

ECCLESFIELD PARISH COUNCIL

HEALTH & SAFETY POLICY

Updated March 2011
to include the requirements of the
Regulatory Reform (Fire Safety) Order 2005
(Page 11 onwards)

ECCLESFIELD PARISH COUNCIL

POLICY ON HEALTH & SAFETY POLICY

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 Council offices have been assessed taking into account the type of activities carried out by staff. These hazards are listed together with the rules and precautions for avoiding them in Appendix B.

2. Fire Precautions in the Council Offices

The assessment of fire risk in the Council offices and methods of dealing with them are attached in Appendix C which includes details of all 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 in the Council offices 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 Council offices 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 offices and Council chamber. Further assessments and statements are to be carried out in respect of the Community Room.

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 your 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 employees, and to provide such information, training and supervision 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.

Signed Cllr Norman Garratt Chairman

Date 7TH April 2011

For and on behalf of
ECCLESFIELD PARISH COUNCIL

RESPONSIBILITIES

Action State:

1. Overall and final responsibility for health and safety in the company is that of:

ECCLESFIELD PARISH COUNCIL

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

**COUNCIL OFFICES, MORTOMLEY LANE, HIGH GREEN,
SHEFFIELD S35 3HS**

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> |
|-------------------|-------------|-----------------------------------|
|-------------------|-------------|-----------------------------------|

NONE

4. All employees have the responsibility to co-operate with supervisors and managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

5. Whenever an employee, supervisor or manager notices a health and safety problem which they are not able to put right, they must straightaway tell the appropriate person named above. They may also tell a safety representative if there is one.

Consultation between management and employees is provided by day to day consultation of relevant items where necessary.

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 are located in:

- 1) the Council Chamber on the ground floor
- 2) the general office, upstairs

Both upgraded March 2011

Trained/qualified first aiders are:

NONE

Appointed person responsible for box:

G Kress

Person responsible for reporting incidents:

V. Sivalingam – Clerk

Accident record is in location:

Original in the general office, on the notice board

GENERAL FIRE SAFETY

Action State: Who checks:

| | | |
|---|---------------------------|--|
| <u>Escape Routes</u> G Kress | <u>How often</u> Daily | <u>Location/Tel.No.</u> General office 0114 284 5095 |
| <u>Fire extinguishers</u> V.Sivalingam | Weekly Visual check | : : : |
| Maintenance Company: Firecrest | Annually | Newark, Notts 10723 861331 |
| <u>Fire Alarms</u> V.Sivalingam | Weekly | General office 0114 2845095 |
| Firecrest | Bi-annually | Newark, Notts 10723 861331 |

Other equipment: Burglar alarm

V.Sivalingam/G. Kress as necessary
Ashton Alarms Ltd Annually 0114 2756335

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.

SPECIAL TRAINING (hazardous jobs may need special training)

Action List:

Job: Training required:
No hazardous jobs undertaken

CONTRACTORS AND VISITORS

Action List or attach your house rules for contractors and visitors:

1. The only access to the building is locked and access to visitors or contractors to the premises is by personnel already in the building.
2. The reception area is locked from the remainder of the building, access to which is only possible with permission.
3. This is a no smoking building, signs to this effect are situated in each room.
4. No equipment may be used by visitors without permission.
5. No particular hazards have been identified other than those normally apparent in the office environment.
6. Cleaning fluids and such materials are locked away when not in use and the Janitor advised accordingly.
7. **Visitors are not allowed access to the upstairs office area.**

8. Staff and Members of the Parish Council must be aware at all times of the safety of themselves and their visitors when admitted, and whenever possible such meetings should be restricted to the ground floor areas of the building.

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

Manufacturer's guidance:

Manufacturer's instruction and installation manuals can be found in the filing cabinet in the general office.

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 office waste paper and kitchen bins to be emptied each day and contents removed to the Eurobin at the exterior of the premises.

Safe stacking and storage:

Storage room – fire control door kept locked.
Photocopier paper stored in metal cabinet.
All cleaning materials kept under lock when not in use.

Marking and keeping clear all gangways, exits etc.

All corridors, stairway and general areas are kept clear at all times.
All fire escape routes and fire exit doors are clearly marked.

Checking equipment like ladders:

* Extension ladders stored securely in the Clerk's office

Special access to particular places:

Access to loft space above general office 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:

Annual P.A.T. (Portable Appliance Testing) undertaken by R U Safe – last inspection was July 2010.

Staff should ensure that all electrical equipment is turned off at the sockets 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 in the offices.

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.

** A paper cutter is used occasionally and when not in use is stored in a locked cupboard. Users must ensure that this equipment should not be used by anyone if alone in the building.

** Use of the encapsulating machine should be with caution due to the high temperature of the machine when in use and should not be stored away until completely cool.

** The paper shredder should be used with caution and should not be used by anyone if alone in the building

**** None of these items should be used by anyone when alone in the building. ****

Equipment:

All general office equipment

Who checks:

V.Sivalingam/G Kress

How often:

As required on a regular basis

DANGEROUS SUBSTANCES

Action State your rules concerning dangerous substances:

All cleaning materials and fluids, bleach etc. is locked in the janitor's room when not in use.

General public not allowed access to office areas, kitchen or janitor's store without permission.

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:

Central heating/hot water boiler situated in the first floor kitchen area.

Any adjustments to settings etc. must only be undertaken by authorised personnel as nominated.

Maintenance:

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

APPENDIX B

Possible Hazards in the Workplace

1. Cleaning materials, bleach etc.

These are kept locked away in the janitor's cupboard when not in use. This cupboard may not be entered by visitors or contractors without permission.

2. Paper Cutter

This is stored in a locked cupboard. Staff have been directed not to use this device when alone in the office.

3. Encapsulating machine

Possible danger from hot surface of machine – staff instructed no to use this when alone in the building and to ensure that it is completely cool before storing it away after use.

4. Paper Shredder

Possible danger of fingers becoming trapped in machine. Staff instructed to take all care when using this machine and not to use when alone in the building.

5. Coffee Making Machine

Possible danger of burning from hot liquids. Staff and members instructed to take all care when using this machine and not to use when alone in the building.

APPENDIX C

Fire Precautions (in the Workplace) Regulations 1997 and the Regulatory Reform (Fire Safety) Order 2005

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 boiler situated in the kitchen.
- 1.2. Other fire risks include the electrical equipment in the general office e.g. computers, fax machine etc.
- 1.3. The computer in the Clerk's office
- 1.4 The photocopier in the copier/storage room

2. Precautions

- 2.1. The fire door to the upstairs kitchen is kept closed.
- 2.2. The door to the upstairs corridor leading to the administration and kitchen areas has an automatic closing device activated by the fire alarm.
- 2.3. Equipment is generally situated away from exit doors in these offices.
- 2.4. All electrical equipment is tested annually for safety connections etc. and the gas boiler is subject to an annual safety check and service.
- 2.5. All electrical wires are situated behind desks and away from the general walkways.

3. Means of Escape in Case of Fire

All staff are aware that the main fire escape door is situated at the foot of the stairs and if necessary exit may be made from the main door in the foyer for persons situated in that area on the outbreak of fire, if this is the best route to use. 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, two upstairs on the landing, two downstairs in the hallway, one for special fire risks such as oils, fats and electrical equipment and one for general fires e.g. paper wood, etc. An extinguisher is also sited in the general office for electrical fires. 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 and the testing of the fire safety alarm is carried out periodically. There is also on an annual maintenance contract. Fire drills when the public are in the building have also been undertaken – next fire drill to be undertaken after the commencement of the new Council in May 2011.

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.

As the boiler is situated in the kitchen between the general office and the escape route, additional fire extinguishers have been placed in the general office.

9. Fire Detection and Warning

Any fire should be quickly identified due to the up-to-date alarm system being installed and the size of the building. The rooms upstairs may be easily inspected for occupancy and the warning may then be given also verbally by staff. The fire exit door is from the ground floor and situated at the foot of the stairs and this should be the route used by persons situated on the ground floor in the Council chamber. Persons in the reception area may exit by the front door if this is a safe method. The single direction escape route corridor upstairs is protected from fire by fire resisting partitions and fire doors. A self closing door is situated at the entrance to the office accommodation and also to the Clerk's room upstairs. The Council chamber downstairs is also protected by automatically closing fire doors. Downstairs, the reception area door also has an automatic closing mechanism suitably installed.