

BROUGHTON TOWN COUNCIL
HEALTH AND SAFETY POLICY

General Statement of Policy

This document is the Health and Safety Policy of Broughton Town Council.

The policy applies to staff, councillors, volunteers, users and contractors.

It's aim is to:

- a) Provide healthy and safe working conditions, equipment and systems of work.
- b) Keep the Phil Grundy Community & Sports Centre and equipment of the Town Council in a safe condition.
- c) Ensure the Playing Fields, Play Parks, Skate Parks, Cemetery and Churchyards are maintained safely.
- d) Provide such training and information as is necessary.

It is the intention of the Town Council to comply with all health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

The Town Council considers the promotion of health and safety to be of great importance. They recognise that the effective prevention of accidents depends as much on the Council's attitude of mind to safety as on the operation and maintenance of equipment and safe systems of work. To this end, they will seek to encourage everyone to engage in the establishment and observations of safe working practices.

Hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the Council, with all safety requirements set out in the hiring agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent damage to buildings / equipment and injury to themselves or others,

Signed (on behalf of Broughton Town Council)

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Name: **Councillor John Kitwood**
Position: **Mayor of Broughton Town Council**
Date: **27th November 2017**

Organisation of Health and Safety

Broughton Town Council has overall responsibility for health and safety of The Phil Grundy Community Centre, the Scawby Road Playing Fields, the Scawby Road and Wressle Play Parks, the Skate Park, Appleby Lane Cemetery, St. Mary's Closed Churchyard and Church Lane Closed Churchyard, and the War Memorial.

The person delegated by the Town Council to have day-to-day responsibility for the implementation of this policy is:

Name: **Mr G Johnson - Town Clerk**
Telephone Number: **(01652) 659441**

It is the duty of all users, hirers and visitors to take care of themselves and others who may be affected by their activities and to co-operate with the Council in keeping within this health and safety policy.

Should anyone using the facilities come across a fault, damage or other situation which might cause injury and cannot be rectified immediately, they should inform the person above, or the Caretaker, as soon as possible so that the problem can be dealt with. Where equipment is damaged a notice should be placed on it warning that it is not to be used and, where possible, it should be placed in the store cupboard.

The following people have responsibility for specific items:

First Aid Box: **Caretaker**

Reporting of accidents and completion of RIDDOR forms: **Town Clerk**

Fire precautions and checks: **Town Clerk**

Training in use of hazardous substances and equipment: **Town Clerk**

Risk assessment and inspections: **Town Clerk**

Information to contractors: **Town Clerk**

Information to hirers: **Assistant Town Clerk**

Insurance: **Town Clerk**

Arrangements and Procedures

1. Fire Precautions and Checks

A plan showing fire exits, fire equipment and assembly points is attached.

The person responsible for the fire risk assessment is:

Name: **Mr G Johnson - Town Clerk**

Fire brigade contact: **999 (in case of emergency)**

Company hire to maintain and service fire equipment: **Firesolve Limited & John Moore Security Ltd**

Location of service record: **Phil Grundy Community & Sports Centre**

Equipment testing is as follows:

| Item | Test interval | Service date |
|--------------------------|------------------|------------------------|
| Fire alarms | Monthly | 1 st Monday |
| Emergency lighting | Monthly | 1 st Monday |
| Fire exits | Monthly | 1 st Monday |
| Fire fighting appliances | Annually | November |
| PAT testing | Annually | December |
| Electrical installation | Every five years | |
| | | |

2. Procedure in Case of Accidents

The location of the nearest hospital Accident and Emergency / Casualty department is:

Scunthorpe General Hospital
Tel: (01724) 282282

The location and telephone number for the nearest doctor's surgery is:

Riverside Surgery, 27 Brooklands Avenue, Broughton, DN20 0DY
Tel: (01652) 652685

The person responsible for keeping this up to date is the **Town Clerk**.

Any accident or near-miss incident must be reported to a member of the Town Council or staff and recorded in the accident book, which is kept near the First Aid Box in the foyer of the Phil Grundy Community & Sports Centre.

The following major incidents or accidents must be reported on RIDDOR forms: Riddor reporting should be done online at www.hse.gov.uk/riddor/report.htm

- Fracture, other than to fingers, thumbs or toes
- Amputation
- Dislocation of the shoulder, hip, knee or spine
- Loss of sight (temporary or permanent)
- Any penetrating injury to the eye (including chemical)
- Injury from electric shock/burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- Any other injury leading to hypothermia, heat-induced illness or unconsciousness or requiring resuscitation or requiring admittance to hospital for more than 24 hours
- Unconsciousness caused by asphyxia or exposure to harmful substance or biological agent
- Acute illness requiring medical treatment or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through skin
- Acute illness requiring medical attention which may have resulted from a biological agent or its toxins or infected material

Relevant examples of reportable dangerous occurrences include:

- Electrical short circuit or overload causing fire or explosion
- Unintended collapse of a building under construction or alteration, or a wall of floor
- Explosion or fire

3. Safety Rules

All hirers will be expected to read the whole of the hiring agreement and should sign the hiring form as evidence that they agree to the hiring conditions. All new hirers will also be given information / training by the Caretaker / Assistant Clerk about safety procedures at the premises which they will be expected to follow (e.g. fire evacuation procedures, use of trolleys to move equipment, use of equipment) and will be shown the location of the accident book and health and safety file.

Employees, hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the Council. Safety requirements are set out in the hiring agreement and safety notices on the premises.

Risk assessments have been carried out. Any hazards identified through the risk assessment and any procedures to be adopted in order to minimise risk are posted on the notice board.

The following practices **must** be followed in order to minimise risks:

- **Make sure that all emergency exit doors are clear and unlocked as soon as the premises is to be used and throughout the hiring**

- **Do not** operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.
- **Do not** work on steps, ladders or at height until they are properly secured and **another person is present**
- **Do not** leave portable electrical or gas appliances operating while unattended
- **Do not** bring onto the property any portable electrical appliances which have not been Portable Appliance Tested.
- **Do not** attempt to move heavy or bulky items (eg stacked tables or chairs) – move these singly or in small batches
- **Do not** stack more than five chairs
- **Do not** attempt to carry or tip a water boiler when it contains hot water. Leave it to cool.
- **Do not** allow children in the kitchen except under close supervision (e.g. for supervised cookery lessons or, in the case of older children, for supervised serving of food at functions). Avoid over-crowding in the kitchen and **do not** allow running.
- **Wear** suitable protective clothing when handling cleaning or other toxic materials
- **Report** any evidence of damage or faults to equipment or the building's facilities to any member of the Council
- **Report** every accident in the accident book and to the Town Clerk
- **Be aware and seek to avoid** the following risks:
 - creating slipping hazards on stairs, polished or wet floors - mop spills immediately
 - creating tripping hazards such as buggies, umbrellas, mops and other items left in halls and corridors
 - use adequate lighting to avoid tripping in poorly lit areas
 - risk to individuals while in sole occupancy of the building

- risks involved in handling kitchen equipment e.g. cooker, water heater and knives
- creating toppling hazards by piling equipment e.g. in store cupboards

3. Contractors

The Town Council will check with contractors (including self-employed people) before they start work that:

- the contract is clear and understood by both the contractors and the Council
- the contractors are competent to carry out the work e.g. have appropriate qualifications, references, experience
- contractors have adequate public liability insurance cover
- contractors have seen the health and safety file and are aware of any hazards which might arise (e.g. electricity cables or gas pipes)
- contractors do not work alone on ladders at height (if necessary a volunteer should be present)
- contractors have their own health and safety policy for their staff
- the contractor knows which member of the Council is responsible for overseeing that their work is as asked and to a satisfactory standard
- any alterations or additions to the electrical installations or equipment must conform to the current regulations of the Institute of Electrical Engineers

4. Insurance

The company providing the Council's Employer's Liability and Public Liability insurance cover is:

Aon UK Ltd

Any risks excluded or special conditions users should be aware of: **None.**

5. Review of Health and Safety Policy

Those with responsibility for aspects of health and safety will report to the Town Council any accidents, near-miss incidents, faults, misuse by hirers or other matters which could affect the health and safety of users or employees.

The Town Council will review this policy annually.

Approved Date: November 2017
Review Date: November 2018