

MOUNT BURES PARISH COUNCIL

Parish Clerk Kevin B. Money
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Health and Safety Policy

The Parish Council is not required to produce a written Health and Safety policy as it employs less than five staff. It does however believe that it is good practice to examine all areas of H&S from time to time and having a written policy assists in this regard.

This is a general policy and associated arrangements for health and safety. This is a living document and will be reviewed and if necessary amended regularly and at least annually with the date checked recorded by the Parish Clerk.

Responsibilities

The Chair of the Finance sub-committee has overall responsibility for the Councils Health and Safety policy.

The Parish Clerk has day-to-day responsibility for ensuring this policy is put into practice.

The table below indicates who has ownership of specific individual responsibilities.

All Councillors and staff have a duty of care in regard to observing health and safety.

Statement of General Policy and Arrangements

The following table provides details of what will be done in practice to achieve the aims set out by this statement of health and safety policy.

Statement	Responsibility	Action/ Arrangements (methods employed)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace.	Chair of Council	Ensure correct and adequate training is made available for Councillors and staff. Where specific equipment is operated then appropriate training must be given to the operator.
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work.	Parish Clerk	
Slips and Trips in the work areas.	Parish Clerk	General good housekeeping is carried out. All areas well lit and no trailing leads or cables. Staff keep work areas clear, e.g. tools or stationary materials are not left in walkways and deliveries are stored immediately. Correct floor treatments applied at all times. Warning signs are put up after mopping hall floors.
Engage and consult with Council employees on day-to-day health and safety conditions.	Parish Clerk	Regular inspections of all areas and storage areas to identify early any potential hazards.
Maintain safe and healthy working conditions, provide and maintain the councils plant, equipment and machinery, and ensure safe storage/use of substances.	Parish Clerk & Chair of Council	Regular checks of the equipment store and ensure all chemicals and substances are adequately stored or removed from site.

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Check all doors, fire doors and windows for sign of wear and tear that may prevent emergency use to escape from the building.	Parish Clerk	Check doors open and close normally. Inspect for sharp edges etc... or material deterioration.
Check all furniture is fit for purpose and safe to use.	Parish Clerk	Check all furniture regularly to ensure they remain safe to use and do not develop sharp edges etc... Damaged furniture should be removed from use immediately when identified and either disposed of or held in a secure area to await repair.
Ensure that all equipment worked on above shoulder height is correctly supported. Maintenance for such equipment should involve the use of a suitable climbing and working frame.	Parish Clerk	Use scaffolding frames as a first choice. Only use ladders when their use can be considered as safe. Ladders must be correctly secured against slippage and stored securely.
Storage of landscaping type equipment brush cutter, rotavator etc... in a suitable and dry environment.	Parish Clerk	Store all equipment in a lockable weatherproof storage unit.
Ensure entry and exits to buildings are unobstructed.	Parish Clerk	Check doors are not obstructed at the start, middle and end of each day when the halls or storage units are in use.
Provide rules for users when they are using the hall but the doors are locked.	Parish Clerk	Lock door with key in lock procedure agreed with all hall users that have a key to the premises.
Prevent accidents due to falling trees or limbs on Parish Council or associated Trust land.	Parish Clerk	Arrange for a visual inspection of trees annually. Arrange for a qualified tree surgeon to inspect and report on any tree where safety appears to have been compromised. Ensure appropriate remedies are implemented to make safe any tree. Ensure adequate funds are held assigned to budgets to mitigate any tree related issues.
Ensure a fire risk assessment is maintained for the halls.	Parish Clerk	Produce a fire risk assessment – see Halls and Storage units Fire Safety section that follows below.

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Prevent accidents due to play equipment failure.

Parish Clerk

Ensure that all play equipment on the playing field is inspected professionally annually.

Halls, Rooms and Storage Unit Fire Safety

Who's responsible

As an owner and landlord the Parish Council is responsible for fire safety and as such can be considered as the 'responsible person' in Health and Safety terms.

As hall users pay hire charges and the Parish Council is subject to a Fire Safety Order.

Responsibilities

As the responsible person, we must:

Carry out a fire risk assessment of the premises and review it regularly,

Tell users via their representatives about any risks identified,

Put in place, and maintain, appropriate fire safety measures,

Plan for an emergency,

Provide staff and Councillor information, fire safety instruction and training.

Fire risk assessments

The responsible person must carry out and regularly review a fire risk assessment of the premises. This will help identify what is needed to prevent fire and keep people safe.

A copy of the government's typical fire risk assessment for a village hall such as the Community Centre can be viewed at;

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/14888/fsra-small-medium-assembly.pdf.

Fire safety

Most fires are preventable. Fires in workplaces and buildings such as our Community Centre where the public have access can be avoided by taking responsibility for and adopting the right behaviours and procedures.

The following provides general advice on fire safety and guidance on substances that cause fire and explosion.

General fire safety hazards

Fires need three things to start – a source of ignition (heat), a source of fuel (something that burns) and oxygen:

sources of ignition include heaters, lighting, naked flames, electrical equipment, smokers' materials (cigarettes, matches etc...), and anything else that can get very hot or cause sparks;

sources of fuel include wood, paper, plastic, rubber or foam, loose packaging materials, waste rubbish and furniture;

sources of oxygen include the air around us.

What do I have to do?

Employers (and/or building owners or occupiers) must carry out a fire safety risk assessment and keep it up to date. This adopts the same approach as health and safety risk assessments and can be carried out either as part of an overall risk assessment or as a separate exercise.

Based on the findings of the assessment, the Council needs to ensure that adequate and appropriate fire safety measures are in place to minimise the risk of injury or loss of life in the event of a fire.

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To help prevent fire in the workplace, the risk assessment document is used and should identify what could cause a fire to start, i.e. sources of ignition (heat or sparks), and substances that burn, and the people who may be at risk.

Once risks are identified appropriate action can be taken to control them. Consideration should be given as to whether identified risks can be avoided altogether or, if this is not possible, how risks can be reduced and managed. Consideration must be given to how to protect people if there is a fire.

For example:

Carry out a fire safety risk assessment.

Keep sources of ignition and flammable substances apart.

Avoid accidental fires, e.g. make sure heaters cannot be knocked over.

Ensure good housekeeping at all times, e.g. avoid build-up of rubbish that could burn.

Consider how to detect fires and how to warn people quickly if they start, e.g. installing smoke alarms and fire alarms or bells.

Have the correct fire-fighting equipment for putting a fire out quickly.

Keep fire exits and escape routes clearly marked and unobstructed at all times.

Ensure your workers receive appropriate training on procedures they need to follow, including fire drills.

Review and update your risk assessment regularly.

Certificates and Documentation

The Centre Administrator holds copies of the following items relating to health and safety aspects in the halls:

PAT test certificate,

Fire Extinguisher – Certificate of service,

Fire Alarm system – Inspection report,

Fire precautions / posters on walls as hall user guides.