

THURMASTON PARISH COUNCIL

HEALTH AND SAFETY POLICY

Re-adopted - 13th May 2014

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PART 1

1.0 HEALTH AND SAFETY POLICY STATEMENT

Thurmaston Parish Council regards Health, Safety and Welfare of its employees, premises users and the general public as an essential part of its day to day activities, both in the sports and community centre and other facilities. It is the mutual responsibility of the council's management, employees, sub-contractors and councillors to ensure the safety of themselves and all others including the general public, in all their activities.

Thurmaston Parish Council recognises the importance of Health, Safety and Welfare in relation to its services and operations. These services and operations whether carried out by Thurmaston Parish Council's employees or sub-contractors must be carried out in such a way as to achieve the highest level of Health, Safety and Welfare for all personnel.

As there are distinct benefits to be gained from providing a safe and healthy environment, appropriate levels of resources are allocated ensuring health and safety within the Council. A positive culture is encouraged within Thurmaston Parish Council and this is actively supported by the Parish Councillors.

Adequate planning, monitoring and review of the implementation of this policy is carried out and in order to ensure that this general statement is achieved, the following forms Thurmaston Parish Council's Health and Safety aims and objectives.

- 1 Ensure there are arrangements in place for the effective planning, development and review of this policy statement.
- 2 Ensure that appropriate systems are developed and maintained for the effective communication of health and safety matters throughout the Council.
- 3 Provide the necessary information, instruction and training to employees and others, including temporary and volunteer staff, to ensure competence with respect to health and safety.
- 4 Rank health and safety equally along side other functions of the council and attaches priority to achieving health and safety targets.
- 5 Provide the necessary resources in the form of finance, equipment, personnel and time to ensure health and safety. The assistance of competent advice is sought where the skills are not available within the Council.
- 6 Work with all necessary persons to ensure health and safety and that there are adequate arrangements in place for ensuring the health and safety of its visitors and facility users.

- 7 Believe in constantly improving health and safety standards and always seeks to exceed legal requirements where there is a demonstrable benefit.
- 8 Recognise that safety is the responsibility of everyone within the Council and is not just a function of the Council's direct employees. Certain people have specific duties and responsibilities to comply with the letter and spirit of this policy. Employees have specific responsibilities to take reasonable care of themselves and others who may be affected by their actions and to co-operate with the council in achieving the highest standards required. The Council ensures that health and safety management is an integral part of its function and monitors this accordingly.
- 9 Ensure health and safety is fully integrated into the management and decision making process within the Council.
- 10 Have a system to ensure that all accidents are properly investigated and actions taken to prevent a re-occurrence.
- 11 Procedures established to ensure that tools and equipment provided for employees and its facilities users are safe when used correctly.
- 12 This Health and Safety Policy is communicated to all employees of Thurmaston Parish Council and Parish Councillors.

This Health and Safety Policy will be reviewed annually and when new legislation is introduced, or when the scale or nature of Thurmaston Parish Councils operations alters.

Signed..... Date

Cllr M.D Lowe
Chairman of Thurmaston Parish Council

1.1 REVIEW

PART 2

2.0 ORGANISATION & INDIVIDUAL RESPONSIBILITIES

The Council's Health and Safety Policy has been designed to achieve the following:

- a) The prevention of injury to all persons affected by the Councils operations, damage to property and loss;
- b) The observance of the requirements of the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations 1999, Regulatory Reform (Fire Safety) Order 2006 and all obligations under those Acts and any regulations published under those Acts;
- c) To assist our staff in the implementation of safe working practices at all times.

2.1 CHAIRMAN of THURMASTON PARISH COUNCIL

Understand the Council's Health and Safety Policy and ensure that it is implemented for the prevention of injury, damage and loss:

- a) Be aware of the requirements of relevant statutory provisions and their requirements and ensure their observance;
- b) Make provision throughout the Council that in all aspects of its undertaking adequate allowance is made to prevent injury, ill health or damage to property and equipment;
- c) Ensure that steps are taken to report, record and investigate any accident and promote action to prevent a reoccurrence;
- d) Ensure adequate resources including, finance, equipment, personnel and time are made available to meet the requirements of this Policy;
- e) Reprimand any member of the Council failing to discharge their health and safety responsibilities;
- f) Set a personal example on all matters of health and safety.

2.2 PARISH COUNCILLORS

Responsible for personal safety and that of all personnel under your authority and to:

- a) Understand and implement the Council's Policy;

- b) Be aware of the health and safety legislation applicable to the Council and ensure that it is complied with;
- c) Set a personal example on all matters of health and safety;
- d) Ensure that all risk assessments are updated as circumstances change and ensure that all staff members are aware of the risks affecting them and their job;
- e) Ensure that operating and emergency procedures are being complied with;
- f) Ensure that a risk assessment is undertaken for special risk group's i.e. young persons, expectant/new mothers, and foreign staff;
- g) Ensure that part time and temporary staff are made aware of the procedures applicable to them as well as appropriate risk assessments;
- h) Ensure that contractors employed to carry out work on Council's premises are competent;
- i) Ensure that the asbestos management plan is updated and information passed to relevant parties as and when required e.g. maintenance personnel, contractors;
- j) Ensure that a valid fire risk assessment is maintained for all premises and that all staff, including temporary staff, are made aware of the assessment.

2.3 SPORTS & COMMUNITY CENTRE DUTY MANAGER

Responsible for personal safety and that of all personnel under your authority and to:

- a) Understand and implement the Council's Policy;
- b) Appreciate the responsibility allocated to each grade of employee under your authority;
- c) Be aware of health and safety legislation applicable to the Council and ensure that it is complied with;
- d) Ensure that personnel under your authority know the reporting procedures and how to implement them;
- e) Set a personal example on all matters of health and safety;
- f) That trained first aiders under your authority have valid certificates;
- g) That all equipment being used by persons under your authority is in a safe, sound and satisfactory working order;

- h) Ensure personnel under your authority are competent in the use of equipment provided before being allowed to operate it;
- i) Ensure that all risk assessments are constantly updated as circumstances change;
- j) Establish training needs and ensure that appropriate training of all staff is undertaken;
- k) Ensure the first aid equipment is available at a location known to all staff and that it is maintained;
- l) Ensure that food hygiene procedures are being complied with.

2.4 SPORTS & COMMUNITY CENTRE ASSISTANTS

Responsible for personal safety and that of any personnel working under their control and to:

- a) Understand and implement the Council's Policy;
- b) Ensure your work place is a safe environment for others to enter;
- c) Rectify any unsafe conditions within your control, all others must be reported without delay;
- d) Be aware of the reporting procedure for accidents or other occurrences;
- e) Only use equipment for which you have been trained;
- f) Know who the trained first aider is and where to go to obtain treatment;
- g) Know the fire procedures and the safe means of escape and observe the Council fire drills;
- h) During the course of your work do not block access to emergency exits;
- i) Do not enter unauthorised areas without permission;
- j) Maintain good housekeeping and avoid slip and trip hazards;
- k) Do not engage in horseplay.

2.5 GROUNDSMAN

Responsible for personal safety and that of any personnel working in close proximity and to:

- a) Understand and implement the Council's Policy;
- b) Ensure your work place is a safe environment for others to enter;
- c) Rectify unsafe conditions that are within your control or if you are unable to do so report them without delay;
- d) Be aware of the reporting procedure for accidents or other occurrences;
- e) Only use equipment for which you have been trained;
- f) Know who the trained first aider is and where to go to obtain treatment;
- g) Know where the fire fighting equipment is, how to use it and observe the Council fire drills;
- h) Ensure free access to emergency exits;
- i) Do not enter unauthorised areas without permission;
- j) Maintain good housekeeping and avoid creating slip and trip hazards;
- k) Do not undertake any work on electrical or gas systems unless you are competent and authorised to do so;
- l) Look after the personal protective equipment issued to you and report any damage or loss;
- m) Ensure that the equipment you are using is tested and inspected as required;
- m) Do not interfere with any asbestos containing material.

2.6 CLERK TO THE COUNCIL

Responsible for personal safety and that of any personnel working in close proximity and to:

- a) Understand and implement the Council's Policy;
- b) Ensure your work place is a safe environment for others to enter;
- c) Rectify unsafe conditions that are within your control or if you are unable to do so report them without delay;
- d) Be aware of the reporting procedure for accidents or other occurrences;
- e) Know who the trained first aider is and where to go to obtain treatment;

- f) Know and understand your duties in the event of an emergency including where the fire fighting equipment is, how to use it and observe the Council fire drills;
- g) Ensure free access to emergency exits;
- h) Do not enter unauthorised areas without permission;
- i) Maintain good housekeeping avoiding slip and trip hazards;
- j) Ensure that display screen equipment assessments are carried out for users of such equipment.

2.7 EMPLOYEES

- a) To take reasonable care for their own health and safety and any other person who may be affected by their acts or omissions. To co-operate with the Council in its arrangements to perform or comply with statutory safety obligations which included adherence to the Council's Health and Safety Policy;
- b) All employees, regardless of status, and any sub contractor found to be deliberately and consistently negligent in their performance of the Council's Policy on health, safety and welfare may be subject to instant dismissal.

2.8 THE ROLE OF THE EXTERNAL SAFETY ADVISER

Thurmaston Parish Council retains the services of an external health and safety organisation, which provide us with:

- a) Information on current and proposed legislation;
- b) Dissemination of information including procedures, statistics and critical current experience;
- c) Guidance on identifying hazards and assessing risks;
- d) General overview of safety, health and welfare performance;
- e) Guidance on health and safety issues.

PART 3

3.0 ARRANGEMENTS

3.1 Education and Training

Safety education and training is regarded as an indispensable ingredient of an effective health and safety programme. It is essential that every employee in the Council is trained to perform their job effectively and safely. It is the opinion of the Parish Councillors that if a job is not done safely then it is not done effectively.

All employees will be trained in safe working practices and procedures upon commencement of employment and prior to being allocated any new role. Training will include information, instruction and advice on the Council's procedures and the use and maintenance of personal protective equipment and emergency contingency plans.

Training records are maintained within each individual employee's personal record

3.2 Consultation with employees

Consultation will take place at the request of the employees or if there is to be changes in procedures, methods of working, equipment or there are health and safety implications of introducing new technology into the Council.

Employees will also be consulted on the planning of safety training and information on the likely risks and dangers arising from their work, including measures to reduce or eliminate risks and what they should do if they have to deal with a specific risk.

Advice from the Council's safety advisors will also be made available to employees.

3.3 Fire Procedures

In the event of fire, the safety of life shall override all other considerations, such as saving property and extinguishing the fire.

If a fire is discovered, the alarm shall be raised *immediately* by the appropriate method (such as operation of a break glass manual call point). This should be the first action taken on discovery of any fire, however small.

All employees are empowered to take this action if they believe there is a fire; no authority should be sought from any other person. The Council will always support employees who operate the fire alarm system in good faith, regardless of whether or not it is ultimately determined that a fire existed.

Responsibility for summoning the fire brigade and implementing the procedures is placed with the Duty Manager or Assistant at each location depending upon who is on duty.

Immediate evacuation of the building must take place as soon as the evacuate signal is given. (Employees will be familiar with the procedure through the staging of regular fire evacuation drills.) All occupants, on evacuation, should report to the assembly point which is displayed on emergency procedure notices.

Re-entry of the building is strictly prohibited until the fire brigade officer in charge declares it is safe to do so. Silencing of the alarm system should never be taken as an indication that it is safe to re-enter the building.

Employees should report any concerns regarding fire procedures so that the Council can investigate and take remedial action if necessary.

The Council will:

- a) develop a suitable and sufficient fire risk assessment;
- b) ensure that any deaf persons on the premises are aware of the activation of the fire alarm, and that disabled persons are given assistance to evacuate the building;
- c) appoint persons to be responsible for specific procedures in the event of fire, including;
 - i. the person responsible for summoning the fire brigade;
 - ii. fire wardens;
 - iii. those responsible for carrying out roll calls or supervising evacuation to assembly points;
- d) regularly stage fire evacuation drills, inspect the means of escape and test and inspect fire-fighting equipment and fire warning systems;
- e) Provide adequate fire safety training to employees, plus specialist training to those with special responsibilities.

3.4 FIRST AID

First aid boxes containing sufficient quantities of first aid materials and nothing else will be available and the Duty Manager/Assistant are responsible for ensuring that adequate stocks are maintained.

Notices giving information on the location of first aid boxes and the name of the first aider will be displayed at each location.

There will be at least one first aider on duty at any one time.

3.5 ACCIDENT REPORTING

All accidents must be reported and recorded in the accident book and details made available at Council Health and Safety Sub Committee meetings. If an accident occurs involving a premises user, visitor or contractor the details will be recorded in the accident book and issued to our insurers.

Accident and Near Miss Reporting

This Policy outlines the procedures which are to be adopted when any employee, visitor, premises user or contractor experiences an accident or dangerous occurrence on the Council's premises.

For the purpose of this Policy, brief definitions and examples of an accident and a near-miss are listed below.

Accident - an unplanned event which causes injury to persons, damage to property or a combination of both. Examples include: a fall resulting in a fracture, cuts or lacerations from kitchen equipment etc.

Near-miss - an unplanned event which does not cause injury or damage, but could do so. Examples include: items falling near to personnel, incorrect use of cleaning fluids, etc.

This Policy covers reporting and recording procedures for managers, employees and non-employees. Suitable information and training will be given to all personnel regarding accident reporting and location and completion of the accident book. The person responsible for co-ordinating all accident reporting is the Clerk to the Council.

The Accident Book

All accidents must be recorded in the Council accident book. This is maintained by the Clerk to the Council who is the responsible person for this information which must be recorded under law. The accident book will be regularly reviewed to ascertain the nature of accidents which have occurred on the Council's premises. This review will be in addition to an individual investigation of the circumstances surrounding each accident.

Reporting Procedure – Employees

In addition to an entry in the accident book, any accident or dangerous occurrence must be reported to the Duty Manager/Assistant.

If an injury renders an employee unable to make an entry in the accident book, this should be completed by a witness or someone who is able to enter an account of the accident. The employee's account must be entered as soon as possible after the event. Employees must ensure that they are aware of the location of the accident book.

An injury may be dealt with by a first aider or an appointed person. However, if an emergency arises an ambulance must be called at the first opportunity. Any

accident involving the emergency services must be reported to the Parish Council Chairman or deputy immediately.

Where an accident results in absence from work, employees must tick the appropriate box on the self-certification form. Employees who are absent as a result of an accident at work must keep the Council informed of their progress, up to and including a return to normal duties.

Reporting Procedure

If the accident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), the local enforcing authority must be informed on a prescribed form (F2508) or via HSE accident report line. Major accidents (as defined under RIDDOR) must also be reported to the enforcing authority immediately by telephone. A copy of the completed form should be kept for Council records and to advise the insurers of a potential claim.

The Duty Manager/Assistant must keep records of any developments to the injured person's health, up to and including a return to normal duties and check that self-certification forms submitted by an injured employee are completed to reflect that the absence was caused by a work accident.

The Duty Manager/Assistant is responsible for assisting contractors and visitors in complying with Council policy regarding accident reporting whilst on Council premises.

Accident Reporting Procedure – Visitors/Premises Users/Contractors

Any non-employee who suffers an accident or near-miss accident whilst on the premises should report the accident immediately to the Duty Manager/Assistant or receptionist.

All injuries must be reported in the accident book, however minor. Visitors, premises users and contractors who are unable to enter their own account into the book must arrange for another person to make an entry on their behalf. Contractors should also notify their own employer where applicable.

3.6 REPORTING DEFECTIVE EQUIPMENT

Employees are encouraged to check and report defective equipment etc., to the Duty Manager/Assistant in order that arrangements can be made to correct the defect.

3.7 DISPLAY SCREEN EQUIPMENT

Written assessments to check compliance with the Health and Safety (Display Screen Equipment) Regulations (as amended) 2002, will be carried out by a competent person and thereafter repeated every two years for each user. The assessment shall be based on a pro forma completed by the user, and HSE guidance. The Regulations apply to any equipment where the user is someone who

uses it as a significant part of his/her normal work. The Council has adopted the recommendation that a user is someone who uses the equipment for more than two hours per day.

Every employee who is or becomes a user of display equipment has to be notified of the right to have an eye sight assessment. If the result of the test is that glasses or contact lenses are required, specifically for work with Display Screen Equipment then the Council has a responsibility towards the cost.

3.8 ELECTRICITY

All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain electrical equipment. The Council acknowledges that work on electrical equipment can be hazardous and it is therefore the Council's intention to reduce the risk as far as is possible.

The implementation of this Policy requires the total co-operation of all employees, as well as any contractors hired to carry out work involving electrical equipment.

Where a problem arises related to electricity at work employees must inform a responsible person immediately and the Council will then take the necessary measures to investigate and remedy the situation.

The Duty Manager/Clerk to the Council shall ensure that a competent person

- a) Inspects and tests portable equipment, and where applicable temporary electrical installations, as frequently as required (the frequency will depend on the environment in which the equipment is used and the conditions of usage, i.e. how carefully it is handled) and shall also:
- b) Promote and implement a safe system of work for maintenance, inspection or testing.
- c) Forbid all work by the Council's staff on equipment, unless they are competent to do so

3.9 PORTABLE ELECTRICAL EQUIPMENT

All portable electrical appliances will be fully tested periodically by a competent person with the necessary training and skills required. Further to this a visual inspection will take place prior to use. Portable Appliance Testing certificates will be held in the Parish Office.

Only battery operated or 110v electrical tools will be used unless circumstances dictate that 240v supply has to be used then a Residual Current Device (R.C.D) will be used in the circuit.

3.10 WORK EQUIPMENT

The use of stepladders and ladders will be limited to light work of short duration and such equipment will first be subject to a visual inspection before use and at intervals not more than three months.

Mobile towers will be erected to the manufacturer specifications by formally trained operatives.

All plant and equipment including kitchen and gardening tools and machinery will be inspected weekly by the person responsible for the equipment (Head Barman/Groundsman) and the findings recorded using the form from the Council's Safety Management System. The Duty Manager/Assistant will be responsible for ensuring all plant is maintained and repaired where necessary. Hired equipment will be subject to the same controls, as Council owned. At no time will plant or equipment be borrowed or loaned out.

3.11 GAS SAFETY

Repair, maintenance and servicing of gas appliances shall only be undertaken by competent, CORGI registered engineers with gas installations and appliances being checked at least annually.

Ventilation systems within kitchens and bars shall be maintained in good order to maintain a comfortable working environment and encourage good practice for hygiene and food safety.

3.12 ABRASIVE WHEELS

Only personnel trained in the mounting of abrasive wheel shall mount the wheels. Equipment will only be used with all guards installed and operational.

3.13 PERSONAL PROTECTIVE EQUIPMENT

A standard issue of PPE will be provided to all employees where identified as being required by risk assessments.

Additional items of protective clothing and safety equipment will be provided for those employees who may have to work in inclement weather and hazardous situations.

All employees must use and wear protective clothing that has been provided in order to fulfil the legal responsibilities and are required to take reasonable care of it. Facilities for the storage of PPE will be made available.

3.14 SUBSTANCES HAZARDOUS TO HEALTH

When purchasing substances the first consideration will be that where possible the least hazardous products will be used. All substances will be kept in a secure area. Operatives will not be allowed to take excessive amounts of hazardous substances

into public areas. Workplace precautions shall follow the HSE hierarchy of control with PPE being used only in conjunction with other control measures.

The workplace precautions will be implemented as identified by the risk assessments and the Duty Manager/Assistant will ensure the use of the precautions.

COSHH assessments will be produced for all substances used by the Council and will be based on manufactures and suppliers' data sheets and the Council's knowledge of the work process. Where necessary further specialist guidance will be sought. The exposure of employees to hazardous substances will be minimised and controlled in all cases. Adequate information and training will be given to all employees who use or come into contact with such substances such as those involved in the up keep of the grounds.

The Duty Manager/Assistant will be responsible for dissemination of the contents of assessments to the users of each substance and the operatives will sign the COSHH register to indicate that they understand the instructions they have received. Under no circumstances will hazardous substances be used if an assessment is not available.

Where necessary health surveillance will be provided to employees.

3.15 OCCUPATIONAL DERMATITIS

Occupational dermatitis is recognised as one of the most widespread causes of ill health for people working in the leisure industry.

Occupational dermatitis is caused through contact with a range of food stuffs, water, soaps and detergents as well as through handling coins.

Staff likely to suffer from occupational dermatitis shall be given information on its causes and the steps to be taken to minimise the possibility of developing it.

3.16 SLIPS, TRIPS AND FALLS

Thurmaston Parish Council recognises the potential for slips, trips and falls to occur due to wet floors, poor housekeeping and damaged floor coverings.

Measures shall be taken to prevent leaks, splashes from cleaning/drinks serving and any other items that could make floor areas slippery. In addition floor cleaning operations shall be undertaken so that people are not put at risk or hygiene compromised.

Any spillages that do occur are to be dealt with promptly, including those in public areas, using methods that do not leave the floor remaining wet.

Areas where people walk shall be adequately lit with changes in level highlighted and there shall be regular (weekly) inspections of floor surfaces with any defects dealt with as soon as possible.

There is a 'sensible shoe policy' in place to reduce the likelihood of slips with urethane or rubbers soled footwear the preferred options.

Staff are to be reminded about how to avoid slips, trips and falls in the workplace including the benefits of good housekeeping, not rushing, reporting unsafe conditions etc.

3.17 ASBESTOS

The Clerk to the Council is responsible for ensuring that the asbestos management plan is followed and that anyone who's work may disturb asbestos containing materials is made aware of the information held at each location about the presence of asbestos. The Council will NOT allow employees to repair, remove or disturb asbestos or asbestos products.

3.18 NOISE

Some of the equipment used within the up keep of the grounds may create noise levels that are above the current and action levels.

- Where noise levels exceed 80db, then ear defenders will be made available.
- Where noise levels exceed 85db, then ear defenders must be made available and be worn.

3.19 RISK ASSESSMENTS

The Duty Manager/Assistant and Groundsman, with assistance from the safety adviser if required, shall carry out specific risk assessments, for all activities carried out at their location. All personnel including employees, contractors, premises users and visitors will be considered in the risk assessment procedure. While considering the hazards (something with a potential to cause harm) and the risk (likelihood of the accident happening and severity of injury or harm), all eventualities will be considered when evaluating the risk, e.g. fire, flooding, etc. The procedure to be used is based on a simple system using numbers to determine the level of risk.

The risk assessment procedure is contained within the Council's Safety Management System.

3.20 MANUAL HANDLING

Manual handling operations will be avoided, so far, as is reasonably practicable where there is a risk of injury.

Where it is not possible to avoid manual handling operations an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is no longer valid.

All possible steps will be taken to reduce the risk of injury to the lowest level possible including the use of wheeled trolleys, sack trucks etc.

Where applicable the Duty Manager/Assistant will carry out a manual handling assessment of the activity and communicate the findings to the operatives involved.

Staff are made aware of the issues surrounding manual handling activities such as how injuries may occur, how to lift correctly and encouraged to use trolleys, sack trucks, etc wherever possible.

3.21 WATER SAFETY

At each location where water is heated and made available to premises users and members of the public the Duty Manager/Assistant will ensure that there are effective procedures in place for the testing and treatment for legionella bacteria.

Such testing will be carried out at regular intervals with reports kept on file at the Parish Office.

3.22 MAINTENANCE

Thurmaston Parish Council recognises that poor standards of maintenance can impact upon the health and safety of employees, premises users and visitors and those undertaking the maintenance work itself.

There shall be safe systems of work adopted for maintenance activities whether they are carried out by Thurmaston Parish Council staff or by external contractors.

In particular walls and perimeter fencing, grave stones and play ground equipment will be subject to regular inspections and testing. In the case of grave stones and stone walls a push over test will be carried out.

All information on such inspections and testing will be held at the parish office.

3.23 CONTRACTORS

To ensure the application and maintenance of standards for health and safety by contractors and to promote through the contractual relationship, continuous improvement in health and safety performance, enquiries and checks on knowledge, competence and the allocation of resources to health and safety will be made. Where contractors can prove evidence of membership to an approved scheme for the assessment of contractors e.g. CHAS (Contractors Health & Safety Assessment Scheme), Safecontractor, etc. then this will be taken as proof of competence to undertake the task.

A register of approved contractors will be maintained; this will be regularly reviewed.