

GNOSALL PARISH COUNCIL
(Including the Wards of Moreton and Knightley)

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HEALTH & SAFETY POLICY **for the Grosvenor Site buildings**

Written:	NOVEMBER 2019
Formally adopted by Council:	MARCH 2020
Reviewed:	JANUARY 2023
Next Review:	JANUARY 2027

The Parish Council as the “Manager” of non-domestic premises, recognises and accepts its general duties under The Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1992 to ensure that the premises are safe and that risks are assessed and managed, so far as is reasonably practicable.

COMPETENT PERSON

The Health and Safety Executive (HSE) advises that an employer “*must appoint a competent person or people*” to help the organisation meet its health and safety legal duties.

The competent person or persons should “*have the skills, knowledge and experience to be able to recognise hazards in your business and help you put sensible controls in place to protect workers and others from harm.*” Further, it states that “*the essence of competence is relevance to the workplace*” which means that a competent person in an office-based environment would not be deemed competent in a shopfloor or industry situation.

HSE advises that “*It is not usually essential to have formal qualifications and (competent persons) are not required by law to have formal training though it can help.*”

Gnosall Parish Council is confident that it has people who are competent to assess risks in its environment but should the situation arise where the Chief Officer or Health & Safety committee feel more specialist advice is required, this will be sought.

COMMITTEES

The Grosvenor Centre Committee works closely with the Health & Safety Committee to take reasonably practicable measures in relation to the management of The Grosvenor Centre, to comply with all legislative requirements and codes of practice relating to the duties which the Parish Council has, in order to:

1. Provide healthy and safe working conditions for all employees, users, hirers and contractors;
2. Maintain the Grosvenor Centre and equipment in a safe condition for all users;
3. Provide all necessary support and information to users, hirers and outside contractors.

The two committees will work in the furtherance of these aims by:

- a) ensuring that all Committee Members, Hirers, Contractors and Users of the Hall are aware of the Health and Safety Policy or specific Conditions of Hire/Risk Assessment issues relevant to them;
- b) ensuring that the Health and Safety Policy is implemented to the best of our ability;
- c) ensuring compliance with national Health and Safety guidance;
- d) regularly assessing and reviewing risks and recording such risk assessment inspections;
- e) keeping an 'Incident Book' in which any incidents or actions that have or might have affected the health and safety of any person may be reported and in which any defective or broken equipment may be noted;
- f) taking such action as may be necessary to rectify the problems identified, to correct faults or to arrange repair of equipment to ensure health and safety and noting such action;
- g) co-operating with Hirers, contractors and users of the Hall in pursuance of Health and Safety requirements.

DUTIES

All Councillors, employees, hirers, contractors and users of the Hall are expected to recognise and accept their duties ie:

- a) to follow health and safety instructions and to report dangers;
- b) to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts and omissions;
- c) in the case of the Grosvenor Committee, to co-operate as necessary with the Health & Safety Committee to maintain a safe and healthy environment.

ORGANISATION

General Responsibilities:

- a) All persons have responsibility for ensuring that their actions do not compromise the health and safety of themselves or any other person on the premises.
- b) Anyone who observes a practice or potential hazard, that could compromise the health and safety of any person, has the responsibility to act to remove such danger if that can be done safely and/or to report such incidents in the Incident Book for the attention of the Committee.
- c) Any person noticing potentially hazardous, broken or ineffective equipment has the responsibility to remove such equipment from use immediately and to draw it to the attention of the Chief Officer to Council.

Hirers are responsible for:

Complying with all Conditions of Hire and for ensuring that their organisation/party conducts its activities in line with such conditions, particularly in respect of compliance with all safety requirements and safety notices.

Hirers may have responsibilities above and beyond these with regard to insurance and statutory requirements relating to their particular organisation/activity;

- a) ensuring familiarity with fire safety checks (e.g. keeping fire exits clear) and evacuation procedures;
- b) ensuring that highly flammable substances such as petrol are not brought into or used in any part of the premises;
- c) checking that, if any portable electrical equipment is brought onto the premises, it is safe for use/has been P.A.T. tested.

Contractors are responsible for:

- a) safe working practices in respect of themselves and their employees and for meeting their statutory obligations with regard to Health & Safety legislation and Public Liability Insurance;
- b) having regard to the safety of hall users when working on the premises and/or in respect of anything left/stored on the premises;
- c) advising the Council Support Officer/Chief Officer of any flammable or toxic substances that may be used in the course of work on the premises.

The Parish Council Support Officer has been delegated to manage the following:

First Aid Boxes	Check and replenish stocks at least twice per year. Well stocked and appropriately labelled First Aid Boxes are situated in the main kitchen and in the foyer.
Keep Incident Book	Instigate any actions necessary to remove risks e.g. repairs. Report to committee at each meeting or as soon as necessary. Ensure any changes to the Risk Assessment are instigated.
Reporting Accidents	Minor accidents to be logged. Report to committee at each meeting or as necessary. Ensure any changes to the Risk Assessment are instigated.
Information to Hirers	For each booking check that new hirers have read and agreed to Conditions of Hire, which should be updated as necessary if changes are made to the Health & Safety Policy. Regular hirers will be made aware of significant changes.
Contractor Liaison	Liaise with contractors (including self-employed persons) before work is started. Establish whether there are any risks to hirers from the proposed works and take appropriate action to mitigate them. Issue Hot Works Permits where necessary.
Testing/Safety Certificates	Make arrangements for regular inspections electrical appliances, fire extinguishers, electrical installations, fire alarms. Keep relevant certificates and display copies on notice board as required.
Safety Notices	Produce and display relevant safety notices in appropriate areas, including copies of Fire Evacuation Procedures and Floor Plans.
Inspections	Work with members of the Health & Safety Committee conducting Risk Assessment Inspections to ensure that any highlighted issues are dealt with as soon as possible.

PROCEDURES

All hirers will be expected to read through the whole of the Conditions of Hire and acknowledge acceptance of these conditions. The Conditions of Hire inform all hirers about safety procedures at the Grosvenor Centre which they will be expected to follow (e.g. fire evacuation; use of equipment; reporting of incidents/accidents).

All contractors will be asked to make the Parish Council aware of any risks to the public associated with their proposed works.

The full policy will be reviewed every four years, or more frequently if significant changes become necessary. Minor amendments due to risk assessments will be made throughout the year, appended to the policy document and made known to Committee Members and anyone else on whom they have an impact.

GENERAL GUIDELINES TO BE ADHERED TO

These guidelines are provided to assist employees and councillors in fulfilling their Health & Safety responsibilities.

Premises

- The entrance must be clear of obstacles and hazards at all times that people are entering or leaving the building.
- Wet floors must be dried as thoroughly as possible and a Wet Surface notice put in place while they dry.
- Any floor coverings should lie flat and edges should not be allowed to curl up.
- The heating system should not heat water above 60C, radiators and pipes should not be allowed to become excessively hot and heating controls should be checked and adjusted accordingly.
- Any electrical equipment where there are signs of damage, exposure of components or water penetration etc. must be taken out of service until repaired or replaced.
- Fire extinguishers will be regularly serviced, located appropriately and of the appropriate type
- The Conditions of Hire will make users aware of their responsibilities for the safety of their activity
- All cleaning solutions, flammables etc. must be kept in a locked store
- All equipment should be adequately maintained to ensure that there are no sharp edges, loose screws, splinters etc. and that it is fit for purpose.
- Any freestanding equipment should be sturdy or adequately secured to prevent it from being moved or toppled.
- Care should be exercised when pulling the loaded chair trolley from the stores. When open/closing tables or stacking chairs be mindful of the potential for injury to hands/fingers if due care is not exercised.

Working Practices

It is the responsibility of all councillors, employees and contractors to protect themselves from injury when lifting, carrying, pulling or pushing by:

- Not attempting to lift anything suspected to be beyond their capability.
- Asking for help with large, heavy or awkward items.
- Where possible, lightening the load or separating items so that they are more manageable.
- Asking for assistance to lift heavy objects and using legs rather than back to take any strain.
- Taking care when lifting/positioning items above head height by using suitable steps or ladders, properly securing these or having another person “foot” them, not standing on chairs or tables and asking for help if necessary.
- Wearing suitable protective clothing/eye protection when undertaking tasks that may involve contact with toxic substances or dust/debris etc.

Hygiene

- Hand dryers and/or disposable paper hand towels are provided.
- Plastic gloves should be worn at all times that there might be contact with body fluids e.g. when cleaning toilet areas or for dealing with spilt blood from whatever cause.
- Appropriate cleaning products are available in the kitchens to allow sanitising of work surfaces.

Incident Book

- Hirers are made aware in the Conditions of Hire of their duty to record any dangerous incident or accident in the Incident Book for the attention of the Grosvenor Committee and Health & Safety Committee. The important details to be recorded are:
 - the name of the casualty
 - the date, time and place that the incident/accident occurred
 - the cause of the accident i.e. what happened
 - a brief description of the injury (if any) sustained
 - the first aid (or other) treatment administered and by whom
 - whether or not medical aid had to be sought
 - the name of the person who dealt with the incident.

- Hirers are also advised to notify the Parish Council of any faulty or broken equipment