

Health and Safety Policy

1. General Statement of Policy

- 1.1. Our policy is to provide healthy and safe conditions, equipment and systems of work for our employee(s), volunteers, Parish Councillors, members of the public and hirers.
- 1.2. Keep the community centre and equipment in a safe condition for all users.
- 1.3. Provide such training and information as is necessary to staff, volunteers and users.
- 1.4. It is the intention of GBPC to comply with all health & safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.
- 1.5. GBPC considers the promotion of health and safety of its employee(s) at work and those who use its premises, including contractors who may work there, to be of great importance.
- 1.6. The council recognises that the effective prevention of accidents depends as much on a committed attitude of mind to safety as on the operation and maintenance of equipment and safe systems of work. To this end, it will seek to encourage employees and users to engage in the establishment and observance of safe working practices.
- 1.7. Employee(s), hirers and visitors to VXCC will be expected to recognise that there is a duty on them to comply with the practices set out by the centre, with all safety requirements set out in the standard conditions of hire and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves and others.
- 1.8. The policy will be kept up to date, particularly as the community centre'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. Although risk assessment is a continuing process, the document shall also form part of the annual review.

2. Responsibilities

- 2.1. Overall and final responsibility for health and safety in the community centre and for compliance with the Health and Safety at Work etc is Great Boughton Parish Council.
- 2.2. The person who has day to day responsibility for the implementation of this policy is:
The Parish Clerk – Kath Lloyd
Telephone Number – 01244 637277 / 07709512348
- 2.3. Employees have the responsibility to help to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
- 2.4. Whenever an employee, Councillor, visitor or hirer notices a health or safety problem which they are not able to put right, they must inform the Clerk at the first reasonable opportunity, who will then take steps to rectify the situation.
- 2.5. The following people have responsibility for these specific items:
- 2.6. **VXCC Centre Manager – Claire Smith Contact Number – 01244 342268 / 07593425399** has specific responsibility for the following:
 - First Aid Box
 - Ensuring users and employee(s) report accidents in the accident book
 - Fire precautions and fire checks

- Risk Assessments and inspections
- Information to contractors
- Information to hirers
- Insurance

See also: Fire Safety Policy, Fire Safety Guidance and Fire Risk Assessment.

3. Procedure in case of accidents

If an ambulance etc is needed to be called out, the address of Vicars Cross Community Centre is:

**Thackeray Drive,
Vicars Cross,
Chester,
CH3 5LP**

The location of the nearest hospital Accident and Emergency Dept is-

The Countess of Chester Hospital, Liverpool Road, Chester CH2 1UL

The location and telephone number for the nearest Doctor's surgery is:

***Boughton Health Centre, Hoole Ln, Chester CH2 3DP
Tel:01244 325421***

The First Aid Box is located in:

1- Café Area

2- Centre Manager  Office

There are two "Stop bleeding" sets in the Centre – one in the Centre Manager's office and one in the Parish Council office.

The nearest Defibrillator is located:

On the side of VXCC building externally - opposite the main sports playing field

The person responsible for keeping the First Aid and AED box up to date as well as completing checks of the Defibrillator and reporting this back to North West Ambulance is:

Centre Manager – Claire Smith

The accident book is kept with the First Aid box in the Café Area. This must be completed whenever an accident occurs.

Any accident must be reported to:

Centre Manager – Claire Smith

The person responsible form completing RIDDOR forms and reporting accidents is:

Centre Manager – Claire Smith

Accidents shall be reported to the Clerk by the Centre Manager, the Clerk will record them and report to the next Parish Council meeting.

The following major injuries or incidents must be reported on RIDDOR Forms:

- Fracture other than fingers, toes or thumbs
- Amputation
- Dislocation of the shoulder, knee, hip or spine
- Loss of sight (temp or permanent)
- Any penetrating injury to the eye
- Injury from electric shock/ burn leading to unconsciousness or resuscitation or admittance to hospital for more than 24 hours
- Any other injury leading to hypothermia, heat induced illness or unconsciousness or requiring resuscitation or requiring admittance to hospital for more than 24 hours
- Unconsciousness caused by asphyxia or exposure to harmful substance or biological agent
- Acute illness requiring medical treatment or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through skin
- Acute illness requiring medical attention which may have resulted from a biological agent or its toxins or infected material.

4. Risk Assessment

GBPC has carried out a range of risk assessments (copies of which can be provided on request) and as a result, the following practices must be followed in order to minimise risk.

- Make sure that all emergency exit doors are clear and unlocked as soon as the hall is to be used and throughout the hiring
- Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.
- Do not work on steps, ladders or at height until they are properly secured and another person is present
- Do not leave portable electrical or gas appliances operating while unattended
- Do not bring onto the property any portable electrical appliances which have not been Portable Appliance Tested.
- Do not attempt to move heavy or bulky items (eg stacked tables or chairs) - use the trolleys provided
- Do not stack more than five chairs
- Do not attempt to carry or tip a water boiler when it contains hot water. Leave it to cool.
- Do not allow children in the kitchen except under close supervision
- Avoid overcrowding in the kitchen and do not allow running.
- Wear suitable protective clothing when handling cleaning or other toxic materials
- Report any evidence of damage or faults to equipment or the building's facilities to the Centre Manager
- Report every accident in the accident book and to the Centre Manager

Be aware and seek to avoid the following risks:

- creating slipping hazards on polished or wet floors – mop spills immediately
- creating tripping hazards such as buggies, umbrellas, mops and other items left in public areas
- use adequate lighting to avoid tripping in poorly lit areas
- risk to individuals while in sole occupancy of the building
- risks involved in handling kitchen equipment e.g. cooker, water heater and knives
- creating toppling hazards by piling equipment e.g. in store cupboards

5. **Contractors**

The management team will check with contractors (including self-employed persons) before they start work that:

- the contract is clear and understood by both the contractors and the Centre Manager
- the contractors are competent to carry out the work e.g. have appropriate qualifications, references, experience
- contractors have adequate public liability insurance cover
- contractors have seen the health and safety file and are aware of any hazards which might arise (e.g. Electricity cables or gas pipes)
- contractors do not work alone on ladders at height (if necessary a volunteer should be present)
- contractors have their own health and safety policy for their staff
- the contractor knows who is responsible for overseeing that their work is as asked and to a satisfactory standard
- any alterations or additions to the electrical installations or equipment must conform to the current regulations of the Institute of Electrical Engineers.

6. **Insurance**

Name of Insurer: Hiscox Insurance

Telephone Number of Insurer: 01483 462860

Policy No: 8188442

Date of Renewal: 08/06/2023

7. **Lifting and handling**

7.1. Advice to employees is attached as Appendix 1.

8. **Employment of Contractors**

8.1. The notes to be given to contractors are attached as Appendix 2.

5. **Safeguarding**

5.1. The Parish Council will ensure that all employees have access to and are encouraged to access recognised safeguarding training. Specific Safeguarding procedures are attached as Appendix 3.

6. Reporting and recording incidents

6.1 Accidents shall be reported to the Clerk who will record them and report to the next Parish Council meeting.

Adopted by the Council.....Date

Appendix 1

LIFTING AND HANDLING

- 1) The 1992 Regulations apply to lifting, pushing, pulling, carrying and moving by hand or by bodily force. More work injuries are caused though “handling goods” than any other single action. Further advice on this can be found at:
<http://www.hse.gov.uk/pubns/indg143.pdf>

Manual lifting is included in this and an incorrect technique can cause; hernia; 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 capability.

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 finger tips.
- 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 the fingers when releasing the object.

Source: <http://www.hse.gov.uk/pubns/indg143.pdf>

Appendix 2

NOTICE TO CONTRACTORS

For Great Boughton Parish Council to comply with the current Health and Safety Legislation (<http://www.hse.gov.uk/legislation/>), all outside contractors employed to do work 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. You and your employees will conform, in all respects, to legal duties and responsibilities as laid down by the Health and Safety at Work Act 1974, and relevant statutory provisions.
2. The Council will retain the right to stop any operation and or equipment, or the action of any of your employees if it is considered that there is a hazard to the safety or health of employees or others. The Council will not accept any responsibility for any increased costs arising out of such action. 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.
3. The council will be indemnified by you or your insurers in respect of any claims, costs or expenses arising out of any incidents involving you or your employees.
4. The Council may notify an inspector, appointed under the Authority of the Act, of any breach of the Regulations.

Appendix 3

***Extracted from Cheshire West Local Safeguarding Board**

These Safeguarding Procedures set out how agencies and individuals should work together to safeguard and promote the welfare of children and young people. The target audience is professionals (including unqualified staff and volunteers) and front-line managers who have particular responsibilities for safeguarding and promoting the welfare of children, and operational and senior managers, in:

- Agencies responsible for commissioning or providing services to children and their families and to adults who are parents;
- Agencies with a particular responsibility for safeguarding and promoting the welfare of children.

Many children, especially some of the most vulnerable children and those at greatest risk of social exclusion, will need early co-ordinated help services from health agencies such as GPs and health visiting, educational establishments such as schools and colleges, Children's Centres, local authority children's social care, the private, voluntary, community and independent sectors, including youth justice services. Some services will be provided as universal services whilst others may be more targeted to meet specific needs, whatever the circumstances of the child:

All agencies and professionals should:

- Be alert to potential indicators of abuse or neglect;
- Be alert to the risks which individual abusers, or potential abusers, may pose to children;
- Share and help to analyse information so that an assessment can be made of the child's needs and circumstances;
- Contribute to whatever actions are needed to safeguard and promote the child's welfare;
- Take part in regularly reviewing the outcomes for the child against specific plans;
- Work co-operatively with parents, unless this is inconsistent with ensuring the child's safety.

These procedures are based on the [Working Together to Safeguard Children Guidance](#) which sets out what should happen in any local area when a child or young person is believed to be in need of support. Effective safeguarding arrangements should aim to meet the following two key principles:

- Safeguarding is everyone's responsibility: for services to be effective, each individual and organisation should play their full part; and
- A child-centred approach: for services to be effective, they should be based on a clear understanding of the needs and views of children.

Working Together to Safeguard Children defines Safeguarding as:

- Protecting children from maltreatment;
- Preventing impairment of children's health or development;
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best outcomes.

http://www.proceduresonline.com/pancheshire/cheshire_west/contents.html

Reporting a safeguarding incident:

Children and young people:

<https://www.cheshirewestandchester.gov.uk/residents/health-and-social-care/children-and-young-people/report-a-concern-about-a-child/report-a-concern-about-a-child.aspx>

Adults:

<https://www.cheshirewestandchester.gov.uk/residents/health-and-social-care/adult-social-care/the-care-act/safeguarding.aspx>

Domestic violence

<https://www.cheshirewestandchester.gov.uk/residents/crime-prevention/domestic-abuse/domestic-abuse.aspx>