



**GREAT
SANKEY**
PARISH
COUNCIL

Health and Safety Organisation & Arrangements

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Parish Office
Whittle Hall Community Centre
Lonsdale Close
Great Sankey
Warrington
WA5 3UA

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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 to provide such information, instruction, training and supervision as they need for this purpose. It is also to provide safe conditions for members of the public coming on to Council property and hiring the community centres.
- 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 Employment Committee of the Council, and changes ratified by Council. Although risk assessment is a continuing process, it shall also form part of the Council's annual review.

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 the Parish Council of Great Sankey. The Clerk is responsible for this policy being carried out at all the Council's premises and the Deputy Clerk and Centre Maintenance Officer will be responsible as his/her deputies in this matter.

- 2.2** The following supervisors are responsible for safety in particular areas:

<u>Supervisor</u>	<u>Area</u>
CMO	All properties
Caretakers	Community Centres they are rostered to
Park Cleaner (weekends)	Tim Parry Recreation Ground & play area

- 2.3** All employees and centre users have the responsibility to co-operate with supervisors and managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
- 2.4** Whenever an employee, supervisor or manager notices a health or safety problem which they are not able to put right, they must tell the appropriate person named above who must report it to the Clerk and note it in the record book. The record book must also be used to record "near misses".
- 2.5** Consultation between management and employees is provided by immediate day to day discussion with the Clerk.
- 2.6** There is an Accident Record Book kept in each of the Community Centres – see Annex 9 for addresses.

*See note on page 4

3. FIRST AID

3.1 First Aid boxes are located as follows:

Box 1:	The front office at Whittle Hall Community centre.
Box 2:	The Office at Tim Parry Community Centre
Box 3:	The Kitchen at Hood Manor Community Centre
Box 4:	The Office at Hood Lane Community Centre
Box 5:	The Kitchen at Bewsey Barn Community Centre

3.2 Appointed persons responsible for boxes are:

Box 1:	The Parish Clerk
Box 2:	The Tim Parry Community Centre Caretaker
Box 3:	The Hood Manor Community Centre Caretaker
Box 4:	The Hood Lane Community Centre Caretaker
Box 5:	The Bewsey Barn Community Centre Caretaker

3.3 First Aid boxes shall be inspected regularly, and the contents inventoried by the Clerk, Centre Maintenance Officer or designated Caretaker. The Clerk shall be informed of missing or out-of-date items and the contents replaced as necessary.

4. FIRE SAFETY

4.1 Fire extinguishers shall be visually inspected monthly in all Community Centres by the Centre Maintenance Officer. Fire extinguishers shall be checked and maintained annually (currently by Firecheck North West Ltd).

4.2 The fire alarm at the Community Centres shall be tested monthly by the Centre Maintenance Officer. Regular Centres users shall be encouraged to carry out an annual Fire Drill at the Community Centre they use. Fire alarm systems shall be checked and maintained annually (currently by Firecheck North West Ltd, 9 Avon Road, Culcheth, WA3 5DT). Periodic electrical certificates shall be obtained on all Council occupied premises (currently on a 5-year check basis). Portable appliance testing shall be carried out annually at all centres.

4.3 The appropriate records shall be kept of the results of all inspections and tests.

4.4 Fire exits shall be kept free from obstructions.

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

5. TRAINING

5.1 The Parish Clerk has overall responsibility for training. Upon induction Caretakers will receive training in the safe use and storage of the cleaning chemicals they are required to use.

6. GENERAL ADVICE

- 6.1 General advice and code of conduct for all employees is attached as Annex 1. This will be issued to each member of staff on recruitment and re-issued as any changes are made.

7. SPECIFIC POLICIES

- 7.1 Policies for particular premises and activities are attached as Annexes as follows:

Annex 2	Offices
Annex 3	Caretaking and Cleaning
Annex 4	Colour Coding for Cleaning
Annex 5	Lifting and Handling
Annex 6	Grounds Maintenance
Annex 7	Hall Users

8. EMPLOYMENT OF CONTRACTORS

- 8.1 The notes to be given to contractors are attached at Annex 8.

9. REPORTING AND RECORDING ACCIDENTS

- 9.1 Accidents shall be reported to the Caretakers who will record them in the Accidents Record Book at each centre, and then inform the Clerk of any accidents.
- 9.2 Accidents relating to RIDDOR will be reported to the HSE.

10. SMOKING

- 10.1 It is illegal to smoke in any of the Council buildings. E-cigarettes are also not allowed in consideration of all customers.

NOTE

Electricity at Work Regulations 1989
 The Management of Health & Safety at Work Regulations 1992
 Manual Handling Operations Regulations 1992
 The Personal Protective Equipment at Work Regulations 1992
 The Health & Safety (Display Screen Equipment) Regulations 1992
 The Provision and Use of Work Equipment Regulations 1992
 The Workplace (Health, Safety & Welfare) Regulations 1992
 The Control of Substances Hazardous to Health (COSHH) Regulations 1994
 The Fire Precautions (Workplace) Regulations 1997
 The Health & Safety (Young Persons) Regulations 1997
 Smokefree Regulations 2006 and 2007

ALL EMPLOYEES**Annex 1****GENERAL SAFETY ADVICE****1. Tidiness**

- Keep floors, passages etc. clear of stores, packages and litter.
- Put wastepaper in the bin.
- Do not throw broken glass, razor blades or other dangerous items loose in the waste bin. Dispose of these with care and ask for advice from the Centre Maintenance Officer if in doubt. A sharps bin is provided in case any needles are found on the premises

2. Falls and collisions

- Walk, do not run. Look where you are going.
- Use care with opening doors outward.
- Take care on stairs and use the handrail.
- Mop up spills of liquid, do not leave it to someone else.
- Do not climb on chairs, desks, windowsills to reach shelves or to open windows. Use a step ladder and window poles etc.

3. Fire precautions

- Ensure that you know the lay-out of the fire exits and emergency routes.
- Report or remove where possible any obstruction of fire exits, convectors etc.
- Do not stand close to an electric fire, if use permitted, nor stand them near to anything that will burn.

READ AND UNDERSTAND FIRE PRECAUTION NOTICES

POLICIES

Employees should ensure they have read and understood all policies applicable to them. These include but are not exclusive to,

- Employee Code of Conduct
- Lone Worker
- Safeguarding
- Social Media & Email

OFFICES**Annex 2****1. HEATING, LIGHTING AND VENTILATION**

- a) Temperature must reach a minimum of 60.8 degrees F/16 degrees C after the first hour of working time and be maintained between 60.8 degrees F and 68 degrees F throughout the working day (between 16- and 20-degrees C)
- b) Free standing heaters must not be used unless specifically authorised. When these are so authorised, they must comply fully with Fire Regulations and the area around them must be kept clear of any paper or other flammable materials and be sited away from desks and chairs.
- c) Office lighting. Desks should be placed to gain the maximum amount of light. Free-standing desk lights should be avoided or placed so as to minimise the danger of trailing electrical leads.

2. ELECTRICAL EQUIPMENT

- a) All electrical equipment shall be inspected in accordance with the 1989 Regulations.
- 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. 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) Only electrical equipment provided by the Council should be used and electric points must not be overloaded by means of multi-adaptors. All mains should be switched off when not in use, and plug tops removed from sockets overnight and at weekends.
- e) Leads from points for various desk 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.
- f) Defective equipment must never be used. Staff should not attempt to effect repairs to electrical equipment but should inform the office of any faults.

3. FURNITURE, FITTINGS AND EQUIPMENT

- a) All heavy equipment and storage units should preferably be placed against the wall across several floor joists.
- b) Heavy equipment and furniture must not be moved by individuals.
- c) Office equipment whether manually or electrically operated, must not be used by unauthorised, untrained personnel.

- d) 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.
- e) 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.

4. FIRE PRECAUTIONS

- a) All staff must be fully conversant with the "Fire Alert" system displayed in the building.
- b) Exit corridors, landings and staircases must be kept clear at all times.
- c) Flammable materials must not be stored, even for a temporary period, in the offices or corridors, unless the storage is in a fire-resistant structure such as a metal cupboard or bin, clearly marked "Flammable Materials".

- Remember to report any broken or damaged fixtures and equipment to the Clerk or the Centre Maintenance Officer right away. This includes floor coverings and surfaces, indoors and outside.
- If you see customer's equipment stored in an unsafe manner let the Clerk know.
- Make sure rubbish is removed from centres daily and put in bins outside.
- If users have been using cookers or water boilers make sure they are turned off safely (including grill) before you leave the centre.
- If you need to use a piece of equipment or a tool for a job make sure it is the correct one (e.g. follow colour coding rules) and that it is safe and in good working order before use (e.g. no loose brush heads).

3. Accidents

- If you have an accident involving chemicals follow the instructions on the label or the relevant safety sheet (which should be kept in the cleaning room/cupboard). If you need to go to the doctor or hospital take the relevant safety sheet with you.
- If you, or anyone else, has an accident in the centre complete a form in the accident book and let the Clerk know. The Accident book should be kept with the First Aid box in the office or kitchen. Let the Clerk know about any "near misses" too, so future accidents can be prevented.
- If you use an item from the First Aid Box let the Clerk know so it can be replaced.

CLEANING GUIDELINES

1. Handling Chemicals

- Use your rubber gloves when using cleaning products and always follow the instructions on the packaging. Remember to let the Clerk know when you need new rubber gloves.
- Keep cleaning products locked up safely in the cupboard provided when not in use. Store them safely so they cannot fall on you or others.
- Use pump dispensers on large bottles of cleaning products to reduce the risk of spillage or splashing – ask the Clerk if you need more of them.
- Never mix cleaning products together as this can cause hazardous by-products.
- Take care to avoid ingesting, inhaling or getting chemical substances on your skin. Spillage must be cleaned up immediately while observing all precautions.

2. Centres

Different cleaning equipment should be used for different areas to avoid cross-contamination. A strict system of colour coding should be maintained & is listed in Annex 4.

Let the office or CMO know if you need more cleaning equipment, preferably before you run out, or if a particular product isn't working as it should.

The procedures listed below are guidelines, not strict instructions – there needs to be flexibility to allow for bookings and for different centres. Common sense should also be used to assess whether a job needs doing at a particular time or whether it can be left for another day.

	Daily	Weekly	School Holidays (deep clean)
Toilets	Check toilet paper Clean toilet bowl, seat, lid Clean sinks	Cubicle doors – obvious marks Hand dryers Mirrors Floor	cubicles, walls, base of toilets
Kitchen	Worktops Sinks	Check appliances, spot clean if necessary Mop floor	Appliances Cupboards Walls
Halls & corridors	Sweep or Hoover Spot clean/ mop if necessary	Mop fully Dust	Polish
Bins	Empty if necessary	Empty all into outside bin	

3. Holiday/Sickness Cover or working in a different centre

The cleaning routine for caretakers covering another centre will be put on their rota for the week.

COLOUR CODING**Annex 4**

Using different colour cleaning equipment for different areas is important for avoiding cross contamination.

You would not like to think that your dining table had been wiped with a cloth that had just been used for wiping a toilet.

A strict system of colour coding should be maintained:

There is no legislation controlling colour coding but a common system, and one which is now adopted by Great Sankey Parish Council, is as follows:

**RED****High Risk Areas, such as Toilets****BLUE****General cleaning of Low Risk Areas, such as offices, corridors, halls****GREEN****Kitchens and catering areas****YELLOW****Washroom areas, sinks, baths, showers**

**IT IS VITALLY IMPORTANT THAT ALL STAFF ADHERE TO THIS
COLOUR CODING SYSTEM**

LIFTING AND HANDLING**Annex 5**

1. The 1992 Regulations apply to lifting, pushing, pulling, carrying and moving by hand or by bodily force. More work injuries are caused through "handling goods" than any other single action.

Manual lifting is included in this and an incorrect technique can cause:

Hernia (or rupture), torn back muscles, "slipped disc", cuts, bruises, crush injuries to fingers, hands and forearms, crush injuries to toes, cuts and bruises to the legs and feet.

2. The following basic rules are produced to help reduce these accidents:

Never attempt to lift anything beyond your capacity. If in doubt get a second person or others to help.

If mechanical aids are provided, use them.

If an object is to be lifted manually:

- a) Bend the knees and crouch to the object.
- b) Get a firm grip using the whole hand and not the fingertips.
- c) Keep the back straight.
- d) Tuck the chin in.
- e) Position the feet so that one is behind the other alongside the object, pointing in the direction of movement after lifting.
- f) Push off with the rear foot. Straighten the legs and raising the object, move off in required direction in one smooth movement.
- g) Avoid pinching fingers when releasing object.
- h) When lifting is done by two or more persons one should be appointed leader to ensure movements are co-ordinated.
- i) Protect your toes with safety footwear.
- j) Wear protective gloves when handling objects with sharp or jagged edges.

GROUNDS MAINTENANCE**Annex 6**

1. Only authorised contractors, who have received training and instruction in the operation of machinery and equipment may do so. Compliance with the following rules is the responsibility of the contractor
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.
7. Fuel should only be stored in a safety can of a type approved and must not be stored on Council premises.
8. The manufacturer's instructions regarding the safe use of chemicals must be adhered to.
9. 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.
10. Ladders and stepladders must be in good condition and free from defects, and securely positioned when in use.

GENERAL SAFETY PROCEDURE FOR PEOPLE/GROUPS RESPONSIBLE FOR HIRING THE COMMUNITY CENTRE

1. General – before the start of your booking

- Make sure that you have done a thorough Risk Assessment for any activities you plan to do; that the centre is suitable for your needs and that you have taken all reasonable actions to reduce or remove identified risks
- Make sure you have adequate insurance for the activities you are running.
- Ensure you are familiar with the 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 and fire alarms/bells.
- Ensure you are aware of the First Aid and Accident Procedures.
- Be aware of the location of the first aid box and the emergency telephone.
- There must be no barbecues on site during functions, nor any cooking out of doors.
- Smoking and e-cigarettes are not allowed anywhere on the premises
- Regular users should organise regular fire drills, in liaison with the Maintenance Officer

2. General – during your booking

- Ensure that you take reasonable care for the health and safety of yourself and others that may be affected by your actions.
- Ensure that no-one leaves objects where they may cause a trip or other hazards to others.
- Mop up anything spilled on the floor immediately
- Do not allow more people to attend than stated in the hiring agreement, nor more vehicles
- Ensure that people using the centre car park do so safely and courteously. Do not allow them to block access to the centre at any time, nor to surrounding properties.
- 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 of overheating or the equipment is noisy when running.
- If you are preparing, serving or selling food observe all relevant food health and hygiene legislation and regulations. Leave kitchen appliances clean and turned off.

3. Between bookings

- * If you are allowed to leave any equipment at the centre between bookings, ensure it is stored safely and securely.
- * Do not leave any equipment unless you have permission from the Clerk
- * Do not store heavy objects on top of cupboards or other equipment
- * Use only the storage area designated for your use
- * Leave safe access routes in storage areas as directed, do not store rubbish, boxes or flammable materials in boiler rooms.

4. Risk Assessments

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

EMERGENCY PROCEDURES

1. Fire

In the event of discovering a fire:

- * Immediately raise the alarm by operating the fire alarm or ringing fire bell
- * Ensure that the area is evacuated by the nearest safe exit route.
- * The caretaker or group organiser should contact the fire brigade to report the fire by telephoning 999 – Fire Notices give instructions for doing this
- * Tackle the fire if it is safe to do so, using the equipment provided, but **do not take personal risks**
- * 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 by collecting 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
- Keep the drive and car park clear for emergency vehicles
- Group Organisers or Hall Hirers are to carry out a roll call of their groups
- Report if any of your group is missing to the person in charge or the Emergency Services
- Do not re-enter the building until the all clear is given

2. Other Site Emergencies (gas escape, flood, etc)

- In the event of other site emergencies, follow the directions given by the Group organiser or the Caretaker
- 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 safe exit route
- Report to the assembly point
- Keep the drive and car park clear for emergency vehicles
- Group Organisers or Hall Hirers are to carry out a roll call of their groups
- Report if any of your group is missing to the person in charge or the Emergency Services
- Do not re-enter the building until the all clear is given

FIRST AID AND ACCIDENT PROCEDURES

1. 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, **without taking any personal risks**.
- If necessary, warn others of any hazards that cannot be removed, or restrict access to the hazardous area
- All accidents must be recorded in the accident book, which is kept in the kitchen or office, adjacent to the first aid box.

2. In the Event of requiring First Aid

- A first aid box is kept in the kitchen or office.
- If you require first aid, contact your group Organiser
- When using first aid equipment ensure you take appropriate precautions.
- If using first aid equipment, details must be recorded in the accident book, which is located in the kitchen or office – ask the Caretaker for this
- In the event of a serious injury requiring more than first aid phone 999 and ask for the ambulance service.

Actions Post Accident or Injury

In the event of a serious accident or injury or a “near miss” the Parish Clerk must be informed.

NOTICE TO CONTRACTORS**Annex 8**

For Great Sankey Parish Council to comply with Health and Safety Legislation, all outside contractors employed to do work on Council Premises are to be made aware of the expected requirements related to health and safety. A contractor accepting a contract from the Council shall be deemed to have agreed to comply with the following requirements:

1. As a Contractor you will ensure that you have carried out appropriate Risk Assessments for the work being done and that you have taken all reasonable actions to remove, reduce or manage identified risks
2. As a contractor, you will supply and ensure that your employees wear and use protective equipment, or anything provided in the interest of health, safety or welfare of any of the relevant statutory provisions.
3. You and your employees will ensure that all equipment, plant machinery and apparatus brought onto or used on the Council premises is safe and without risk to health and is maintained to a standard that will not constitute an offence under the Act or any of the relevant statutory provisions.
4. You and your employees will conform, in all respects, to your legal duties and responsibilities as laid down by the Health and Safety at Work Act 1974, and relevant statutory provisions.
5. The Council will retain the right to stop any operation, plant or equipment, or the action of any of your employees if it is considered that there is a hazard to the safety and health of employees or others. The Council will not accept any responsibility for any increased costs arising out of such action.
6. In the event of the Council taking this action, your site representative will be notified verbally and will have confirmation in writing by the Council's representative to order such a stoppage.
7. The Council will be indemnified by you or your insurers in respect of any claims, costs or expenses arising out of any incidents on Council premises involving you or your employees.
8. The Council may notify an inspector, appointed under the Authority of the Act, of any breach of the Regulations.

ADDRESSES OF COMMUNITY CENTRES**Annex 9****WHITTLE HALL COMMUNITY CENTRE**

Lonsdale Close
Great Sankey
Warrington
WA5 3UA
Tel.no.01925 712279
Fax no.01925 712279

The Parish office is located in Whittle Hall Community Centre and is open from 9.30am to 1.30pm every weekday. An answer phone operates outside these hours. Enquiries about booking any of the centres, or other Parish business, should be directed to the office.

BEWSEY BARN COMMUNITY CENTRE

Old Hall Road
off Cromwell Avenue
Old Hall
Warrington
Cheshire
WA5 9PA

HOOD MANOR COMMUNITY CENTRE

Raikes Close
Off Dorchester Road
Great Sankey
Warrington
Cheshire
WA5 1UH

TIM PARRY COMMUNITY CENTRE

Wroxham Road
Great Sankey
Warrington
Cheshire
WA5 3NR

HOOD LANE COMMUNITY CENTRE

Hood Lane North
Great Sankey
Warrington
WA5 1ET