



## HEALTH AND SAFETY POLICY

### Revision and Control

| Revision | Revised by   | Date     | Approved by council         | Date     |
|----------|--------------|----------|-----------------------------|----------|
| 01       | IW Donaldson | 02/07/13 | <i>Poetyn Xood-Williams</i> | 18/07/13 |
| 02       | IW Donaldson | 11/03/15 | <i>Poetyn Xood-Williams</i> | 19/03/15 |
| 03       | IW Donaldson | 10/3/16  | <i>Poetyn Xood-Williams</i> | 17/03/16 |
| 04       | IW Donaldson | 20/07/17 | <i>Poetyn Xood-Williams</i> | 20/07/17 |
| 05       | IW Donaldson | 16/11/17 | <i>Poetyn Xood-Williams</i> | 16/11/17 |

### **1. GENERAL STATEMENT OF POLICY**

- 1.1 Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and service users, and to provide such information, instruction, training and supervision as they need for this purpose.
- 1.2 The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.
- 1.3 The policy will be kept up to date, particularly as the Council's activities change in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year by the Council. Although risk assessment is a continuing process, it shall form part of the Council's annual review in July.

### **2. RESPONSIBILITIES**

- 2.1 Overall and final responsibility for health and safety in the Council and for compliance with the Health and Safety at Work etc. Act and Regulations made under the Act and the Occupiers Liability Act is that of Three Crosses Community Council. The Clerk is responsible for this policy being carried out at all the Council's premises with the assistance of the Hall Manager.
- 2.2 All employees and service users have the responsibility to co-operate with the clerk and hall manager to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
- 2.3 Whenever an employee or service user notices a health or safety problem which they are not able to put right, they must tell the appropriate person named above.
- 2.4 The Accident and Near Miss Report Book is kept in the Community Centre. All service users are provided with a document explaining the procedure for reporting such incidents.

### **3. FIRST AID**

- 3.1 First Aid boxes are located as follows:

Kitchen Cupboard in the Community Centre

- 3.2 Appointed person(s) responsible for boxes are:

The Hall Manger

#### **4. FIRE SAFETY**

4.1 Fire extinguishers shall be visually inspected monthly in the Community Centre by the Hall Manager. Fire extinguishers shall be maintained annually (currently by Fire Safety Direct Ltd).

4.2 The fire alarm system at the Community Centre shall be tested monthly by the Hall Manager. Annual Electrical & Fire certificates shall be obtained for the Community Centre.

4.3 Fire exits shall be kept free from obstructions.

4.4 Notices shall be displayed giving directions for the evacuation of buildings in the event of fire.

#### **5. TRAINING**

The Council Clerk has overall responsibility for training.

#### **6. EMPLOYMENT OF CONTRACTORS**

Contractors will provide the following information when submitting quotations/tenders;

6.1 Health and Safety Policy

6.2 A copy of his/her Public Liability Insurance together with the maximum payable for any one claim. The contractor will indemnify the Council against any claim made in respect of his/her work.

6.3 All machinery, transport, and equipment used by the contractor must be kept in good safe working order. The Contractor will take steps to ensure that the general public are not put at risk at any time whilst they are doing work for the Council.

6.4 The Council will endeavour to use fully qualified tradesmen/women at all times. On smaller jobs proven competence and a safe plan of work will be required.

#### **7. REPORTING AND RECORDING ACCIDENTS**

Accidents shall be reported to the Council Clerk who will record them in the Accidents and Near Miss Report Book.

#### **8. SMOKING**

Smoking is not allowed in the Community Centre.

### **COMMUNITY CENTRE**

#### **1. ELECTRICAL EQUIPMENT**

- a) All electrical equipment shall be inspected in accordance with the Electricity at Work Regulations 1989 (SI 1989/635).

- b) Mains must not be overloaded. It is important that the correct socket outlet and plug top face (where these are available) is used for each item of electrical equipment.
- c) 13 amp plugs can be used for appliances with a loading capacity maximum of 13 amps. Plus fuses must be fitted to suit current load of the equipment being used, e.g. desk lamp, calculator, typewriter: 3 amp fuse; 2-bar heater, kettle: 13 amp fuse. Fuses are available with ratings of 3, 5, 7, 10 and 13 amps. The current load is normally shown on the item of equipment. When in doubt, do not guess, seek qualified advice.
- d) Leads from points for various uses should not present a hazard by trailing across areas of access. Extension leads are for temporary use only and should not exceed 10 feet in length.
- e) Defective equipment must never be used. Staff should not attempt to effect repairs to electrical equipment, unless competent to do so.

## **2. FURNITURE, FITTINGS AND EQUIPMENT**

- a) Heavy equipment and furniture must be moved using due care and attention.
- b) Office equipment whether manually or electrically operated, must be used with due care and attention.
- c) Filing cabinets should always have sufficient weight in the bottom drawer to prevent the cabinet from tipping when a full top drawer is opened. Filing cabinet and desk drawers must always be closed immediately after use. Drawer filing cabinets should be inspected at least every six months to ensure correct loading and smoothness of operation, with particular regard to the effectiveness of the drawer stops. Damaged or defective cabinets must not be used.
- d) High shelves should only be reached through the use of steps provided for that purpose. It is dangerous to stand on desks and chairs, particularly those fitted with castors and this should be avoided at all times.

## **3. FIRE PRECAUTIONS**

- a) All staff and service users must be fully conversant with the "Fire Alert" system displayed in the centre.
- b) Exit doors and corridors, must be kept clear at all times.
- c) Flammable materials must not be stored, even for a temporary period, in the community centre or corridors.
- d) Waste paper bins should be of metal construction and be emptied regularly.

## **GROUNDS MAINTENANCE**

1. Only contractors or authorised members of staff, who have received training and instruction in the operation of machinery and equipment may do so.
2. All dangerous moving parts of machinery must be guarded. Guards must not be removed except for the purpose of repair and maintenance. All machinery must comply with statutory regulations for guarding and use.
3. The engines of any motorised equipment must be stopped before any inspection or adjustment is carried out. In the case of electrically operated machines the plug lead must be disconnected.
4. Children must not be allowed to play in an area where machinery is in use. Machinery must not be left unattended where children (or others) may interfere with them.
5. Stones and similar objects must be cleared from the path of equipment to prevent such objects being projected from machinery.
6. Fuel tanks must only be filled in the open, with the engine stopped. No risk of naked flames, or smoking is allowed in the vicinity of a fuel tank or storage can. Fuel may only be stored in a safety can of a type approved, and in a store designated by the Fire Officer.
7. The manufacturer's instructions regarding the safe use of chemicals must be adhered to.
8. Appropriate protective clothing such as gloves and overalls, face masks and boots must be used when operating with machinery and chemicals including herbicides and pesticides.
9. Ladders and stepladders must be in good condition and free from defects and securely positioned at all times when in use.
10. Pathways on Council owned premises shall be inspected annually.