

# ERMINGTON PARISH COUNCIL

## READING ROOMS

### Health and Safety Policy

The Parish Council is not required to produce a written Health and Safety policy as it employs less than five staff. It does however believe that it is good practice to examine all areas of Health & Safety from time to time and having a written policy assists in this regard.

This is a general policy and associated arrangements for health and safety. This is a living document and will be reviewed and if necessary amended regularly and at least annually with the date recorded by the Parish Clerk.

### Responsibilities

The Parish Clerk has day-to-day responsibility for ensuring this policy is put into practice.

The table below indicates who has ownership of specific individual responsibilities.

### Statement of General Policy and Arrangements

The following table provides details of what will be done in practice to achieve the aims set out by this statement of health and safety policy.

Statement	Responsibility	Action/ Arrangements (methods employed)
Slips and Trips in the Parish Rooms.	Parish Council/Clerk/ Caretaker/Users of Reading Rooms	General good housekeeping is carried out. All areas well lit, including steps. No trailing leads or cables. Areas clear and items not left in walkways. Warning signs are put up after mopping toilet floor.
Implement emergency procedures for the Parish Rooms – evacuation in case of fire or other significant incident.	Parish Council/Clerk/ Caretaker/Users of Reading Rooms	Ensure that fire evacuation procedures are provided to all hall hirers and annotate booking forms to ensure the user is made aware of their health and safety responsibilities when using the facilities. Regularly check the fire equipment and ensure yearly fire extinguisher testing.

Maintain safe and healthy working conditions, provide and maintain the Parish Council's, equipment and machinery, and ensure safe storage/use of substances.	Parish Council/Clerk/Caretaker/Users of Reading Rooms	Regular checks of the equipment store and ensure all chemicals and substances are adequately stored or removed from site.
Check all doors for signs of wear and tear that may prevent emergency use to escape from the building.	Parish Council/Clerk/Caretaker/Users of Reading Rooms	Check doors open and close normally. Inspect for sharp edges, damage or material deterioration.
Check all furniture is fit for purpose and safe to use.	Parish Council/Clerk/Caretaker/Users of Reading Rooms	Check all furniture regularly to ensure they remain safe to use. Damaged furniture should be removed from use immediately when identified and either disposed of or held in a secure area to await repair.
Ensure that all equipment worked on above shoulder height is correctly supported. Maintenance for such equipment should involve the use of a suitable climbing and working frame.	Parish Council/Clerk/Caretaker/Users of Reading Rooms	Only use ladders when their use can be considered as safe. Ladders must be correctly secured against slippage and stored securely and checked for damage prior to use.
Ensure entry and exits are unobstructed.	Parish Council/Clerk/Caretaker/Users of Reading Rooms	Check doors are not obstructed at the start and end of each hire.
Ensure a fire risks are incorporated in the risk assessment.	Parish Council/Clerk/Caretaker/Users of Reading Rooms	Ensure fire risks are assessed during the Reading Room risk assessment.

## Fire safety

Most fires are preventable. Fires can be avoided by taking responsibility for and adopting the right behaviours and procedures.

The following provides general advice on fire safety and guidance on substances that cause fire and explosion.

## **General fire safety hazards**

Fires need three things to start – a source of ignition (heat), a source of fuel (something that burns) and oxygen:

- sources of ignition include heaters, lighting, naked flames, electrical equipment, smokers' materials (cigarettes, matches etc...), and anything else that can get very hot or cause sparks;
- sources of fuel include wood, paper, plastic, rubber or foam, loose packaging materials, waste rubbish and furniture;
- sources of oxygen include the air around us.

## **The Parish Council Responsibility**

Carried out as part of an overall risk assessment.

Based on the findings of the assessment, the council will ensure that adequate and appropriate fire safety measures are in place to minimise the risk of injury or loss of life in the event of a fire.

Once risks are identified appropriate action can be taken to control them. Consideration will be given as to whether identified risks can be avoided altogether or, if this is not possible, how risks can be reduced and managed. Consideration must be given to how to protect people if there is a fire. For example:

- Keep sources of ignition and flammable substances apart.
- Ensure good housekeeping at all times, e.g. avoid build-up of rubbish that could burn.
- Consider how to detect fires and how to warn people quickly if they start.
- Have the correct fire-fighting equipment for putting a fire out quickly.
- Keep fire exits and escape routes clearly marked and unobstructed at all times.

## **Certificates and Documentation**

The Parish Clerk holds copies of the following items relating to health and safety aspects in the Parish Rooms:

1. Portable Appliance Test certificates
2. Fire Extinguisher – Certificate of service
3. Fire Extinguisher monthly checks

Reviewed: September 2021

Next Review Date: June 2022

Reviewed By: Parish Councillors