

**Stapeley & District Parish Council**

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# **Health and Safety Policy**

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**Stapeley Community Hall  
Pear Tree Field, Stapeley, Nantwich  
CW5 7GZ**

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**Clerk to the Parish Council: Carol Jones**

**Tel: 01270 812065 – e-mail: [carol.jones@stapeleyparishcouncil.gov.uk](mailto:carol.jones@stapeleyparishcouncil.gov.uk)**

## Part 1 - General Statement of Policy

This document is the Health and Safety Policy of Stapeley Community Hall, Pear Tree Field, Stapeley, CW5 7GZ.

- a) Provide healthy and safe working conditions, equipment and systems of work for our employees, volunteers, Councillors, contractors and hirers
- b) Keep the community hall and equipment in a safe condition for all users
- c) Provide such training and information as is necessary to staff, volunteers and users.

It is the intention of the Parish 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 Parish Council considers the promotion of the health and safety of its employees at work and those who use its premises, including contractors who may work there, to be of great importance. The Council recognises that the effective prevention of accidents depends as much on a committed attitude of mind to safety as on the operation and maintenance of equipment and safe systems of work. To this end, it will seek to encourage employees, Members of the Council and users to engage in the establishment and observance of safe working practices.

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, 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 injury to themselves or others.

Signed: (On behalf of the Parish Council)

Name: Sandy Gwinn-Freemantle (Chairman of Stapeley & District Parish Council)

Date: \_\_\_\_\_

## Part 2: Organisation of Health and Safety

The Parish Council (hereafter referred to as the 'Council') has overall responsibility for health and safety at Stapeley Community Hall.

The person(s) delegated by the Council to have day to day responsibility for the implementation of this policy is:

Name: Carol M Jones

Telephone No: 01270 812065

It is the duty of all employees, 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 the premises safe and healthy, including the grounds which comprise the car park only.

Should anyone using the hall 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 Clerk to the Parish Council, 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 it should be placed in the office.

The following persons have responsibility for specific items:

First aid box	Carol Jones (Clerk to the Parish Council)
Reporting of accidents	Individuals who are the victims of accidents complete the Accident Book. Where accidents fall under the RIDDOR Regulations, Carol Jones is responsible.
Fire precautions and checks	Carol Jones
Training in use of hazardous substances and equipment	Not required as this time as the Hall is cleaned by a contractor who is appropriately trained
Risk assessment and inspections	<u>Carol Jones</u>
Information to contractors	<u>Carol Jones</u>
Information to hirers	<u>Carol Jones</u>
Insurance	<u>Carol Jones</u>

A plan of the hall is attached (no plan available) showing the location of electricity cables, gas pipes, fire exits, fire extinguishers, fuse box, stop cock, boiler, stairs, loft access and ... (add any other features which may have a bearing on safety).

### Part 3: Arrangements and Procedures

#### 3.1 Licence

The community hall does not have a premises licence authorising the following regulated entertainment and licensable activities. It is therefore the responsibility of the user (as set out in the hiring terms and conditions) to make their own arrangements for any permissions which might be required.

1	Performance of plays	8	Entertainments similar to those set out in 1-7
2	Exhibition of films	9	Making music
3	Indoor sporting events	10	Dancing
4	Boxing or wrestling entertainment	11	Entertainment similar to 8-9
5	Performance of live music	12	Provision of hot food/drink after 11.00pm (n/a)
6	Playing of recorded music	13	Sale of alcohol
7	Performance of dance		

#### 3.2 Fire Precautions and Checks

Insert here a copy of the risk assessment including the evacuation procedure, the location of the nearest telephone and a map showing the fire exits, fire-fighting equipment, assembly point(s). **(No map)**

Person on the Parish Council with responsibility for testing for the fire risk assessment:?

Local Fire Brigade contact name: \_\_\_\_\_

Fire Brigade contact tel: Nantwich (Beam Street) staffed by on-call  
Firefighters only: Tel: 01270 625613  
Cheshire Fire & Rescue Service HQ, Winsford  
01606 868700

Company hired to maintain and service fire safety equipment:

**None appointed.**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: No. \_\_\_\_\_

Location of service record: \_\_\_\_\_

List of Equipment and its location. **(Need a comprehensive list and testing frequency)**

Emergency lighting                      Monthly by caretaker / Annually by Electrician

Fire exits - main hall                      weekly by caretaker

Fire-fighting appliances                      annually by appointed engineer

All results for tests should be documented with dates and by whom. This should be added to the H&S file.

#### Procedure in case of accidents

The location of the nearest hospital Accident and Emergency/Casualty department is Leighton Hospital, Middlewich Road, (A530), Crewe Tel: 01270 255141.

The location and telephone no. for the nearest doctor's surgery is:

Nantwich Health Centre, Beam Street, Nantwich, CW5 5NX  
Tel: 01270 610181

The First Aid Box is located the kitchen

The person responsible for keeping this up to date is Carol Jones

The accident book/forms are kept with this file. This must be completed whenever an accident occurs.

Any accident must be reported to Carol Jones

The person responsible for completing RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013), forms and reporting accidents is Carol Jones

The following major injuries or incidents must be reported on RIDDOR forms:

- 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
- Collapse or partial collapse of a scaffold over 5m high
- Unintended collapse of a building under construction or alteration, or of a wall or floor
- Explosion or fire.

## 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 Clerk to the Parish Council about safety procedures at the hall 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.

Explain whether you have carried out risk assessments, including those for hazardous substances and fire. List any hazards identified through the risk assessment and any procedures to be adopted in order to minimise risk. These could be printed as a separate sheet on coloured paper which is handed to hirers with the hiring agreement, so as to draw attention to them. For example: "It is the intention of the Parish 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."

Employees, hirers and visitors are expected to recognise that there is a duty on them to comply with the practices set out by the Parish 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 injury to themselves or others.

Risk Assessments for the following have been carried out:

- Fire Risk Assessment 13 March 2013
- Legionella Risk Assessment

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

### Fire Safety

- Make sure that all emergency exit doors are clear and unlocked as soon as the hall 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) - use the trolleys provided
- **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

### Legionella

A legionella risk assessment was carried out on the building [date]. The caretaker will carry out temperature measurement of the hot water at the sentinel outlets every month. Should any fail to reach 50°C when the tap is run for a period then this should be reported to Carol Jones for immediate rectification. In addition, the hot water temperature at the cylinder should be checked every 6 months to ensure that this is at least 60°C. Again any failure should be reported to Carol Jones.

All measurements must be documented and dated and added to the H&S file.

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- Report every accident in the accident book.
  - Be aware and seek to avoid the following risks:
    - Creating slipping hazards on 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, eg cooker, water heater and knives
    - Creating toppling hazards by piling equipment, eg in plant room

### Contractors

The Clerk to the Council will check with contractors (including self-employed persons) before they start work that:

- The contract is clear and understood by both the contractor and the Council
- The contractors are competent to carry out the work, eg 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 (eg electricity cables or gas pipes).
- Contractors have their own health and safety policy for their staff.
- The contractor is made aware that the Clerk to the Parish Council is responsible for overseeing that their work is according to the contract and is of 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.

## Insurance

Aviva Insurance provides the employer's liability and public liability insurance cover.

Address: (via Came & Company, broker) Pitheavlis, Perth, Scotland, PH2 0NH

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Date of Renewal                      Annually, 1st June

## Review of Health and Safety Policy

The Council shall review this policy annually.

The next review is due in January 2016.

The Clerk, who has overall responsibility for aspects of health and safety will report to the Council regularly, including any accidents, faults, misuse by hirers or other matters which could affect the health and safety of users or employees.

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