



PITSTONE PAVILION AND SPORTS PITCH

Marsworth Road (Lower Icknield Way), Pitstone, Beds, LU7 9AP

Health and Safety Policy Statement

(Health and Safety at Work Act 1974)

General Policy

In managing the Pitstone Pavilion site, our general policy on Health and Safety is:

- To provide adequate control of health and safety risks associated with maintaining and letting the facility
- To prevent accidents
- To provide and maintain safe plant and equipment
- To ensure safe handling and use of substances
- To provide adequate and effective information to hirers

There are no permanent employees at the site, but a cleaner and health & safety executive attend once per week to clean or maintain the premises. In this respect, we will:

- Maintain safe and healthy working conditions
- Ensure that all employees are competent to carry out their tasks
- Provide effective and informative information to employees

This policy is reviewed at least annually.

Responsibilities for Health and Safety

Pitstone Pavilion is owned and managed by Pitstone Parish Council to provide sports and changing facilities for the people of Pitstone and the surrounding neighbourhood.

Overall and final responsibility for health and safety rests with the full Parish Council. Day-to-day responsibility for ensuring that this policy is put into practice is delegated to the Parish Council Sports and Leisure Committee. This committee is made up of councillors and representatives from the main sports club users.

Any employee, or hirer, must:

- Co-operate with Pitstone Parish Council and the Pavilion Committee 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
- Report all health and safety concerns directly to the Parish Council or Pavilion Committee

Health and Safety Risks Arising from the Maintenance and Letting of the Facility

The Sports and Leisure Committee will undertake a Health and Safety Risk Assessment on at least an annual basis. The findings will be reported to the full Parish Council along with any actions required to remove or control the risks and the person responsible for ensuring the actions are carried out. The Risk Assessment will be conducted on a more frequent basis if any significant changes occur or any issues are identified.

A Health and Safety Law poster is displayed in both the kitchen and first aid/referees room.

Please bring a mobile telephone to site each time you visit!

Please note that there are no telephone facilities at the pavilion. Hirers must always have a mobile phone with them, to summon assistance in the case of an emergency.

Safe Plant and Equipment (including goals)

Clubs inspect the goals prior to each match. The groundskeeper inspects the goals periodically. All portable goals must be secured with ground anchors prior to use unless they are self-anchoring models. Anchors have been provided and reminder notices erected at the pavilion.

The Sports and Leisure Committee is responsible for identifying all equipment/plant in need of maintenance, ensuring effective procedures are drawn up and that required maintenance is implemented.

Any problems found with the plant/equipment should be reported to the Parish Council or Sports and Leisure Committee.

The Sports and Leisure Committee will also check that new plant and equipment meets Health and Safety standards prior to purchase.

Control of Substances Hazardous to Health (COSHH)

The Sports and Leisure Committee is responsible for identifying all substances that need a COSHH assessment and undertaking such assessments. The only such substances on site relate to cleaning materials stored under the sink in the kitchen eg bleach. COSHH sheets can be found in the Pavilion Manual located in the kitchen. The Committee will ensure that action is taken to mitigate all risks identified during such assessments. The cupboard is kept locked to prevent access by members of the public.

A management survey confirmed that there is no asbestos on site.

Accidents, First Aid and Work Related Ill-Health

There are two first aid boxes, one in the kitchen and one in the first aid room. The contents will be checked monthly or whenever items have been used to deal with an accident. There is also a thermal blanket in the kitchen. From August 2015 there has also been an emergency stretcher located in the first aid/referee room. In June 2018 an AED defibrillator was installed on the front wall, with training offered to all regular club users (managers, players and families) in July 2018.

Workplace First Aid and First Aid for Children reminder posters are displayed in the kitchen and the first aid/referee room.

All hiring football clubs must have a qualified first aider on site.

When first arriving at the site, make sure you have unlocked the emergency access double gates and that the yellow hatched area in front of the gates are kept clear. If you need to call an ambulance, they will need to be able to access the football pitches via this entrance so their route must be clear. If you need to call an ambulance, the address of the site is at the top of this policy and also printed on a poster on the kitchen wall next to the emergency access key. You should also unlock both sets of doors to the pavilion and both pedestrian entrance/exits in the fence (see Emergency Plan).

All accidents and cases of work-related ill health are to be recorded in the accident book located in the main Pavilion file in the kitchen. After the event, please also report all accidents to the Parish Clerk.

The Parish Council is responsible for making any reports demanded by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Emergency Procedures – Fire and Evacuation

An emergency plan has been prepared and is distributed to all hirers and employees of the pavilion. It is imperative that you familiarise yourself with the content of this document. Regular hirers are urged to implement and test their emergency evacuation procedures on at least a quarterly basis.

All employees and hirers are made aware of emergency exits and escape routes, and improvements to both final escape doors have been implemented to further secure the safety of occupants.

Adequate signage and lighting exists for fire exits and a smoke alarm system is in operation. All systems are regularly checked and maintained.

Fire extinguishers are checked and maintained on an annual basis. The Sports and Leisure Committee conducts a full Fire Risk Assessment on at least an annual basis.

Health and Safety Risk Assessment

Please read this policy in conjunction with the detailed information contained in the Health and Safety Risk Assessment attached.

Signed on behalf of Pitstone Parish Council on Minute Ref:

Chairman

Contact details for Parish Council or Committee:
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