

UPPER RISSINGTON

PARISH COUNCIL

Health, Safety and Security Policy

The Parish Council takes all reasonably, practicable measures in the management of the Upper Rissington Village Hall (URVH) to:

- 1 Provide a healthy, safe and secure environment for Parish Councillors, the Parish Clerk, Hirers, Users, Volunteers, Contractors and Visitors
- 2 Maintain URVH in compliance with all relevant Statutory Regulations, Guidelines and Best Practice.
- 3 Provide all necessary support and information to Hirers, Users, Contractors and Visitors

The Parish Council recognises and accepts its general duties under The Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1992 to ensure that the premises are safe and secure and that risks are assessed and managed so far as is reasonably practicable¹. This is achieved through an appropriate and practical safety organisation with arrangements which will:

- (i) Identify and assess generic risks
- (ii) Eliminate risk or reduce it to a tolerable level
- (iii) Investigate any incident to prevent recurrence
- (iv) Audit compliance with the Arrangements and take appropriate corrective action
- (v) Review the level of residual risk on an annual basis

Hirers, Users, Volunteers, Contractors and Visitors will be expected to recognise that there is a duty on them to comply with the Arrangements set out by the Parish Council, with the safety requirements set out in the Hiring Agreement and with safety notices on the premises; and to accept responsibility to manage risks, so far as is reasonably practicable, arising from their own activities in and around URPC.

Nick Maxey

Chairman of Upper Rissington Parish Council

September 2023

¹ Balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble. Action taken will be proportionate to the level of risk

Health and Safety Arrangements

DUTIES

Parish Councillors, the Parish Clerk, Hirers, Users, Volunteers, Contractors and Visitors are expected to recognise and accept their duties:

- 1 To follow health and safety instructions and to report hazards
- 2 Take reasonable care for the health and safety of themselves and other persons who may be affected by their acts and omissions
- 3 To co-operate so far as is necessary, with any duty imposed on them by the Parish Council

ORGANISATION

General Responsibilities:

- 1 All persons have responsibility for ensuring that their actions do not compromise the health, safety and security of themselves or any other person on the premises.
- 2 Anyone who observes a practice or potential hazard, that could compromise the health and safety of any person, has the responsibility to act to remove such danger and further to report such incidents in the Accident Report Book for the attention of the Parish Council.
- 3 Any person noticing potentially hazardous, broken or ineffective equipment has the responsibility to remove such equipment from use immediately, to draw attention to defects by the use of appropriate means (e.g. a warning label) and to note such action in the Incident Book for the attention of the Parish Council.

Specific Responsibilities:

The Parish Council is responsible to:

1. Maintain the HSS Policy and Arrangements current and applicable.
2. Make available such funds to implement the HSS Policy
3. Identify and assess generic risks and implement processes to eliminate risk or reduce risk to an acceptable level.
4. Audit compliance with the Arrangements and take corrective action where appropriate
5. Review the level of residual risk on an annual basis

The Parish Clerk is responsible to:

1. Ensure that the HSS Policy is displayed.
2. Ensure that Hirers, Users, Contractors and Visitors are aware of the HSS Policy.
3. Maintain the "Accident Book" in which any health and safety incidents are recorded and investigated with a view to preventing recurrence. Report to HSE incidents which fall under RIDDOR
4. Maintain a "Defects Book" in which defective or broken equipment is recorded such that appropriate action may be taken.
5. Liaise with Hirers, Users, Contractors and Visitors to ensure their co-operation with regard to implementation of the Health and Safety Policy and its Arrangements.

Hirers are responsible to:

- 1 Comply with all conditions of Hire, as set out in the Hiring Agreement, and for ensuring that their organisation/party conducts its activities in line with such conditions, particularly in respect of compliance with all health and safety Arrangements.
- 2 Comply with their statutory responsibilities above and beyond those required by the Parish Council which relate to their particular organisation /activity
- 3 Carry out a risk assessment of their activities if requested by the Parish Council and make it available to the Parish Clerk.
- 4 Ensure familiarity with fire instructions and evacuation procedures
- 5 Designate a responsible person at each Hiring who will take charge of evacuation in case of emergency.
- 6 Ensure that highly flammable substances are not brought into or used in any part of the premises.
- 7 Seek the consent of the Parish Clerk before erecting any internal decorations that may contain combustible materials and ensuring that any allowed decorations are not placed near light fittings.
- 8 Ensure that any portable electrical equipment brought onto the premises is safe for use and is currently P.A.T. tested.

Contractors are responsible to:

- 1 Carry out a risk assessment of their activities and show how they mitigate residual risk to their employees and URPC to an acceptable level through safe working procedures and industry best practice.
- 2 Comply with their statutory obligations with regard to Health & Safety legislation and Public Liability Insurance.
- 3 Have regard to the safety of Hirers, Users and Visitors when working on the premises and/or in respect of anything left or stored on the premises;
- 4 Advise the Parish Clerk of any flammable or toxic substances that may be used in the course of work on the premises.
- 5 Recognise that any person may stop on-going work for any reason considered valid by that person. Such situation shall be reported to the Parish Clerk whose decision is final.

Personal Responsibilities

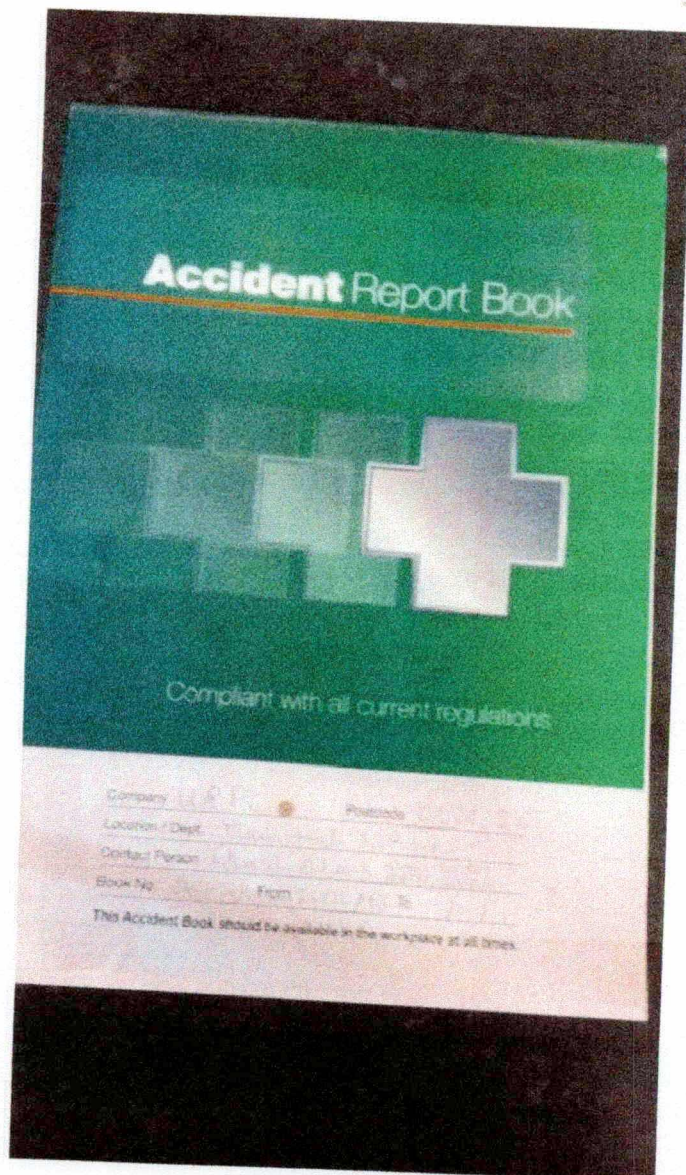
The Parish Councillor designated as HSS Representative is

The following persons have been delegated by the HSS Representative to carry out the following duties:

Person	Responsibility	Duty
Parish Clerk	Inform Hirers	Ensure Hirers have read, agreed and understood the 'Terms and Conditions' of the Hire Agreement. Should the Terms or Arrangements change the Hirer is to be advised and written acknowledgment received
Parish Clerk	Inform Contractors	Liaise with all contractors before work is started. Ensure they have read, agreed and understood the Terms of their Contract, have carried out risk assessments and comply with industry Standards and best practice
Parish Clerk	Review Safety Policy and Arrangements	Ensure H&S is on the Agenda of the monthly Committee Meeting. Ensure that the H&S Policy, Arrangements and performance are reviewed annually
Parish Clerk	Maintain "Accident Book" (B1510)	Check weekly. Investigate and implement corrective action. Report to Committee at monthly meetings. Report as required by RIDDOR if required
HSS Rep	Maintain Safety Policy and Arrangements	Review the Safety Policy and Arrangements for currency and applicability on an annual basis and report to the Committee
HSS Rep	Audit compliance	Carry out an audit of the implementation of the Safety and Health Policy and its arrangement at least once per year and submit a report to the Committee
HSS Rep or delegate	Implement Risk Assessment	Carry out risk assessments to identify and mitigate generic risks in the operation of the Village Hall. Review and update on an annual basis. Ensure Hirers and Contractors are advised of changes as necessary.
HSS Rep or delegate	Implement H&S statutory requirements	Carry out weekly, monthly and quarterly checks. Make arrangements for annual inspections of gas appliances, electrical appliances, fire extinguishers and anything else requiring statutory test. Keep relevant certificates and display copies on notice board as required.
HSS Rep or delegate	Inspect Village Hall premises	Using the "URVH Checklist", carry out an inspection of the village hall monthly and submit a report to the Committee
HSS Rep or delegate	Maintain First Aid Box	Check and replenish monthly
HSS Rep or delegate	Maintain "Defect Book"	Check weekly. Investigate and implement corrective action. Report to Committee at monthly meetings

Annex A – Accident Report Book

This document is kept in the Kitchen and is the responsibility of the Parish Clerk.



Annex B -Inspection of Upper Rissington Village Hall

Date of inspection				
CHECK ALL ITEMS FROM THE PREVIOUS AUDIT HAVE BEEN COMPLETED			Satisfactory	Action
Outside	1.1	Is car park/patio in good condition		
	1.2	Are walls and notices in good condition		
	1.3	Are the planted areas in good condition		
	1.4	Are all the exterior lights working?		
	1.5	Are windows/doors all secure		
	1.6	Is drainage in good condition and clear		
	1.7	Are security cameras secure and clean		
Entrance, Foyer, Community Room, Office	2.1	Are carpets in good condition?		
	2.2	Are all the lights working?		
	2.3	Is all equipment in good condition?		
	2.4	Are all areas clear of clutter		
Sports Hall, Store Rooms	3.1	Is floor in good condition?		
	3.2	Are all the lights working?		
	3.3	Are store rooms neatly stacked		
	3.4	Is equipment in good condition		
	3.5	Are all cleaning materials correctly stowed		
Showers, Changing Rooms, Toilets	4.1	Are the areas clean		
	4.2	Is anything broken		
	4.3	Are the toilets stocked		
	4.4	Are lockers in good condition		
	4.5	Are keys available for lockers		
	4.6	Has introducing legionella bacteria been avoided		
Kitchen	5.1	Is it clean and tidy		
	5.2	Are cupboards clean		
	5.3	Is all equipment working		
	5.4	Is the fridge clean and not iced up		
	5.5	Is any food stuff in date and good condition		
	5.6	Is crockery and utensils in good condition		
Electrical	6.1	Are all sockets in good condition		
	6.2	Is PAT testing up to date		
	6.3	Is all equipment in good condition and working		
	6.4	Has any damaged equipment been marked for repair		
	6.5	Is there any Third Party equipment lying around		
	6.6	Are there any trailing leads		
	6.7	Are all the lights working		
Fire and Emergency	7.1	Did the fire alarm work when tested (every month)		

	7.2	Are emergency notices displayed		
	7.3	Is portable equipment in good condition		
	7.4	Date of next service <i>(every 12 months)</i>		
	7.5	Date of last fire drill <i>(every 3 months)</i>		
	7.6	Are emergency exits working and clear		

Annex C – Parish Council Annual Health, Safety and Security Review Meeting

The HSS Review shall be held annually one month before the AGM.

AGENDA

- 1 **Attendees:** [All Councillors]
- 2 **Apologies:**
- 3 **Opening Comments** *by Chairman*
- 4 **Health and Safety report** *by HSS Representative:*
 - 4.1 Overview
 - 4.2 Risk Assessments
 - 4.3 Inspection Reports
 - 4.4 Accident reports
 - 4.5 Audit Reports
 - 4.6 Equipment requirements
 - 4.7 Funding requirements
 - 4.8 Recommendations
- 5 **Management Review** *by Parish Councilors*
 - 5.1 Consideration of the Report
 - 5.2 Any remedial action required
 - 5.2 Amendments to the Arrangements
 - 5.3 Allocation of funds
- 6 **Closing Remarks** *by Chairman*
- 7 **Next Meeting:**

Note: In addition, it is required that the Parish Clerk shall ensure that HSS is an Agenda item at the monthly Parish Council Meeting Any corrective action at that time shall be addressed, where practicable, prior to the next meeting. The reason for not taking corrective action shall be recorded.

Annex D - Risk Assessment

Risk Assessment is carried out to identify and mitigate generic risks in the operation of the Village Hall. Assessments are carried out using the risk matrix and format below. The assessment is reviewed and updated on an annual basis. The Hirers and Contractors are made aware of the risk assessment.

Hirers, depending on the activity, maybe required to provide their own risk assessment which shall be made available to the Parish Clerk on request.

Contractors shall be required to produce a risk assessment for the work they intend to carry out and it shall be made available to the Committee.

		Consequence		
		Slightly Harmful	Harmful	Extremely Harmful
Likelihood	Highly Unlikely	TRIVIAL RISK	TOLERABLE RISK	MODERATE RISK
	Unlikely	TOLERABLE RISK	MODERATE RISK	SUBSTANTIAL RISK
	Likely	MODERATE RISK	SUBSTANTIAL RISK	INTOLERABLE RISK

All identified hazards are considered for their Likelihood and Consequence. Using the matrix, the level of Risk is estimated.

The PC will not accept, after control measures have been implemented, any level of risk other than **Trivial or Tolerable**.

Should the level of risk of any hazard be judged to be **Moderate**, additional control measures shall be introduced to reduce the level to **Tolerable**.

Should the level of risk of any hazard be judged to be **Substantial or Intolerable**, the Hall will be closed down until the level is reduced to **Tolerable**.

IN CASE OF EMERGENCY

PLEASE CALL

01451 810 839

CALL DIVERTING

How do I use Call Diversion?

First you need to order Call Diversion, it can take up to 24 hours before you can use it.

To divert your calls, follow these instructions on the telephone line you want to divert from:

- To divert all calls dial: *21*(phone number you want to divert to)#
- To divert any calls you don't manage to answer within 15 seconds dial: *61*(phone number you want to divert to)#
- To divert calls when your phone is engaged dial: *67*(phone number you want to divert to)#

An announcement will tell you that you've set it up successfully.

How to check which numbers you're diverting calls to

To check the diverts you've set up on your line, follow these instructions:

- To check the number you've set up for divert all calls: *#21#
- To check the number you've set up for calls you don't manage to answer within 15 seconds: *#61#
- To check the number you've set up when your phone is engaged: *#67#

Switching off Call Diversion

To switch off Call Diversion, follow these instructions:

- To switch off "divert all calls" dial: #21#
- To switch off a diversion you've set up for calls you don't manage to answer within 15 seconds dial: #61#
- To switch off a diversion you've set up when your phone is engaged dial: #67#