

# **WARMSWORTH PARISH COUNCIL**

## **Health & Safety Policy**

### **Statement of Intent**

Warmsworth Parish Council recognise and accept their responsibilities in providing a safe and healthy environment for the staff employed in the Warmsworth community centre and for the public visiting and other users of it.

All reasonable steps will be taken to fulfil these responsibilities within the framework of the Health and Safety at Work Act 1974 and regulations made under this legislation.

Each and every member of staff and volunteer must remember that there is a personal and collective responsibility under the Act and under this Health and Safety Policy statement.

Warmsworth Parish Council aim to fulfil the requirements as set out below.

### **Responsibility**

Warmsworth Parish Council has ultimate responsibility for the implementation and review of this policy. Staff and users of Warmsworth Parish Council facilities have a duty to take reasonable care of their own health and safety as well as that of other users who take part in Warmsworth Parish Council activities and must co-operate with Warmsworth Parish Council on health and safety matters.

### **Arrangements for Health and Safety Accident Procedures**

A first aid kit is available and located in the WARMSWORTH community centre kitchen.

In the event of an accident or other occurrence (e.g. an epileptic fit) the paramedic or ambulance service should be called.

An accident book is kept in the Warmsworth Parish Council clerk's office and all accidents and incidents at work are to be recorded in the relevant accident book.

### **Fire Safety**

All staff and visitors are required to evacuate the building on the raising of an alarm regarding fire and are aware of fire evacuation procedures/assembly points and when to use fire extinguishers.

Appropriate fire extinguishers are available in the WARMSWORTH community centre.

Fire exits are clearly marked in the WARMSWORTH community centre.

### **Environmental Hazards**

Warmsworth Parish Council will be responsible for the arrangement of the required inspections and testing of mains installations in accordance with the regulations (Electricity at Work Regulations 1989).

Records of all inspections and tests will be kept.

The community centre is to be adequately heated, lighted and ventilated.

### **Smoking**

Smoking is not permitted on Warmsworth Parish Council premises.

## **Dangerous Substances**

Staff is to be made aware of the risks of solvent based office products and cleaning materials.

## **Information on Health and Safety**

Any member of staff has the right to seek and to have independent advice on matters, which may affect their health and safety.

New staff will be briefed through the induction programme on health and safety matters.

All staff must inform themselves of the contents of Warmsworth Parish Council Health and Safety Policy document and familiarise themselves with the arrangements contained therein, and especially with those safe systems of work which affect their daily working activities.

Other users of the premises will be given basic instructions and information on health and safety.

All Health and Safety Inspection reports will be made available to every member of staff. They will be required to address any issues contained in the report for which they are responsible.

## **Risk Assessments**

Under the Management of Health and Safety regulations 1992, any activity identified as constituting a significant (medium/high level) risk to the health and safety of employees or other users should be assessed and a safe system of work devised, documented and implemented, if the activity itself cannot be discontinued or substituted by a safer one. It should be monitored and reviewed.

## **Clear Passageway**

Clear passageway must be maintained at all times throughout the premises to allow safe evacuation in an emergency and to avoid accidents by tripping. All doors on escape routes and final exit doors must be kept unlocked during occupation of buildings.

## **Security**

The last member or user to leave the premises is responsible for ensuring that Warmsworth community centre is securely shut up at the end of each day.

It is every member of staff's and users' responsibility to ensure that he/she takes the necessary measures to make safe the material and equipment in his/her care.

## **Review**

Warmsworth Parish Council will review the content and performance of this policy in line with new legislation and changes in work practices, staff and premises.