



HORNDEAN PARISH COUNCIL

Health and Safety Policy

ASBESTOS POLICY

The Horndean Parish Council acknowledges and accepts its responsibilities under the Health and Safety at Work etc. Act 1974 and the Control of Asbestos at Work Regulations 2002 together with other Statutory Instruments appertaining to asbestos. The Horndean Parish Council will, so far as is reasonably practicable, comply with all Approved Codes of Practice and Guidance issued by the Health and Safety Commission in respect of the exposure of its employees and others to asbestos on Horndean Parish Council premises.

There is no legal requirement to remove asbestos where it does not constitute a hazard. The ultimate aim is to remove asbestos, where practicable, from all buildings, owned by Horndean Parish Council, recognising that this could take the lifetime of the building.

The Horndean Parish council are to be consulted on all matters concerning asbestos-containing materials.

To apply this policy:

- i. No new asbestos-containing materials are to be used or brought into the Horndean Parish Council premises.
- ii. Where existing installations, plant and equipment include known asbestos-containing material, which is sound, in good condition, not releasing dust, and not subject to abrasion or damage, the material will be left undisturbed. Details are to be noted in the Horndean Parish Council Asbestos Register, which is maintained by the Clerk to the Parish Council and the installation is to be identified locally by signage and inspected at regular intervals.
- iii. Where existing installations, plant or equipment include asbestos-containing material, which is damaged, deteriorating or inadequately sealed, it will either be removed and replaced by suitable material not containing asbestos or resealed or encapsulated.
- iv. Information contained in the Horndean Parish Council Asbestos Register will be available to all Staff and Councillors, via the Clerk to the Council.. This information is also to be brought to the attention of any employee or contractor whose work may entail deliberate or inadvertent disturbance of the asbestos-containing material.
- v. Major works are to be the subject of a Type 3 Asbestos Survey carried out by an accredited analyst and priority assessment before work commences. Any removals or repairs are to be carried out by a Licensed Contractor. If required, the relevant enforcing authority is to be notified of the work. Information on notifiable work is contained in the Control of Asbestos at Work Approved Code of Practice.
- vi. Minor works as defined below may be carried out by a Licensed Contractor. The Clerk to the council will maintain a list of authorised and competent staff able to carry out

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such work.

- vii. If during any work activity a material suspected to contain asbestos is discovered it must not be disturbed. The incident is to be reported immediately to the Clerk to the council. At no time are people to be put at risk of exposure by taking material samples, this must only be done after consultation with the Clerk to the council.
- viii. If a suspect material has been inadvertently disturbed, then work in that area must cease. The incident reported immediately to the Clerk to the council.
- ix. In all cases of work where asbestos-containing materials are being removed or disturbed, the Horndean Parish Council will appoint (under separate order) an independent analyst to carry out air tests and manage the contractor if necessary.
- x. The asbestos removal contractor will be responsible for advising the independent analyst of the works programme and dates, times, periods when the analyst is required to attend site.
- xi. Responsibility for the safe and environmentally friendly disposal of all asbestos containing waste, shall be the responsibility of the Licensed Asbestos Contractor



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CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH) POLICY

INTRODUCTION

The COSHH regulations (2002) requires all employers to make an assessment of the risks to health, which arise from exposure to hazardous substances in the work place. As part of this assessment employers must establish what measures are necessary to prevent or adequately control exposure to substances hazardous to health and what further precautions and emergency procedures need to be taken to protect the health of employees.

DEFINITION OF A SUBSTANCE HAZARDOUS TO HEALTH

The definition of Substances Hazardous to Health is given in Regulation 2 of COSHH 2002 and it covers virtually all substances capable of causing adverse health effects or diseases, arising from work activity. There are five identified categories:

- Chemicals classified under the Chemicals (Hazard, Information and Packaging for Supply Regulations 2002) as very toxic, toxic, harmful, corrosive, irritant, sensitising, carcinogenic, mutagenic or toxic to reproduction.
- Substances for which the Health and Safety Commission has assigned a maximum exposure limit (MEL) or an occupational exposure standard (OES)
- A biological agent, which includes micro-organisms, parasites and microscopic infectious forms of larger parasites.
- Any dust at a substantial concentration in air.
- Any substance not listed above, but because of its chemical or toxicological properties and the way in which it is used or is present in the workplace creates a risk to health.

Specifically excepted from COSHH are exposures to lead and asbestos which are covered by the Control of Lead at Work Regulations 1980, and the Control of Asbestos at Work Regulations 2002 respectively. Substances that are hazardous solely by virtue of radioactive, explosive or flammable properties are solely because it is at high or low temperature or high pressure. Biological agents that are outside the employer's control, e.g. catching an infection from a work colleague.

POLICY STATEMENT

Horndean Parish Council shall take appropriate measures to protect employees and other persons who may be exposed to substances hazardous to health, that are generated out of, or are used in connection with activities of the Parish Council.

Horndean Parish Council undertakes to:

- Assess the risk to health from possible exposure to any hazardous substances in use.
- Prevent or control exposure of employees and other parties to substances hazardous to health.

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- Check that the control measures required are effective, to substances hazardous to health.
- Check that any control measures required are effective, and properly maintained.
- Provide information, instruction and training for those handling hazardous substances.

DUTY OF CARE

Horndean Parish Council will ensure that:

- employees are given appropriate information, instruction and training about the risks of substances in use and the precautions to be taken.
- staff are familiar with relevant safe handling advice and guidance, including where appropriate, training, risk assessment and Substance Hazard Data Sheets, and that all appropriate protective measures are in place.

Instruction and training should include:

- The names of the substances they work with or could be exposed to and the risks created by such exposure, and access to and safety data sheets that apply to these substances.
- The main findings of your risk assessments
- The precautions they should take to protect themselves and other employees
- How to use protective equipment and clothing provided
- Results of any exposure monitoring and health surveillance.
- Emergency procedures which need to be followed.



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Provision of First Aid Policy

- 1) The Council is committed to providing safe and healthy places of work and will at all times strive to reduce the incidence of injury to employees. Realistically it accepts that there will be occasions when employees and/or visitors may need instant medical attention.
- 2) The Council will set up and maintain the provision of first aid arrangements including the training of first aiders on approved courses.
 - a) The duty of a first aider is to assess the situation and deliver the necessary level of first aid care in accordance with their training. This will include, where necessary, the evacuation of the patient to hospital, doctor or home as appropriate. The first aider is not permitted to issue drugs of any description, or to offer medical advice. The Council can accept no liability for attending and helping in a situation requiring first aid.
 - b) In the event of an accident or an employee/visitor feeling unwell, an employee should call a first aider who will endeavour to treat the casualty to the best of his/her ability in accordance with their training.
 - c) Details of the patient's name, the nature of the accident or incident, the patient's condition and details of any treatment given, with a note of the time, date and place should be entered in the accident book.
 - d) If it is necessary to remove the patient to either his home, or to the hospital organisation transport should be used rather than the casualty's own vehicle. No liability will be accepted as a result of the organisation trying to assist in these ways. In the event that the casualty's vehicle is left on Council premises, efforts will be made to protect it, but no liability will be accepted for it. Should the circumstances require, either the first aider, or an employee representative, should accompany the casualty to hospital, and remain there until completion of treatment, or until the family of the casualty have been summoned, depending upon the circumstances.
 - e) The first aider is expected to set an example by maintaining a high level of personal hygiene, e.g. where practicable washing hands and removing overalls, before administering treatment of any kind. It is recommended that the first aider should wear the protective gloves provided in every first Aid box whenever administering treatment. Such gloves should be disposed after treatment. Any clothing that becomes soiled should be removed as soon as appropriate and carefully cleaned. Any treatment dressings should be disposed of.
 - f) In the event of artificial resuscitation being required, if an airway is available it should be used rather than direct mouth to mouth contact.

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- g) Any first aider required to provide treatment, whilst suffering from a cut or abrasion, should ensure such cuts, etc., are adequately protected.
- h) A designated first aider will be responsible for the first aid boxes and for the reordering of dressings so that the minimum contents are always available.



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Manual Handling Policy

Horndean Parish Council aims to provide a safe and healthy working environment and encourage safe working practices at all times.

Inherent in its operations is a requirement at certain times for heavy items, supplies, materials etc., to be moved. As a policy declaration the Council requires such movement, whenever possible, to be achieved by mechanical means.

However despite its preference for employees not to move heavy objects it is inevitable that at times employees will need to manually move heavy objects and to move them above head height or in other than a straight line. In all such instances additional help should be sought so that the weight is shared between two or more persons.

An assessment of all potential and existing lifting requirements will be made as part of the ongoing risk assessment routine and will be updated annually and whenever there are changes. Comments and recommendations regarding means of lifting safely will be prepared and provided for those affected. When a recommendation of a method of lift is given, employees should treat this as an instruction and follow its requirements.

Whenever procedures and practices change, consideration will be given to removing the necessity for employees to manually handle heavy loads.

Further information on how Horndean Parish Council will implement this policy may be found in the Horndean Parish Council Health & Safety manual.

