



CRANLEIGH PARISH COUNCIL

HEALTH AND SAFETY POLICY 2017

1. GENERAL STATEMENT OF POLICY

1.1 This policy was adopted by the Council on 22 February 2017.

1.2 Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, instruction, training and supervision as they need for this purpose.

1.3 Our policy is to ensure the safety of members of the public whilst on our premises through a system of regular inspection and risk assessment.

1.4 The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.

1.5 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. Although risk assessment is a continuing process, it shall form part of the Council's annual review including an annual review and report on the Council's Risk Assessment.

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 Act 1974 and Regulations* made under the Act and the Occupiers Liability Act is that of the Parish Council of Cranleigh.

The Parish Council is responsible for:

2.1.1 Overseeing the Health and Safety Policy.

2.1.2 Reviewing its effectiveness.

2.1.3 Ensuring its correct implementation at all the Council's premises.

2.1.4 Periodically reviewing the policy.

2.2 Duties of supervisors are:

Supervisor	Area
Clerk	Council Office
Assistant Clerk	Village Hall
Grounds Manager	Snoxhall Fields, Bruce McKenzie Field, Beryl Harvey Field, Beryl Harvey Allotments, Elmbridge Road Allotments, Public Conveniences – Village Way and the Common, High Street flower beds
Sexton	Cemetery

* See Note on Page 6

2.3 All staff are responsible for ensuring a healthy and safe workplace and to take reasonable care of themselves and others.

2.4 Whenever an employee, supervisor or manager notices a health or safety problem which they are not able to put right, they must tell the appropriate supervisor.

2.5 Consultation between management and employees is provided by immediate day to day discussion with the Parish Clerk and Grounds Manager.

2.6 Accident Record Books are located:

Area	Location
Snoxhall Fields	Sports Pavilion
Youth Centre	
Village Hall	
Council Office	
Cemetery	

3. FIRST AID

3.1 First aid boxes are located as follows, and are the responsibility of:

Location	Responsibility
Snoxhall Fields Pavilion	Admin Clerk
Youth Centre	Admin Clerk
Village Hall	Admin Clerk
Council Office	Admin Clerk
Cemetery	Admin Clerk

3.2 Defibrillators in the following locations are not the responsibility of the Parish Council:

There are no defibrillators on Parish Council property.

4. FIRE SAFETY

4.1 Designated persons responsible for the Regulatory Reform (Fire Safety) Order 2005 are:

Area	Person
Snoxhall Fields Pavilion	Parish Clerk
Youth Centre	Parish Clerk
Village Hall	Parish Clerk
Council Office	Parish Clerk
Cemetery	Parish Clerk

4.2 Fire Risk Assessments shall be reviewed annually.

4.3 Fire extinguishers shall have a basic visual inspection quarterly.

4.4 Fire extinguishers shall be maintained annually.

4.5 Fire alarm systems and fire drills shall be carried out in accordance with the individual property Fire Risk Assessments.

4.6 Fire exits shall be kept free from obstructions and inspected regularly.

4.7 Notices should be prominently displayed giving directions for the evacuation of buildings in the event of fire, and shall be inspected annually.

4.8 Electrical certificates (PAT Testing) shall be obtained on all Council occupied premises in accordance with the property risk assessment.

4.9 Five yearly electrical safety inspections will be undertaken on all Council property.

5 TRAINING

5.1 The Council's Parish Clerk has overall responsibility for the provision of the Council's health and safety training, and will be allocated a portion of the Council's training budget for these purposes.

6. SPECIFIC POLICIES

6.1 Policies for particular premises and activities are attached as Annexes as follows:-

6.1.1 General advice to all employees, contractors, users of Council facilities and general public.

6.1.2 All Property.

6.1.3 Grounds Maintenance.

6.1.4 Caretaking and Cleaning.

6.1.5 Grounds Staff.

6.1.6 Contractors.

6.1.7 Safe Systems of Work

6.1.8 Pregnant Women.

6.1.9 Working from Home.

6.1.10 Handling of Animals

6.1.11 Clearance of Snow and Ice.

7. EMPLOYMENT OF CONTRACTORS

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

8. REPORTING AND RECORDING ACCIDENTS

8.1 Accidents should be reported and recorded in the Accident Record books as follows:

Area	Responsibility
Snoxhall Fields	Grounds Manager
Youth Centre	Grounds Manager
Village Hall	Assistant Clerk
Council Office	Parish Clerk
Cemetery	Sexton

9. SMOKING

9.1 Smoking is not allowed in any enclosed space owned by the Parish Council in accordance with the Health Act 2006, or in vehicles when used for Council business.

NOTE: This policy has been prepared with acknowledgement to the following legislation:

- Electricity at Work Regulations 1989
- The Management of Health & Safety At Work (Amendment) Regulations 2006
- Manual Handling Operations Regulations 1992
- The Personal Protective Equipment At Work Regulations 1992
- The Health & Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002
- The Provision and Use of Work Equipment Regulations 1998
- The Workplace (Health, Safety & Welfare) Regulations 1992
- The Control of Substances Hazardous to Health (COSHH) Regulations 2002
- The Fire Precautions (Workplace) Regulations 1997, as amended in 1999
- The Health & Safety (Young Persons) Regulations 1997
- The Work at Height Regulations 2005
- Gas Safety (Installation and Use) Regulations 1998
- The Control of Asbestos Regulations 2012
- The Control of Noise at Work Regulations 2005

Annex 1

GENERAL ADVICE TO ALL EMPLOYEES, CONTRACTORS, USERS OF COUNCIL PROPERTIES and GENERAL PUBLIC.

1. TIDINESS

- a. Keep floors, passages etc. clear of stores, packages and litter.
- b. Ensure no chairs or tables block corridors or fire exits.
- c. Put waste paper in the bin. Do not throw broken glass, razor blades or other dangerous items loose in the waste bin. Dispose of these with care and ask for advice from your Supervisor if in doubt.

2. FALLS AND COLLISIONS

- a. Walk, do not run. Look where you are going.
- b. Use care in opening doors outward.
- c. Take care on stairs and use the handrail.
- d. Mop up spills of liquid, do not leave it to someone else.
- e. Do not climb on chairs, desks, window sills to reach shelves or to open windows.
- f. Use a step-ladder and window poles etc.

3 FIRE PRECAUTIONS

READ AND UNDERSTAND FIRE PRECAUTION NOTICES

- a. 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 heaters and convectors etc.
- b. Do not stand close to an electric fire, if use permitted, nor stand them near to anything that will bum.

4 HORSEPLAY

- a. Avoid horseplay, sky larking, practical jokes.

5 LIFTING AND HANDLING

The 1992 Regulations 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. Manual lifting is included in this and an incorrect technique can cause:

Hernia (or rupture), torn back muscles, "slipped disc", cuts, bruises, crush injuries to fingers, hands and forearms, crush injuries to toes, cuts and bruises to the legs and feet.

6. 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:

6.1 Bend the knees and crouch to the object.

6.2 Get a firm grip using the whole hand and not the finger tips.

6.3 Keep the back straight.

6.4 Tuck the chin in.

6.5 Position the feet so that one is behind the other alongside the object, pointing in the direction of movement after lifting.

- 6.6 Push off with the rear foot. Straighten the legs and raising the object, move off in required direction in one smooth movement.
- 6.7 Avoid pinching fingers when releasing object.
- 6.8 When lifting is done by two or more persons one should be appointed leader to ensure movements are co-ordinated.
- 6.9 Protect your toes with safety footwear, to be provided by the Council.
- 6.10 Wear protective gloves when handling objects with sharp or jagged edges.

WORKING AT HEIGHT

7. Your personal safety and that of others who could be affected by what you do is a joint responsibility. The following notes have been written to remind you how you can help. It also details some aspects of your job where things could go wrong. A written risk assessment shall be undertaken by the contractor or supervisor for each task that requires working at height and filed for future reference. You should never use a ladder unsupervised. Avoid working at height where possible.

7.1 Ladders

7.1.1 Risk assessment must justify use;

- Low risk
- Short duration
- Or site conditions dictate

7.1.2 Checks

- Correct ladder for task
- Examined prior to use
- Defects checked (painted, rungs, feet)
- Suitable surface

7.1.3 Safe Use

- Ladder stable
- Secured where possible
- Good access
- No overreaching
- 3 points of contact

7.2 All Equipment

7.2.1 All equipment should be inspected by the operative prior to use (including contractor's equipment).

7.2.2 Appropriately maintained

7.2.3 Suitable for the task

7.2.4 Used by a competent person (particularly hired equipment)

7.2.5 Specific guidance for individual equipment available

7.2.6 Types of equipment:

- Step ladders
- Mobile elevated work platforms (MEWPS) (e.g. cherrypickers)
- Mobile scaffold (towers)
- Scaffolds

7.3 Other Considerations

7.3.1 Avoid risks from fragile surfaces (roofs)

7.3.2 Prevent falling objects (use of nets)

7.3.3 Warn about danger areas (notices, barriers)

7.3.4 Employees should

- Follow instructions and training
- Advise employer of hazards/risks to health & safety

7.4 Summary

7.4.1 Complete written risk assessment, plan and organise your work properly

7.4.2 Follow the hierarchy: avoid – prevent – minimise

7.4.3 Choose right equipment – select collective protection before personal

7.4.4 Guidance available – Work at Height Regulations – A brief guide – INDG 401

VISUAL DISPLAY EQUIPMENT

8.1 The information booklet provided by the Health and Safety Executive is available to all employees on request and stored on the Council server.

8.2 The Workstation

The Parish Council will ensure that good features are in place, i.e. adjustable and safely balanced chairs and appropriate desks. Good lighting.

8.2 Breaks and Changes of Activity

The need for breaks depends on the nature and intensity of the work; guidance will be given by the Supervisor.

8.3 Eye Tests and the Provision of Spectacles

Training will be provided to ensure that employees are aware of the regulations and can use their equipment safely to avoid health problems. Eye tests for Parish Council staff will be arranged and paid for by the Council. In exceptional circumstances, where reading glasses are unsuitable, prescription spectacles for monitor reading may be recommended by the Council's optician and paid for by the Council. They will remain the property of the Council.

Employees Responsibility

8.4 Comfort

The equipment should be adjusted to suit individual physical requirements:

8.5 Getting comfortable

The chair and VDU should be adjusted so that, as a broad guide, forearms should be horizontal and eyes at the same height as the top of the VDU. There should be adequate space for documents to be managed on the top of the desk. A document holder can help the position of the head relative to the VDU and prevent neck discomfort.

8.6 Visual Display Equipment

Sunlight or artificial light should not be allowed to bounce off the screen and there should be adequate space beneath the desk to allow free movement of legs. Excess pressure on the back of the knees and legs should be avoided and a footrest used where necessary.

8.7 The Keyboard

Adjust the keyboard and mouse to suit your hand movements. A wrist rest in front of the keyboard may help alleviate strain.

8.8 Breaks

Do not sit in the same position for long periods. The general principle to be followed is short frequent breaks are better than longer, less frequent ones.

Annex 2

ALL PROPERTY

1. HEATING, LIGHTING AND VENTILATION

- a) Temperature must reach a minimum of 60.8 degrees F after the first hour of working time and be maintained between 60.8 degrees F and 68 degrees F throughout the working day.
- b) Free standing heaters must not be used unless specifically authorised by the property supervisor. When these are so authorised, they must comply fully with Fire Regulations and 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. 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 and a log maintained.
- b) Mains must not be overloaded. It is important that the correct socket outlet and plug top face (where these are available) is used for each item of electrical equipment.
- c) 13 amp plugs can be used for appliances with a loading capacity maximum of 13 amps. Plus fuses must be fitted to suit current load of the equipment being used, e.g. desk lamp, calculator, typewriter: 3 amp fuse; 2-bar heater, kettle: 13 amp fuse. Fuses are available with ratings of 3, 5, 7, 10 and 13 amps. The current load is normally shown on the item of equipment. When in doubt, do not guess, seek qualified advice.
- 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. All trailing leads should be covered. Extension leads are for temporary use only and should not exceed 10 feet in length.
- f) Defective equipment must never be used.

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 be bolted to walls wherever possible. Where this is not possible, 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) Top of cabinets, cupboards etc should not be used for storage; should always be kept clear.

f) 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) All staff must be fully conversant with the "Fire Alert" system displayed in the property. These notices to be checked annually by the person responsible under the Regulatory Reform (Fire Safety) Order 2005.
- b) Exit corridors, landings and stair cases must be kept clear at all times.
- c) Flammable materials must not be stored, even for a temporary period, in the offices or corridors, unless the storage is in a fire resistant structure such as a metal cupboard or bin, clearly marked "Flammable Materials".
- d) Waste paper bins must be of metal construction and be emptied each day.

Annex 3

GROUNDS MAINTENANCE

This policy applies to all Council employees and contractors.

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. Machinery must be switched off before repairs are undertaken.
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 from the mains supply.
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. Stones and similar objects must be 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 Parish Clerk, currently the garage for Council property.
8. The manufacturers instructions regarding the safe use of chemicals must be adhered to.
9. Appropriate protective clothing such as gloves and overalls, face masks 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. No one should climb a ladder without another person bracing the base.
11. Pathways on Council owned premises should be inspected annually and will be recorded in the Council's property inspection record for the appropriate property.

Annex 4

CARETAKING AND CLEANING

This policy applies to all Council property.

1. It is essential that care is exercised to follow all labelled instructions on containers and packages. Products should be stored away from extreme low temperatures, heat sources and naked lights, particularly those products containing hydrocarbon and other flammable solvents.
2. Appropriate protective clothing, such as gloves and overalls must be worn when handling corrosive substances.
3. Care must be taken to avoid ingestion, inhalation and skin contact of all chemical substances. Spillage must be cleaned up immediately while observing all precautions.
4. Consideration must be given to the possibility of hazardous by-products that may arise from reaction between various products, or from products exposed to heat or fire. Particularly in the case of bleach which will produce chlorine gas if mixed with acidic cleansers (e.g. Harpic) or other acidic substances.
5. Step-ladders which are used to gain access to heights must be in good condition and free from defects.
6. All electrical cleaning equipment must have been wired up by a competent person. Any deterioration in electrical connections or wiring should be reported immediately.
7. Floors must be treated only with approved non-slip products. The method of application and quantities to be applied should be that recommended by the manufacturer.

8. ALL OF THE FOLLOWING SHOULD BE REPORTED TO THE LOCAL SUPERVISORS:

- 8.1 Structural faults which appear dangerous.
- 8.2 Floor coverings, etc. which cause a tripping hazard.
- 8.3 Faulty gas, electric, paraffin fixtures, fittings and equipment.
- 8.4 All accidents, however small, should be reported.

NOBODY SHOULD:

- 8.5 Attempt to repair gas, electric, paraffin fixtures, fittings or equipment, unless competent to do so.
- 8.6 Attempt to move obviously heavy furniture alone.
- 8.7 Stand on something to reach windows, if you do ensure the object on which you stand is solid and reliable.
- 8.8 Dispose of aerosol cans UNLESS in the recommended way.
- 8.9 Dispose of soiled materials UNLESS in sealed bags.

Annex 5

GROUNDSTAFF

1. Your personal safety and that of others who could be affected by what you do is a joint responsibility. The following notes have been written to remind you how you can help. It also details some aspects of your job where things could go wrong.

1.1 Clothing

1.1.1 Ensure that you wear all relevant safety clothing e.g. gloves, reflective waistcoats, safety shoes.

1.1.2 Always wear reflective jackets with double stripes when working near a highway.

1.1.3 Wear heavy duty gloves to protect your hands from sharp objects.

1.1.4 Check that your protective clothing is in good condition and ask for replacements if they get damaged or worn.

1.2 Personal Safety

1.2.1 In bad light, fog, heavy rainfall and other conditions where visibility is restricted you must stop working on the highway for both your own safety and the safety of others.

1.2.2 Do not put yourself or any other road user in unnecessary danger.

1.2.3 Ensure you look out for traffic and other road users when stepping out onto the highway.

1.2.4 When litter picking in car parks ensure you keep your eyes and ears open for moving vehicles.

1.2.5 If you have an accident no matter how minor, report it to the Grounds Manager so it can be recorded in the Accident Book.

1.2.6 Do not run, no matter how keen you are to finish your work, running increases the risk of falling and hurting yourself.

1.2.7 Do not climb into any stream or watercourse, unless supervised by the Grounds Manager to retrieve rubbish.

1.2.8 Where rubbish presents a risk, it may be necessary to request outside help from another authority such as the Environment Agency or Waverley Borough Council.

1.2.9 Lone working on any stream or watercourse is prohibited.

1.3 Manual Handling

1.3.1 Bend your knees not your back.

1.3.2 If you come across a heavy item ask for help – never risk straining yourself.

1.3.3 Never collect any items which you consider may be hazardous to move e.g. chemicals, asbestos, dead animals, aerosol cans, gas cylinders, hypodermic needles etc...

1.3.4 If emptying litter bins, place sacks into a barrow or wheeled bin to avoid risk of being cut by sharp objects or hypodermic needles.

1.3.5 If you must carry sacks and it is for short distances, make sure you keep them away from your body to avoid stick wounds from hypodermic needles or cuts from other sharp objects.

1.3.6 If you find a hypodermic needle, do not handle it unless you can do so safely. Wrap it securely, place in a lidded canister and keep it separate from general rubbish. If in ANY doubt contact the Borough Council on 01483 523524

1.4 Solvents

1.4.1 If using any cleansing material ensure you wear proper safety equipment as instructed, i.e. gloves, boots, goggles, face masks.

1.4.2 Take care when in confined areas, make sure doors and windows are open.

1.4.3 If there is no air circulation do not use aerosol sprays.

1.4.4 Ensure all lids are secured and tightened on containers so that chemicals cannot leak.

1.5 Sweeping

1.5.1 Take care that you do not raise too much dust.

1.5.2 Work downwind wherever possible.

1.5.3 In enclosed spaces, damp down before starting to sweep and wear a mask if the dust levels are still high.

1.6 Tractor

1.6.1 Ensure that the tractor is serviced at regular intervals, and a record of all maintenance kept.

1.6.2 Replace any worn parts immediately.

1.6.3 Follow the Highway Code.

1.6.4 Never leave the vehicle unattended.

1.6.5 Always wear your seat belt.

1.6.6 Use a one way system where you can.

1.6.7 Avoid reversing where possible.

Annex 6

NOTICE TO CONTRACTORS

1.0 For Cranleigh 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 :-

1.1 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.

1.2 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.

1.3 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.

1.4 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.

1.5 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.

1.6 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.

1.7 The Council may notify an inspector, appointed under the Authority of the Act, of any breach of the Regulations.

Annex 7

SAFE SYSTEMS OF WORK

The Parish Council provides the following guidance obtained from the Institute of Groundsmanship to all of its grounds staff:

- 001 Strimming new employees
- 002 Pedestrian cylinder mower new employees
- 003 Pedestrian rotary mower new employees
- 006 Ride on cylinder mower new employees
- 007 Ride on rotary mower new employees
- 008 Tractor gang mower new employees
- 009 Tractor mounted side arm flail grass
- 010 Tractor drawn flail
- 014 Leaf blowing new employees
- 015 Turf edging
- 017 Pedestrian operated spiker aerators
- 020 Pedestrian operated rollers hand and propelled
- 023 Tractor drawn equipment
- 025 Ride on roller (cricket)
- 030 Rose pruning
- 032 Shrub pruning
- 035 Tractor mounted side arm flail (hedges)
- 038 Chainsaw operation
- 041 Tree planning operations
- 042 Stump grinder operations
- 048 Towing trailers and emergency towing new employees
- 051 Using small dumpers
- 058 Ground work compactor
- 061 Using ladders
- 062 Using trestles and boards
- 078 Road sweeping highway spillage bin clearing
- 079 Removal of hazardous waste
- 081 Animal excrement and dead animal collection
- 083 Snow clearing
- 090 General application of pesticides
- 115 Inspection and clearing of children's play areas
- 119 Erection of sports posts
- 120 Cricket maintenance
- 121 Soccer maintenance
- 123 Sports marking
- 134 Visual display screens
- 135 Photocopying
- 136 Wiring a plug
- 141 Cleaning operations internal
- 142 Public convenience cleaning
- 144 Graffiti cleaning
- 145 Pressure washers
- 153 A-B-C Rabbit control operations
- 154 Mole control operations

Annex 8

Pregnant Women

The Health and Safety Executive have published the following guidance for expectant women:

<http://www.hse.gov.uk/mothers/>

A hard copy of this document can be provided on request, and such a request will be treated in confidence.

Annex 9

WORKING FROM HOME

Employees have a responsibility to take reasonable care of their own health and safety and the health and safety of others who may be affected by what they do. For the worker at home this is likely to include visitors to the 'office', e.g. family, friends, etc.

It is the employees' responsibility to report all employment related hazards related to their own or others' health.

Employers are required to carry out a suitable and sufficient Risk Assessment of all work activity under the Management of Health and Safety at Work Regulations 1992.

This includes those that work at home.

The Parish Clerk will be responsible to ensure that a Risk Assessment for employees working from home is completed annually. The Council also has a Lone Working Risk Assessment for which the Parish Clerk is responsible.

Annex 10

CODE OF PRACTICE FOR THE HANDLING OF ANIMALS

There may be times when animals stray on to Council property. It is important that staff only deal with animals within their own competency. If staff are alerted to an animal on Council property, the call taker should extract as much information as possible including:

- Precise location of the animal.
- Species including description, size and temperament of animal (if known).
- Is the animal considered to be a danger to Council staff, contractors or the public?
- Is the animal in danger itself?
- Could the animal pose a danger to highway users?

If it is reported that the animal is showing aggressive behaviour and it is considered a danger to people or to itself, then staff should alert the Police by calling 999. Staff may attend the Council property, but must observe the animal from a distance and make a risk assessment based on their own competency for dealing with the animal. Advice can be sought from the RSPCA on their 24 hour cruelty line for animals in distress 0300 1234 999 or an advice line on 0300 1234 555 Monday – Friday 9.00am – 5.00pm.

If staff decide that dealing with the animal is beyond their own competency, then Sussex Police should be contacted for 101 for non-urgent calls. If the animal poses a danger to itself or the public, then staff should alert the Police by calling 999.

DEFRA hold a livestock register, if the animal is tagged.

Diseases

Staff should ensure that they wash their hands after handling animals as animals may carry diseases.

Found Animals

The local branch of the RSPCA have a lost and found contact number 07906 924002 or info@rspca-guildfordanddistrict.org.uk

Annex 11

CLEARANCE OF SNOW AND ICE

Reasonable steps should be taken for the clearance of snow and ice from Council property to maintain public access to the following:

Location	Responsibility
Snoxhall Fields Pavilion	Grounds Manager
Youth Centre	Grounds Manager
Village Hall	Grounds Manager
Council Office	Grounds Manager
Cemetery	Sexton

Clearance of Snow and Ice

- Snow is best cleared whilst it is still fresh and has not been compacted and frozen. Snow should be cleared to the side of the path taking care not to block emergency exits from the building.
- Salt or grit should then be applied to stop the path freezing.
- If there is another snowfall, this process will need to be repeated.

Equipment

- The Council has snow shovels and a salt spreader located in the Snoxhall machine shed.
- Staff should ensure that they have appropriate footwear for the clearance of snow and ice, footwear to be provided by the Council.