

**ECCLESFIELD PARISH COUNCIL**

**POLICY ON HEALTH & SAFETY**

# **COMMUNITY ROOM**

**INCLUDING  
TERMS AND CONDITIONS OF HIRE**

Please do not remove this document  
from the premises

Mrs Viji Sivalingam  
Clerk to the Council

## **1. Health & Safety Policy Statement** (See Appendix A)

This statement has been brought to the notice of all employees at Ecclesfield Parish Council. The possible hazards which could occur in the Community Room have been assessed taking into account the type of activities carried by users. These hazards are listed together with the rules and precautions for avoiding them in Appendix B.

## **2. Fire Precautions in the Community Room**

The assessment of fire risk in the Community Room and methods of dealing with them are attached in Appendix C which includes details of evacuation procedures, fire fighting equipment provided and checks made to maintain the fire safety equipment. All staff have been requested to consider possible health and safety hazards and all these have been discussed with staff prior to the issue of the Health & Safety Policy Statement. Entries in the accident book have also been taken into account. The assessment of risks on policy of health and safety in the Community Room has been undertaken bearing in mind the reasonable risks which are readily apparent on examination of the building and the activities carried out. This policy statement and procedures relate only to Ecclesfield Parish Council Community Room. Further assessments and statements are to be carried out in respect of the Council Offices.

## WHY HAVE A HEALTH AND SAFETY POLICY STATEMENT

Every firm employing five or more people must by law write down its policy for their safety and health, and show it to an inspector if requested.

An explicit safety policy demonstrates to your employees that you care for their welfare. Writing it down helps you think through the arrangements you have made.

This booklet contains an outline safety policy statement. It aims to save you time, and to help you write a statement that covers all important matters.

This booklet has been designed to help firms in office work and manufacturing but it can be adapted to fit other kinds of work and also to suit your particular circumstances. Don't regard it as straight-jacket and by all means produce your own format if you prefer. The law is that you must have a written statement of your general policy describing your "organisation and arrangements" for carrying out the policy, and that you must bring it and any revision to your employees' attention.

This booklet should help you to do that. First read and notes then, if it suits you, fill in the blank spaces and keep the completed booklet as your statement.

## ABOUT THIS POLICY STATEMENT

This policy statement is in three sections.

**Section A** makes a general declaration based on our obligations under the Health & Safety At Work etc. Act. Then it says who is responsible for what.

Remember that your employees have responsibilities under the law, to take care of the health and safety of themselves and others, and to co-operate with you in doing that.

**Sections B and C** give you arrangements in greater detail. Section B deals with certain general arrangements that apply to most or all premises. Section C deals with particular hazards that may or may not apply to you.

Keep the whole statement in a place where it is easy to get at.

## Appendix A

Health and Safety at Work etc. Act 1974  
Health and Safety Policy of:

# ECCLESFIELD PARISH COUNCIL

## SECTION A GENERAL STATEMENT OF POLICY

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our users, and to provide such information, as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

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

The policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year.

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Signed: Cllr Norman Garratt (Chairman)

Date: 7<sup>th</sup> April 2011

For and on behalf of  
**ECCLESFIELD PARISH COUNCIL**

## RESPONSIBILITIES

Action State:

1. Overall and final responsibility for health and safety on these premises is that of:

### **ECCLESFIELD PARISH COUNCIL**

2. Mrs Viji Sivalingam, Clerk to the Council, is responsible for this policy being carried out at the premises at:

THE COMMUNITY ROOM, PACKHORSE LANE, HIGH GREEN

Mrs G. Kress will be responsible as her deputy.

3. The following supervisors are responsible for safety in particular areas:

<u>Supervisor</u>	<u>Area</u>	<u>Any special responsibility</u>
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NONE

4. All USERS have the responsibility to co-operate with Officers of the Council to achieve and maintain a healthy and safe place and to take reasonable care of themselves and others.

5. Whenever users notice a health and safety problem which they are not able to put right, they must inform the appropriate person named above. Consultation between Officers of the Council and users is possible via telephone contact during office opening hours (Mon-Fri 9 am – 12 noon).

6. Other people (if any) responsible for:

Safety training: NONE

Carrying out safety inspections: NONE

Investigating accidents: NONE

Monitoring maintenance of plant and equipment: NONE

## SECTION B GENERAL ARRANGEMENTS

### ACCIDENTS

Action State:

First Aid box located in: The Kitchen *upgraded March 2011*

Trained/qualified first aiders are: *NONE*

Appointed person responsible for box: *Mrs G. Kress*

Person responsible for reporting incidents: *Mrs Viji Sivalingam – Clerk*

Accident record is located in:  
Original in the general office, on the notice board

### **GENERAL FIRE SAFETY**

Action State: Who checks:

<u>Escape Routes</u>	<u>How often</u>	<u>Location/Tel.No.</u>
G. Kress	Weekly	0114 284 5095
<u>Fire extinguishers</u>		
G. Kress	Weekly Visual check	0114 2845095
Maintenance Company:		
Firecrest	Annually	Newark, Notts 01623 861331
<u>Fire Alarm</u>		
Firecrest	Bi-annually	Newark, Notts 01623 861331
<u>Burglar alarm</u>		
V. Sivalingam/G. Kress	as necessary	0114 2845095
Chubb	Annually	0844 8791666

### **ADVICE AND CONSULTANCY**

Action List:

Local Inspector's office and telephone number:  
H & S Enquiries, Infoline – 0541 545500 or contact  
Broad Lane, Sheffield S3 7HQ

And if appropriate, Safety consultant:

Doctor: *None*  
Nurse: *None*

### **TRAINING**

Action List:

Person/s responsible for training	Location/Tel.No.
General on the job training is given	0114 2845095

### **SPECIAL TRAINING** (hazardous jobs may need special training)

Action List:

Job:	Training required:
No hazardous jobs undertaken	

## **SECTION C                    HAZARDS**

Action State where kept:

Hazard sheets:

If required will be found in the Council Health & Safety file in Cabinet No.2 in the copier room in the council offices.

Manufacturers guidance:

Manufacturers instruction and installation manuals can be found either in the general office or as part of the Health & Safety file in cabinet No.2 in the copier room.

Other guidance:

The above details will be updated periodically as necessary.

### **HOUSEKEEPING AND PREMISES**

Action List or attach your rules for:

Cleanliness:

All areas to be kept free of litter at all times and a high level of cleanliness to be maintained at all times. Wet floors and buckets etc. must not be left unattended when in use and no cleaning of areas when visitors are present.

Waste disposal:

All waste bins including waste paper, toilet and kitchen bins to be emptied after each hire and contents removed to the Eurobin at the exterior of the premises.

Safe stacking and storage:

No furniture to be stacked high

All cleaning materials kept under lock when not in use.

Marking and keeping clear all gangways, exits etc.

All areas are kept clear at all times.

All fire escape routes and fire exit doors are clearly marked.

Checking equipment like ladders:

Step ladders stored in a separate building

Special access to particular places:

Access to loft space above back corridor restricted for maintenance of services only – no storage allowed in this area.

## **ELECTRICAL EQUIPMENT**

Action State:

Routine for inspecting plugs and cables for loose connections and faults:

**Users are not allowed to bring in their own electrical equipment for use on these premises unless prior agreement is obtained from the Parish Council.**

All users to ensure that any electrical equipment is turned off at the mains socket before the premises are vacated each day

Any rules for use of extension leads and portable equipment:

No extension leads are used for any appliances.

Portable equipment such as vacuum cleaners must be used with safety in mind and electric cables must not be allowed to run over the full extent of the room floor area whilst in use.

Arrangements with electrical contractors for periodic checks of the installation and equipment:

Electrical installations will be checked on a regular basis.

## **MACHINERY**

Action State:

Rules for Use:

All manufacturers manuals available for reference.

All users must take adequate care whilst operating any piece of equipment/machinery in the workplace.

Equipment:	Who checks:	How often:
All general Equipment	V. Sivalingam/G. Kress	As required on a regular basis

Gas appliances serviced annually

## **DANGEROUS SUBSTANCES**

Action State your rules concerning dangerous substances:

All cleaning materials and fluids, bleach etc. is locked in a cupboard when not in use.

Employees advised of any particular hazard associated with contact with any stored substances.

Further advice may be sought from the appropriate department of the Health & Safety Executive.

## **FLUIDS UNDER PRESSURE**

NONE

## **OTHER IMPORTANT HAZARDS**

Action State hazard rules and maintenance procedures:

Hazard:

Gas Cooker –

Users must ensure that due care is taken when using this appliance and must be check that all gas outlets have been turned off before leaving the premises.

If you can smell gas or suspect a gas leak you must not use any appliances or electrical switches but should leave the premises and notify the Gas Board **immediately** on **Freephone - 0800 111 999** to report it.

Central heating/hot water boiler -

Situated in the kitchen area. Any adjustments to settings etc. must only be undertaken by authorised personnel as nominated.

Maintenance:

Initial inspection carried out by Gasforce 17<sup>th</sup> March 1998 – Annual maintenance inspections will continue. Last annual service undertaken in July 2010.

## **APPENDIX B**

### **Possible Hazards in the Workplace**

#### **1. Cleaning materials, bleach etc.**

These are kept locked away in a locked cupboard when not in use.

This cupboard may not be opened by visitors or contractors without permission.

## **APPENDIX C**

### **Fire Precautions (in the Workplace) Regulations 1997**

These govern the general fire safety provisions of the European Framework and workplace Directives not specifically dealt with by other legislation.

#### **1. Assessment of Fire risk**

1.1. The main fire risk is from the gas cooker and the gas boiler situated in the kitchen.

#### **2. Precautions**

2.1 Equipment is generally situated away from exit doors in these offices.

- 2.2. All the council's electrical equipment is tested annually for safety connections etc. and the gas boiler is subject to an annual safety check and service.
- 2.3. All electrical wires are situated behind desks and away from the general walkways.
- 2.1. All appliances must be checked before vacating the premises

### 3. Means of Escape in Case of Fire

All users must make themselves aware of the location of the main fire escape doors situated at the front of the premises and also at the rear.

The fire exit is adequately signposted. In the event of a power failure there are emergency lights which would give adequate lighting to the fire exit.

### 4. Escape Route and Emergency Doors

The main escape routes are suitably marked and are not blocked in any way. The emergency door opens outwards upon pressure being put in the escape bar.

### 5. Provision of Fire Fighting Equipment

Five extinguishers are provided and are sited 1) in the main room and 2) in the kitchen area. The extinguishers are suitably labelled for the type of fire risks applicable.

### 6. Planning for Emergency and Staff Training

All staff have been instructed in the best methods of fighting a fire and raising the alarm and of leaving the building. A simple plan has been issued to all staff covering how to raise the alarm, where the fire extinguishers are kept and how to get out if there is a fire.

### 7. Maintenance and Testing of Fire Equipment

Fire extinguishers are maintained annually. There is also on an annual maintenance contract. Regular users groups have been requested to undertake their own fire drills on an annual basis.

### 8. Combustible Materials

The main items of combustible materials are paper and in particular the photocopier which contains its own store in close proximity. The construction of the building has been carried out taking into account current fire safety regulations and all walls are brick or block suitably plastered. Doors and door frames are obviously of timber construction as are the roof struts.

**NO SMOKING IS PERMITTED IN THE BUILDING WHATSOEVER**

#### 9. Fire Detection and Warning

Any fire should be quickly identified due to the small size of the room. The fire exit doors are located (1) on the rear corridor or (2) the front door, whichever is the safest route.

**USERS MUST ENSURE THAT THERE ARE A MINIMUM OF TWO PERSONS REMAIN IN ORDER TO CHECK THE BUILDING AND TO ENSURE PERSONAL SAFETY WHILST VACATING AND SECURING THE PREMISES.**

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