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## **HEALTH & SAFETY, and LONE WORKING POLICY**

Reviewed and adopted by Council at the meeting held on 15/09/2016 Minute 80/16  
Next review: 09/2018

### **1. GENERAL STATEMENT OF POLICY**

- 1.1 Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, contractors, and volunteers, and to provide such information, instruction, training and supervision as they need for this purpose.
- 1.2 The policy will be kept up to date, particularly as the Council's activities change in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year by the Council.
- 1.3 The parish council will ensure that adequate and appropriate insurance is in place, including Public Liability, Employers Liability, and Personal Accident cover.

### **2. RESPONSIBILITIES**

- 2.1 Overall and final responsibility for health and safety in the Council and for compliance with the Health and Safety at Work etc. Act 1974 and Regulations\* made under the Act and the Occupiers Liability Act 1984 is that of the Parish Council of Ripley. The Clerk is responsible for this policy being carried out at the Council's premises.
  - 2.2 All employees have the responsibility to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
  - 2.3 Whenever an employee, notices a health or safety issue they should, where possible, rectify the situation and or report the issue to the council at the earliest opportunity.
  - 2.4 All accidents must be reported and recorded in the Accident Record Book which is kept in the Parish Council Office. All accidents and Near Miss occurrences will be investigated and reported to the relevant authorities when appropriate.
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### **3. FIRST AID**

- 3.1 The First Aid box is located in the Parish Council Office.
- 3.2 The appointed person responsible for box is the Parish Clerk.

### **4. FIRE SAFETY**

- 4.1 Fire extinguishers shall be visually monthly in the Parish Council Office by the Parish Clerk. Fire extinguishers shall be maintained annually.
- 4.2 Electrical appliance testing shall be carried out annually on all appliances in the Parish Council office.
- 4.3 Fire exits shall be kept free from obstructions.

### **5. TRAINING**

- 5.1 The Parish Clerk has overall responsibility for training staff under this policy.
- 5.2 A record of training undertaken will be maintained by the Clerk.
- 5.3 All staff will receive safety training appropriate to their role.

### **6. GENERAL ADVICE**

- 6.1 General advice to all employees is attached as Annex 4.

### **7. SPECIFIC POLICIES**

- 7.1 Policies for particular premises and activities are attached as Annexes as follows:-
  - 1. Offices.
  - 2. Grounds Maintenance.
  - 3. Manual Handling.
  - 4. Working At Height

### **8. EMPLOYMENT OF CONTRACTORS**

- 8.1 The notes to be given to contractors are attached at Annex 5.

### **9. REPORTING AND RECORDING ACCIDENTS**

- 9.1 Accidents shall be reported to the Parish Clerk who will record them in the Accidents Record Book.

### **10. SMOKING**

- 10.1 Smoking is not permitted in any Parish Council building.

## **NOTE**

Electricity at Work Regulations 1989  
The Management of Health & Safety At Work Regulations 1992  
Manual Handling Operations Regulations 1992  
The Personal Protective Equipment At Work Regulations 1992  
The Health & Safety (Display Screen Equipment) Regulations 1992  
The Provision and Use of Work Equipment Regulations 1992  
The Workplace (Health, Safety & Welfare) Regulations 1992  
The Control of Substances Hazardous to Health (COSHH) Regulations 1994  
The Fire Precautions (Workplace) Regulations 1997  
The Health & Safety (Young Persons) Regulations 1997  
Work at Height Regulations 2005

**1. HEATING, LIGHTING AND VENTILATION**

- a) Temperature must reach a minimum of 16 degrees C after the first hour of working time and should be maintained between 16 degrees C and 20 degrees C throughout the working day wherever possible.
- b) Free standing heaters should not be used unless specifically authorised. When these are so authorised, the area around them must be kept clear of any paper or other flammable materials, and be sited away from desks and chairs.
- c) Office lighting. Desks should be placed to gain the maximum amount of light. Free-standing desk lights should be avoided or placed so as to minimise the danger of trailing electrical leads.

**2. ELECTRICAL EQUIPMENT**

- a) All electrical equipment shall be inspected in accordance with the 1989 Regulations.
- b) Circuits must not be overloaded and all plugs should be of the correct type for the equipment.
- c) All electrical equipment must be fitted with the correctly rated fuse for the appliance.
- d) Only electrical equipment provided by the Council should be used and electric points must not be overloaded by means of multi-adaptors. All mains should be switched off when not in use.
- e) Leads from points for various desk uses should not present a hazard by trailing across areas of access. Extension leads are for temporary use only and should not exceed 10 feet in length.
- f) Defective equipment must never be used. Staff should not attempt to effect repairs to electrical equipment, unless competent to do so.

**3. FURNITURE, FITTINGS AND EQUIPMENT**

- a) All heavy equipment and storage units should preferably be placed against the wall across several floor joists.
- b) Heavy equipment and furniture must not be moved by individuals.
- c) Office equipment whether manually or electrically operated, must not be used by unauthorised, untrained personnel.
- d) Filing cabinets should always have sufficient weight in the bottom drawer to prevent the cabinet from tipping when a full top drawer is opened. Filing cabinet and desk drawers must always be closed immediately after use. Drawer filing cabinets should be inspected at least every six months to ensure correct loading and smoothness of operation, with particular regard to the

effectiveness of the drawer stops. Damaged or defective cabinets must not be used.

- e) High shelves should only be reached through the use of steps provided for that purpose. It is dangerous to stand on desks and chairs, particularly those fitted with castors and this should be avoided at all times.

#### **4. FIRE PRECAUTIONS**

- a) Exit corridors and doorways must be kept clear at all times.
- b) Flammable liquids must not be stored, even for a temporary period, in the office

### **POLICY STATEMENT ON LONE WORKING**

The primary requirement of the Health and Safety at Work etc Act 1974 imposes a 'duty of care' on organisations for all its employees. This duty is reinforced by various other acts and regulations, such as the Management of Health and safety at Work regulations 1999 (MHSWR) which stresses the requirement for risk assessments. The 1999 regulations also impose a duty on organisations to exchange health and safety information with contractors, particularly where lone workers are involved.

Several hazards present themselves to staff working alone, ranging from personal accident to personal attack.

Ripley Parish Council identifies that all or any of its staff may be required to work on their own as part of their employment and endeavours to minimise as far as is reasonable practicable, risks or hazards that may exist.

- All employees are encouraged to follow safe systems of working.
- All employees are encouraged to contact the office on a daily basis and to make sure someone knows their movements or plans so that an alarm can be raised if they do not return.
- Lone workers should have access to either mobile phones or a land phone line for use in an emergency.
- Lone workers should be issued with means of contacting assistance in an emergency and must ensure that they know how to use and update this.
- A first aid box is available in the Parish Council Office where employees are based and there is an opportunity for staff to attend basic First Aid training.
- Regular risk assessments are undertaken at all sites and employees are encouraged to report areas of concern that they may have.
- Lone workers should report any new or unrecorded hazards or risks to the Clerk at the first opportunity, to enable the initiation of appropriate safe working arrangements and amend risk assessment records as required.
- Lone workers are required under the Health and safety Act 1974 to take all reasonable safety precautions when undertaking their work.
- Employees who operate alone should inform the Clerk/Chairman of any change to their personal circumstances, including health, which might have a bearing on their safe working arrangements.
- Employees are encouraged to walk away from situations where conflict may put them in danger and to report the incident to the Clerk/Chairman as soon as possible.

- Employees working alone in the office are encouraged not to open doors out of normal hours.
- Employees working alone in the office are advised to keep the office door locked when the hall is in use by other organisations.
- Any employee who is worried about admitting another person to the office should contact the Chairman or a Councillor to ensure that two people are present at the event.
- It is encouraged to be extra vigilant after dark and to park in a well-lit area and try to leave with other people if possible.

1. Only authorised members of staff who have received training and instruction in the operation of machinery and equipment may do so.
2. All dangerous moving parts of machinery must be guarded. Guards must not be removed except for the purpose of repair and maintenance. All machinery must comply with statutory regulations for guarding and use.
3. The engines of any motorised equipment must be stopped before any inspection or adjustment is carried out. In the case of electrically operated machines the plug lead must be disconnected.
4. Children must not be allowed to play in an area where machinery is in use. Machinery must not be left unattended where children (or others) may interfere with them.
5. Reasonable effort should be made to ensure stones and similar objects are cleared from the path of equipment to prevent such objects being projected from machinery.
6. Fuel tanks must only be filled in the open, with the engine stopped. No risk of naked flames or smoking is allowed in the vicinity of a fuel tank or storage can.
7. Fuel may only be stored in a safety can of a type approved, and in a store designated by the Clerk. The appropriate store is the parish council's lock-up on Newark Lane.
8. The manufacturer's instructions regarding the safe use of chemicals must be adhered to. Only approved substances may be used that have been subject to a COSH assessment.
9. Appropriate protective clothing such as gloves, overalls, face masks, eye protection and boots must be used when operating with machinery and chemicals including herbicides and pesticides.
10. Ladders and stepladders must be in good condition and free from defects and securely positioned at all times when in use. Appropriate safety equipment must be used to ensure any fall will not result in injury.
11. Pathways on Council owned premises shall be inspected annually.

1. The Manual Handling Operations Regulations 1992 apply to lifting, pushing, pulling, carrying and moving by hand or by bodily force. More work injuries are caused through "handling goods" than any other single action.

All council staff will receive training in manual handling and the techniques taught shall be used at all times to reduce the likelihood of injury. The following basic rules are produced to help reduce these accidents:

Never attempt to lift anything beyond your capacity. If in doubt get a second person or others to help.

If mechanical aids are provided, use them.

If an object is to be lifted manually:-

- a) Bend the knees and crouch to the object.
- b) Get a firm grip using the whole hand and not the finger tips.
- c) Keep the back straight.
- d) Tuck the chin in.
- e) Position the feet so that one is behind the other alongside the object, pointing in the direction of movement after lifting.
- f) Push off with the rear foot. Straighten the legs and raising the object, move off in required direction in one smooth movement.
- g) Avoid pinching fingers when releasing object.
- h) When lifting is done by two or more persons one should be appointed leader to ensure movements are coordinated.
- i) Protect your toes with safety footwear.
- j) Wear protective gloves when handling objects with sharp or jagged edges.



**1. TIDINESS**

Keep floors, passages etc. clear of stores, packages and litter.

Put waste paper in the bin. Do not throw broken glass or other dangerous items loose in the waste bin. Dispose of these with care.

**2. FALLS AND COLLISIONS**

Walk, do not run. Look where you are going.

Use care in opening doors outward.

Mop up spills of liquid; do not leave it to someone else.

Do not climb on chairs, desks, window sills to reach shelves or to open windows.

Use a step-ladder and window poles etc.

**3. FIRE PRECAUTIONS**

**READ AND UNDERSTAND FIRE PRECAUTION NOTICES**

Ensure that you know the lay-out of the fire exits and emergency routes.

Report or remove where possible any obstruction of fire exits and passages.

Keep cloths and towels away from electrical heaters and convectors etc.

Do not stand close to an electric fire nor stand them near to anything that will burn.

## **NOTICE TO CONTRACTORS**

## **Annex 5**

For Ripley Parish Council to comply with Health and Safety Legislation, all outside contractors employed to do work on Council Premises are to be made aware of the expected requirements related to health and safety. A contractor accepting a contract from the Council shall be deemed to have agreed to comply with the following requirements:-

1. As a contractor, you will supply and ensure that your employees wear and use protective equipment or anything provided in the interest of health, safety or welfare of any of the relevant statutory provisions.
2. You and your employees will ensure that all equipment, plant machinery and apparatus brought onto or used on the Council premises are safe and without risk to health, and are maintained to a standard that will not constitute an offence under the Act or any of the relevant statutory provisions.
3. You and your employees will conform, in all respects, to your legal duties and responsibilities as laid down by the Health and Safety at Work Act 1974, and relevant statutory provisions. All accidents and dangerous occurrences will be reported to the council.
4. The Council will retain the right to stop any operation, plant or equipment, or the action of any of your employees if it is considered that there is a hazard to the safety and health of employees or others. The Council will not accept any responsibility for any increased costs arising out of such action.
5. In the event of the Council taking this action, your site representative will be notified verbally and will have confirmation in writing by the Council's representative to order such a stoppage.
6. The Council will be indemnified by you or your insurers in respect of any claims, costs or expenses arising out of any incidents on Council premises involving you or your employees.
7. The Council may notify an inspector, appointed under the Authority of the Act, of any breach of the Regulations.

**GENERAL PRINCIPLES**

1. All work will be undertaken from the ground where possible.
2. Where work at height cannot be easily avoided and following a risk assessment, falls will be prevented through using either an existing place of work that is already safe or the right type of equipment.

**TRAINING**

1. Staff using access equipment will receive appropriate training which will be recorded.

**EQUIPMENT**

1. All access equipment owned by the council will be inspected annually and recorded.
2. Operators will check equipment prior to use.
3. Work above the ground will only be conducted following a risk assessment and only tested equipment will be utilised.