



**GRAIG COMMUNITY COUNCIL**  
**Health, Safety & Welfare of Employees and Centre Users Policy**

**Our statement of general policy is:**

- **To provide adequate control of the health and safety risks arising from our work activities and Community Centre users and Play Areas;**
- **To consult with our employees and users on matters affecting their health and safety;**
- **To provide and maintain safe plant and equipment;**
- **To ensure safe handling and use of substances;**
- **To provide information, instruction and supervision for employees;**
- **To ensure all employees are competent to do their tasks, and to give them adequate training;**
- **To prevent accidents and cases of work related ill health;**
- **To maintain safe and healthy working conditions; and**
- **To review and revise this policy at regular intervals.**

**Responsibilities**

- ❖ Overall and final responsibilities for health and safety is that of the Community Council as the employer for employees, and Centre Management Team in the case of users. The Council's Finance & Administration Sub-Committee is the Council's administrative body for overseeing health and safety issues.
- ❖ Day-to-day responsibility for ensuring this policy is put into practice is delegated to The Chairman of the Council.

All employees must:

- ❖ Co-operate with supervisors on health and safety matters;
- ❖ Not interfere with anything provided to safeguard their health and safety;
- ❖ Take reasonable care of their own health and safety; and
- ❖ Report all health and safety concerns to the Clerk.

**Health and safety risks arising from our work activities**

- ❖ Risk assessments will be undertaken whenever necessary. The appropriate Management Team will check findings against current risk assessment documents, produce a list of amendments needed to account for the findings and convene a meeting with the above committee to review and amend the risk assessment documents.
- ❖ Upon changing the risk assessment documents, the Management Team will arrange to meet with staff to discuss the action required of them. A note of this meeting will be kept by the Management Team and copied to the Clerk for future reference.



- ❖ The risk assessment sheets will clearly indicate the member of staff or officer responsible for actioning the removal/management of the identified risk and will stipulate a reasonable timescale for doing so.
- ❖ The action required to remove/manage the risk will be ratified by the Finance & Administration Sub-Committee, the resolutions of which shall be reported to the next meeting of full Council.
- ❖ The Clerk will check that the implemented actions have been carried out to remove/manage the identified risks in accordance with the agreed timescale.
- ❖ Assessments will be reviewed as and when required.

### **Safe plant and equipment**

- ❖ The officer/contractor appointed to carry out weekly visual inspections of all play equipment in Council's outside play areas will note any defects found on the appropriate reporting forms and defects to be recorded and actioned accordingly.
- ❖ The Centre Manager of each Community Centre will note any defects found in the fabric of the building or its grounds which poses a hazard, or any equipment used in or around the building on the appropriate reporting form and submit them immediately to the Clerk to action.
- ❖ The Centre Manager of each Centre will advise the Clerk if the Centre is deemed unsafe for use (e.g. snow/ice) and notify the hirers accordingly.
- ❖ The equipment and the maintenance of the equipment in the outside play areas in the Community Council run playgrounds are the responsibility of the Graig Community Council.
- ❖ The maintenance of the Community Centre buildings and grounds, and the equipment used in and around the buildings are ultimately the responsibility of the Graig Community Council.
- ❖ The Council will ensure any equipment purchased for any Centre or play area meets health and safety standards before it is purchased.

### **Safe handling and use of substances**

- ❖ The competent appointed person will be responsible for identifying all substances used which need a COSHH assessment.
- ❖ The competent appointed person will be responsible for undertaking COSHH assessments.
- ❖ The Centre Manager will be responsible for ensuring that all actions identified in the assessments are implemented.
- ❖ The Centre Manager will be responsible for ensuring that all relevant employees are informed about the COSHH assessments
- ❖ Assessments will be reviewed every 12 months or when the work activity changes, whichever is soonest.



## **Information, instruction and supervision**

- ❖ The Health and Safety Law poster is displayed at both Centres and leaflets issued by the HSE are available from the Clerk.
- ❖ Health and safety advice is available from the HSE.
- ❖ The Clerk is responsible for ensuring employees are given relevant health and safety information, and that relevant information for Centre users is available in both Centres.

## **Competency for tasks and training**

- ❖ Induction and job-specific training for cleaning posts at the Centres will be provided by the Centre Manager.
- ❖ Any training will be identified, arranged and monitored by the Centre Manager in liaison with the Clerk who will rely on staff to communicate their training needs to him/her.

## **Accidents, first aid and work related ill health**

- ❖ Health surveillance may be required for employees.
- ❖ Health surveillance will be arranged by the Clerk if he/she stands advised.
- ❖ Health surveillance records will be kept by the Clerk if necessary.
- ❖ First aid boxes will be kept and maintained in each Centre.
- ❖ All accidents and cases of work related ill health are to be recorded in the accident book kept at each Centre.
- ❖ The Clerk is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority (HSE or Local Authority as appropriate).

## **Monitoring**

- ❖ To check our working conditions, and ensure our safe working practices are being followed, the Council will carry out spot checks.
- ❖ The Clerk is responsible for investigating accidents in liaison with the Finance & Admin Sub-Committee.
- ❖ The Clerk is responsible for carrying out any investigation regarding work related causes of sickness absences in liaison with the Finance & Admin Sub-Committee.
- ❖ The Council, in accordance with the resolutions of the Finance & Admin Sub-Committee, is responsible for acting upon the investigation findings to prevent a recurrence.

## **Emergency procedures – fire and evacuation**

- ❖ Each Centre Management Team is responsible for ensuring that a fire risk assessment is undertaken at each Centres. It must be undertaken by a GIFireE qualified person.



- ❖ Upon attaining receipt of the Fire Risk Assessments Reports and Action Sheets, the Clerk will produce a list of amendments needed to account for the findings and convene a meeting with the above committee to review and amend the risk assessment documents.
- ❖ Upon changing the risk assessment documents, the Clerk will arrange to meet with staff to discuss the action required of them. A note of this meeting will be kept by the Clerk for future reference.
- ❖ The risk assessment sheets will clearly indicate the member of staff or officer responsible for actioning the removal/management of the identified risk and will stipulate a reasonable timescale for doing so.
- ❖ The action required to remove/manage the risk will be ratified by the Finance & Admin Sub-Committee, the resolutions of which shall be reported to the next meeting of full Council.
- ❖ The Clerk will check that the implemented actions have been carried out to remove/manage the identified risks in accordance with the agreed timescale.
- ❖ The Centre Management Team will place a Fire Management file in each centre. This file will clarify the Centre Manager's duties in terms of:
  - Checking escape routes and keeping them clear.
  - Testing and maintenance of equipment and alarms.
  - Emergency evacuations procedures and drills, including explaining the procedures to hirers of the facility in accordance with the conditions of the hiring forms.
  - The training needs of the Centre Manager in respect of Fire Management will be facilitated by the Centre Management Team.
  - An evacuation plan will be drawn up to give to hirers and placed in both Centres.

### **Files to be placed in Centres**

A file will be placed in each centre containing the following;

- ❖ A Fire Management section - the Centre Manager must use it for reference and must maintain records of all fire checks and tests. These files set out all the procedures required by Council, therefore the Centre Manager must keep the records in accordance with the forms provided.
- ❖ A Centre Management section – the Centre Manager must use it for reference and to maintain any records, particularly in terms of effective communication with hirers and adhering to the conditions of the premises licence.
- ❖ A Health and Safety section – the Centre Manager will use this for reference and to maintain any records. The file will contain a copy of this Policy, a rolling log of H&S action, detailed of any investigations held, details of staff activity and work arrangements and a record of any accidents occurring.