

Health and Safety Policy

This is the statement of General Policy and arrangements for:		Penkridge Parish Council – Haling Dene Centre
Parish Administrator		Has overall and final responsibility for health and safety
Caretaker		Has day to day responsibility for ensuring this policy is put into practice
Statement of General Policy	Responsibility of: Name/Title	Action/Arrangements
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Caretaker Bill Strickland	Monthly Checks undertaken for Health & Safety and Fire Risk at the Haling Dene Centre
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Parish Administrator Lesley Griffiths	All employees have a copy of the Council's Health and Safety Policy and Training provided as and when required and refresher training given on a yearly basis.
Engage and consult with employees on day-to-day health and safety conditions	Caretaker Bill Strickland	Caretaker consults with Staff on ad daily basis after the set up of rooms for that day.
Implement emergency procedures – evacuation in case of fire or other significant incident.	Caretaker Bill Strickland	Fire Evacuation Procedure in place and Fire Evacuation details displayed in each room
Maintain safe and healthy working conditions, provide and maintain plant, equipment and ensure safe storage/use of substances	Caretaker Bill Strickland	Regular checks undertaken by the Caretaker

Signed: * (Employer)		Date:	
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Policy to be reviewed yearly with additional reviews if you think it might no longer be valid, eg if circumstances change.
If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at	Reception Office
First-aid box is located	Reception Office
Accident book is located:	Reception Office

Risk Assessment

Company name: Haling Dene Centre

Date of risk assessment:

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and Trips	Staff and Visitors may be injured if they trip over objects or slip on spillages.	General good housekeeping is carried out. All areas well lit, including stairs. No trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately. All Stairs have handrails All carpets firmly secured	No further Action Required at this point in time	N/A	N/A	N/A
Fire	Staff or Visitors may not be able to evacuate building in case of fire	Fire Exits checked at the beginning of each day Staff and Visitors informed of action in the event of a Fire and Evacuation details displayed in each room	No further Action Required at this point in time	N/A	N/A	N/A
	Extinguishers not perform as they should	Fire Extinguishers checked by approved Fire Company on a yearly basis All staff trained on the use of appropriate Fire Extinguisher for different fire types	No further Action Required at this point in time	N/A	N/A	N/A
Electrical	Staff and Visitors may get electric shock if equipment not performing correctly	All electric equipment PAT tested each year Caretaker checks larger electrical equipment on a monthly basis	No further Action Required at this point in time	N/A	N/A	N/A
Grass uneven, site slopes away from building.	Public, event organisers, participants, performers.	Grass kept short and well maintained. Contractor and litterpicker checks for ruts/holes and fills them in.	No further Action Required at this point in time	N/A	N/A	N/A

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Evacuation Plan Access in case of emergency	Public, event organisers, participants, performers.	Open area, not fenced numerous exits around building.	No further Action Required at this point in time	N/A	N/A	N/A
Crowd Safety Plan	Public, participants, performers.	Less than 100 people attend band concerts, grounds will hold much larger numbers safely.	No further Action Required at this point in time	N/A	N/A	N/A
Noise issues: Noise levels are excessive.	Public, event organisers, participants, performers, adjoining houses and neighbours.	PA system only used for announcements, band do not use speakers. Concerts only on from 2.15pm until 4.15pm on a Sunday. No late night events.	No further Action Required at this point in time	N/A	N/A	N/A

The Risk Assessment is reviewed on a yearly basis but sooner if it might no longer valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)