



BOX PARISH COUNCIL

HEALTH AND SAFETY PROCEDURES 2025

(in conjunction with the Health & Safety Policy and Risk Assessment forms)

Drawn up by: **Box Parish Council**

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This document has been agreed by the Parish Council and is subject to annual revision.

1. Work undertaken on the Recreation Ground

- 1.1 The Parish Council should ensure that the employees have a current valid certificate for spraying of chemicals.
- 1.2 When the employees are carrying out spraying on the Recreation Ground or other areas within the Parish, a pre-warning notice should be erected and details of the chemicals sprayed should be recorded.
- 1.3 The Parish Council shall ensure that the safest chemicals are used on the Recreation Field and other areas and details of all chemicals stored should be kept in a log book and reviewed at a minimum of four times a year. There will be a list of chemicals on the door in the case of a fire. All chemicals are to be kept under lock and key at all times and that all current COSHH regulations revised 2020, are adhered too. This will be checked and overseen by a named Councillor (add regularity of this)
- 1.4 Proper and appropriate personal protective equipment should be used by the employees when operating machinery. Appropriate and safe equipment to be used when accessing high areas.
- 1.5 The council should ensure that all machinery is regularly maintained and the Open Spaces Manager is to ensure that it is safe to use, reporting any defects immediately to the council clerk.
- 1.6 It is recommended that tetanus inoculation is kept up to date. The council will supply a personal first aid kit. The Open Spaces Manager should be an appointed person. First Aider training to be undertaken if required.

- 1.7 The employees should only use equipment for which they are qualified.
- 1.8 The checklist for the Control of Substances Hazardous to Health (CoSHH) to be adhered to.

2. Work undertaken in the Cemetery

- 2.1 Proper and appropriate personal protective equipment should be used by employees or contractors when operating machinery. Appropriate and safe equipment to be used when accessing high areas.
- 2.2 Shuttering must be used when a grave is being dug in the Cemetery and the grave digger should be adequately supervised.
- 2.3 The council should ensure that all machinery is regularly maintained and ensure that it is safe to use.
- 2.4 The checklist for the Control of Substances Hazardous to Health (CoSHH) to be adhered to. CoSHH sheets are stored in the tractor shed
- 2.5 Under section 2.5 of the Cemetery Rules, it states that glass and ceramic items are not permitted. Staff may remove these items for their own safety or report to the Clerk

3. Grounds Staff

- 3.1 The Open Spaces Workers and Cleansing and Maintenance Operative should use the appropriate Personal Protective Equipment provided at all times and take all reasonable precautions regarding traffic if working on the roads and pavements.

4. Box Hill Common

- 4.1 The Parish Council should ensure that the safest chemicals are used on the Common and a warning notice should be erected when cutting or spraying is taking place

5. Clerk to the Council

- 5.1 The Council will ensure that the Clerk adheres to the display screen equipment regulations 1992 (amended in 2002) and will assess the Clerk's workstation as directed by the regulations.
- 5.2 The Clerk to keep the door locked when the offices are not open to the public and to report any instances of Harassment or work place violence or threats of violence to the council.

6. All members of staff to adhere to the Manual Handling Policy

Additional notes from the HSE web site.

What is an appointed person?

When an employer's first-aid needs assessment identifies that a first-aider is not necessary, the minimum requirement is to appoint a person to take charge of first-aid arrangements. The role of this appointed person includes looking after the first-aid equipment and facilities and calling the emergency services when required. They can also provide emergency cover, within their role and competence, where a first-aider is absent due to unforeseen circumstances (annual leave does not count).

Do appointed persons need to undertake first-aid training?

To fulfil their role, appointed persons do not need first-aid training. However, emergency first-aid training courses are available.

Can appointed persons perform first aid, eg cardiopulmonary resuscitation (CPR)?

Appointed persons are not first-aiders and should not attempt to give first aid for which they have not been trained. They should call 999.

What about employees who travel regularly or work elsewhere, what should be done about first-aid provision for them?

Employers are responsible for meeting the first-aid needs of their employees working away from the main site. The assessment of first-aid needs should determine whether:

- those who travel long distances or are continuously mobile should carry a personal first-aid box; and
- employees on lone working should have a means of communication on their person.