

Reviewed 6 May 2021 minute ref 012 b

GENERAL STATEMENT

1. Sparsholt Parish Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for all its employees, contractors, voluntary helpers and others who may be affected by the activities of the Council.
2. The Council will meet its responsibilities under the Health and Safety at Work Act 1974, and will provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment.
3. The Council will seek, as and when appropriate, expert technical advice on Health and Safety to assist in fulfilling the Council's responsibilities for ensuring safe working conditions.

AIMS OF THE HEALTH AND SAFETY AT WORK POLICY

To provide as far as is reasonably practicable:

1. A safe place of work and a safe working environment.
2. Arrangements for considering, reporting and reviewing matters of Health and Safety at work, including regular risk assessments of working activities.
3. Systems of work that are safe and without risks to health.
4. Obtaining specialist technical advice and assistance on matters of Health and Safety when necessary.
5. Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely.
6. Care and attention to the health, safety and welfare of employees, contractors, voluntary helpers and members of the public who may be affected by the Council's activities

ARRANGEMENTS AND RESPONSIBILITIES FOR CARRYING OUT THE HEALTH AND SAFETY POLICY AT WORK

As the Council's Safety Officer, the Clerk will:

1. Keep up to date with relevant Health and Safety policy legislation.
2. Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety at Work Policy.
3. Make effective arrangements to implement the Health and Safety at Work Policy.
4. Ensure that matters of Health and Safety are considered and discussed as required at meetings of the Parish Council.
5. Ensure that risk assessments are carried out and documented as required, with subsequent consideration and review of any necessary corrective/protective measures.
6. Consider requesting contractors to supply a written method statement prior to starting major works.
7. Maintain a file of risk assessments electronically with hardcopies produced only as required.
8. Make effective arrangements to ensure Councillors, staff, contractors or voluntary helpers working for the Council comply with all reasonable Health and Safety at Work Act requirements. All contractors and voluntary helpers will be given an electronic copy of the Council's Health & Safety at Work Policy before commencement of work by email.
9. Ensure that working practices or activities by the Council, its contractors, staff and voluntary helpers do not unreasonably jeopardise the health and safety of members of the public
10. Maintain a central record of notified accidents.
11. When an accident or hazardous incident occurs, ensure that action is taken to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.

12. Act as the contact and liaison point for the Health and Safety Inspectorate.

All Councillors, employees, contractors and voluntary helpers will:

1. Cooperate fully with the aims and requirements of the Health and Safety at Work Policy and comply with Codes of Practice or work instructions for Health and Safety.
2. Take reasonable care for their own Health and Safety, use appropriate personal protective clothing and, where appropriate, ensure that appropriate First Aid materials are available.
3. Take reasonable care for the Health and Safety of other people who may be affected by Parish Council authorized activities.
4. Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for Health and Safety.
5. Not misuse any plant, equipment, tools or materials so as to cause or increase risks
6. Report any accidents, hazardous incidents or new potential risks to the Clerk.

Employee (s)

Sparsholt Parish Council employs one person, the Clerk and Responsible Financial Officer.

Employers are required to protect the health, safety and welfare of homeworkers who are employees. If you employ homeworkers you should carry out a risk assessment of the work activities and take appropriate measures to reduce any associated risks.

A lot of work carried out at home is going to be low-risk, office-type work. Of the work equipment used at home, you are only responsible for the equipment you supply. www.hse.gov.uk/pubns/indg226.pdf

Sparsholt Parish Council provides a laptop.

Contractor(s)

The Parish Council should ensure that the contractor chosen can do the job safely and without risks to health. This means checking appropriate qualifications and public liability and employer's liability insurance. <https://www.hse.gov.uk/pubns/indg368.pdf>

Voluntary Helpers

Ham Green Conservation Group

The Ham Green Commons Association is a voluntary group established by Sparsholt Parish Council under Section 45 of the Commons Act 2006 and in accordance with UK Government advice.

The Group has a Health and Safety Policy (Appendix One)

Others

At least once a year a "village clean up" takes place. Equipment and reflective clothing are provided by Winchester City Council. Volunteer litter picking Guidance notes are observed by those taking part (Appendix Two)

USERS OF

Well House

The Well House is let by the Council to the Sparsholt Village Shop Association Limited and the Association will largely be responsible for the health and safety of users within the shop. However the Council is responsible for the structure of the building and for its electrical and plumbing

systems, which it keeps in good repair and condition. The Council also maintains public liability insurance in relation to its potential liabilities.

Playground

Regular inspections are conducted by the portfolio holder and an annual inspection conducted by a RPPI inspector <https://www.playinspectors.com>

Grit Bins

These are provided by Hampshire County Council with their website giving guidance as to usage <https://www.hants.gov.uk/transport/roadmaintenance/severeweather/salting/usingsalt>

Agreed and Approved: 22 April 2020 Minute Reference 19/20 114

Reviewed and Approved 6 May 2021 Minute Reference 21/22 12b

APPENDIX ONE

Ham Green Conservation Group

HEALTH AND SAFETY POLICY

Ham Green Conservation Group supported by Sparsholt Parish Council

This policy is based on guidelines produced by Hampshire and Isle of Wight Wildlife Trust.

First Draft March 2008

Revised January 2009

Revised May 2015

Revised April 2020

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Ham Green Conservation Group

HEALTH AND SAFETY POLICY

GENERAL POLICY STATEMENT

“We are committed to ensuring that the Ham Green Conservation Group provides a safe and healthy working environment for all its Volunteers and the General Public and will take, as far as is practicable, every precaution to ensure that all activities are carried out in a safe manner.”

Date: May 2020

Signed.....

This Health and Safety Policy outlines how a safe and healthy working environment with safe equipment and working practices for Volunteers and the General Public is important and provides information, including details of training and supervision to ensure compliance.

1. Organisation and Arrangements for Implementing the Policy

1.1 Responsibilities

- 1.1.1 The Parish Council has overall and final responsibility for Health and Safety and delegates to a Parish Councillor the responsibility for ensuring that the Group is meeting the desired standards and the requirements of the Health and Safety at Work Act 1974.
- 1.1.2 The Health and Safety Working Group comprises a representative cross section of Volunteers and the designated Parish Councillor. They meet at least annually to review events of the previous year and, to ensure that Ham Green Conservation Group (HGCG) is complying with the requirements of the Health and Safety at Work Act 1974. At this meeting action points are identified to deal with any issues arising, including the circulation of any updated or additional information to the Group members.
- 1.1.3 The Chairman of HGCG is responsible for ensuring that the management of Health and Safety issues is carried out. This is in turn delegated to a Volunteer who for each work day is referred to as the Supervising Volunteer (SV), and is responsible for ensuring that Health and Safety obligations are met during all activities.
- 1.1.5 Every Volunteer has a legal duty to take care of his/her own health and safety, the health and safety of other Volunteers and the safety of members of the Public. This will be fully discussed at Induction and Volunteers will be informed of updates and changes to guidelines.
- 1.1.6 HGCG must ensure that its Volunteers are provided with adequate Health and Safety training and documentation and access to appropriate safety equipment. This is especially applicable to new Volunteers and will be part of their induction.

1.2 Inspections and Reporting Actual or Potential Problems

- 1.2.1 The SV for each workday will check that the Codes of Practice are being followed (these are covered in section 3) and that the use of unsafe equipment or practices does not take place. Any issues arising will be reported to the Group Chairman.
- 1.2.2 There is a duty for all Volunteers to report any matters relating to existing practices or procedures which might give rise to risks to the health and safety of any person and to suggest possible improvements to existing practices which might improve Health and Safety. This will be to the SV on the day or to the HGCG Chairman.

1.3 “Duty of Care”

All Volunteers have a legal “duty of care” for themselves and others in terms of Health and Safety. Therefore, all Volunteers should:

- work safely and keep in mind their Health and Safety responsibilities for themselves and others.
- be alert for potential hazards which might cause accidents.
- report accidents and “significant near accidents” to the SV and ensure that an entry is made in the Accident Book on the day of the incident.
- stop using and if necessary, dispose of or label as faulty any equipment or Personal Protective Equipment (PPE) that is damaged and report to the SV.
- wear the appropriate PPE and clothing and keep this equipment clean and stored properly.

2. Risk Assessments

At the heart of the HGCG’s operational approach to ensuring a safe working environment is risk assessment. Risk assessment is a legal obligation (in any organisation) to assess the risks associated with every task undertaken. Risks should be assessed and reasonable actions taken to deal with these risks.

Therefore, to assist the HGCG in ensuring that the risks inherent in performing an activity are minimised, all those undertaking activities for the Group must carry out a risk assessment in advance using the Groups Risk Assessment Forms (Appendix 1)

Copies of all Risk Assessment Forms are held by the SV. The significance of carrying out risk assessments should not be underestimated. Failure to produce a documented assessment to the relevant authorities following an accident causing personal injury is an offence.

When carrying out a risk assessment, the ultimate decision as to whether the risk of carrying out a specific activity is acceptable, must be down to the judgement of the individual assessor. There is a hierarchy of control measures which individuals should utilise to reduce the risk to an acceptable level. The order is as follows:

Eliminate	Can the hazard be removed altogether?
Substitute	Can a less hazardous process be used?
Guard/Segregate	Separate the hazard from as many people as possible
Safe System of Work	Use a documented and agreed procedure

Supervision/Monitoring	Ensure that safe systems/guards are in use
Training	Train people to avoid hazards and to work safely to a specified minimum standard
Information/Instruction	Use of sign boards, leaflets, instruction in emergency procedures
Personal Protective Equipment/Clothing	Use of helmets, safety eyewear, gloves, leggings etc

Once the hazards have been reviewed and risk control measures have been instigated, a decision must be made as to whether the risks are at an acceptable level for the activity to proceed. If the risks are deemed unacceptable; the activity must be cancelled.

A review of the Risk Assessment must be carried out if there has been an accident or, importantly, if there has been a near accident. This should be carried out by the SV and the H & S Working Group.

3. Codes of Practice

The following list provides general guidance for Volunteers. If there is any doubt, the assistance of the SV or HGCG Chairman should be obtained. Our aim is for Volunteers to enjoy their tasks and for them to be as safe as possible.

3.1 Accidents

All accidents and potentially significant “near accidents” must be recorded in the Accident Book.

- All accidents, however minor, must be recorded in an Accident Book.
- All Accident Books must be kept for at least three years after the date of the last entry.
- If injury is involved call a First Aider.
- **All deaths or major injuries and dangerous occurrences must be notified urgently to RIDDOR** (Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013).
- **Report online if possible (or by telephone 0345 300 9923) or to the local Environmental Health Office (01962 840 222) by the SV or HGCG Chairman.**

3.2 First Aid & Personal Health

SPARSHOLT PARISH COUNCIL – HEALTH AND SAFETY POLICY

First Aid boxes are available during all work activities and the names of trained First Aiders are noted inside.

- At least one member of any work group should be trained to at least Basic First Aid at Work standard.
- Each work group must have at least one mobile phone to call emergency services (999) if necessary. A list of other emergency numbers should be held by the group leader (SV).
- All persons giving treatment to another should, for their own protection and that of the patient, wear disposable rubber gloves to minimise the risk of infection.
- Where work is to be undertaken by 6-10 people, first aid kits must contain:

Guidance Card	1
Individually wrapped sterile adhesive dressings (assortment of sizes)	20
Sterile eye pads with attachments	2
Individually wrapped triangular bandages	4
Safety Pins	6
Medium sized sterile un-medicated dressings	6
Large sterile un-medicated dressings	2
Extra large sterile un-medicated dressings	3
Plastic disposable gloves	1
Individually wrapped moist cleaning wipes (alcohol free)	6
Sterile Water in disposable bottle (300ml)	1
Resusi Face Shield	1

- **First Aid Kits must not contain medication of any kind e.g. Aspirin, Paracetamol or plasters as these can cause allergic reactions in some people.**
- However, a separate 'comfort' or 'welfare' box can contain these items but must be marked '**self-administration only**'. A comfort box may also contain antiseptic cream, antihistamine cream (for insect bites) and an eye wash (eg Optrex) with an eye bath.
- **Chainsaw users must carry a large wound dressing on their person**, so that should they cut themselves, the likely heavy blood flow can be staunched immediately.
- Cover small cuts and abrasions immediately with a sterile dressing and get first aid if necessary.
- Wear any PPE that has been issued as a direct instruction resulting from risk assessment.
- Avoid inhaling substances and vapours (smoke), which might be damaging in the long term.
- Beware of the effects of sunburn, exhaustion and cold.
- **Lyme Disease** is an infection caused by a bacterium and is transmitted by the bite of a tick. This tick is found on vegetation and animals in grassland, heath land, marshland and woodland habitats and is most active between April and October.
 - Whilst working outdoors, wear appropriate clothing to cover the legs and arms, e.g. high boots, Wellington boots, gaiters or long trousers tucked into socks, tops with a cuff to help exclude ticks but insect repellents will help.

- Ticks should be removed immediately and you should inspect your skin for ticks when bathing or showering after work and should remove any promptly, using a medical wipe to raise the body of the tick so that it is in line with the mouthparts. Check for itching rashes/red patches (can be 2.5 to 4.5 cm across and may be ring shaped) or an unhealed bite.
- If you have any of the following symptoms (Meningitis-like symptoms i.e. stiff neck, difficulty in concentrating, and fatigue), following a tick bite, see a doctor immediately. Lyme disease is treatable with antibiotics at any stage; the earlier it is diagnosed, the easier it is to treat.
- **Weil's Disease** or Leptospirosis is commonly associated with rodents, particularly rats. The symptoms associated with this include jaundice, meningitis, conjunctivitis and renal failure.
 - If you believe you are developing Weil's disease you should contact your doctor and ask for an 'Elisa' blood Test. Early diagnosis and treatment are vital for recovery.
 - Wear boots, waders and waterproof gloves when in contact with stagnant water or contaminated soil. Cover all cuts and abrasions of the skin with a good quality watertight dressing and do not get water in the eyes, nose or mouth and do not bite your nails.
 - Observe high standards of personal hygiene at all times. After working with dirty water, or contact with cattle or rodents or anything contaminated by them, wash hands and forearms with soap and water, particularly before eating and drinking or smoking. Equipment used should also be rinsed and dried as soon as possible.
- **Tetanus**
 - Tetanus may affect quite minor wounds where the skin is broken but is easily prevented by regular inoculation.
 - All volunteers must be protected against this by inoculation and it is their responsibility to ensure that this is done. Booster doses are recommended every 5-10 years, as your doctor recommends.
- **Dermatitis**
 - Dermatitis is an inflammation of the skin following contact with irritant substances and plants. Many solvents and substances cause dermatitis and first aid treatment should therefore be obtained at once for every injury associated with chemical or plant contact no matter how trivial. Consult a doctor if irritation persists.
- **Bites and Stings**
 - Whilst bites and stings from insects, animals and plants rarely present a major hazard it is important to be aware of the risk of anaphylactic shock.
 - People with dog or animal bites must go to hospital without delay because of the risk of infection.

3.3 Potential Hazards

Potential hazards should be identified by the individual carrying out the Risk Assessment for the site/activity. In the event that potential risk(s) identified in the Risk Assessment is deemed to be significant, then the activity should not go ahead.

3.4 Machinery and Equipment

- All sharp tools are dangerous, so follow these guidelines:
 - Store cutting tools carefully.
 - Always cut away from the body.
 - When handing a cutting tool to someone, always offer him or her the handle.
 - Do not use tools for purposes for which they were not intended (eg knives as screwdrivers).
- Ensure equipment is maintained in an efficient state, in efficient working order and in good repair, by the use of regular inspections.
- All Volunteers must be given adequate information, including written instructions and training.
- Machinery such as chain saws must only be used by qualified volunteers.
- Where applicable, guards must be in place and protective clothing, including eye and ear protection, must be worn.
- When using ladders, ensure that:
 - You are trained/instructed in its use. Such training to include the use of both hands during climbing, clean non slippery footwear, clean rungs and an undamaged ladder;
 - It is secure near to its upper resting place. If this is impractical, a person must be stationed at the foot of the ladder when in use to prevent it slipping.
 - It has a level and firm footing and is not standing on loose bricks or other loose material.
 - A person in addition to that using it, is present.
 - You have satisfied yourself that the ladder is safe.
 - It is securely placed to prevent it from slipping or swaying.
 - It is at the correct angle – 0.5 metres out for every 1.5 metre rise.

3.5 Felling and Pruning of Shrubs and Small Trees

By Hand

- Felling must only be undertaken by those competent to do so safely. Felling of trees by hand of a greater diameter than approximately 10cm (4 inches) at chest height, will only be undertaken by those trained and judged competent. The blade on the bow saw should be sharp and all other persons should be at least twice the height of the tree's distance away. Hard hats must be worn by all. Pruning should not be attempted above shoulder height. Trees should not be climbed, nor ladders used.
- The SV must always assess the situation before felling, for obstructions such as power lines. Hung-up trees are difficult to remove, and this must only be undertaken by those trained to do so.

Felling Larger Trees

- Defined as 10cm (4 inches) or more at breast height and the following points on use of Chainsaws, must be followed.
- For handwork, only approved persons can undertake the work. For larger trees, persons nearby must be clearly warned that felling is in progress and someone put in charge of ensuring that they stay at least twice the length of the tree's distance away. Safety equipment must be used.
- For hung-up trees or cross cutting, persons must have had additional training.

Hand Tools

- All tools should be properly maintained.

- Volunteers must receive instructions on the safe use of hand tools and how to sharpen them safely and effectively.
- Tools must be checked before use – secure handle, sharp.
- When sharpening blades such as billhooks, slashers or grass hooks, gloves must always be worn.
- If the tool is to be wielded, then no glove should be worn on the operating hand as a better grip can then be achieved.
- When working with this type of tool, a safe distance must be achieved between each person, defined as a minimum of two arm lengths plus the length of the tools.

Chainsaw Usage

- The law requires that all chainsaw users have an approved and up-to-date Certificate of Competence.
- The chainsaw operator must wear the approved safety clothing stipulated by the law and set out in this policy. This includes an approved hard hat with ear defenders and visor, chain sawing gloves, chain sawing boots and anti-ballistic trousers.
- **Under no circumstances should any person be near to a chainsaw user while he or she is working with the saw; this is defined as 10 metres minimum and when tree felling at least two tree lengths away.**
- Whenever a chainsaw is used, a person must be present who is trained to “First Aid at Work” standard.
- It is the responsibility of the operator and the SV to ensure that the chainsaw is well maintained.

Clearing Saws (Brush Cutters)

- Training is essential for this task. When using a metal blade, all brush cutter users should have a Certificate of Competence or be very experienced. This does not apply when using the trimmer head (nylon cord).
- Safety equipment must always be worn including safety hard hat with ear defenders and visor or impact proof eyewear and sturdy boots preferably with steel toe-caps.
- Whenever a brush cutter is used, a person present must be trained to certified basic first aid standard.
- Any persons on site must be at least 10 metres away from the operator.
- It is the responsibility of the user and the SV to see that the brush cutter is well maintained.

3.6 Bonfires

- Select a clear, safe site – consider wind direction, public paths and other combustible material.
- Start fires with paper, kindling and fire lighters only.
- Maintain control of the fire.
 - Keep fire compact.
 - One person only to load fire.
 - Material for burning cut to reasonable size.
- Volunteers keep out of smoke from fire – work up wind.
- Fires that are not burned out at the end of a task should be extinguished and the embers raked out to cool.
- Put up an encapsulated sign indicating “hot ashes”, if not cool by the end of the working day.

3.7 Safe Lifting

Follow Health and Safety guidelines when lifting heavy objects.

- Do not try to carry too much; ask for help, split a load and make two or more journeys. Excessive loads can seriously strain even the strongest and most experienced person.
- Take extra care on slippery/ uneven surfaces.
- Ensure that you can see over the top of your load and that your path is unobstructed.
- When lifting heavy weights, take a firm grip, keep the back straight, bend the knees and lift with the legs. Never bend your back.
- Lift by straightening the legs gradually; do not persist in attempting to lift the load if it is a strain.
- Do not change a grip once carrying a load; rest it on a firm support and then change.
- Do not carry a load in one arm or support it by the hips, this can cause localised strain.
- Lifting whilst twisting around is an added strain and should be avoided.
- A load can be carried safely and comfortably on one shoulder, but if it is heavy get another person to put it there for you and lift it down.

3.8 Chemicals and Inflammables

The Health and Safety at Work Act, supported by the Control of Substances Hazardous to Health (COSHH) Regulations, requires that adequate information be supplied by the manufacturers to ensure that all industrial products are used without risk to the Health and Safety of the user.

It is the responsibility of the user of such products to ensure that they are used according to the manufacturers' instructions.

The COSHH Regulations require an assessment to be made of all potentially hazardous substances.

Volunteers should familiarise themselves with the symbols used on the packaging of hazardous substances and should observe the precautions and controls specified on the COSHH Assessment Sheet.

All containers used for carrying petrol or diesel must comply with the Petroleum (Consolidation) Regulations 2014. They should be clearly marked and have secure caps. The can should always be stored at least 20 metres from any fire site or naked flame.

Always handle, store, transport, use and dispose of chemical substances in the approved, safe way.

Only trained Volunteers should use chemicals such as herbicides or pesticides. Great care must be taken when using wood preservative, it can be harmful to people as well as wildlife - read manufacturer's instructions for safe use.

3.9 Personal Protective Clothing & Equipment

All Volunteers must wear appropriate clothing and protective equipment (PPE).

HGCG has a legal duty, under the Personal Protective Equipment (PPE) Regulations 1992 (as amended) and the Health and safety at Work Act 1974, to provide suitable PPE to all its volunteers, and to provide adequate training in its use, where a Risk Assessment shows it is required.

Volunteers have a duty to ensure that they use appropriate PPE all the time that they are exposed to the identified risk, and that it is maintained in a serviceable condition.

PPE should always be regarded as the 'last resort', to protect against risks to health and safety, where a Risk Assessment shows that all other reasonable avenues of reducing the risk to tolerable levels have already been pursued. (i.e. safe systems of work should always be considered first, as it may be possible to do the job by another method which will not require the use of PPE.)

Head Protection (hard hats)

Head protection (hard hats conforming to BS5240) must be worn if there is a risk of falling objects or impacts (eg: tree felling and tree surgery, etc). All woodland work including felling of trees, coppice or scrub of more than 4 inches (10cm) diameter at breast height must have helmets available. If the work involves material less than 4 inches (10cm) in diameter at breast height, then it is up to the SV to decide.

Head protection should:

- be of an appropriate shell size for the wearer;
- have an easily adjustable headband.
- should not hinder the work being done (eg if a job involves work in windy conditions, especially at heights, or repeated bending or constantly looking upwards, a secure retention system is required).
- be stored on a peg or in a cupboard, not in direct sunlight including the back shelf of a car, or in hot, humid conditions.
- be visually inspected regularly for signs of damage or deterioration.
- be checked for damage to the shell caused by impacts, or when the hat has been dropped.
- have sweatbands regularly checked or replaced.

Eye Protection (e.g. safety goggles, face shields)

Eye protection must be worn when working with power driven tools where chippings are likely to fly up, and in any situation where harmful substances or objects may enter the eye.(eg: cutting brambles or blackthorn).

Foot Protection (e.g. safety boots, Wellingtons, etc and leg protection)

- Sturdy shoes or boots must be worn when working in woodland or using machinery.
- Where there is a risk of a load falling on the feet, steel toecaps are required.
- For chain sawing, anti-ballistic trousers must also be worn.

Head and Arm Protection (e.g. gloves, armllets and barrier creams)

Hand and arm protection should be worn to protect against cuts and abrasions, extremes of temperature and skin irritation.

When sharpening hand tools, gloves offering adequate protection must always be worn. If however the tool is being wielded, then no glove should be worn on the operating hand as a better grip can be achieved.

When selecting suitable hand protection, gloves should give protection, be comfortable and fit the wearer.

Gloves should be maintained and checked regularly and discarded if worn or deteriorated. They should be free of holes and cuts and should not be distorted in shape. They should not leave a gap between the glove and the wearer's sleeve.

Noise, Vibration and Ear Protection (e.g. ear defenders, ear muffs)

- Damage to the ear and hearing builds up gradually and. once damage is done there is no cure.
- This damage can be prevented by reducing noise levels (e.g. use of ear protection).
- As a rough guide, it is probable that a noise hazard exists if normal conversation is difficult to hear.
- If you are working with a noisy machine, use ear defenders.

3.10 Training

Provision of Health and Safety training for Volunteers will be provided during the induction process.

3.11 Public Safety

When a work party is in progress in a location where the public may encounter it, signs informing members of the public of the work should be used. All work parties should have at least one sign, but more if there is more than one access point onto the site.

If there is a risk to members of the public from operations such as felling, coppicing, clearing large scrub or using pesticides, lookouts should be posted to stop anyone from wandering into a danger zone, or paths should be re-routed.

3.12 Queries

Any query you may have regarding Health and Safety should be raised with the SV or HGCG Chairman.

Appendix 1: Risk Assessment Forms

- Site Risk Assessment Form
- Manual Activity Risk Assessment Form
- Power Tools Risk Assessment Form

Appendix 2: Risk Assessment

- Village Tidy Up

Winchester City Council Volunteer Litter Picking Guidance notes

KEEP BRITAIN TIDY RISK ASSESSMENT – General Public		
Assessors Names: John Little	Assessment Date: 4/3/2020	Review Date: 21/3/2020
Area: Sparsholt	Identify People at Risk: Village Volunteers	

What are the	Who might be	What are you already doing?	What further action is necessary?	Acti on by	Acti on by	Do ne (Mu
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SPARSHOLT PARISH COUNCIL – HEALTH AND SAFETY POLICY

hazard s?	harmed and how?			who m? (Full Name)	when?	st be YES and include date)
Lack of information and awareness	Volunteers not knowing safety procedures or who first aiders are	<p>Prior to the litter-pick taking place, all volunteers should be given a summary of Health and Safety, covering the any risks and general information about correct use of the equipment, any particular issues to be aware of regarding the site, muster points etc.</p> <p>Volunteers to sign in or advise by email in advance.</p>	None	JWL /RS	On the day	
Safeguarding children	Children and vulnerable adults	<ul style="list-style-type: none"> All children up to the age of 18 and any vulnerable adults to be accompanied by responsible adult (parent, carer or teacher) in approved ratios No child to be out of sight of a responsible adult All hosts on site to maintain vigilance where members of the public not participating in the event are using the same public space All event volunteers to wear event tabards to allow easy identification In the event of an incident, immediately inform the local Police and 	<p>Only allow accompanied children</p> <p>0 - 2 years - 1 adult to 3 children.</p> <p>2 - 3 years - 1 adult to 4 children.</p> <p>4 - 8 years - 1 adult to 6 children.</p> <p>9 - 12 years - 1 adult to 8 children.</p> <p>13 - 18 years - 1 adult to 10 children.</p>	JWL /RS	On the day	

SPARSHOLT PARISH COUNCIL – HEALTH AND SAFETY POLICY

		any other relevant agencies				
Aggression/abuse from members of the public	Risk of conflict with member of the public	<ul style="list-style-type: none"> We do not recommend that you approach members of the public to challenge inappropriate behaviour such as dog fouling or littering. Ignore this behaviour and report it if necessary either to your local authority or police if a confrontation occurs. Do not trespass onto private property whilst litter picking. 	<p>Report any incidents to the police. For an immediate threat or emergency use 999. For a non emergency please use 101 to report the incident.</p> <p>Please also report the incident to Enquiries@KeepBritainTidy.org</p>	JWL/RS	On the day	
Extreme Weather	Volunteers risk sunstroke, sunburn, dehydration and heat exhaustion due to hot weather	<p>Unlikely in March – but retained for completeness</p> <ul style="list-style-type: none"> We recommend that all clean-up hosts to be First Aid trained. You should ensure access to a First Aid kit if you are hosting a public clean-up Volunteers advised to dress appropriately for weather conditions. Gloves to be worn on all occasions. Advise volunteers to take regular breaks and seek shade if necessary. Volunteers advised to wear sun hats and sun cream, re-apply as needed. Volunteers to have access to water and advised to drink plenty. 	<p>If under 18's are present parent or guardian should supervise closely.</p> <p>Organiser to shorten event duration due to conditions.</p> <p>Organiser to cancel event if weather is extreme.</p>	JWL/RS	On the day	

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	<p>Volunteers risk discomfort from cold weather, wind and rain.</p>	<ul style="list-style-type: none"> • We recommend that all clean-up hosts to be First Aid trained. • You should ensure access to a First Aid kit if you are hosting a public clean-up • Volunteers instructed to wear warm and waterproof clothing, thick socks and sturdy boots • Volunteers instructed to avoid areas where debris could come loose, i.e. trees, poorly maintained structures in high winds • If lightning occurs, workers and volunteers are instructed to cease using litter pickers and stop the event • Volunteers instructed to warm up and stretch prior to event during cold weather and to pay particular attention not to overexert themselves in order to avoid back injury. 	<p>If under 18's are present, parent or guardian should supervise closely.</p> <p>Organiser to shorten event duration due to conditions.</p> <p>Organiser to cancel event if weather is extreme.</p>	<p>JWL /RS</p>	<p>On the day</p>	
<p>Vehicles on roads and in car parks</p>	<p>Volunteers risk injury through contact with moving vehicles</p>	<ul style="list-style-type: none"> • Children to remain under supervision and in sight of a responsible adult at all times, preferably by a parent or guardian. • Children not to pick litter from the road but to remain on pavements and paths • Prior to event, the organiser to advise volunteers on areas 	<p>POSTERS AT ENTRANCES TO THE VILLAGE TO REQUEST DRIVERS:</p> <p>PLEASE DRIVE CAREFULLY</p>	<p>Event organiser</p>	<p>On the day</p>	

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		<p>where vehicles maybe present.</p> <ul style="list-style-type: none"> • Briefing to include warning on roads, speed limits and any known hazards Briefing to include warning to always focus when crossing streets and be aware of surroundings at all times • Be aware of any vehicle, potentially trying to park, maintain vigilance, give warning to others of approaching vehicles • Volunteers advised that they must not work on roads or on roadside verges. • Absolutely no litter-picks to take place near railway lines or on bridges • Tabards or hi-vis to be worn at all times 				
Electric fences	Electrocution, shock	<ul style="list-style-type: none"> • Always assume electric fences are live. • Warn volunteers not to touch electric fences. 	<p>Seek medical attention where appropriate.</p> <p>Please also report the incident to Enquiries@KeepBritainTidy.org</p>	JWL/RS	On the day	
Collection of litter – manual handling	Workers and volunteers risk injuries or back pain from handling heavy loads	<ul style="list-style-type: none"> • Volunteers instructed not to over-fill bags or try to carry heavy items. • Volunteers advised to be aware of their own limitations by the event organiser during the briefing and not lift heavy items found during the clean up 	Organiser to ensure this is covered in the safety briefing delivered ahead of the clean up starting.	JWL/RS	On the day	

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		<ul style="list-style-type: none"> • Volunteers with pre-existing injuries are not to lift bags or heavy items • No more than one bag at a time to be carried • Under 18's are always supervised by a parent or guardian. • Only organisers / volunteers trained in safe manual handling procedures offer guidance for safe lifting practices and reducing/removing common hazards and risks (reducing load weight, postural advice when lifting, handling asymmetrical loads, grip, other environmental factors, carry distance, obstacles en-route). • Volunteers advised on safe manual handling practices. • If too heavy to handle, leave the object in place and report it to the organiser to arrange removal by the council. 				
Collection of litter – toxic materials / hazardous chemicals	Volunteers risk coming into contact with toxic or hazardous material.	<ul style="list-style-type: none"> • Volunteers instructed to never to approach suspicious looking containers with or without hazard warning badges. • Any suspicious drums, materials or containers with contents not identifiable to be left untouched and 	Organiser to contact the Environment Agency Pollution Hotline (Tel 0800 7312453) if suspicious or possibly hazardous barrels, containers or materials are found.	JWL/RS	On the day	

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		Environment Agency Pollution Hotline to be contacted (Tel 0800 7312453)				
Collection of litter – fly-tipped asbestos	Illness from contact with asbestos	<ul style="list-style-type: none"> If there is an accumulation of waste which would obviously have been fly-tipped deliberately on site, then this should be left alone and the relevant local authority with responsibility for fly-tipping clearance informed. It is possible that asbestos could be found amongst smaller accumulations of litter that may not appear to be fly tipping. A simple asbestos ID chart can be found on the HSE website here: http://www.hse.gov.uk/asbestos/gallery.htm 	<p>Do not litter-pick fly-tipped rubbish.</p> <p>Please also report the incident to Enquiries@KeepBritainTidy.org</p>	JWL/RS	On the day	
Collection of litter – sharps, syringes and medical waste	Volunteers risk injury from sharp items, infection	<ul style="list-style-type: none"> Volunteers finding syringes should not touch them, but immediately notify the event organiser. All work must then cease in this particular area Any accidental piercing by syringe should be immediately treated at medical practice or A&E All volunteers to use litter pickers and gloves. Volunteers instructed never to put sharp objects in bags. 	<p>Organiser to ensure this is covered in the safety briefing delivered ahead of the clean up starting.</p> <p>Organisers to check that litter picking tools are in good, clean condition.</p> <p>Remain vigilant at all time during the clean up and end the clean up immediately if syringes are found.</p>	JWL/RS	On the day	

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		<ul style="list-style-type: none"> • Broken glass to be collected in glass bucket and disposed of safely at end of the event. • Volunteers advised not to handle sharps, i.e. needles, syringes, unless trained to do so. • Volunteers advised to alert organiser if sharps are found and if able, they will arrange proper disposal using sharps kit / by the council. 	Please also report the incident to Enquiries@KeepBritainTidy.org			
Discovery of ordnance	Unexploded bombs, shells and flares, severe cuts bruising, severe burns, broken bones, eye damage, shock	<ul style="list-style-type: none"> • If you or any volunteer suspect an object to be a type of ordnance, stop what you are doing and report this immediately to the event organiser who then must instruct everyone to return to the designated meeting point, whereby a roll-call will be taken, the event cancelled and the emergency services must be contacted (call 999). 	Please also report the incident to Enquiries@KeepBritainTidy.org	JWL /RS	On the day	
Accidents and emergencies	Workers risk injury during event	<ul style="list-style-type: none"> • We recommend that all clean-up hosts to be First Aid trained. • You should ensure access to a First Aid kit if you are hosting a public clean-upEvent • In the event of an emergency, event organiser to call 999 	Please also report the incident to Enquiries@KeepBritainTidy.org	JWL /RS	On the day	

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		<ul style="list-style-type: none"> • Before each litter pick takes place, organiser updates and keeps a copy of details of local walk in centres and accident & emergency departments – for minor injuries. • Organiser to replace used first aid items immediately after event, check kit before every event and undertake formal inventory on a quarterly basis 				
Slips, Trips and falls	Volunteers risk slips, trips and falls	<ul style="list-style-type: none"> • Volunteers advised to wear supportive, slip resistant footwear and no flip flops. • Take care when negotiating steps • Volunteers advised to take extra care on overgrown areas, rocky areas, wet/muddy areas or sand dunes. • Volunteers instructed to take extra care when carrying heavy bags. • Volunteers advised of any hazardous areas and informed that these are to be avoided. • If in doubt, don't carry on if an area looks slippery or dangerous 	<p>Event organiser to remind volunteers to take care when pavements are slippery from rain, leaves, ice, snow etc</p> <p>Event organiser to check clothing and footwear</p> <p>Event organiser to cancel event if weather is sufficiently extreme.</p>	JWL/RS	On the day	
Rock falls	Volunteers risk injury from falling rocks	<p>Not Applicable</p> <ul style="list-style-type: none"> • Volunteers advised to stay away from cliffs and never access caves or overhangs. 				

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		<ul style="list-style-type: none"> Volunteers advised to stay away from visible landslips. 				
Trees, shrubs	Trips, cuts & eye pokes	<ul style="list-style-type: none"> First aider on site with access to First Aid kit Be aware of low hanging branches and exposed tree and shrub roots. 	Obtain medical attention in the event of injury.	JWL /RS	On the day	
Proximity to water, contact with water	Volunteers risk injury or drowning	<p>Applies Mainly to Ditches</p> <ul style="list-style-type: none"> Volunteers advised to stay away from waters edge, not enter the water & be vigilant of surging waves. Volunteers advised of large sea swell conditions and possible rogue waves surging up the beach. 	<p>Organiser to ensure this is covered in the safety briefing delivered ahead of the clean up starting.</p> <p>Advise of risks of Weil's disease /Leptospirosis in safety talk</p> <p>Advise volunteers to wear Nitrile gloves or plasters to cover any existing cuts on hands</p>	JWL /RS	On the day	
	Potential for bacterial infection - Leptospirosis (Weil's disease)	<ul style="list-style-type: none"> First aider on site with access to First Aid kit Have clean water available to wash hands. All volunteers to wash hands after activities or use antiseptic wipes. All volunteers to wear waterproof gloves. All wounds to be disinfected and dressed promptly. All volunteers to wear sturdy footwear. 		JWL /RS	On the day	
Irritant and dangerous plants	Workers and volunteers risk injury from irritant and dangerous plants	<ul style="list-style-type: none"> First aider on site with access to First Aid kit Volunteers advised not to touch any potentially irritant and dangerous plants. 	Organiser to ensure this is covered in the safety briefing delivered ahead of the clean up starting.	JWL /RS	On the day	

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	us plants, e.g. Giant Hogweed	<ul style="list-style-type: none"> If unsure or concerned about presence of irritant and dangerous plants in the area, organiser to advise relevant authority, i.e. Local Authority. 	Please also report the incident to Enquiries@KeepBritainTidy.org			
Stinging species i.e. Jelly fish, weaver fish Portuguese man o' war	Workers and volunteers risk injury from stinging species	<p>Not Applicable</p> <ul style="list-style-type: none"> First aider on site with access to First Aid kit Volunteers advised not to touch any potentially stinging or harmful species. Volunteers advised to wear suitable, covered footwear. 				
Dog fouling / faeces	Toxocara canis	<ul style="list-style-type: none"> Do not touch dog faeces. Do not use litter-pickers. Always wear gloves and use a plastic spade when removing dog faeces. If a volunteer steps in dog faeces, clean shoes if possible If found warn others in the vicinity If touched, thoroughly wash your hands. Thoroughly wash any cuts or abrasions as soon as possible, however minor. Seek medical attention where appropriate. 	<p>Organiser to ensure this is covered in the safety briefing delivered ahead of the clean up starting.</p> <p>Please also report the incident to Enquiries@KeepBritainTidy.org</p>	JWL /RS	On the day	
Animals – Domestic, wild & farm	Lyme Disease carried by animal ticks & bites/scratches, stings from	<ul style="list-style-type: none"> First aider on site with access to First Aid kit Avoid contact with animals. Avoid contact with animal faeces. See separate Guidance on Lyme Disease. 	<p>Seek medical attention as soon as possible after being bitten, stung or scratched.</p> <p>Wash hands immediately after contact with faeces.</p>	JWL /RS	On the day	

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	animals/ shock	<ul style="list-style-type: none"> • Avoid moving through bracken or vegetation while wearing shorts or short sleeved shirts. • Beware of adders, do not pick up or touch any snakes. • Do not handle jellyfish even if they appear to be dead they can still sting. 	<p>Avoid touching eyes or mouth.</p> <p>Please also report the incident to Enquiries@KeepBritainTidy.org</p>			
Aggressive dogs	Workers and volunteers risk injury from dog attack	<ul style="list-style-type: none"> • Volunteers advised of the threat of aggressive dogs and to not approach any unknown dog. • Avoid areas if any evidence of aggressive dogs • Volunteers to maintain vigilance for dogs off leads • Dog Walkers in vicinity to be advised by group leader of the litter pick and to keep dogs under control • Children to remain under adult supervision and within sight of adults at all times • Adopt recommended posture if confronted by a dog – do not look in eyes, look down, do not run, pull limbs into body • Retreat slowly • Visit A&E if bitten or attacked • Report attack to the Police and refer to the government guidance on controlling dogs in public if you feel this is necessary: 	<p>Check site for evidence of dogs.</p> <p>Please also report the incident to Enquiries@KeepBritainTidy.org</p>	JWL /RS	On the day	

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		https://www.gov.uk/control-dog-public/report-a-dog				

Site Specific – Please complete as necessary.

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom? (Full Name)	Action by when?	Done (Must be YES and include date)
None in addition to those modified above						