

NORMANDY PARISH COUNCIL

HEALTH, SAFETY AND WELFARE POLICY STATEMENT

Approved and Adopted

26 March 2008

NORMANDY PARISH COUNCIL

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HEALTH, SAFETY AND WELFARE POLICY

NORMANDY PARISH COUNCIL has adopted a Health and Safety Policy to protect all of its employees, visitors, contractors and users of premises and to encourage safe working practices. This document explains the Policy and the systems that have been set up, within the organisation, to make sure that the Policy is working.

Please read this document carefully, and make sure you understand it, If you want to discuss safety matters generally, or have a particular problem you should, in the first instance, consult the Parish Clerk.

More detailed Policy matters should be drawn to the attention of the Health, Safety and Welfare Committee.

STATEMENT OF HEALTH SAFETY AND WELFARE POLICY

DECLARATION

NORMANDY PARISH COUNCIL hereby gives notice of its acceptance of responsibility to pursue a policy which ensures, so far as reasonably possible, the health, safety and welfare of all employees, contractors, visitors and users of premises. This includes cleaners, maintenance workers, sales reps, temporary and part time workers, people with disabilities, young workers, trainees and expectant mothers who may be at particular risk and anyone else who may be affected by the Council's activities, and declare their intention to meet the requirements of the Health and Safety at Work etc Act 1974. The Management of Health and Safety at Work Regulations 1992 and all other relevant statutory provisions.

Normandy Parish Council undertakes to:

- Provide adequate control of health and safety risks arising from our work activities.
- Consult with our employees on matters affecting their health and safety.
- Provide and maintain safe plant and equipment.
- Ensure safe handling and use of substances.
- Provide information, instruction and supervision for employees.
- Ensure all employees are competent to do their tasks, and to give them adequate training.
- Prevent accidents and cases of work related ill health.
- Maintain safe and healthy working conditions; and
- Review and revise this policy as necessary at regular intervals.

The Council recognises that accident prevention is an essential element of good working practice and that its pursuit benefits the efficiency of the Parish's operations, as well as the welfare of its employees. It is recognised that effective prevention of injury and damage requires commitment at every level.

OBJECTIVES

Normandy Parish Council's objectives in this respect are:

1. Provide and maintain workplaces which are without risk to the health and Safety of any employee, contractor, visitor, or user of premises, particularly young workers and new or expectant mothers :
2. Provide a working environment of a standard which will ensure the Health and Safety of its employees and other persons who are likely to be affected by the Council's activities.
3. Assess the risk to the Health and Safety of employees and anyone else who could be affected by its work activities, record the significant findings of such assessments and make them available to employees, contractors and users of premises. The compilation and implementation of practical codes of safety and health practice and conduct will be based on these risk assessments:
4. Provide, where practical, equipment, tools and plant which are safe and without undue risk to health;
5. Institute procedures for the reporting of defective equipment or other hazardous conditions and for the rectification of such defects:
6. Make proper arrangements for the safe use, handling and storage of all articles, and substances used by the Council.
7. Promote the instruction and training of employees in matters of Health and Safety, so as to enable them to recognise and avoid hazards at work.
8. Inform employees, contractors, visitors and users of premises of the risk associated with its work activities by means of notices and instructions and to clearly describe the work methods necessary to minimise the likelihood of injury or of adverse effects on health:
9. Provide and maintain, where appropriate, safety equipment and protective clothing and ensure that employees are informed of their obligation in respect of its use:
10. Provide First Aid equipment, facilities and training, and to make such other emergency provisions as are necessary to ensure the Health and Safety of all employees, visitors and others allowed access to the Council's premises;

11. Institute a procedure for the recording of all accidents and instances of ill health occurring as a result of the Council's activities and ensure that such incidents are investigated;
12. Provide satisfactory welfare and amenity facilities and make such arrangements as may be necessary to ensure the welfare of employees whilst at work;
13. Advise all employees, contractors and users of premises of their obligations in Health and Safety matters, and of the penalties for acting in such a way as to endanger the Safety or Health of themselves or others;
14. Establish an organisation with responsibility for making this policy effective. This includes nomination of a Health and Safety Subcommittee who shall have direct responsibility for the general oversight of Health and Safety within the Parish Council. Councillors appointed to the Health, Safety and Welfare Subcommittee to be able to appoint the Clerk and other members of the Parish Council, to act on their behalf in carrying out relevant instructions;
15. Ensure that accident prevention within Normandy Parish Council is an integral part of operational management and is supported by a competent advisory service.
16. Ensure proper direction and control of all persons other than employees allowed access to the Council's premises and also ensure that they are not put at risk by the Council's activities;
17. Control the use of contractors on the Council's premises and ensure that contractors work to safety rules at least of the same standard as those laid down through this policy;
18. Arrange Health and Safety Inspections of all premises and other areas at regular intervals, with reporting findings and recommendations to the Members of the Council;
19. Maintain arrangements with employees for joint consultation and participation in matters related to their Health and Safety;

20. Keep the Health and Safety Policy Statement under constant review and make improvements, additions and amendments that from time to time may be deemed necessary or desirable;

ORGANISATION AND RESPONSIBILITY

- 1 The **FULL COUNCIL**, will:
 - a. Receive annual reports from the Parish Clerk.
 - b. Consider overall trends and issues likely to affect the Council;
 - c. Monitor the Health and Safety Performance of the Council's compliance with legislation.
 - d. Promote Health and Safety culture within the Council.
 - e. Ensure that adequate resources are available to discharge the Council's Health and Safety commitments.
 - f. Where necessary, give assistance to the Parish Clerk in carrying out inspections in the interest of effective Health and Safety Management
 - g. Undertake in conjunction with the Clerk safety inspections, investigation of accidents, incidents, near misses, and other dangerous occurrences and forward reports of legally notifiable cases of disease to the appropriate authority.

- 2 The **Parish Clerk**, on behalf of the Council, is to coordinate the implementation of the Health, Safety and Welfare Policy. The Clerk will:
 - a. Advise on Planning and development of Health and Safety training to meet the Parish Council's requirements.
 - b. Advise on prevention of injury or ill health to personnel and damage to plant/equipment.
 - c. Advise on legal requirements Affecting Health, Safety and Welfare Policy, and implementation of the Council's Health, Safety and Welfare Policy.
 - d. Ensure that the nominated contractor carries out routine site inspections on all Council sites, reporting on failures to meet the standards set and situations where Council's employees and the public are put at risk from inadequate Health and Safety facilities (using the appropriate reporting form).
 - e. Maintain a central record containing sub Statutes, Approved Codes of Practice, Guidance Notes, Certificates, Risk Assessments, Terms of Reference, Accident Reports and Investigations as are relevant.
 - f. Foster at the work place an understanding that injury prevention and damage control are an integral part of Council business and operational efficiency.
 - g. Make arrangements for carrying out suitable and sufficient risk assessment in relation to work activities to eliminate and control risk to the health and safety of employees.
 - h. Ensure that all staff are fully aware of, and instructed in their responsibilities as imposed by Regulations, Codes of Practice and Council

procedures, and take steps so far as is reasonably practicable to ensure that they are properly implemented.

- i. Ensure that all works carried out on Council premises and all plant, machinery and equipment where relevant complies with statutory requirements approved or agreed standards.
- j. Ensure that where Council has supplied labour to erect or install equipment of any nature, the erection or installation is of a high standard and complies with the Codes of Practice and current Regulations.
- k. Ensure that staff are conversant with the Council's accident or damage reporting procedures and the Reporting of Injuries, Disease and Dangerous Occurrences as specified by Regulations. Also, ensure that the cause of any accident and or dangerous occurrence is thoroughly investigated and effective follow up action ensues.
- l. Provide adequate First Aid supplies and facilities in accordance with current Regulations and ensure that a responsible person is appointed to take control of the situation.
- m. Ensure that periodic statutory tests, inspections and where applicable maintenance of premises is carried out and the appropriate records kept.
- n. Ensure that adequate fire precautions and appliances are in place and that, in the event of an emergency, staff are conversant with the fire drill to ensure that the building/premises are vacated as quickly as possible.
- o. Make available and enforce, where necessary, safety equipment and protective clothing in accordance with current Regulations and Council instructions.
- p. Ensure that all staff are competent to carry out their duties safely having received adequate information, instruction and training and where necessary that they hold a valid certificated of competence.
- q. Ensure all employees under your control are properly supervised and have been instructed and trained with regards to specific Regulations and the relevant system of work and adequate records kept.
- r. Ensure that regular consultation with the work force takes place.

- 3 All employees are to reasonable care of their own safety and that of anyone else who may be affected by their work activities, are required to co-operate with Normandy Parish Council in the fulfilment of its duties with regard to health, safety and welfare at work.

Each employee, therefore, will be responsible for:-

- a. Making themselves familiar with and conforming to relevant Health and Safety instructions at all times.
- b. Not interfering with or misusing anything provided in the interest of Health, Safety and Welfare.

c. Reporting to the Parish Clerk incidents that have led to, or may lead to, injury or damage.

d. Assisting as required in the investigation of accidents or incidents.

e. Wearing the appropriate protective equipment where required.

TRAINING

FULL COUNCIL is responsible for ensuring that all members of staff are given the appropriate information, instruction and training to enable the activities of the Council to be carried out safely.

Signed **CHAIRMAN OF THE COUNCIL**

Signed..... **PARISH CLERK**

Dated

ALL OTHER ORGANISATIONS

In addition to the personal responsibilities that your organisation has it will also be your responsibility to ensure that:-

1. All members under your control are fully aware of and instructed where necessary in their responsibility as imposed by Regulations, Codes of Practice and Council procedures, and take steps as far as is reasonably practicable, to ensure that they are properly implemented.
2. Adequate risk assessments are carried out to check proposed working methods, including those of sub-contractors, with site management before work commences, ensuring that safe systems of work have been established and communicated to all concerned.
3. In conjunction with the Parish Clerk arrange regular Safety Meetings for Committee members and employees in order to draw their attention to any changes in legislation.
4. Within your organisation that you foster where necessary an understanding that prevention of occupational injury and illness, damage control, are an integral part of business and operational efficiency as well as being a moral and legal obligation.
5. Should any remedial/building works take place within your area of responsibility then all necessary protective clothing and equipment must be issued, after the appropriate training has been carried out.
6. You, your staff, clients and members of the public are conversant with the Council's accident or damage reporting procedures and the Reporting of Injuries, Diseases and Dangerous Occurrences as specified by Regulations. Ensure that the cause of any accident and/or dangerous occurrence is thoroughly investigated and that effective follow up actions ensues.
7. Adequate First Aid supplies and facilities are available in accordance with current Regulations, and a responsible person appointed to take control of the situation.
8. Statutory notices are displayed and that all Statutory Registers are provided and used.

9. Periodic statutory tests, inspections and where applicable maintenance of premises is carried out and the appropriate records kept.
10. Current fire precautions and appliances are in existence and that, in the event of an emergency, you and your committee/management are conversant with the fire drill to ensure that the building/premises are vacated as quickly as possible.
11. You co-operate with the Parish Council or its representative, i.e. the Parish Clerk, to ensure that any defects or faults within your area of responsibility are rectified immediately.
12. You have available and issue, where necessary, safety equipment and protective clothing, in accordance with current Regulations and Council instructions.
13. All staff are competent to carry out their duties safely having received adequate information, instruction and training and are where necessary certified as to their competence.
14. All employees under your control are properly supervised and have been instructed and trained with regards to specific Regulations and relevant systems of work and adequate training records kept.
15. Due care and attention is paid when handling, loading and unloading and stacking equipment to ensure that Council procedures and suitable risk assessments are complied with, and that safe working conditions apply.
16. A copy of the Parish Council's Health, Safety and Welfare Policy will be issued to the contractor upon acceptance of the terms and conditions of the contract agreement.

CONTRACT WORKERS

It is the Council's policy that when contractors are used, they will represent the Company in the same way as direct labour and are required to work to the Council's policy.

Arrangements are made to ensure that they are acquainted with, and adhere to, the Council's Health, Safety and Welfare Policy, and any other procedure or special instructions which may be in force relevant to specific operations.

A copy of all Health, Safety and Welfare Policy and other relevant information is to be given to the sub-contractor upon acceptance of the terms and conditions of the contract agreement.

Discussion as necessary will take place by the Clerk to ensure complete understanding of our procedure to specific work methods.

Adequate supervision will be necessary to complement the provision of information, instruction and training, if required ensuring that the Council's Policy is strictly adhered to.

The Council's approved Accident Book shall be used for the reporting of all incidents whether property, employee or general public – there will be no exceptions.

Further to the above it is a requirement to report all accidents, however minor. Serious accidents or major incidents should be reported to the Parish Clerk by telephone.

Should a contractor use a sub-contractor for any works it is a requirement under Health and Safety at Work etc Act 1974 for sub-contractors to conduct their work activities in such a way as to ensure that other persons are not exposed to risk to health and/or safety.

ACCIDENT REPORTING

When an accident/incident occurs, action must be taken. Injuries must receive prompt attention, and any immediate danger should be alleviated.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) and the Social Security Act 1971 require organisations to record accidents/injuries and also to investigate and report to the Health and Safety Executive (HSE) Incident Centre (ICC) based at Caerphilly accidents which result in the following:

- a. Fatalities.
- b. Specific major injuries such as, fractures (other than fingers or toes).
- c. Accidents which lead to incapacity from normal work for more than 3 days (including being unfit for work on non work days).
- d. Injuries caused by violence to staff.
- e. Reportable industrial diseases, e.g. Weil's disease and Legionnaire's disease.
- f. Dangerous occurrences, e.g, the collapse of scaffolding over 5 metres in height, or a boiler explosion.

The enforcing authority must be notified, *without delay*, of incidents under the first two and last points above, usually by telephone.

This would formally be reported by using form F2508 within 10 days of the accident/incident.

EMPLOYEES RESPONSIBILITIES

It is the duty of all Staff who have an incident/incident or witness an accident/incident to another employee, visitor or member of the public to ensure that everything is done to minimise damage, particularly injury to persons.

Therefore:

- a. Obtain First Aid treatment for the injured person.
- b. Ensure that the accident/incident is reported to the Parish Clerk.

- c. Record the accident/incident by filling in the Accident Book and completing a copy of the Council's Incident Report Form.

FIRST AID

The Health and Safety (First Aid) Regulations, define “First Aid” as treatment for the purpose of preserving life and minimising the consequences of injury and illness until medical help is obtained. It also includes treatment for minor injuries which would otherwise receive no treatment or does not need treatment by a medical practitioner.

The Health and Safety Executive (HSE) has issued an Approved Code of Practice (ACOP) to accompany these Regulations.

The ACOP requires employees to assess hazards in the workplace and make appropriate provision based upon that Assessment. In the working environment these First Aid provisions should take into account employees, visitors and users of premises.

An organisation, in accordance with the requirements of the First Aid Approved Code of Practice, will need to provide suitable and sufficient First Aiders or Appointed Persons at all of its premises, ensuring that adequate First Aid cover is always maintained and available.

A First Aider is a person who holds a current First Aid Certificate approved by the HSE. The most familiar approved qualifications are those provided through courses organised by the Red Cross and St John Ambulance Brigade.

An appointed person is someone authorised to take charge of the situation if there is an injury or illness and generally would have received *emergency first aid* training.

The names of all such persons should be displayed at strategic points and also on or beside any First Aid box.

FIRST AID BOXES

First Aid boxes should be marked with a white cross on a green background and should be kept fully stocked with only approved items i.e. **no** medicine, pills, ointments etc in case of possible adverse reactions on the part of the person being treated. Regular checks should be made to ensure compliance. The suggested contents are as shown in the table below.

Item	Number of Employees		
	1 - 5	6 - 10	11 - 50
Guidance Cards	1	1	1
Individually wrapped sterile adhesive dressings	20	20	40
Sterile eye pads, with attachments	1	2	4
Triangular bandages	1	2	4
Sterile coverings for serious wounds	1	2	4
Safety pins	6	6	12
Medium sterile unmedicated dressings	3	6	8
Large sterile unmedicated dressings	1	2	4
Extra-large sterile unmedicated dressings	1	2	4

FIRE SAFETY

The Fire Precautions (Work Place) Regulations 1997 came into effect on 1st Decembner 1977 and apply to all work places, subject to certain exceptions e.g. private dwellings and those already covered by a current fire certificate under the Fire Precautions Act 1971.

The main requirements:

Assessment. Checks must be made of the fire risks in the work place. This can be carried out as part of the general; health and safety risk assessment process or as a separate exercise. Thai assessment should consider any existing arrangements and places where people could go undetected for some time. If so, smoke detectors or some other form of automatic fire detection and warning may be necessary.

Fire detection. Checks must be made to ensure that a fire can be detected in a reasonable time and that everyone on the premises can be warned. There may be some places where a fire could go undetected for some time. Is, so, smoke detectors or some other form of automatic detection and warning may be necessary.

Emergency Escape. Checks must be made to ensure that anyone who may be in the building can get out in an emergency. Emergency routes and exits should lead as directly as possible to the open air or a safe area and must be used quickly and safely in the event of a power failure. If people may not know where to go, appropriate signage will be required. All doors and escape routes should not be locked whilst the building is in use and emergency doors should open outwards wherever possible

Legislation states that if the furthest point of a room is not more that 18m from the main exit it not necessary to have a “fire escape”.

Fire Fighting Equipment. Reasonable fire fighting equipment must be provided. All equipment must be easy to find and, suitably indicated by signs.

Information. All those in the building must be provided with information on what to do in the event of fire. Staff may require additional; training.

Maintenance. All fire safety equipment must be regularly checked and maintained. This includes fire equipment, detection and warning devices, means of escape and any emergency lighting.

IN THE EVENT OF A FIRE

- **EVACUATE THE BUILDING** by the nearest available exit, ensuring all persons under your control leave with you.
- **DO NOT** collect personal belongings (e.g. coats and hats).

- **DO NOT** run or panic. Move swiftly but calmly out of the nearest fire exit.
- **CLOSE THE DOOR** if you are the last person to leave the room.
- **PROCEED** to the assembly point (car park).
- **DO NOT RE-ENTER** or allow other persons to enter the building until told to do so by a person in authority.

IF YOU DISCOVER A FIRE

- **RAISE THE ALARM** from the nearest call point or use a mobile telephone.
- **ENSURE ALL PERSONS** under your control **EVACUATE** the building.
- **IF AND ONLY IF** you judge that the use of a nearby **extinguisher** is likely to be effective, **USE IT**.
- **DO NOT TAKE PERSONAL RISKS**. If it is not safe to use an extinguisher, **LEAVE IMMEDIATELY** following the procedure set out above.
- **REPORT** the whereabouts of the **FIRE** to the person in charge of the **ASSEMBLY POINT**.

ELECTRICITY AT WORK

The Electricity at Work Regulations 1989 apply to all work with electricity and require precautions to be taken against the risk of death or injury.

The Regulations apply to and are enforceable in respect of all places of work where electricity is used.

The main duty of employers is to ensure that the systems for distribution of electricity are constructed and maintained so as to prevent danger.

Within most working environment's, large numbers of portable electrical equipment are in use at any given time, e.g. printers, photocopiers, kettles, heaters, power tools, extension leads and kitchen equipment etc. All of these will be plugged into fixed installation electrical systems.

FIXED ELECTRICAL SYSTEMS

When an appliance is purchased, it will have been tested to ascertain that it is suitable for the purpose for which it is made, as indicated by a BSI "Kite" or BEAB Approved Mark on the equipment. So long as the equipment is to be used for the job for which it was designed, initially little needs to be done.

A register of portable electrical appliances (all items with a plug) should be set up. All existing and any new equipment should be individually marked with an identification number and entered into a register. All such equipment should be regularly checked by a competent person (not necessarily a qualified electrician) and a record of such checks should be kept.

Electrical equipment which has not so checked and recorded should **UNDER NO CIRCUMSTANCES** be connected to the electrical supply circuitry. Similarly, contractors etc should provide for inspection and an up to date documentary proof of the electrical integrity of their electrical equipment. Staff should be instructed that their own personal electrical equipment should not be connected to the electrical supply without express permission having first been given and the equipment tested and recorded as it would have been had it been the Council's property.

THE MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS

These Regulations provide a general framework of Regulations and Code of Practice for the Management of Health and Safety at Work which are wide ranging and overlap with many pieces of existing legislation.

Because of that broad range it is difficult to summarise but aspects covered included:

- Risk Assessment.
- Health and Safety Arrangements.
- Health Surveillance.
- Procedure for Serious and Imminent Danger.
- Information for Employees.
- Co-operation and Co-ordination.
- Persons Working for Others and Self Employed Persons.
- Capabilities and Training.
- Employees Duties.
- Temporary Workers.

The Parish Clerk will need to:

1. Ensure that the appropriate risk assessments are carried out and recorded where necessary.
2. Implement, monitor and review preventative and protective measures.
3. Ensure that emergency procedures are in place and are formally recorded.
4. Ensure that the appropriate information, instruction and training are provided.

All Employees INCLUDING the Parish Clerk have a duty to:

1. Take reasonable care for their own and others Health and Safety.
2. Use all work items in accordance with training and advice.
3. Co-operate with their employer with regard to Health and Safety matters.
4. Report accidents and dangerous incidents.
5. Notify their employer of any short comings in Health and Safety arrangements.

THE WORK PLACE (HEALTH, SAFETY AND WELFARE) REGULATIONS 1992

The Work Place (Health, Safety and Welfare) Regulations 1992 repeal the majority of the Factories Act 1961 and the Offices, Shops and Railways Premises Act 1963. The legislation applies to any premises or parts of premises which are not domestic premises and are made available to any person as a place of work including access and egress routes or where facilities are provided for use in connection with the place of work.

Maintenance. The work place and work equipment must be cleaned and maintained in an efficient state, in efficient working order and in good repair. Where its failure could endanger health and safety, equipment must be subject to a system of regular maintenance.

Ventilation. The work place must be suitably ventilated by a sufficient quantity of fresh or purified air, have suitable and efficient lighting (preferably by natural light) and be maintained at a reasonable temperature.

Waste Materials. The work place, equipment, furniture and fittings must be kept clean, and waste materials must not be allowed to accumulate unless in appropriate containers.

Sufficient work Space. Employees must be provided with sufficient work space, and work stations must be suitable for any work likely to be done there. Outdoor work stations should provide protection against bad weather, be easily and swiftly left in the event of an emergency and enable people to leave without the risk of slipping or falling. If the type of work can be done sitting, suitable seat should be provided with a footrest if necessary.

Floors, staircases and escalators. Floors, stairs and escalators must be safe and free from holes, slopes unevenness and, where necessary, have effective drainage. There should not be any obstructions or anything likely to cause a person to slip, trip or fall. If there is a hazard, measures must be taken to prevent the possibility of a person falling.

Falls. In addition to the above people must be protected against falls and falling objects in all work places.

Glazing. Where breakage could cause injury, windows and glazed doors must be of safety material or protected against such breakage. In doors and gates, this applies to any glazing at shoulder level or below and in windows and partitions, waist level or below. This does not apply to narrow panes up to 250 mm wide. Safety glass does not necessarily have to be used as protective safety film will suffice in many circumstances. Some glazing will be thick enough to withstand breakage under normal circumstances anyway and will not require any action, If unsure, obtain specialist advice, This Regulation does not apply to greenhouses. Where necessary glazing should be marked to ensure it is clearly visible.

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Windows etc Windows, skylights and ventilators must be capable of being opened safely. When open they must not expose people to a health and safety risk, e.g. they must not be capable of being walked into. Windows and skylight must be capable of being cleaned safely.

Traffic Routes. Vehicle and pedestrian traffic routes must be segregated and suitable for their intended use. All traffic routes must be safe and separated from doors and gates leading into them.

Doors and gates. Door and gates must be safe. For example, a transparent panel in a door may be necessary.

Hygiene. Suitable and sufficient sanitary conveniences and washing facilities (including showers where required) must be provided.

Drinking Water. An adequate supply of wholesome drinking water must be provided.

Accommodation. Accommodation must be provided for outdoor clothing, including changing rooms and facilities, where necessary.

Rest facilities. Suitable facilities must be provided for employees to rest and eat meals. Suitable arrangements must be made for non smokers, pregnant women and nursing mothers.

ALL EMPLOYEES have a duty to:

Act in such a way as not to jeopardise their own, other employees or any person's health, safety or welfare.

THE HEALTH SAFETY (DISPLAY SCREEN EQUIPMENT) REGULATIONS 1992

These Regulations deal with the Health and Safety requirements when working with Display Screen Equipment (DSE). They are intended to protect staff who habitually use DSE as a significant part of their work. They are concerned not only with the effect that display screens may have on eyesight but also the prevention of muscle and joint problems due to poor job and work place design, and the physical and mental stress caused by prolonged continuous use.

This may mean, if the work station assessment finds it necessary, the provision of new chairs, footstools, document holders etc, or the revision of work patterns and assurance that any new DSE equipment is suitable.

The Parish Clerk will need to make arrangements to:

- Assess work stations and reduce risk to Health and Safety.
- Ensure that work stations meet minimum requirements.
- Plan work to ensure breaks or changes of activity occur during prolonged use.
- Arrange for eye tests if requested by staff who qualify and if necessary provide corrective glasses needed specifically and solely for use with DSE.
- Provide information, and training for DSE users.

ALL OF THE ABOVE SHOULD BE CARRIED OUT IN ACCORDANCE WITH THE CODE OF PRACTICE HELD CENTRALLY.

All employees have a duty to:

- Inform their employer of any medical condition that may affect, or be affected by their use of DSE.
- Ensure that work stations and DSE are suitably adjusted so as to minimise Health and Safety risks.

THE PERSONAL PROTECTIVE EQUIPMENT AT WORK REGULATIONS 1992

Personal Protective Equipment (PPE) means all equipment (including wet weather clothing) which is intended to be worn by a person and which protects them against risks to their health and safety. PPE must only be used as a last resort. Other methods to protect against risks to health and safety, such as safe systems of work or engineering controls, must be considered first.

However, in some circumstances PPE will still be needed to control the risk adequately, and these Regulations will then take effect.

The Parish Clerk will need to:

- Assess the need for PPE.
- Select the most suitable PPE.
- Provide, maintain and store PPE correctly, and replace it as necessary.
- Ensure that information, instruction and training is given.
- Ensure proper use and the reporting of loss or defect of PPE.
- Ensure that PPE is used when necessary.

All employees have a duty to:

- Ensure that they use, maintain and store PPE in accordance with any instructions or training which they may have received.
- Report any loss, or defect in the PPE to their employer.

THE MANUAL HANDLING OPERATIONS REGULATIONS 1992

The Manual Handling Operations Regulations 1992 apply to any means of transporting or supporting a load, including the lifting, pushing, pulling carrying or moving thereof, by hand or by bodily force. A load includes any person or animal.

The main Requirements are:

- Avoiding the need to lift and carry wherever possible.
- Assessing those operations that are unavoidable.
- Reducing the risk of injury.

The ways of reducing risk could include:

- Improving the environment.
- Providing information on safe lifting techniques.
- Considering individual capabilities.
- Using mechanical aids.

The Parish Clerk needs to:

- Identify all staff who are involved in manual handling operations.
- Carry out an informal assessment to identify all those activities that involve a potential risk and therefore require formal assessment.

Most everyday manual handling operations will not involve risk and therefore will require no further assessment unless there is a significant change in the operation.

Employees' duties:

Employees have a duty to make use of equipment and systems of work provided to them, and to carry out manual handling operations in accordance with any training and instruction given.

