

# PITSTONE PARISH COUNCIL

## Pavilion Health and Safety Policy

### 1. General Policy

In managing the Pitstone Pavilion site, and in compliance with the Health and Safety at Work Act 1974, 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

The parish council has an office on site, with part time employee. A cleaner/caretaker is also employed to care for the site. 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

A groundkeeper maintains our grounds, on a contract basis. The groundkeeper has been provided with a dedicated store to ensure that his plant and chemicals are segregated. No hirers are permitted in the ground keeping store.

Please also refer to the separate Coronavirus Risk Assessment and Special Terms and Conditions arising as a result of Coronavirus.

### 2. Responsibilities for Health and Safety

Pitstone Pavilion is owned and managed by Pitstone Parish Council to provide community and sporting facilities for hire by 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 hirers and ground keeping staff.

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 Sports & Leisure Committee

### 3. 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 number of related posters are displayed in the pavilion to help our hirers ensure that they are using the facilities correctly and meeting their legal obligations, including a health and safety law poster, kitchen hygiene and food preparation, various first aid and fire prevention posters, colour coded cleaning information and colour coded chopping board information.

Please bring a mobile telephone to site each time you visit

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

#### **4. Your safety and security whilst on site**

The pavilion is in an isolated location at the edge of the village. Several safety and security features have been incorporated to ensure that hirers and employees are safe whilst using our premises:

- External lighting
- Car park lighting
- CCTV
- Alarm
- Entry system for the front door
- Security doors and shutters
- Secured by design glazing

#### **5. Safe Plant and Equipment (including goals)**

The parish council has taken all reasonable measures to ensure that hirers do not need to interact with plant at the site, including:

- Lighting in the changing rooms, toilets and corridors will activate automatically when movement is sensed and will switch off automatically.
- Lighting in the community room will switch off automatically if no movement is detected.
- Ventilation in the changing village will active automatically when movement is sensed and switch off automatically.
- Heating levels will be pre-set for your hire period, and simple over-ride controls have been provided if your booking extends longer than anticipated.
- Floodlights are controlled via a separate control cupboard and are on a simple timer switch which will switch off after 2 hours.
- No hirer should need to access the plant room.

We have taken measures to ensure that equipment can be properly stored and accessed safely when necessary, including:

- The provision of table and chair trolleys to ensure that furniture is safely stored and can be easily manoeuvred into place.

- Lockable rooms in both the main building and changing village for the storage of cleaning materials.
- A high-level cupboard in the kitchen for cleaning and dishwashing materials, to keep them out of reach of children.
- Perimeter benches in the home and away changing rooms are anchored to the walls.
- The television is securely wall mounted.
- Key safes to protect keys from general access.
- The provision of a football / outdoor sport storage container.
- The provision of a shared hirers external store.
- Initiated a storage and alteration agreement, stipulating that no items can be stored on site, nor alterations made to the site, without the permission of the parish council.
- Hirers of the football facilities must inspect the goals prior to each match and any issues should be reported to the Parish Council immediately. 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.

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 the 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.

## **6. Control of Substances Hazardous to Health (COSHH)**

The only substances on site relate to cleaning materials eg bleach. COSHH sheets can be found in the Pavilion Manual located in the kitchen. Storage cupboards are kept locked and hirers should not permit access to the keys to other unauthorised people. The kitchen cupboard with small quantities for materials for daily use is locked at high level to prevent access by young children and notices remind hirers to replace all items into the cupboard at the end of their hire period.

## **7. First Aid, accidents, and work-related ill health**

Two first aid boxes have been provided, one in the kitchen and one in the changing village medical room. The contents will be checked monthly or whenever items have been used to deal with an accident.

Two emergency stretchers are in the changing village medical room in case of accidents on our pitches.

An AED defibrillator is located on the front wall, by the main entrance. Training has been offered to all regular club users (managers, teams, and families) and can be repeated if necessary.

Workplace First Aid and First Aid for Children reminder posters are displayed in the changing village medical room and a burns first aid poster is in the kitchen, to help hirers provide the right care if an incident arises.

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

If using our pitches, make sure you have unlocked the emergency access double gates and that the yellow hatched area in front of the gates is 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, a reminder of the address of the site is printed on the defibrillator box outside the main entrance.

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).

Please also refer to separate Coronavirus risk assessment and Terms & Conditions.

## **8. Fire and Evacuation**

Our fire installations have been designed to fully meet the needs of all associated regulations.

Combat Fire have undertaken an independent fire risk assessment, which is reviewed and updated regularly by the parish council.

Fire extinguishers have been provided throughout the building and stores, and a fire blanket is provided in the kitchen. All equipment also has signage.

Emergency lighting and signage is provided throughout the building.

Emergency call point panels have been provided in the main corridors, along with signage.

A fire alarm detection system is installed and in operation.

All systems are regularly checked and maintained.

Posters in both corridors show the location of firefighting equipment, call points, fire panel, fire assembly points and first aid boxes.

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. A copy is provided in the main corridor of the pavilion.

When entering into the Hiring Agreement, hirers confirm acceptance to the Terms & Conditions of Hire which includes acknowledgment that you understand the policies and a commitment to test their emergency evacuation procedures.

All employees and hirers are made aware of emergency exits and escape routes. Hirers must make sure that emergency exits remain clear and accessible throughout their hire period.

Fire-fighting equipment is checked and maintained on an annual basis.

Hirers using just the community building, must ensure that the security shutter is removed from the rear exit during their hire period, as this will provide an alternative means of escape.

## **9. Environmental Health**

The parish council has registered the kitchen with Buckinghamshire Council Environmental Health, who provided feedback and advice on the kitchen layout and fit out prior to construction. They are aware that this is a community building, that the parish council supplies the kitchen facilities but does not make or prepare any food.

It is the legal responsibility of each separate hirer using our facilities to register as a food business if you make, prepare or serve food, and to comply with all associated obligations eg ensuring staff hold food hygiene certificates. Buckinghamshire Council Environmental Health may carry out an inspection of your operation.

It is your responsibility to assess the facilities that the parish council can offer, determine if these are appropriate for your requirements and adjust your plans accordingly. You must clean all appliances/surfaces/equipment utilised after use.

Posters are available in the kitchen to help hirers comply with their obligations.

## **10. Water/Legionella**

Our heating, water and ventilation systems have been designed to be legionella compliant.

The parish council commissions an independent bi-annual legionella risk assessment for the pavilion from First Environment and actions any matters which are identified. We test water samples at annually to provide additional reassurance.

Hirers of the changing village and showers are required to test that water has reached operational temperature at least an hour before by drawing to all parts of the system.

## **11. Coronavirus**

All hirers must ensure they, and their guests, adhere to Coronavirus guidance in place at the time of their hire. All attendees must work to ensure that the building and grounds remain Covid-secure. See separate Coronavirus Risk Assessment and Special Conditions of Hire.

## **12. Car Park and Bicycle Storage**

The Pavilion can be accessed by road, cycle path and footpath. Parking and bicycle racks are provided in front of the Pavilion. Marked footways are provided to help users reach the entrance safely. A barrier is provided in front of the main entrance to help prevent young children running straight out of the building into the car park. Please ensure that you and your guests take suitable care when using and exiting the car park, watching out for other pedestrians as they do so.

## **13. Asbestos**

A management survey confirmed that there is no asbestos on site. Recent extension works contain no asbestos.

## **14. Health and Safety Risk Assessment**

Please read this policy in conjunction with the Health and Safety Risk Assessment.

This policy was adopted by Pitstone Parish Council on ...11/11/21.... Minute Ref: .....SL56/21.9..... and will be reviewed at least annually.

*R Saintey*

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Chairman