



# STILTON PARISH COUNCIL

## HEALTH & SAFETY POLICY FOR

### STILTON PAVILION

#### Part 1 – General Statement of Policy

This document is the Health & Safety Policy for Stilton Pavilion. Our Policy is to:-

- a) Ensure the provision of healthy and safe working conditions, equipment and systems of work for our employee(s), volunteers, Councillors, committee members, contractors and users.
- b) Keep the Pavilion and equipment in a safe condition for all users.
- c) Provide such training and/or information as is necessary to staff, volunteers and users.

It is the intention of Stilton Parish Council and its Amenities Management Committee (AMC) to comply with all health and 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.

The Parish Council and its AMC consider the promotion of the health and safety of its employees at work and those who use its premises, including contractors who may work there, to be of great importance. We recognise 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, we will seek to encourage employees, volunteers, Councillors, committee members and users to engage in the establishment and observance of safe working practices.

Employees, hirers and visitors will be expected to recognise that there is a duty put on them to comply with the practices set out by Finance, General Purposes and Communications Committee, with all safety requirements set out in the hire agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves and others.

Signed (On behalf of Stilton Parish Council)

Name Julianne Lawrence

Position Clerk/RFO

Date 09/06/20

## Part 2 – Organisation of Health & Safety

Stilton Parish Council has overall responsibility for health and safety at Stilton Pavilion.

The person(s) delegated by the Council to have day-to-day responsibility for the implementation of this policy is/are:-

**Name:** Julie Gillies, Stilton Pavilion Administrator  
**Telephone No:** 07484 746 894  
**Address:** Stilton Pavilion (adjacent Playing Field), High Street, Stilton, PE7 3RA

**Name:** Julianne Lawrence, Parish Clerk  
**Telephone No** 07856 061 747  
**Address:** The Parish Room, Church Street, Stilton, PE73RF

It is the duty of all employees, hirers and visitors to take care of themselves and others who may be affected by their activities and to co-operate in keeping the premises safe and healthy, including the grounds.

Should anyone using the Pavilion come across a fault, damage or other situation which might cause injury and cannot be rectified immediately, they should inform the person(s) named above, as soon as possible so that the problem can be dealt with. Where equipment is damaged, a notice should be placed on it warned that it is not to be used and the Pavilion Administrator should be informed.

The following persons have responsibility for the specific items listed next to their name:

<b>Item</b>	<b>Person Responsible</b>
First Aid Box	Pavilion Administrator
Reporting of Accidents in Accident Book	Pavilion Administrator who shall inform Clerk and Council
Fire Precautions and Checks	Pavilion Administrator
Training in use of hazardous substances and equipment	Pavilion Administrator
Risk assessment and inspections	Pavilion Administrator
Information to contractors	Pavilion Administrator
Information to hirers	Pavilion Administrator
Insurers	Clerk to Parish Council

A plan of the hall\* is attached showing the location of electricity cables, gas pipes, fire exits, fire extinguishers, fuse box, stopcock, boiler and loft access.

***Is there an A4 version anywhere? \****

## Part 3 – Arrangements and Procedures

### 3.1 Licence

The Stilton Pavilion has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated:

	<b>Activity</b>	<b>The hall is licensed for:</b>	<b>Times for which the activity is licensed</b>	<b>Activities to take place at the event</b>
a.	Performance of Plays	Yes	09.00-22.00 Weekdays 09.00-000 Fri & Sat 09.00-10.00 Sun	
b.	Exhibition of Films	Yes	09.00-22.00 Weekdays 09.00-000 Fri & Sat 09.00-10.00 Sun	
c.	Indoor Sporting Events	Yes	09.00-22.00 Weekdays 09.00-000 Fri & Sat 09.00-10.00 Sun	Table Tennis / Carpet Bowls / Yoga / Dance / Clubbercise / Keep Fit / Zumba
d.	Boxing or wrestling entertainment	Yes	09.00-22.00 Weekdays 09.00-000 Fri & Sat 09.00-10.00 Sun	Wrestling Shows
e.	Performance of Live Music	Yes	09.00-22.00 Weekdays 09.00-000 Fri & Sat 09.00-10.00 Sun	
f.	Playing of Recorded Music	Yes	09.00-22.00 Weekdays 09.00-000 Fri & Sat 09.00-10.00 Sun	
g.	Making Music	Yes	09.00-22.00 Weekdays 09.00-000 Fri & Sat 09.00-10.00 Sun	
h.	Dancing	Yes	09.00-22.00 Weekdays 09.00-000 Fri & Sat 09.00-10.00 Sun	
i.	Provision of hot food / drink after 11.00 pm	No		
j.	The sale of alcohol	No	Separate Liquor licence is required.	

### 3.2 Fire Precautions & Checks

A copy of the following documents are also included in the Health & Safety Fire Procedures containing this Policy:

- Fire Risk Assessment
- Evacuation Procedures
- Map of the fire exits, fire fighting equipment and assembly points (also included in the plan of hall referred to in Part 2.

There is currently no telephone landline in the Pavilion. Users are reminded to carry a mobile phone with them when they attend bookings.

**Fire Brigade Contact Tel:** 01480 444 580 (Huntingdon Fire Station)

Advice from Hunts Fire Service is that we should not have fire extinguishers throughout the building. Our response to an emergency should focus on evacuation, not fire fighting and, whilst adhering to this, it should be noted that we have a fire blanket in the kitchen but no fire extinguisher

The company currently engaged to maintain and service our fire alarm system is:-

**BusinessWatch** [www.businesswatchgroup.com](http://www.businesswatchgroup.com)

**Location of Service Record:** Health & Safety Folder in the Pavilion Office

<b>List of Equipment and Location</b>			
<b>Location</b>	<b>Item</b>	<b>Test Interval</b>	<b>Service Intervals</b>
Whole Pavilion	Fire Alarm System	Weekly	6 monthly
	Back up detection / warning system	6 monthly	6 monthly
	Electrical Installation	1/3/5 years	6 monthly
	Emergency Lighting	6 monthly	6 monthly
Entrance Hall	Fire Alarm Control Panel	Weekly	6 monthly
	Smoke Detector	6 monthly	6 monthly
	Fire Exit	Weekly	6 monthly
	Illuminated Escape Sign	Weekly	6 monthly
	Emergency Lighting	6 monthly	6 monthly
	First Aid Kit	Weekly	As required
Main Hall	Smoke Detectors	6 monthly	6 monthly
	Fire Exits	Weekly	6 monthly
	Illuminated Escape Sign	Weekly	6 monthly
	Fire Call Point 2	Monthly	6 monthly
	Fire Call Point 3	Monthly	6 monthly
	Emergency Lighting	6 monthly	6 monthly
Community Room	Smoke Detectors	6 monthly	6 monthly
	Fire Exits	Weekly	6 monthly
	Illuminated Escape Sign	Weekly	6 monthly
	Fire Call Point 4	Monthly	6 monthly
	Emergency Lighting	6 monthly	6 monthly
Kitchen	Emergency Lighting	6 monthly	6 monthly
Toilets	Hand Driers	Weekly	As required

<b>Location</b>	<b>Item</b>	<b>Test Interval</b>	<b>Service Intervals</b>
Changing Room Corridor	Smoke Detector	6 monthly	6 monthly
	Fire Exit	Weekly	6 monthly
	Illuminated Escape Sign	Weekly	6 monthly
	Emergency Lighting	6 monthly	6 monthly
	Fire Call Point 5	Monthly	6 monthly
	Fire Call Point 6	Monthly	6 monthly
Changing Room 1	Smoke Detector (x 2)	6 monthly	6 monthly
	Running the showers	Weekly	As required
	Hand Driers	Weekly	As required
	Hair Driers	Weekly	As required
Changing Room 2	Smoke Detector (x 2)	6 monthly	6 monthly
	Running the showers	Weekly	As required
	Hand Driers	Weekly	As required
	Hair Driers	Weekly	As required
Officials' Changing Room	Smoke Detector	6 monthly	6 monthly
	Running the showers	Weekly	As required
	Hand Driers	Weekly	As required
	Hair Driers	Weekly	As required

## Procedures in Case of Accidents

### The nearest hospital Accident & Emergency Department is:

Peterborough City Hospital  
Edith Cavell Campus, Bretton Gate, Peterborough, PE3 9QZ  
Tel: 01733 678 000

### The nearest Doctor's surgery is at:

Lansdowne Road, Yaxley, Peterborough, PE7 3JL  
Tel: 01733 240 478

The first aid box is located in the Pavilion's main entrance lobby.

The person responsible for keeping this is up to date is the Pavilion Administrator.

The accident book is kept in the first aid box (GDPR compliant). This must be completed whenever an accident occurs. In addition, there are A4 accident forms available in the first aid box and should be completed with the accident book page number, folded and either posted under the office door or handed to the Pavilion Administrator for secure filing.

Any accident must be reported by the Pavilion Administrator to the Parish Clerk.

The person responsible for completing RIDDOR forms and reporting accidents is:  
The Parish Clerk

Any RIDDOR reporting incidents will be made online at:

<http://www.hse.gov.uk/riddor/report.htm>

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

- fracture, other than to fingers, thumbs or toes
- amputation
- dislocation of the shoulder, hip, knee or spine
- loss of sight (temporary or permanent)
- any penetrating injury to the eye (including chemical)
- injury from electrical shock/burn leading to unconsciousness or requiring 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 requirement 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.

Relevant examples of reportable dangerous occurrences include:

- electrical short circuit of overload causing fire or explosion
- collapse or partial collapse of a scaffold over 5m high
- unintended collapse of a building under construction or alteration, or of a wall or floor
- explosion or fire.

## **Safety Rules**

All hirers will be expected to read the whole of the hiring agreement and should sign the hiring form as evidence that they agree to the hiring conditions. All new hirers will also be given information/training by the Pavilion Administrator (or a Parish Councillor or volunteer nominated by the Administrator) about safety procedures at the Pavilion which they will be expected to follow (e.g. fire evacuation procedures, use of trolleys to move equipment, use of equipment) and will be shown the location of the accident book and health and safety file.

- Explanations will also be made on risk assessments that have been carried out, including those for hazardous substances and fire (where necessary).
- Hazards identified will be listed through the risk assessment and any procedures to be adopted in order to minimise risk. (This could be printed as a separate sheet on coloured paper which is handed to hirers with the hiring agreement, so as to draw attention to them.)

It is the intention of Stilton Parish Council and its Amenities Management Committee to comply with all health and safety legislation and to act positively wherever it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

Employees, hirers and visitors will be expected to recognise that there is a duty on them to comply with:

- the practices set out by the committee
- with all safety requirements set out in the hiring agreement
- with safety notices on the premises
- accept responsibility to do everything they can to prevent injury to themselves or others.

The Council has carried out risk assessments. The following practices must be followed in order to minimise risks:

- 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 whilst 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 (e.g. stacked tables or chairs) – use the trolleys provided.
- Do not stack chairs more than five (note - this is higher on the trolleys) high.
- Do not allow children in the kitchen except under close supervision (e.g. for supervised cookery lessons or, in the case of older children, for supervised serving of food at functions). Avoid overcrowding in the kitchen and do not allow running.
- Wear suitable clothing when handling cleaning or other toxic materials.
- Report any evidence of damage or faults to equipment or the building's facilities to the Pavilion Administrator.
- Be aware and seek to avoid the following risks:
  - a) creating slipping hazards on polished or wet floors – mop spills immediately
  - b) creating tripping hazards such as buggies, umbrellas, mops and other items left in halls and corridors
  - c) use adequate lighting to avoid tripping in poorly lit areas
  - d) risks to individuals whilst in sole occupancy of the building
  - e) risk to individuals in handling kitchen equipment e.g. cooker, water heater and knives
  - f) creating toppling hazards by piling equipment e.g. in store cupboards.

## **Contractors**

It will be necessary to check with contractors (including self-employed persons) before they start work that:

- the contract is clear and understood by both the contractors and the Committee
- the contractors are competent to carry out the work e.g. have appropriate qualifications, references and experience
- contractors have seen the Health & Safety file and are aware of any hazards which might arise (e.g. electricity cables or gas pipes)
- contractors carry out their own risk assessment if lone working and/or review Pavilion risk assessment
- contractors do not work alone on ladders at height (if necessary, a member of staff or 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 specified and completed 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.



## **Insurance**

Stilton Pavilion's Employer Liability and Public Liability insurance cover is provided by:

<b>Name of insurer:</b>	Zurich Municipal
<b>Telephone number:</b>	01243 832 118
<b>Policy No:</b>	YLL-122001-3723
<b>Date of Renewal:</b>	4 <sup>th</sup> February 2021

There are no risks excluded or special conditions that users should be aware of.

## **Review of Health & Safety Policy**

The Parish Council and its Amenities Management Committee will review this policy annually. The next review is due in May 2021.

Those with responsibility for aspects of health and safety will report to the Committee regularly, including any accidents, faults, misuse by hirers, or other matters which could affect the health and safety of users and employees.

Address and telephone number of organisations that can give advice on health and safety are:

The Health & Safety Executive  
151 Buckingham Palace Road, Victoria, London, SW1W 9SZ  
Tel: 0300 003 1737

The Fire Authority  
Cambridgeshire Fire & Rescue Service  
Huntingdon Fire Station, Brampton Road, Huntingdon, PE29 2NA  
Tel: 04280 444 580

Huntingdon District Council's Environmental Health Department  
Pathfinder House, St Mary's Street, Huntingdon, PE29 3TN  
Tel: 01480 388 302