

Egglescliffe & Eaglescliffe Council

Health & Safety Policy

Introduction

General Guidance

Working in our Office Environment

Working on Client Sites

The purpose of this document is to clearly define how Egglescliffe & Eaglescliffe Council deals with Health and Safety requirements in accordance with our own policies and relevant legislation. Your safety is a priority. If you are unsure about anything within this document, you must consult the Chair or Vice Chair of Egglescliffe & Eaglescliffe Council before proceeding. If you fail to adhere to safe working practices you could be putting your life, and the lives of others at risk. Egglescliffe & Eaglescliffe Parish Council will take any breaches of the Health and Safety policy seriously, and they could lead to disciplinary action. Egglescliffe & Eaglescliffe Council is ultimately responsible for Health and Safety.

It is important that all accidents and near misses are recorded, regardless of how small they may be; they should be recorded in the accident book reported to council. When working off site on Council related business, it is important that any hosts are made aware of any accidents and that they are recorded in their accident book, if an accident occurs during Council related business. Where there is no host such incidents should be recorded with the Chair or Vice Chair.

Any Health and Safety concerns are to be raised in the first instance with the Chair or Vice Chair. If you deem the response insufficient you can then escalate to members of the Complaints Committee.

General Guidance

Working at Heights

For general office use a footstool can be found in the office and can be used for retrieval of items out of reach and of low weight.

When working at height is required risk assessments must be carried out. Further guidance can be found in the health and safety section of the library.

Manual Handling

Training can be provided to staff as part of the induction procedure. If you have not received training please raise this with the Chair or Vice Chair.

Eye Tests

Under the DSE regulations, Egglecliffe & Egglecliffe Parish Council will cover the cost of an eye test up to a reasonable limit of £35. Please keep your receipt and present it to the finance committee for authorisation of reimbursement.

Travelling

It is important that employees place safety first when travelling on business, or to/from work, especially when driving, riding, or cycling.

If an employee's work load is such that it is going to cause a delay in attending an on-site work commitment, they should in the first instance inform the Chair or Vice Chair who will suggest the most appropriate action.

Staff driving or riding for work must never drive faster than conditions safely allow and must obey posted speed limits at all times. Exceeding the speed limit is against the law. Persistent failure to comply with the law will be regarded as a serious matter and disciplinary action may be taken.

Working in our Office Environment

Your Workstation

Egglecliffe & Egglecliffe Council operates a clear desk policy, all desks should be kept uncluttered and any items removed and stored at the end of the working day.

If any pain is experienced whilst working at your desk, including eye strain, you should report it in accordance with the 'concerns' procedure in the first part of this document.

Regular short breaks should be taken away from your computer where possible.

Display Screen Equipment (DSE) Training should be completed by all employees; training is available online. Employees should then complete a DSE Assessment and forward it to the Chair or Vice Chair for review. Any issues identified should then be followed up by the line manager and closed out ASAP.

Clear Workplace Policy

All exits and routes must be kept clear at all times.

Do not obstruct exits, corridors, or the entrance foyer with cardboard or other waste, it should be removed and deposited in the bins immediately.

Fire Escape

Escape routes are well signed, please ensure you familiarise yourself with the evacuation plans which are displayed in the following locations, as detailed below.

Fire Alarms are tested regularly.

The assembly point is located at the front on the building in the top (west most) car park

Toner

Please use gloves when changing toners.

Ensuring safety for others

You must not create Health and Safety risks for others, this means using common sense and not trailing cables across the floor for example.

Disposal of Rubbish

Any rubbish should be disposed of immediately using the Landlords waste disposal or recycling facilities, do not leave packaging or cardboard lying around, especially obstructing corridors or exits at any time.

Ensuring safety for others

This is especially important as Eggescliffe & Eaglescliffe Council may be liable if something we do causes injury to an employee or visitor.

You should ensure that you use common sense and do not create health and safety risks by leaving trailing cables across the floor, or by placing objects at height that may fall and injure others.

Eggescliffe & Eaglescliffe Parish Council will take breaches of this condition very seriously and may decide to take disciplinary action if appropriate.

Adopted by the Council at its meeting on 3rd November 2022