



YAXLEY PARISH COUNCIL

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To: All Members of the Personnel Committee

Sir/Madam

You are hereby summoned to attend a Meeting of the **Personnel Committee** of the Yaxley Parish Council to be held on **Tuesday 16th February 2021 at 7.00pm by Zoom app** – anyone wishing to join the meeting should email the clerk@yaxleypc.org.uk prior to the meeting for joining instructions.

Meeting ID: 812 5171 5658 Passcode:281009

H. Taylor

Helen Taylor
On behalf of Yaxley Parish Council

9th February 2021

THE PUBLIC AND PRESS ARE ALWAYS WELCOME

AGENDA

- PER38. APOLOGIES FOR ABSENCE**
To receive and accept apologies for absence.
- PER39. DECLARATIONS OF INTERESTS IN AGENDA ITEMS**
To receive Declarations of Disclosable Pecuniary and Other Interests, as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating to any Agenda Item.
- PER40. MINUTES**
To approve as a correct record the Minutes of the meeting of the Personnel Committee held on Tuesday 17th November 2020 - attached.
- PER41. PUBLIC PARTICIPATION**
A maximum of 15 minutes is permitted for members of the public to address the Council.
- PER42. STAFF TRAINING**
To receive a report by the Clerk - attached.
- PER43. HEALTH AND SAFETY POLICIES**
To consider the Health and Safety and COSSH Policies – attached.

PER44. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND THE PUBLIC

To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting.

PER45. STAFFING UPDATE

To consider a report by the Clerk – attached

PER46. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND THE PUBLIC

To resolve that the confidential business having been concluded, the Press and Public be re-admitted to the meeting.

**Minutes of the Meeting of the Personnel Committee
held by Zoom on 17th November 2020.**

Present:- Councillor A Wood – Chairman;

Councillors E Gilchrist, K Gulson, J Lusted and S Sanderson.

In attendance: H Taylor

PER25. APOLOGIES

An apology for absence from the meeting was received and accepted from Councillor P Russell (personal).

PER26. DECLARATION OF INTERESTS

No declarations were received.

PER27. MINUTES

Councillor E Gilchrist proposed approval of the Minutes of the Personnel meeting held on 22nd September 2020. This was seconded by Councillor K Gulson and unanimously **RESOLVED**.

PER28. PUBLIC PARTICIPATION

No Member of the Public wished to speak.

PER29. STAFF TRAINING

By way of a report by the Clerk (a copy of which is appended in the Minute Book) Members were advised of the training undertaken by the staff since the previous meeting and that planned.

PER30. BUDGET 2020 - 2021

Members were presented with a budget report as at 30th September 2020 (a copy of which has been appended in the Minute Book). In discussing the various budget headings, actual spend against predicted and the proposed figures for 2021/22, Members referred to the review by LGGS Pensions of employers contributions in November 2019 which had resulted in a reduction in payments and a substantial saving in the current budget. Whereupon, it was proposed by Councillor K Gulson, seconded by Councillor S Sanderson and unanimously **RESOLVED** that the budget be recommended to Full Council for approval.

PER31. HEALTH AND SAFETY POLICIES

On the proposal of Councillor J Lusted and having been seconded by Councillor E Gilchrist, it was **RESOLVED** that the contents of the following Health and Safety Policies be approved:

- Legionella Management
- Fire Action Plan; and
- Fire Safety.

PER32. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND PUBLIC.

That in accordance with Section 1(2) of the Public Bodies (admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and Public be excluded from the meeting.

It was proposed by Councillor J Lusted, seconded by Councillor K Gulson and unanimously **RESOLVED** that the meeting should be closed to the public and press at 8.08pm and the matters record at Minute No PER33, PER34 and PER35 dealing with appraisal, holiday leave and staffing be treated as confidential and excluded from the Minutes to be made available for public inspection

PER33. APPRAISAL UPDATE

The Committee were informed that the new lockdown had caused issues with completing the staff appraisals but that the majority had been signed off. Members then discussed at length the value and benefits of performance reviews and the avenues that could be explored to improve staff performance as well as reward or recognise exceeding the standards expected.

PER34. COVID 19 - MANAGING HOLIDAY AND EXTENSION OF CARRY OVER PROVISIONS

Further to Minute No.PER8 of the meeting of the 30th June 2020 the Committee received a report by the Clerk (a copy of which is appended in the Annex to the Minute Book) summarising the levels of staff leave left to take before 31st March 2021. Having discussed the reasons why some levels were higher than others and the terms of the temporary amendment to the Working Time Regulations 1998, particularly around the meaning of "not reasonably practicable" Members felt that staff should be allowed this year to carry over 2 weeks of holiday unless there was clear evidence that issues relating to Covid-19 have prevented the worker from taking it. In that respect, Councillor A Wood proposed that staff be allowed to carry forward 2 weeks of leave into next years holiday entitlement unless special circumstances can be shown. This was seconded by Councillor S Sanderson and **RESOLVED** unanimously.

PER35. STAFFING

The Clerk updated the meeting on staffing levels and the approach taken in response to the recent second lockdown. Members placed on record their thanks to staff for the way they had responded to the pandemic.

PER36. FINANCE OFFICER

Further to Minute No.49 of the meeting of the 19th November 2019 and with the aid of a report by the Clerk (a copy of which is appended in the Annex to the Minute Book) the Committee considered the renewal of the contract between the Council and Freelance Business Services for providing book keeping services and preparing financial statements and reports including the Annual Report and Budget. Having appreciated the valuable work undertaken over the year by Mrs Porter, it was proposed by Councillor J Lusted that the Parish Council renews its contract with FBS for the provision of accountancy and bookkeeping services, for a further year. This was seconded by Councillor E Gilchrist and unanimously **RESOLVED**.

PER37. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND PUBLIC.

That in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business being concluded, the Press and Public be re-admitted to the meeting.

It was proposed by Councillor J Lusted and seconded by Councillor E Gilchrist that the press and public should be readmitted to the meeting.

Meeting closed at 9.15pm

Signed

Chairman.

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PERSONNEL COMMITTEE

Agenda item: PER42

DATE: 16th FEBRUARY 2021

SUBJECT: STAFF TRAINING

1. PURPOSE OF REPORT

To be note training arranged for staff.

2. TRAINING

Two Members of the Grounds Team have attended a Pat testing course and are now qualified to undertake the PAT testing of the electrical equipment. This will be a of great benefit to the Council as it was becoming difficult and expensive to outsource this work.

There are various online training courses being run by the National Association of Local Councils and the Clerk has attended three webinars on making your website accessible, dealing with challenging people and appraisal training. The Bookings Clerk has passed an online first aid course run by the Skills Network.

RECOMMENDATION

That the contents of the report be noted.

Helen Taylor

Clerk to Yaxley Parish Council

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Health and Safety Policy

Yaxley Parish Council

Approved March 2018

Commitment to Health and Safety

This document outlines the steps the Council will take to ensure compliance with health and safety legislation, guidance and best practice.

The policy underlines the Council's commitment to achieving the highest standards of health, safety and welfare throughout its activities and explains how this will be achieved. To do this, we need the full commitment and co-operation of our employees. Safe working practices must become an integral part of everyone's daily routine.

You must report to the Clerk any accidents, incidents, or near misses, violent incidents and other risks to your own or others' health, safety or welfare. However, if you feel that your legitimate concerns have not been properly addressed, you may contact the Chairman of the Personnel Committee.

Significant risks to employees and others will be identified through the risk assessment process. Details of risk assessments will be held by the Clerk. They will be reviewed annually with you during the Council's performance appraisal process and when there is any significant change in working practices.

The policy will be reviewed and, where necessary, revised. You will be consulted and informed about any changes and, where these are significant, amended copies will be re-circulated to you.

A copy of this policy will be given to all employees who will be required to acknowledge receipt in writing. The receipt must be returned to the Clerk for inclusion on your personal file.

N.B. It is your responsibility to read this document, comply with your own health and safety responsibilities and observe these while discharging your duties on the Council's behalf.

If you fail to comply with the requirements of this Health and Safety Policy, and place yourself or another person in danger or at risk to their personal safety, disciplinary action will be taken.

General Statement of Safety Policy

Yaxley Parish Council recognises and accepts its responsibility as an employer for providing, so far as is reasonably practicable, a safe and healthy workplace and working environment for all its employees and other users of the Council's premises. The Council regards the promotion of HEALTH, SAFETY and WELFARE measures as a mutual objective for the Council and its employees at all levels.

The Council will take all reasonable steps within its power to meet this responsibility, paying particular attention to the provision and maintenance of:

- (i) Plant, equipment and systems of work that are safe.
- (ii) Safe arrangements for the use, handling, storage and transport of articles and substances.
- (iii) Sufficient information, instruction, training and supervision to enable employees to avoid hazards and contribute positively to their own safety and health at work.
- (iv) A safe place of work and safe access to it.
- (v) A healthy working environment, insofar as it is within the power of the Council to provide it.
- (vi) Adequate welfare facilities at work.

No safety policy is likely to be successful unless it actively involves employees themselves. The Council will, therefore, co-operate in this respect by providing, where necessary, sufficient facilities and training to equip employees at all levels so they may meet their responsibilities defined in supplements to this general statement.

Where risks to safety or health need to be 'assessed' under a specific duty or regulation the council will ensure that an assessment is carried out and that all actions shown to be necessary will be implemented so far as is reasonably practicable

Employees at all levels have a duty to:

- (i) Take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions whilst at work.
- (ii) Co-operate with the Council so as to enable the Council to comply with duties and requirements imposed by Safety Regulations, in particular:-
 - (a) by using any protective and safety equipment provided and,
 - (b) by reporting incidents that have led to or may lead to a hazard to health.

A copy of this Statement will be issued to all employees. It will be reviewed, added to, or modified from time to time and will be supplemented in appropriate cases by schedules specifically relevant to the work of particular departments or groups of workers.

Any changes to this policy will be brought to the attention of all employees

Signed:

Date:

Chairman

Organisation

The Hierarchy of Management

The Council as the corporate body has overall responsibility for health, safety and welfare. In practice, this responsibility is delegated on a day-to-day basis to the Clerk.

The Council is committed to a regular review of its policies on health, safety and welfare and to its continual development in the light of both experience and the changing legal environment. It is committed to a progressive improvement in health and safety performance both by the enactment of more effective guidelines and by programmes of continued training and development in areas of health and safety.

Individual Responsibilities within the Council

(i) Elected Members

Elected Members form the body corporate of the Council and are responsible for planning, resourcing and overseeing its activities. They should ensure that health, safety and welfare issues are considered as part of their decision making process. Members will receive advice from the Clerk.

(ii) The Clerk

The Clerk has overall responsibility at officer level for ensuring the day-to-day health, safety and welfare of the Council's employees, contractors, visitors and users of the council's facilities.

(iii) Employees

You have a duty to take reasonable care of yourself and others (eg contractors visitors, members of the public) who may be affected by your work activities. You must co-operate with other staff to ensure that the requirements of the Health and Safety Policy and current health and safety legislation are achieved.

In so doing, you should:

- ◆ read, or have explained to you, to ensure you understand all key health and safety documents given to you;
- ◆ comply with the Council's Health and Safety Policy and associated arrangements and guidelines provided to control the risk to your health and safety;
- ◆ co-operate with the Clerk and others involved in ensuring your health and safety by participating in health and safety training and following safe systems of work and procedures;
- ◆ report all accidents, incidents (near misses) and acts of violence or aggression immediately to the Clerk;
- ◆ use all hazardous substances, plant, machinery and equipment (including personal protective and other safety equipment and clothing) as instructed and report defects immediately to the Clerk;
- ◆ report any concerns regarding potential risks to your own or others' health and safety immediately to the Clerk;

- ◆ accept responsibility for your personal safety through safe behaviour and compliance with safe systems of work and procedures to set a positive example to other employees, agency workers, contractors, visitors and members of the public;
- ◆ not misuse, tamper with or abuse any item of equipment provided for the purposes of health and safety;
- ◆ assist the Clerk during the performance appraisal process in reviewing your risk assessment(s) to ensure that they are accurate, up to date and comprehensive and identify any health and safety training needs; and
- ◆ observe the Council's no smoking policy.
- ◆ take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work.

You must not put yourself in any situation that exposes you to any unacceptable risk or personal danger.

ARRANGEMENTS

Provision of Information

For information on safe working practices, policies risk assessments and all relevant health and safety issues contact the Clerk.

This section details the arrangements which will be implemented by the Council in order to meet the requirements of the policy statement. These arrangements are not meant to be all encompassing and reference should be made to the Council's relevant policies and procedures for health and safety matters.

Accident/Incident (Near Miss) Reporting

Employees must report to their line manager any accident, which results in personal injury to themselves/colleagues while at work or to a member of the public/contractor visiting the premises.

Employees are actively encouraged to report any incident where an injury was fortunately avoided, that is to say a "near miss". The relevant line manager must ensure that all accidents are recorded in the accident book.

In order to comply with The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) all reportable major injuries, dangerous occurrences, reportable diseases and 3 day + absences must be reported online to the Health and Safety Executive (HSE).

Reportable Major Injuries

Fractured bones – except fingers and toes

Any amputation

Loss of sight

Chemical or hot metal burn to the eye

This is not a full list, but any reportable injuries must be reported on online to the HSE or by calling the Incident Contact Centre on 0345 300 9923.

Dangerous Occurrences (high risk near misses)

Collapse of load bearing wall

Electric short circuit resulting in fire

Collapse of scaffolding 5m or over

As with reportable injuries these must be reported as soon as possible after the incident.

Reportable Diseases

Occupational dermatitis

Tetanus

These must also be reported.

3 Day + Absences

Where an employee is unable to return to their normal duties for over three days after the accident then this must be reported online at www.hse.gov.uk/riddor/report.htm or by calling 0345 300 9923.

Investigation

All accidents, near misses, diseases and dangerous occurrences must be investigated by the Line Manager or nominated deputy in consultation with the Clerk and actions taken recorded within the Council's guidelines.

On completion of the investigation the Clerk will consider whether or not the accident arose as the result of an unsafe practice. A review of the risk assessment and health and safety plan will be carried out. Appropriate action will be taken and where necessary risk assessments will be re-assessed and modified.

Asbestos

The Council will ensure that arrangements are in place to identify, record, manage, inspect and review the type and location of asbestos material in all Council owned or managed properties. Information must be conveyed to any employee and contractor who may be exposed to asbestos fibres in the course of their work. Regular inspections should be undertaken to ensure the asbestos material has not been disturbed or damaged.

Where necessary, the Council will use only registered contractors who are licensed by the Local Authority and the Health and Safety Executive to work on, remove and dispose of asbestos containing material.

Communication and Consultation

The Health and Safety (Consultation with Employees) Regulations 1996 and the Safety Representatives and Safety Committee Regulations 1977 apply to our work activities.

The Council has a duty to ensure adequate communication channels are maintained so that information concerning health and safety matters, including the results of risk assessments, is communicated to all employees.

This will be done by either consultation with the individuals, emails/memo's and communication via the health and safety notices.

Members of staff are required to raise any health and safety concerns to the Clerk directly via the quickest possible method either by phone, e-mail or in person. Matters of health and safety raised by any employee will be thoroughly investigated by the Clerk, and where necessary, effective action taken. Matters which cannot be effectively remedied, are referred to the Elected Members for advice/guidance.

Contractors

The Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 impose duties to safeguard the health and safety of individuals visiting the site including those who are not in our employment, but who may be affected by our business activities. These duties also apply to contractors on our premises, in respect of safeguarding our employees from their activities.

The Council will endeavour to employ only competent contractors who pass the contractors assessment.

Contractors carrying out hazardous work e.g.: hot work, electrical installation work or work in confined spaces must obtain a permission from the Clerk prior to commencement of work.

Control of Substances Hazardous to Health (COSHH)

Under the requirements of the Control of Substances Hazardous to Health Regulations (COSHH) 2002 all substances that are to be used on the premises will be identified and in conjunction with the manufacturers data sheet a COSHH assessment is to be carried out.

Manufacturer's recommendations for use, storage and disposal of will be rigorously adhered to along with any PPE requirements. The elimination or substitution for a less hazardous substance/process must be investigated in all instances.

The Clerk will ensure that any substance/process, which is hazardous to health, has been adequately assessed before purchasing the substance or allowing a process to start.

The COSHH safety data sheets will be available to the 'user' and First Aider at all times, copies of all COSHH safety data sheets and subsequent risk assessments are to be held centrally and available from the Clerk.

Display Screen Equipment

All users of display screen equipment as defined by the Health and Safety (Display Screen Equipment) Regulations 1992 shall receive guidance on the safe use of display screen equipment as part of their induction.

Users will be required annually to partake in a Display Screen Assessment and any remedial action identified must be reported to the Clerk for actioning.

Health and safety training and DSE eyesight tests will be provided in order to meet regulatory requirements. The Council will comply with the regulations in that period breaks are made available to DSE users.

Display screen assessments will be carried upon commencement of employment and when there are significant changes to the user such as disability, whether temporary or permanent, an expectant or nursing mother or the relocation of the work station and change in equipment.

Fire Risk Assessment

With the introduction of the Regulatory Fire Reform (Fire Safety) Order 2005 a fire risk assessment is carried out on all Council premises.

This identifies the potential hazards within the building from sources of ignition, fuel and oxygen together with identifying who is at risk taking into consideration any young or disabled persons.

Any existing controls ie; fire extinguishers, smoke/heat detectors which are in place are to be examined and evaluated, if there are any additional control measures which require to be implemented these will be recorded and implemented to remove or reduce the potential hazards.

The findings are recorded and from this the emergency plans for evacuation are formulated. Training and instruction in the emergency plans is given to all employees. A copy of the fire risk assessment is available on request from the office.

Fire Safety

The Council will take all reasonable steps to prevent or minimise the occurrence of fire within the workplace and will establish emergency evacuation procedures.

Employees will receive instruction on the fire procedures as part of the induction process and on a regular basis.

Employees should familiarise themselves with the evacuation procedures which are displayed on notice boards and fire evacuation notices by the fire exits.

The fire alarm systems are tested on a weekly basis using a rotational method where by different call points are activated and a record kept in the log book, fire doors are also checked and monitored for their efficiency. The complete system is maintained and serviced twice yearly by a competent company.

The fire extinguishers are also on a service contract and are serviced yearly, although visual checks are carried out monthly. All tests and servicing of equipment is recorded and kept in the Fire Safety Log Book.

Employees must observe the Councils no smoking policy in all premises.

Fire evacuation drills are carried out at least once a year and results of these drills are recorded and amended if deemed necessary.

The emergency lighting system where fitted is also maintained as per the manufacturer's recommendations.

First Aid

The Council will undertake to meet the requirements of the Health and Safety (First Aid) Regulations 1981, by providing an appropriate level of first aid provision in keeping within the size of the Council.

There should be a sufficient number of First Aiders/Appointed Persons available for rendering first aid to employees if they are injured or become ill at work.

There is appropriate and adequate equipment provided to enable first aid to be rendered to employees if they are injured or become ill at work.

First aid boxes are situated with the designated first aid personnel, the names of whom are displayed on notice boards around the premises.

Legionella

The Council have a duty to protect the health of our employees and others affected by our activities from the risk of infection by Legionella Pneumophila from our hot water and cooling systems. We have to assess the risk of infection and attempt to eliminate that risk or implement suitable control measures. The control measures are reviewed at least every 12 months and the risk assessment every 2 years.

Lone Working

The Council will provide suitable arrangements for employees who may, as part of their duties, have to work alone for all or part of the working period. We will identify the risks to which these employees are exposed with the aim of eliminating these risks wherever reasonably practicable and reducing lone working activities to a minimum. Where lone working does take place we will identify and implement

systems to ensure that safe working and communication exists between the lone worker and their management

Manual Handling

The Council will undertake to meet the requirements of the Manual Handling Operations Regulations 1992 by avoiding the movements of loads by employees where there is a risk of injury.

Where it is not reasonably practicable to either automate or mechanise this then the Clerk **alongside the Grounds Maintenance Supervisor** will carry out a manual handling assessment where there is a risk of injury. Suitable equipment for material handling will be provided and maintained.

Following each assessment, measures will be determined and implemented to reduce the risks of injury to the lowest level reasonably practicable.

Individual assessments will be made where required to assess the suitability of the person for the task.

If it is reasonably practicable to do so then information about the weight of the load/heaviest side of the load (if the centre of gravity is not positioned centrally) will be provided.

New and Expectant Mothers

The Management of Health and Safety at Work Regulations 1999 requires the Council to assess all risks of its work activities and to ensure that the health and safety of new and expectant mothers is protected.

All new and expectant mothers require a suitable and sufficient risk assessment. These should be conducted jointly with the colleague and the immediate line manager.

Occupational Road Safety

The Council will ensure the safety of its employees whilst travelling by road in the course of our business (and to protect others who might be affected by their actions) from the hazards and risks surrounding occupational road safety.

To do this we will ensure only authorised and appropriately licenced drivers, use vehicles for work purposes. We also ensure that all vehicles are adequately insured, inspected and maintained.

Personal Protective Equipment

Some of the work we undertake requires use of personal protective equipment (PPE). This includes assessing the risk to those employees who work outdoors and are exposed to the sun or inclement weather. The Council provide appropriate PPE, with storage facilities and replacements free of charge.

We instruct and expect our employees to use any PPE identified as necessary. Employees are responsible for the day to day care of the PPE issued to them, to report damage and to request replacements.

Portable and Fixed Wire Electrical Testing

Electrical equipment should be visually checked to spot early signs of damage or deterioration. Equipment should be more thoroughly tested by a competent person often enough that there is little chance the equipment will become dangerous between use.

Current dates are displayed on the individual appliance being tested; records will be kept of all examinations, tests and repairs.

All employees are aware of the need to carry out visual user checks before using any appliance looking for any damage to the lead, plug or casings. Any defects must be reported immediately to the Clerk or Grounds Maintenance Supervisor who will withdraw the appliance from service and arrange to have it repaired or disposed of.

Fixed wiring installations in all Council premises are subject to a five yearly testing regime to ensure compliance with the regulations. All certifications, reports are to be held centrally.

Risk Assessments

Under the Management of Health and Safety at Work Regulations 1999 it is a requirement to assess the risks to the health and safety of employees, contractors, visitors or other persons who may be affected by the workings of the Council.

Suitable and sufficient risk assessments will be carried out by the Clerk in order to identify potential hazards and evaluate the risks arising from such hazards and record significant findings.

Identify any specific group of employees or individuals who are especially at risk eg; visitors, members of the public.

Evaluate current control procedures including the provision of information, instruction and training.

Implement further control measures if necessary to further minimise the risks if they cannot be completely removed.

Risk assessments will be reviewed periodically and also when there has been a significant change in the matters to which they relate or new working practices apply.

Stress at Work

The Management of Health and Safety at Work Regulations 1999 requires the Council to assess all risks of its work activities and to ensure that the health and safety of persons are protected from any risks which are a consequence of stressors arising from work related activity.

Stress can be a significant concern. The Council can only provide help and support when aware of any employee suffering stress problems. Employees are reminded at induction and appraisals to report any such problems so that appropriate help can be provided.

Training

The Council will provide adequate information, instruction, training and supervision to all employees on the significant risks arising out of their own and others work activities to ensure that the risk to their health and safety is reduced to the lowest possible level. Specific training needs will be identified through the risk assessment and performance appraisal processes.

The Clerk will arrange for suitable training and relevant refresher training courses as well as maintaining records and provide reports as necessary to the council.

Visitors

Visitors are unlikely to be aware of the normal precautions taken by employees or of all the safety procedures to be followed.

Therefore, the activities of visitors are the responsibility of the employee being visited at all times and this employee is responsible for the visitor's Health and Safety.

Work Equipment

In complying with the requirements of the Provision and Use of Work Equipment Regulations 1998, Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) the Clerk and/or the Grounds Maintenance Supervisor will ensure that all equipment (hired or owned) is inspected and fit for purpose before it is used.

All staff will receive suitable and sufficient information, instruction and training on the correct use of work equipment before it is to be used. The Clerk is also responsible in ensuring all equipment is maintained correctly.

All plant equipment (gas boilers/heaters air conditioning etc) are serviced annually by registered and approved contractors, in accordance with manufacturers specifications. It is the responsibility of the Clerk to ensure that this is adhered to.

Workplace

The Council is committed to establishing and maintaining a healthy and safe workplace for all its employees, contractors, visitors and others who may enter the premises by implementing the Health, Safety and Welfare (Workplace) Regulations 1992.

Regular inspections are carried out by the Clerk and the Grounds Maintenance Supervisor in the premises to ensure that all equipment is in good order this includes the level of housekeeping, satisfactory lighting, heating and ventilation, emergency exit routes along with any furniture.

All employees are required to maintain access routes and work areas in a clean state, as is reasonably practicable in relation to the work requirements as it is recognised that poor housekeeping can be a major causation of hazards resulting in accidents, this can include spillages, articles left in access ways and inadequate systems for storage of work equipment and refuse.

Work at Height

The Council acknowledges that working at height is a major cause of serious injuries and fatalities and will therefore endeavour to ensure that where such activity cannot be avoided, it is carried out in a safe manner. Any work at height activities will comply with the Work at Height Regulations 2005, as amended by the Work at Height (Amendment) Regulations 2007.

Young Persons in the Workplace

The organisation will ensure that the health and safety of young persons is not put at risk due to their inexperience, curiosity, lack of hazard awareness or physical limitations.

Review of this Policy

This policy will be reviewed triennially or whenever there is a significant change in management arrangements, or any other change that would affect the suitability of this policy and in line with Section 2 of the Health and Safety at Work Act 1974.

**CONTROL OF SUBSTANCES HAZARDOUS
TO HEALTH (COSHH)
POLICY**

YAXLEY PARISH COUNCIL

Approved March 2018

PURPOSE

The purpose of this policy is to set out how the Council will comply with the requirements of the Control of Substances Hazardous to Health Regulations 2002 (COSHH).

Yaxley Parish Council use chemicals and other hazardous substances during the course of their work. In order that employees and other people who may be affected by exposures to these substances are protected, Yaxley Parish Council will comply with the general requirements of COSHH.

For the purposes of this procedure, hazardous substances include:

- Biological agents directly connected with the work activity (or if the exposure is incidental to the work, for example a poorly maintained air conditioning system).
- Any kind of dust if the levels exceed those set out in the COSHH regulations. There are exposure limits for all respirable dusts.
- Fuel oils.
- Any other substance that may be hazardous to health but is not covered by CLP, including some gasses, medicines, pesticides or chemicals produced by chemical reaction.

PRINCIPAL LEGISLATION

The Control of Substances Hazardous to Health Regulations 2002 (COSHH)

The European Regulation (EC) No 1272/2008 on classification, labelling and packaging of substances and mixtures. CLP

The Health and Safety at Work etc. Act 1974

The Management of Health and Safety at Work Regulations 1999

The Workplace (Health Safety and Welfare) Regulations 1992

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

The Personnel Protection Equipment at Work Regulations 1992.

PROCEDURE

A copy of the Material Safety Data Sheet (MSDS) will be held for every product on site which is identified as harmful. These will be obtained from the supplier or manufacturer. The Line Manager will review the MSDS to ensure they remain current, usually at the same time as reviewing the main COSHH assessments.

Assessment of risk

Yaxley Parish Council will ensure all products which fall into the COSHH regime are subject to assessment.

Assessments will be conducted by the Grounds Team Supervisor with advice and input from others as necessary.

Assessments will be conducted using the attached COSHH Assessment Form.

Assessments will be conducted in accordance with the following programme:

Step 1: Determine risks

Assess the extent of the risks which may arise from the use of the substance. This is to include employees, visitors, contractors and other people who may be impacted by the undertaking.

Step 2: Prevent and control

Determine what precautions are needed to control risks which have been identified as needing attention. If a more safer product can be used then this must be considered.

Step 3: Manage

Ensure that the control measures decided upon in Step 2 are implemented, used by employees and are managed on an ongoing basis.

Step 4: Monitor employee exposure

Where the risk assessment determines it appropriate, monitor the exposure of employees to the risk factors through a health surveillance.

Step 5: Emergencies

Prepare plans for dealing with emergencies including accidental contact, spills or fires. Have MSDS to hand for use if needed.

Step 6: Train

Where existing qualifications/training are inadequate, arrange for training or instruction in the hazards and use of the product. Have adequate supervisions.

Storage and use of hazardous material

All hazardous materials will be stored in secure ventilated areas.

All hazardous materials will be stored in their original containers and as per manufacturer's instructions.

Where appropriate the recommended PPE will be issued and worn when using hazardous substances.

Care will be taken to ensure that in the event of a spill hazardous mixing does not occur, for example the mixing of a bleach with an acid.

Hazardous material stores will not have drainage installed or any drains present will be covered and sealed unless in use. Where hazardous materials are stored in cabinets, etc. any nearby drains will be sealed when not in use.

Spill containment materials such as absorbent granules, socks, etc. will be stored by the hazardous materials for use in the event of a spill if deemed necessary.

REVIEW OF ASSESSMENTS

COSHH assessments will be reviewed annually unless there is reason to believe they are no longer valid such as an accident taking place, a process or material being changed etc.

Date of review will be recorded on the assessments.

REVIEW OF THIS POLICY

This policy will be reviewed triennially or whenever there is a significant change in management arrangements, or any other change that would affect the suitability of this policy and in line with Section 2 of the Health and Safety at Work Act 1974.