



## ASH-CUM-RIDLEY PARISH COUNCIL: HEALTH AND SAFETY POLICY

### 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 visitors, and to provide such information, instruction, training and supervision as they need for this purpose.
- 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 Parish Council. Although risk assessment is a continuing process, it shall form part of the Committee'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 Act and Regulations made under the Act and the Occupiers Liability Act is that of the Parish Council of Ash-cum-Ridley. The Clerk is responsible for this policy being carried out at all the Council's premises and the Deputy Clerk/Finance Officer will be responsible as his/her deputy.

2.2 The following are responsible for safety in particular areas:

<b>Title</b>	<b>Area</b>	<b>Any Special Responsibility</b>
Gym Instructor	Gym	Inductions of all users of the gym
Duty Receptionist	Ash Green Sports Centre	Complete Health & Safety Check list at the beginning of each shift
Parish Clerk	Parish Office Ash Burial Ground Hodsoll Street Play Area	Inspections contracted out Inspections contracted out

2.3 All employees have the responsibility to co-operate with managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

2.4 Whenever an employee or manager notices a health or safety problem which they are not able to put right, they must tell the appropriate person named above.

2.5 Consultation between management and employees is provided by immediate day to day discussion with the Parish Clerk.

2.6 The Accident Record Book is kept at Ash Green Sports Centre Reception.



### **3. FIRST AID**

3.1 First Aid box and defibrillator are located at Ash Green Sports Centre Reception.

3.2 The Clerk and all Reception Staff are First Aid at Work qualified and the Gym Instructor is qualified to Level 3 First Aid at Work.

3.3 Appointed person responsible for contents of the First Aid box: Gym Instructor

### **4. FIRE SAFETY**

4.1 Fire extinguishers shall be maintained annually (currently by Kent Fire Extinguisher Services).

4.2 The fire alarm system at Ash Green Sports Centre and the Parish Office are provided through Milestone Academy's system. The School carry out the relevant tests. There are no scheduled fire drills, as the alarm is frequently triggered accidentally by students and staff. Each activation is treated as a drill.

4.3 Fire exits shall be kept free from obstructions.

4.4 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.

### **6. GENERAL ADVICE**

6.1 General advice to all employees is included in the Employee Handbook.

### **7. REPORTING AND RECORDING ACCIDENTS**

7.1 Accidents shall be reported to the Duty Receptionist who will record them in the Accidents Record Book.



## **PARISH OFFICE AND ASH GREEN SPORTS CENTRE RECEPTION**

### **1. HEATING, LIGHTING AND VENTILATION**

- a) Temperature must reach a minimum of 60.8°F/18°C after the first hour of working time and be maintained between 60.8°F/18°C and 68°F/20°C throughout the working day.
- b) Free standing oil filled electric heaters can be used when 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.

### **2. ELECTRICAL EQUIPMENT**

- a) All electrical equipment shall be inspected in accordance with the Electricity at Work 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) 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.
- d) 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.
- e) Defective equipment must never be used. Staff should not attempt to effect repairs to electrical equipment, unless competent to do so.

### **3. FURNITURE, FITTINGS AND EQUIPMENT**

- a) Heavy equipment and furniture must not be moved by individuals.
- b) Office equipment whether manually or electrically operated, must not be used by unauthorised, untrained personnel.
- c) 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.
- d) 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. GYM AND SPORTS CENTRE**

- a) All racket strings and grips checked before and after use.
- b) If faulty gym equipment is reported, an out of use notice must be placed on the equipment and reported to an Instructor and Manager/Clerk.
- c) Circuit Training Room – the Gym Instructor to check all loose equipment is correctly stored at the beginning and end of his shift.
- d) Badminton and Squash Courts to be inspected daily to ensure fit for purpose.
- e) Tennis Courts to be inspected before use to ensure fit for purpose.

#### **5. FIRE PRECAUTIONS**

- a) All staff must be fully conversant with the "Fire Alert" system displayed in the offices.
- b) Exit corridors, landings and stair cases must be kept clear at all times.
- c) Waste paper bins must be emptied each day.

#### **GROUNDS MAINTENANCE**

1. Only contractors or authorised members of staff, who have received training and instruction in the operation of machinery and equipment may do so.
2. Pathways on Council owned premises shall be inspected annually.