there is or might be asbestos.

#### 14. Fire Precautions.

- 14.1 The first priority in the event of fire is the protection of persons, and the protection of property is secondary and only expected of personnel if it can be done without personal risk. Once evacuated, if a fire has been dealt with by the Fire and Rescue Service, a building should not be re-entered without specific clearance by the Service.
- 14.2 Fire appliances are provided solely to tackle fire in its early stages or to delay its spread long enough to aid evacuation, and only if the user has a clear escape route and is sure he will not be endangered by using it.

The one fire hydrant inside the main gate at Pinewood should be tested at least annually.

- 14.3 Personnel must:
  1. Read the annual risk assessment report and if necessary, seek clarification of any items relevant to them,
  2. Know what they should do in the event of fire and which exits are available to them
  3. Know how they should describe the location of their workplaces accurately for emergency services, and where telephones are available
  4. Be aware of any unusually high risk such as stored fuel or other highly combustible materials in their working areas, and necessary precautions
  5. Know where fire appliances are located in their work areas, only to be used in accordance with 14.1, and the appropriate use of different types
  6. Be consulted about the formulation of and amendments to this manual
  7. Be consulted about who takes on any role with respect to fire safety
  8. Co-operate with all other persons in all circumstances and respects to ensure the effectiveness of these fire precautions
  9. Be given an annual reminder of what they should do in the event of fire, this Clause 13, and any particular duties they have been assigned.

- 14.4 Council will have an annual contract for the maintenance of fire appliances and will seek the contractors or other advice from time to time or when any changes are made to buildings or their layout about provision of same. (Currently Berkshire Fire Extinguishers Ltd)
- 14.5 Contracts of hire of the Council's buildings must establish that the hirer or his nominee is responsible for ensuring that fire precautions are observed. Regular hirers will be reminded of their responsibility to observe fire precautions and procedures annually.
- 14.6 All the buildings currently under control of the Council are single storey. Apart from the regular reviews required, any buildings of more than one storey that are added will necessitate a more complex procedure.
- 14.7 The only dangerous substances with respect to fire risk on the Council's premises are diesel and petrol fuel for the Council's estate tractor and equipment. No new activity involving these or any other dangerous substance shall commence without a prior risk assessment and measure taken as required by regulations.

## 15. Coronavirus, HCID or other emergency situation.

- 15.1 In the event of the onset of further restrictions related to Coronavirus, or any other HCID or emergency situation which prevents the council from meeting, or prevents the officers from operating in a normal capacity, the Clerk or other officer representing the Clerk, will liaise with the appointed Health and Safety Representative and Chairman and Vice-Chairman of the council to review risk assessments and propose a manner in which the council could operate safely in a lawful capacity at the earliest opportunity.

## Appendix A

### WOKINGHAM WITHOUT PARISH COUNCIL - Health & Safety Policy Statement

It is the policy of this Council to maintain a safe and accident free working environment for its employees, and to monitor any actual incidents of harm, or near incidents, and use the results of such data to improve further its safety record. The Council has a duty to its tenants, hirers, and general public to maintain an accident free environment, and therefore includes this duty in this policy statement, and health and safety activities.

The Council will appoint annually a Member or other person competent to advise, assist and consult with the employees' safety representative on matters of health and safety, and to be responsible for ensuring that the procedures under this policy are maintained to schedule.

The Member so nominated can be contacted via the office.

The Council will welcome consultation with employees on all health and safety matters. For the time being the employees' representative on health and safety, is the Pinewood Site Controller. The Council will be prepared to consider representations from employees if at any time they wish to propose a different employee representative.

The Council will provide and maintain safe equipment, buildings and open areas for staff and tenants, hirers and users of its facilities; ensure any necessary precautions are taken with substances used which are hazardous; provide any staff training to minimise risk; endeavour to avoid situations that may allow accidents or work related ill-health; and review this policy at least once annually.

Last reviewed and confirmed by the Council in June 2022

Next review date

June 2023

Signed ..... Chairman of the Council.

This document is to read in conjunction with the Risk Assessment statement which also incorporates the Health & Safety assessment.

## Appendix B

### WOKINGHAM WITHOUT PARISH COUNCIL - Lone Working Policy Statement

#### 1. Introduction.

The Council recognises that its employees are required to work by themselves for significant periods of time without close or direct supervision in the community, in isolated work areas and out of hours. The purpose of this policy is to protect such staff so far as is reasonably practicable from the risks of lone working.

The Council also recognises it has an obligation under the Health & Safety at Work Act 1974 (HSW Act) and the Management of Health & Safety at Work (MHSW) Regulations 1999, for the health, safety and welfare at work of its employees.

#### 2. Scope of the Policy.

The policy applies to all situations involving lone working arising in connection with the duties and activities of the Council's employees.

#### 3. Definition of Lone Workers.

The Health and Safety Executive defines lone workers as "those who work by themselves without close or direct supervision". This covers all of the Council's employees, many of whom are required to carry out their duties for all or part of their working day working in isolation.

#### 4. Aims of Policy.

The aim of the policy is to:

- (a) increase staff awareness of safety issues relating to lone working;
- (b) ensure that the risk of lone working is assessed in a systematic and ongoing way, and that safe systems and methods of work are put in place to reduce the risk so far as is reasonably practicable;
- (c) ensure that appropriate training is available to all staff in all areas that equips them to recognise risk and provides practical advice on safety when working alone;
- (d) ensure that appropriate support is available to staff who have to work alone;
- (e) encourage full reporting and recording of all adverse incidents relating to lone working.

#### 5. Responsibilities.

##### 5.1 Clerk to the Council

The Clerk on behalf of the Parish Council is responsible for:

- ensuring that there are arrangements for identifying, evaluating and managing risk associated with lone working;
- providing resources for putting the policy into practice;
- ensuring that there are arrangements for monitoring incidents linked to lone working and that the Council regularly reviews the effectiveness of this policy;
- ensuring that all staff are aware of the policy;
- ensuring that risk assessments are carried out and reviewed regularly;

- putting procedures and safe systems of work into practice which are designed to eliminate or reduce the risks associated with working alone;
- ensuring that staff are given appropriate information, instruction and training;
- ensuring that appropriate support is given to staff involved in any incident; and
- managing the effectiveness of preventative measures through an effective system of reporting, investigating and recording incidents.

## 5.2 Employees

Employees are responsible for:

- taking reasonable care of themselves and others affected by their actions;
- co-operating by following rules and procedures designed for safe working;
- reporting all incidents that may affect the health and safety of themselves or others and asking for guidance as appropriate;
- taking part in training designed to meet the requirements of the policy; and,
- reporting any dangers or potential dangers they identify or any concerns they might have in respect of working alone.

## 6. Risk Assessment.

Risk assessment is essential to good risk management.

Assessment will be carried out for and by all staff whose working practice makes them vulnerable. This includes staff that are site based but work in isolation as well as mobile staff whose work takes them out into the community. Recommendations will be made to eliminate or to reduce the risk to the lowest level reasonably practicable.

A lone worker assessment will be completed (*See Appendix*). This will be used as a tool to identify if the existing control measures are adequate and if not, what modifications or additional actions can be considered necessary to help reduce the risks associated with lone working.

Risk assessments for site based lone workers will include:

- safe access and exit;
- risk of violence;
- safety of equipment for individual use;
- channels of communication in an emergency;
- site security;
- security arrangements i.e. alarm systems and response to personal alarms; and,
- level and adequacy of on/off site supervision

Risk assessments for mobile lone workers will, additionally, include:

- travelling between sites;
- reporting and recording arrangements;
- communication and traceability; and personal safety/security.

Following completion of the Risk Assessment, consideration will be given to any appropriate action that is required.

## 7. Incident Reporting.

An incident is defined as “an unplanned or uncontrolled event or sequence of events that has the potential to cause injury, ill health or damage”.

In order to maintain an appropriate record of incidents involving lone workers it is essential that all incidents be reported to the Clerk who will prioritise each incident and identify any immediate action. Staff should ensure that all incidents where they feel threatened or ‘unsafe’ (even if this was not a tangible event/experience) are reported. This includes incidents of verbal abuse.

## 8. Contacting/Involving the Police.

The Council is committed to protecting staff from violence and assault and will support criminal proceedings against those who carry out assault. All staff are encouraged to report violent incidents to the police and will be supported by the Council throughout the process.

Except in cases of emergency, employees should inform the Clerk of any incident immediately. The Clerk will thereafter take responsibility for contacting the police to report the details of the incident.

## 9. Support for Staff.

Employees working for the Council should know that their safety comes first. Staff should be aware of how to deal with situations where they feel they are at risk, or unsafe. Staff should also be able to recognise how their own actions could influence or even trigger an aggressive response. The Clerk will ensure that all lone workers training needs are assessed and that they receive appropriate training.

## 10. Immediate Support Following a Violent Incident.

In the event of a violent incident involving a lone worker, the Clerk will immediately ensure that the employee receives any necessary medical treatment and/or advice. If an incident occurs out of hours the Chairman should be contacted.

The Clerk will also consider whether the employee needs specific information or assistance relating to legal or insurance aspects. The Clerk will also ensure appropriate written and verbal reporting of any violent incident.