

# WELTON-BY-LINCOLN PARISH COUNCIL

## HEALTH and SAFETY POLICY – COUNCIL FACILITIES

### PURPOSE

This Health and Safety Policy has been written in compliance with the Health and Safety at Work etc Act 1974 to provide a clear statement of intent with respect to health and safety.

### POLICY STATEMENT

The aim of this Policy is to provide and maintain a healthy and safe working environment and to ensure the following:

- A safe work place is provided
- Arrangements are in place to ensure the safety of all personnel
- Safe working practices are identified and implemented
- Hazards and security are assessed and addressed
- The roles and responsibilities of employees, contractors, users and visitors are clear
- Personal responsibility for safety is identified

Health and safety will be regularly reviewed and actions taken to improve safety procedures and systems as appropriate.

### SCOPE

This Policy extends to all of the Parish Council facilities namely:

The Parish Office

Manor Park Sports Club - Recreation Grounds/Playing Fields/Play Area/Skate Park

Welton Library

Ryland Road Playing Fields and Play Area

Public Open Spaces

### RESPONSIBILITIES

The Parish Council has responsibilities in relation to health, safety and security. In addition leaders of groups and organisations using the facilities have responsibility to comply with this Policy and associated health and safety procedures and guidelines.

Individuals will be made aware of their roles and responsibilities, with the aim of ensuring that there is a commitment to maintaining a positive approach to health and safety.

#### **The Parish Council**

The Parish Council is responsible for ensuring that health and safety issues are routinely addressed. In addition it is responsible for authorising the Health and Safety Policy and ensuring that the Policy is regularly reviewed and formally revised as appropriate. The Council has overall responsibility for monitoring the application of the Health and Safety Policy and for the control of procedures and guidelines.

The Parish Council has responsibility for ensuring that the requirements of the Health and Safety Policy are addressed with respect to repair and maintenance activities undertaken by contractors, employees and volunteers alike.

## **Council Officers**

The Clerk has overall responsibility for ensuring the implementation of the Health and Safety Policy.

## **Employees**

Employees are required to familiarise themselves with the Health and Safety Policy, procedures and guidelines. Additionally they must take reasonable care for the health and safety of themselves and others that may be affected by their actions.

## **Contractors**

Contractors must be given information on and be required to comply with the Health and Safety Policy, procedures and guidelines as appropriate. Contractors must ensure that their activities comply with current Health and Safety Legislation and take reasonable care for the health and safety of themselves and others that may be affected by their actions.

## **Facility Users**

### **Leaders of Organisations using the facilities**

Must be given information on and be required to comply with the Parish Council's Health and Safety Policy, procedures and guidelines as appropriate. They must ensure that they take reasonable care for the health and safety of themselves, members of their organisation and others that may be affected by their actions or the activities of their organisation.

### **Hirers of Facilities**

When hiring the facility, Hirers must be given information on and be required to comply with the Health and Safety Policy and procedures. Hirers must ensure that they take reasonable care for the health and safety of themselves, facility users and others that may be affected by their actions or the activities associated with the period of hire.

### **General Facility Users and Visitors**

Users and Visitors are required to take reasonable care for the health and safety of themselves and others that may be affected by their actions.

### **Control and Location of Health and Safety Documentation**

This Health and Safety Policy document will be reviewed at twelve monthly intervals and revised as necessary. All revisions will require the approval of the Parish Council and will be signed by the Chairman before formal re-issue.

Supporting safety procedures and guidelines will be issued as appropriate.

The Health and Safety Policy together with procedures and guidelines are kept by the Clerk. Upon request they can be viewed during normal office hours.

Copies of the Health and Safety Policy and other safety documentation will be issued to named users only. A register will be maintained to ensure all copies issued are formally updated as appropriate.

## **SITE EMERGENCY PROCEDURES**

### **Fire**

#### **In the event of discovering a fire:**

- Immediately raise the alarm by shouting **"FIRE"** ensuring that all users hear the alarm
- Ensure that the area is evacuated by the nearest safe exit route
- Contact the fire brigade by telephoning 999
- Only tackle the fire if it is safe to do so, using the appropriate fire extinguishers provided
- Ensure you maintain a safe exit route and leave the building without delay

#### **In the event of hearing a fire alarm:**

- Where possible switch off electrical equipment
- Do not delay to collect personal items
- On leaving, close doors and windows, but only if safe to do so
- Escort persons in your charge out of the building by the most appropriate safe exit route
- Report to the assembly point allocated
- Keep the drive and car park free for emergency vehicles
- Group Leaders and/or Hirers are to carry out a role call of their groups
- Report if any of your group is missing to an appropriate person in charge
- Do not re-enter the building until the all clear is given and it is safe to do so

#### **Other Site Emergencies (gas escape, flood, etc)**

In the event of other site emergencies, follow the direction given by the group leader or person in charge

Switch off electrical equipment if safe to do so

Collect personal items only if safe to do so

Evacuate the building in an orderly fashion by the nearest exit route

Report to the allotted assembly point or main car park

Keep the drive and car park free of obstruction for emergency vehicles

Group leaders and/or Hirers are to carry out a role call of their groups

Report if any of your group is missing to the Group Leader or an appropriate person in charge

Do not re-enter the building until the all clear is given and it is safe to do so

## **FIRST AID AND ACCIDENT PROCEDURES**

### **In the Event of requiring First Aid**

- First aid boxes are kept in the Pavilion kitchen at Manor Park and in the Clerk's office at the Parish Offices
- If you require first aid and are unable to carry this out yourself, contact your group Leader or an appropriate person in charge
- When using first aid equipment ensure you take appropriate precautions
- If using first aid equipment, details must be recorded in the accident book, which are located with the first aid boxes
- In the event of a serious injury requiring more than first aid telephone 999 and ask for the ambulance service
- The nearest public telephones are located in the kitchen of the Pavilion at Manor Park, opposite the Parish Office on the Village Green and at the junction of Ryland Road/Dunholme Road/Eastfield Lane.

### **Actions Post Incident**

- In the event of a serious injury the Clerk or other appropriate officer must be informed
- Personnel are required to assist Officers in investigating any serious incident

### **In the Event of an Accident**

- In the event of injury see the procedure for First Aid as appropriate
- Ensure that any hazards that have caused the accident are removed to a safe location.
- If necessary to warn others of a hazard
- In the event that a hazard cannot be made safe, ensure that personnel are restricted from the area of the hazard
- All accidents must be recorded in the appropriate accident book

### **Actions Post Accident**

- In the event of a serious accident the Clerk or other appropriate officer must be informed
- Personnel are required to assist an Officer in investigating any serious incident
- Appropriate measures will be taken to ensure that wherever possible hazards are removed to minimise the likelihood of similar accidents

## **SECURITY PROCEDURE**

### **General**

Security of the facilities will be managed by the Parish Council.  
The doors will normally be locked when facilities are not in use.

### **Personal Security**

- Take care to ensure the security of children under your control Ensure you are familiar with emergency procedures
- Be aware of emergency exit routes
- Ensure you are familiar with the location of fire extinguishers
- If using the facilities when others may not be around, ensure that someone is aware where you will be and what time you intend to return
- If using the Pavilion at Manor Park when others are not around, ensure the door is locked after you

### **Security of Belongings**

- Ensure you take care of your personal belongings
- Do not leave objects where they may cause a tripping or other hazard to others

### **Security of Vehicles**

- Ensure that vehicles parked in the car park at Manor Park are parked in designated areas only
- Do not block driveways or access to playing fields in case entry is required for emergency vehicles
- Do not block the entrance to the Pavilion at Manor Park
- Lock vehicles and do not leave valuables in unattended vehicles
- Anyone with agreement to use the car park must ensure that employees/or other personnel use the car park in accordance with the agreement

## **GENERAL SAFETY PROCEDURE**

### **General**

- Ensure that you take reasonable care for the health and safety of yourself and others that may be affected by your actions
- Ensure you are familiar with emergency procedures
- Be aware of emergency exit routes and ensure that routes are kept clear
- Ensure you are familiar with the location of fire extinguishers
- Ensure you are aware of First Aid and Accident Procedures
- Be aware of the location of the first aid boxes – in the kitchen of the Pavilion at Manor Park, the Parish Office and the Library

### **Use of Equipment**

- Be sensibly dressed for the particular task being carried out
- Use correct lifting procedures, particularly when lifting heavy objects
- If moving heavy or awkward objects ensure sufficient people are available to assist to ensure safety
- Ensure that you are familiar with the safe use of equipment before using
- Check all electrical equipment before use; do not use if there are signs of damage
- When using electrical equipment, switch off at the mains if signs of overheating or the equipment is noisy when running
- If any equipment is defective, attach a 'do not use notice' and report to the Clerk

### **Risk Assessments**

Written risk assessments must be produced for all activities where there may be significant risks to health and safety.

Examples of activities where risk assessments will be required are:

- Working at heights
- Using substances that may be hazardous to health
- Certain repair and maintenance activities
- Certain leisure activities

### **Proposed Guideline Documents**

- Undertaking risk assessments
- Routine Inspection/repair
- Electrical equipment - annual inspection (PAT testing)
- Gas Safety check - annual inspection
- First Aid - precautions and use of equipment
- Fire Extinguisher checks - annual inspection
- Using contractors
- Use of kitchens
- Cleaning
- Storage of equipment and materials
- Use of equipment
- Health & Safety guidelines