

**SUTTON-IN-CRAVEN PARISH**  
**COUNCIL**

**HEALTH AND SAFETY**

**CODE OF CONDUCT**

**AND**

**EMERGENCY PROCEDURES**

# **HEALTH AND SAFETY POLICY STATEMENT**

## **Health and Safety at Work etc Act 1974**

**This is the Health and Safety Policy Statement of**

### **SUTTON-IN-CRAVEN PARISH COUNCIL**

**The Council considers that the promotion of health and safety in the work place is a joint objective of management and employees. It is a Council policy to do all that is reasonable to prevent personal injury or damage to property and to protect everyone, including members of the public, from foreseeable hazards in the work place.**

**OUR STATEMENT OF GENERAL POLICY IS;**

- To provide adequate control of the health and safety risks arising from our work activities;**
- To consult with our employees on matters affecting their health and safety;**
- To provide and maintain safe plant and equipment;**
- To ensure safe handling and use of substances;**
- To provide information, instruction and supervision for employees;**
- To ensure all employees are competent to do their tasks, and to give them adequate training;**
- To prevent accidents and cases of work-related ill health;**
- To maintain safe and healthy working conditions; and**
- To review and revise this policy as necessary at regular intervals.**

**Sutton-in-Craven Parish Council**

The Council has established a comprehensive Health, Safety and Welfare Policy in compliance with current legislation. Within the Policy all levels of management with the Council have general responsibilities and where applicable, specific duties for hazardous activities.

To enable the Council to fulfil their legal obligations, your co-operation, assistance and involvement is of the utmost importance.

You have a legal duty to:

Co-operate with the Council on all health and safety related issues;

Ensure your health and safety and that of others, and be accountable for your actions;

Not interfere with or misuse anything provided in the interest of health and safety;

Report accidents, incidents or anything which might cause danger.

For your own health and safety you **MUST** follow the code of conduct. Any deviation from it may lead to personal Company prosecution by the enforcing authority and may necessitate appropriate disciplinary procedures against an individual, by the Council.

To implement the Health and Safety Policy, the Council is required to identify hazards and take effective measures to reduce and control the risks. Your suggestions and experience will be an important contribution in determining the actions necessary to achieve this.

Finally, please follow the guidance provided within this booklet and advise the Company of any health and safety problems.

## **SUTTON PARISH COUNCIL CODE OF CONDUCT AND EMERGENCY PROCEDURES**

### **PLEASE REPORT:**

- ⇒ **ANYTHING** which may be hazardous to you or anyone else.
- ⇒ Equipment malfunctions and electrical defects.
- ⇒ The discharge of any extinguisher.
- ⇒ Any medical condition which may affect your safety while using equipment or which may be hazardous to other persons.
- ⇒ ALL accidents and ensure they are recorded in the accident book.
- ⇒ ALL incidents (near-misses) regardless of any lack of damage or injury
- ⇒ ALL accidental or otherwise damaged equipment.

### **General**

- ⇒ Comply with safety signs and follow the warnings given.
- ⇒ Ensure the work place is kept clean and tidy.
- ⇒ Pick up litter, mop up or report spills.
- ⇒ Lift correctly.

### **Please Don't**

- ⇒ Leave equipment in a condition or position where it may later injure you or someone else.
- ⇒ Lift anything which may cause you injury to your health – Ask for assistance.
- ⇒ Let any person operate or touch equipment for which only you have been trained and have responsibility for its safe use.
- ⇒ Empty hazardous substances down the drains.

### **Electrical**

#### **Please ensure that you:**

- ⇒ Know the location of your equipment's electrical switches.
- ⇒ Inspect the cable, plug and equipment for signs of misuse, damage or wear prior to using it.

#### **Please Don't**

- ⇒ Bring any personal electrical or portable radio equipment onto Parish Council premises unless authorisation has been given.
- ⇒ Leave trailing cables which you or others might trip over.
- ⇒ Remove or open equipment casings which will expose mains voltages or attempt to repair, modify or maintain any equipment for which you are not trained to do so.

### **Substances**

#### **Please ensure that you:**

- ⇒ Return unused equipment/substances or other items to their correct and safe storage area.
- ⇒ Follow the safe use, transportation, handling and storage of chemicals from the COSHH assessment provided.
- ⇒ Keep all lids on substances between applications and when not in use.

## **Safe Access**

### **Please Don't:**

- ⇒ Work above 2 metres unless you have safe access equipment, are authorised to do so, and the work is undertaken in a safe, pre-planned manner.
- ⇒ Climb racking or any structure or stand on chairs or other unsuitable equipment or surfaces.
- ⇒ Store items on top of cupboards or other inappropriate places.

## **First Aid**

### **– Please ensure that you:**

- ⇒ Know who the first aiders are.
- ⇒ Report anything that you suspect may cause an injury.
- ⇒ Report any accident and record it in the accident book.
- ⇒ Check with the first aider before using anything from the first aid kits.

### **Please Don't**

- ⇒ Use the first aid cabinets to store any medicines, ointments, tablets etc.
- ⇒ Use the pins, bandages, plasters etc. for any other purpose.

## **Fire**

### **Please ensure that you:**

- ⇒ Know the fire escape routes and the relevant evacuation, procedures.
- ⇒ Know where the extinguishers are and how to use them.
- ⇒ Sound the Alarm on discovering fire or shout 'FIRE FIRE FIRE'.
- ⇒ Report to the assembly point on hearing the fire alarm or person shouting 'FIRE'.
- ⇒ Know the correct type and operation of extinguishers.
- ⇒ Keep the fire exits clear of obstruction.
- ⇒ Report any suspected fire hazards to the Health and Safety Co-ordinator.
- ⇒ Know your fire contacts.

### **Please don't**

- ⇒ Smoke in hazardous or unauthorised areas.
- ⇒ Tackle a fire BEFORE sounding the alarm and only then if you are confident that you can put it out without endangering yourself or others.
- ⇒ Re-enter a building after a fire until authorised to do so.

**Remember – You must accept responsibility for your own health and safety whilst at work by co-operating with the Council.**

If you do not understand any of the health and safety codes of conduct, please contact the Health and Safety Co-ordinator. (The clerk).

**These codes of conduct are to be kept at work for your reference.**

## **FURTHER INFORMATION**

### **Stress**

Stress provides motivation and achievement. However, if you become over-stressed a range of medical symptoms may appear together with low performance, irritability and depression etc. Stress can be caused by environmental factors such as noise, heat humidity, cold or lighting as well as work relationships, work loads and tight deadlines and where routine tasks may product major problems.

Most people will suffer from stress at some time during their life. Often this can be resolved by making the Council aware of the problems you or others may be facing. It is the Councils Policy to address all stress related issues to ensure health; safety and welfare of its workers so please contact your superior. Any consultation will be kept in the strictest of confidence.

### **Bullying violence, Racist, Sexist and Derogatory Actions or Remarks**

The Council aims to foster good working relationships and encourages a sense of humour to enhance morale amongst all those who working for the Council but most importantly to take care of their own health and safety and that of others.

It is the policy of this Council not to tolerate any bullying, violence, threatening behaviour, racist, sexist and any action or remark that is derogatory to any person. Irresponsible behaviour can be both harmful, and dangerous. Any such behaviour will be considered a breach of the relevant legislation and appropriate action may be taken.

If you feel you are being subjected to any such treatment you should contact any superior to whom you can relate and with whom you feel comfortable. Where possible, all such complaints will remain in the strictest confidence save for any investigation to ascertain the allegations and undertake appropriate action.

### **Ideas and Suggestions**

You are encouraged to submit ideas for improving the health, safety, welfare and efficiency of the Council.

Where Council is referred this is the Sutton-in-Craven Parish Council.