



KEWSTOKE PARISH COUNCIL

“Here to protect the Rural Character and Environment of the Village and to promote Kewstoke as a pleasant place to live”

DRAFT PRECEDURES FOR COUNCIL EMPLOYEES AND RECOGNISED VOLUNTEERS.

KPCP9992

These guidelines should be read in conjunction with the Parish Councils Health and Safety Policy, **KPC011** and apply to all Parish Council employees and recognised Volunteers.

General

1. No work to commence until after a risk assessment has been completed.
2. PPE Jackets/Vests should be worn at all times.
3. Work should only take place during day light and in good visibility
4. Appropriate Safety Equipment should be used, such as Gloves, Boots, & Safety Helmets.
5. Where manual handling takes place please refer to the Councils Manual handling procedures
6. Whenever possible for safety reasons all work should be undertaken in pairs. If that was not possible then it is encouraged that all staff/recognised Volunteers carry a mobile phone with them with the option to ring in to the Clerk on safe completion of scheduled work.
7. All accidents must be reported to the Clerk and recorded in the Accident Register.
8. Sharps boxes to be used for removing any sharp objects, and disposed of using recognised local Company.
9. Carry Basic First Aid equipment
10. Appropriate tools and equipment should be used where necessary.
11. An indication of when and where work is to be undertaken in the form of either verbal notification or work schedules should be provided to a nominated person.

Waste Collection Highway /Dunes

1. PPE Jackets/Vests should be worn at all times.
2. Work should only take place during day light and in good visibility
3. If there is a large amount of rubbish on the highway or there is a requirement to pick up litter on a blind bend please contact North Somerset District Council Highways dept to collect. Do not attempt to collect yourselves.
4. Sharp objects or Hazardous items should be placed in a 'Sharp Box' to be provided by the Parish Council.
5. Appropriate Safety Equipment should be used at all times, such as Gloves, Litter Pickers and Boots etc.
6. If large or dangerous items were observed on the beach, contact NSDC to arrange removal.

Where Vehicles are used

1. All Vehicles should be Parked Safely and not Cause an Obstruction
2. It is recommended that Hazard warning lights are used on all parked vehicles whilst work is undertaken
3. Where private Vehicles are used adequate personal car insurance is taken out by individuals to cover the type of working undertaken.
4. Magnetic fluorescent signs are to be provided by the Parish Council to attach to vehicles indicating work is being undertaken by representatives of the Parish Council.

Working within the Controlled restriction zone

Parking of vehicles within the restricted parking zone should only take place outside of the marked restriction times.

Whilst work can be undertaken within the marked restriction times vehicles should not be parked on the highway. Car Parks or Private Driveways are permissible.

Cleaning at Toilets

1. Appropriate signage should be used to indicate that cleaning work is in progress.
2. PPE Jackets/Vests should be worn at all times.
3. Work should only take place during day light and in good visibility
4. Appropriate Safety Equipment should be used at all times
5. Where manual handling takes place please refer to the Councils Manual handling procedures

6. Whenever possible for safety reasons all work should be undertaken in pairs. If that was not possible then it is encouraged that all staff/recognised Volunteers carry a mobile phone with them with the option to ring in to the Clerk on safe completion of scheduled work.

Changing VAS batteries

1. PPE Jackets/Vests should be worn at all times
2. Where vehicles are used refer section 'where vehicles are used'
3. Work should only take place during day light and in good visibility
4. Whenever possible for safety reasons all work should be undertaken in pairs. If that was not possible then it is encouraged that all staff/recognised Volunteers carry a mobile phone with them with the option to ring in to the Clerk on safe completion of scheduled work.
5. Manual handling 'refer Councils manual handling Policy'

Wilding Projects

1. PPE Jackets/Vests should be worn at all times
2. Work should only take place during day light and in good visibility
3. Whenever possible for safety reasons all work should be undertaken in pairs. If that was not possible then it is encouraged that all staff/recognised Volunteers carry a mobile phone with them with the option to ring in to the Clerk on safe completion of scheduled work.
4. Manual handling 'refer Councils manual handling Policy'
5. Safe digging Procedures should be adopted
 - a. Avoid prolonged repetitive motions
 - b. Use appropriate safety equipment . ie Gloves. Boots
 - c. Use the right tools for the job.
 - d. Remove objects from working area to protect tools and yourselves
 - e. Take regular rests
 - f. Use tools not hands
 - g. Check your posture
6. Cordon off working area where appropriate.

Adopted 06/01/2020