

OWSTON FERRY PARISH COUNCIL

HEALTH AND SAFETY POLICY

General Statement of Policy

This document is the Health and Safety Policy of Owston Ferry Parish Council.

The policy applies to staff, councillors, volunteers, users and contractors.

Its aim is to:

- a) Provide healthy and safe working conditions, equipment and systems of work.
- b) Keep the equipment of the Parish Council in a safe condition.
- c) Ensure the recreation field, play area and Cemetery are maintained safely.
- d) Provide such training and information as is necessary.

It is the intention of the Parish Council to comply with all health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

The Parish Council considers the promotion of health and safety to be of great importance. They recognise that the effective prevention of accidents depends as much on the Council's attitude of mind to safety as on the operation and maintenance of equipment and safe systems of work. To this end, they will seek to encourage everyone to engage in the establishment and observations of safe working practices.

Hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the Council, with all safety requirements set out in the hiring agreement and with safety notices and to accept responsibility to do everything they can to prevent damage to buildings/equipment and injury to themselves or others,

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Organisation of Health and Safety

Owston Ferry Parish Council has overall responsibility for health and safety of the Recreation Field, Gunthorpe Play Area Playing Fields, Epworth Road Cemetery and the War Memorial.

The person delegated by the Parish Council to have day-to-day responsibility for the implementation of this policy is:

Name: **Parish Clerk**
Telephone Number: 07876194049

It is the duty of all users, hirers and visitors to take care of themselves and others who may be affected by their activities and to co-operate with the Council in keeping within this health and safety policy.

Should anyone using the facilities come across a fault, damage or other situation which might cause injury and cannot be rectified immediately, they should inform the person above, or a Councillor as soon as possible so that the problem can be dealt with. Where equipment is damaged a notice should be placed on it warning that it is not to be used.

The following people have responsibility for specific items:

Reporting of accidents and completion of RIDDOR forms: **Parish Clerk**

Risk assessment and inspections: **Full Council and Councillor responsible for the play equipment inspections**

Information to contractors: **Parish Clerk**

Information to hirers: **Parish Clerk**

Insurance: **Parish Clerk**

Arrangements and Procedures

1. Procedure in Case of Accidents

The location of the nearest hospital Accident and Emergency / Casualty department is:

Scunthorpe General Hospital
Tel: (01724) 282282

The location and telephone number for the nearest doctor's surgery is:

South Axholme Group Practice Station Road, Owston Ferry DN9 1AW
Tel: 01427 728900.

The person responsible for keeping this up to date is the **Parish Clerk**.

Any accident or near-miss incident must be reported to a member of the Parish Council or the Parish Clerk.

The following major incidents or accidents must be reported on RIDDOR forms: Riddor reporting should be done online at www.hse.gov.uk/riddor/report.htm

- Fracture, other than to fingers, thumbs or toes
- Amputation
- Dislocation of the shoulder, hip, knee or spine
- Loss of sight (temporary or permanent)
- Any penetrating injury to the eye (including chemical)
- Injury from electric shock/burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- Any other injury leading to hypothermia, heat-induced illness or unconsciousness or requiring resuscitation or requiring admittance to hospital for more than 24 hours
- Unconsciousness caused by asphyxia or exposure to harmful substance or biological agent
- Acute illness requiring medical treatment or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through skin
- Acute illness requiring medical attention which may have resulted from a biological agent or its toxins or infected material

Relevant examples of reportable dangerous occurrences include:

- Electrical short circuit or overload causing fire or explosion
- Unintended collapse of a building under construction or alteration, or a wall or floor
- Explosion or fire

3. Safety Rules

All hirers of the Recreation Field will be expected to read the whole of the hiring agreement and should sign the hiring form as evidence that they agree to the hiring conditions.

Employees, Councilors and hirers will be expected to recognise that there is a duty on them to comply with the practices set out by the Council. Safety requirements are set out in the hiring agreement.

The following practices **must** be followed in order to minimise risks:

- **Do not** operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.
- **Do not** work on steps, ladders or at height until they are properly secured and **another person is present**
- **Do not** leave portable electrical or gas appliances operating while unattended
- **Do not** attempt to move heavy or bulky items (eg stacked tables or chairs) – move these singly or in small batches
- **Wear** suitable protective clothing when handling cleaning or other toxic materials
- **Report** any evidence of damage or faults to equipment owned by the Parish Council.
- **Report** every accident in the accident book and to the Parish Clerk.

3. Contractors

The Parish Council will check with contractors (including self-employed people) before they start work that:

- the contract is clear and understood by both the contractors and the Council
- the contractors are competent to carry out the work e.g. have appropriate qualifications, references, experience
- contractors have adequate public liability insurance cover

- contractors do not work alone on ladders at height (if necessary a volunteer should be present)
- contractors have their own health and safety policy for their staff
- the contractor knows which member of the Council is responsible for overseeing that their work is as asked and to a satisfactory standard

4. Insurance

The company providing the Council's Employer's Liability and Public Liability insurance cover is:

Zurich Insurance

Any risks excluded or special conditions users should be aware of: **None.**

5. Review of Health and Safety Policy

Those with responsibility for aspects of health and safety will report to the Parish Council any accidents, near-miss incidents, faults, misuse by hirers or other matters which could affect the health and safety of users or employees.

The Parish Council will review this policy annually.