HALTON
PARISH COUNCIL

HEALTH AND SAFETY POLICY & PROCEDURES MANUAL

This Document has been prepared as a requirement under Section 2 of the Health and Safety at Work Act 1974 and with the guidance from the National Association of Local Council's Legal Topic Note 23.

REVIEW AND AMENDMENT RECORD

Review/ Amender	Date	Amendments
Full Council	24th May 2024	Adopted
Jane Mackinnon	14th May 2025	22.1 Lone Working Amended /Approved – expanded to include actual use & personal safety

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Appendix 1 – Health & Safety Policy Statement – Printable

The person responsible for the overall Health and Safety Policy at Halton Parish Council is:

Name	Position	Address for correspondence
	Parish Clerk	Parish office, Village Hall, Halton, Bucks HP22 5NG

The Designated Health & Safety Officer is:

Name	Position	Address for correspondence
TBC	**TBC**	Parish office, Village Hall, Halton, Bucks HP22 5NG

PART 1 - STATEMENT OF INTENT

1. STATEMENT

1.1 Halton Parish Council (the Council) believes that Health and Safety is an integral part of the discharge of its duties.

1.2 The Council therefore intends to meet those responsibilities as far as is reasonably practicable by incorporating good health & safety management within all its operations as directed by this policy.

1.3 It is the responsibility of all councillors, employees, volunteers, hirers and contractors of the Council to be aware of the following policy statements on Health and Safety and of all organisational arrangements made to implement these policies.

1.4 The aim of this policy is to:

i. Provide and maintain a safe and healthy place of work.

ii. Minimise and manage health and safety risks.

iii. Provide an organisational structure to define the responsibilities and arrangements, for health and safety.

iv. Provide an organisational structure to create working and emergency procedures, related to health and safety.

v. Outline the provision of relevant training, information and supervision.

vi. Detail relevant statutory legislation to health and safety to be referred to for guidance.

vii. Establish and arrange procedures for auditing, monitoring and reviewing the Health and Safety systems of review and revision for this policy to ensure health and safety remains effectively managed.

PART 2 RESPONSIBILITIES FOR HEALTH & SAFETY

2. COUNCIL RESPONSIBILITIES

2.1 In accordance with the requirements of The Health and Safety at Work Act (1974), and The Management of Health and Safety at Work Regulations (1998), the Council accepts its duty to ensure safe place of work and healthy working conditions for its employees.

2.2 As an employer, in line with Section 2(1) of the Health and Safety at Work Act, the Council shall provide for its employees:

i. Workspaces maintained to an up-to-date safe standard, including access and egress, so far as is reasonably practicable, to mitigate risks to health.

ii. Contracts of employment which are compliant with statutory health and safety.

iii. Equipment, articles, personal protective equipment (PPE) and substances that are safe and without risk to health, when used properly, when necessary.

iv. Maintenance to equipment used in the execution of their duties, so far as is reasonably practicable.

v. Relevant training for required duties.

vi. That arrangements are in place for the control of substances hazardous to health (COSHH). A copy of this policy, relevant health and safety documents, statutory legislation, and risk assessments.

2.3 The Council also accepts its health and safety responsibilities to other persons including volunteers, hirers, and contractors who work on behalf of the Council, as far as is reasonably practicable.

2.4 Considering this, the Council shall ensure that volunteers, hirers, and contractors are:

i. Informed of its Health and Safety Policy.

ii. Given relevant information about its facilities, users, and available equipment to reduce risk to health and safety to themselves and others.

iii. Shown the Health and Safety Law poster, as required by The Health and Safety Information for Employees Regulations 1989, Section 4.

iv. Not exposed to risks to their health and safety during the execution of their duties and works, as is reasonably practicable.

v. Provided with proof of the maintenance of Council facilities, where relevant, including access and egress, to avoid risks to health.

vi. Asked for proof of their own public liability insurance cover, risk assessments and relevant competency-based training.

vii. Asked to show their arrangements for the safe use, handling, storage, and disposal of all substances and equipment that may endanger their or any third-party health or welfare.

2.5 It is the Council's responsibility to make resources available to fulfil the commitment to health and safety of relevant persons. This shall be performed through budgetary allowances and assessment by the Clerk.

2.6 It is the Council's responsibility to set up and monitor policies and procedures to mitigate risk. This shall be enacted by the Clerk as Halton Parish Council designated Responsible Person.

2.7 It is the Council's responsibility to be fully aware of all parts of the policy, and ensure this policy is implemented.

2.8 The Council shall review and revise this policy annually, or more frequently should the necessity arise, to ensure it is current and reflective of our arrangements and legal requirements. The Health and Safety Policy Statement will be displayed on the HPC website and in a prominent position on the village hall display board.

2.9 All employees working for Halton Parish Council understand their responsibilities for Health and Safety. Compliance and performance will be measured during management appraisals and council audits, this will be documented and kept on file with The Clerk.

2.10 We support a 'don't walk by' culture and encourage everyone to be an ambassador of safety for the council. We will continue to monitor and review our business activities to ensure we maintain and improve the Health and Safety of the Council.

2.11 Consultation

I. Halton Parish Council recognises that communication is a two-way process.

II. The Clerk or an appropriate supervisor will call regular meetings in which all onsite employees will be briefed as to what is required of them on a day-to-day basis and, should an emergency arise, what steps should be taken.

(At such meetings, in addition to the technical aspect of the work activities, safety will be discussed, and controls developed and handled on an equal level of priority with other elements of the business meeting.)

III. Details of these meetings and discussions will be documented.

IV. The consultation will involve not only giving information to employees but also listening to and taking account of what employees say before any Health and Safety decisions are made.

V. We will ensure that Safety Representatives have the required facilities, equipment and information for them to participate fully and effectively to enable them to carry out their

functions, as proportionate to the workplace and that they are treated in line with the current Regulations and Induction protocol.

Vi. To communicate effectively, we will ensure that employees understand the meaning and purpose of the policy, vision, values and beliefs (TBC), which underline it.

Vii. Designated Managerial/Supervisory staff / Councillors (as applicable) will establish lines of communication with other organisations/persons that may be affected by Halton Parish Council's activities. This may be through the use of signage, verbally, in writing or a combination of these methods.

Viii Likewise, Managerial/Supervisory staff (as applicable) shall expect that other organisations/persons will communicate health & safety or organisational issues that may affect Halton Parish Council's staff welfare & Health and Safety.

In the Halton Parish Council Offices, Halton Village Hall, all relevant safety information will be provided and displayed. This will include:

- HSE law poster
- Fire safety instructions
- Employer's Liability Insurance Certificate
- Health and Safety Policy
- Environmental Policy
- Other safety instructions relevant to that workplace
- The First Aid and Incident log book.

The person responsible for overseeing our consultation arrangements is The Clerk.

3. CLERK RESPONSIBILITIES

3.1 The Clerk shall:

i. Attend to day-to-day matters of Health and Safety on behalf of the Council.

ii. Ensure this policy is implemented, monitored, developed, and communicated effectively to all persons, employees, volunteers, tenants, and contractors.

iii. Acquire and keep copies of all risk assessments and proofs of Public Liability Insurance in folders labelled accordingly, of all employees, volunteers, tenants, and contractors which provide services to the Council.

iv. Ensure all employees, volunteers, hirers, and contractors participate in the development of good working practices.

v. Ensure all relevant documentation relating to Health and Safety is available.

vi. Ensure all necessary personal protective equipment is provided to employees, and that training is provided for proper handling, maintenance, and storage.

vii. Produce risk assessments for the Council's works and activities as and when necessary and review them annually.

viii. Ensure the timely reporting of all injuries, diseases, and dangerous occurrences a (RIDDOR), that they are investigated, and remedial works performed to reduce risk.

ix. Ensure that safety issues are thoroughly investigated and where necessary, further effective controls implemented and communicated to the Council, employees, volunteers, tenants, and contractors.

x. Provide research and knowledge regarding the budgetary provision for health and safety.

4. EMPLOYEES AND VOLUNTEERS RESPONSIBILITIES

4.1 All employees and volunteers must read and agree and sign this document: Halton Parish Council Health and Safety Policy and Procedures before accessing HPC facilities that include:

- The village hall
- The village hall offices
- The noticeboards
- The village hall bin
- The village store cupboards
- The MVAS cameras (information tbc)
- The village grounds

All employees and volunteers are required to:

i. Take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

ii. Carry out works in compliance with statutory legislation, procedures, and policy to ensure the health and safety of others on and off site.

iii. Report all accidents, hazards and near misses to the Clerk and Council. iv.

Co-operate with the Council's instructions relevant to health and safety.

v. Observe safe standards of behaviour and dress. Where required, wear protective equipment, and use appropriate safety devices provided.

5. CONTRACTOR RESPONSIBILITIES

5.1 Sections 3(1) and 3(3) of the Act Health and Safety at Work etc Act 1974 confers additional responsibilities for the Council for the health and safety of nonemployees concerned with a premises of the Council.

5.2 All contractors are required to:

i. Take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

ii. Carry out works in compliance with statutory legislation, procedures, and policy to ensure the health and safety of others on and off site.

iii. Report all accidents, hazards and near misses to the Clerk and Council.

iv. Co-operate with the Council's instructions relevant to health and safety.

i.v. Provide sight of the contractor's own public liability insurance and risk assessments. This includes additional proof of permits, competency and qualifications for specialist works e.g., Asbestos removal, Chainsaw Qualifications.

v. Provide details of hazardous articles and substances intended to be bought to site, including any arrangements for safe transportation, handling, use, storage, and disposal.

vi. Provide clarification for supervision and regular communication during work including arrangements for reporting problems or stopping work in cases where there is a serious risk of injury to themselves and others

vii. Inform the Council and Clerk of any risks to health and safety related, to or arising, from their works.

6. HALL HIRERS T&CS See Appendix 1

PART 3 ARRANGEMENTS FOR HEALTH & SAFETY

7. COSHH

7.1 OBJ In line with the Control of Substances Hazardous to Health 2002, hazardous substances shall be substituted by non-hazardous substances or reduced to the absolute minimum required to achieve the aim as used by employees, volunteers, tenants, and contractors. Minimum holdings that are in-use shall be carefully handled, stored, and transported.

7.2 The Council shall provide COSHH information through posters where necessary detailing the risks and associated actions required to mitigate generic risks to health from hazardous substances.

7.3 Essential Hazardous substances in-use shall be stored correctly by employees and volunteers, when stored on or in Council facilities.

7.4 Equipment is to be provided to clean up spillages safely, as well as personal protective equipment required for the handling of hazardous substances.

7.5 Spillages shall be reported to the Clerk immediately for remedial actions.

7.6 Training for the safe handling, storage, and transport of hazardous substances shall be provided by the Council as is necessary and reasonably practicable.

7.7 Appropriate signage and storage facilities for hazardous chemicals shall be provided by the Council.

7.8 The use of hazardous substances, as well as the storage and transport of, shall be risk assessed by the Clerk.

8. Fire Safety and Other Emergencies

8.1 Halton Parish Council will endeavor to control the associated risks and to comply with the legal requirements relating to fire safety and other emergencies, as contained within the Regulatory Reform (Fire Safety Order) 2005 and the Management of Health and Safety at Work Regulations 1999, and with the specific guidance notes issued by the Health and Safety Executive and Fire Authority.

8.2 The following rules and procedures will be applied in relation to this area and associated work activities:

- The council will take such general fire precautions as to ensure, so far as is reasonably practicable, the safety of all employees and other people that may be affected by its activities.
- Risk assessments will be completed for all premises occupied by the Council for the purpose of identifying the general fire precautions required to be implemented.
- The significant findings of the assessments and details of any groups of persons identified as being especially at risk will be recorded and brought to the attention of relevant employees and other affected persons.
- All relevant risk assessments will be subject to periodic monitoring at a frequency prescribed by the assessment.
- All relevant risk assessments will be subject to periodic review at a frequency prescribed by the assessment or when they are no longer valid or significant changes have occurred.
- Where dangerous substances may be present in or on premises, the risk assessment will take account of any relevant special hazards with a view to eliminating or reducing the risks so far as is reasonably practicable.
- All premises will be equipped with appropriate fire-fighting equipment and with fire detectors and alarms were necessary, as determined by the risk assessment;
- All non-automatic fire-fighting equipment will be easily accessible, simple to use, and their location will be indicated by signs.
- Suitable and sufficient emergency routes and exits for employees and any other persons to evacuate as quickly as possible.
- All emergency routes and exits will lead to a place of safety and will be indicated by signs.
- All emergency exits and the route to emergency exits from premises must be always kept clear. All emergency exit doors will open in the direction of escape and allow easy and immediate opening. All emergency exit doors must remain unlocked and unfastened at all required times.
- All emergency exits and routes requiring illumination will be provided with suitable emergency lighting, which will be tested monthly with an additional yearly test from an electrical contractor.

- All fire alarms will be maintained in efficient working order, good repair, serviced at required intervals and tested at regular intervals, as determined by the risk assessment. A suitable record of such tests will be kept and maintained.
- Fire drills / emergency evacuations will take place at required intervals. A suitable record of such drills shall be kept and maintained.
- All employees will be provided with suitable and sufficient instruction and training on the appropriate precautions and actions required to be taken by them in case of fire or other emergencies. This training will be provided at induction and repeated periodically and/or when required.
- All visitors to council premises, including contractors, will be provided with suitable information, and will be required to record their details, including times of arrival and leaving in the office register. Hall hirers must follow the sign in procedure detailed in T&Cs of Village Hall booking (see appendix).

Halton Parish Council will appoint one or more suitable `Competent Persons` who will be responsible for ensuring that all preventative and protective measures for fire and other emergencies are in place. All such appointees will be provided with adequate information, training and other resources to carry out his/her role and duties effectively.

Halton Parish Council Councillors and staff will be trained as part of their induction process to be able to implement and manage the Fire emergency plan. The hirer is responsible for their group and will be designated as a fire marshal. Fire and First Aid information will be provided at the point of booking, for the hirer to be familiar with the requisite protocols. Duties of fire marshals will be as detailed below.

The council will prepare and publish a Fire / Emergency Plan for all council premises as detailed below.

Fire / Emergency Plan for HPC Staff and Cllrs (Hall Hirers shall follow the information in the T&Cs of Booking and fire evacuation comms displayed at the village hall.)

HPC staff and Cllrs discovering a fire shall raise the alarm by:

1. Pressing the nearest Manual Call Point (MCP)
2. Leave the building by the nearest available Exit
3. Proceed to Assembly Point
4. Ensure that the relevant emergency services are phoned giving the following information:

- Name of person making call Site address; (NAME SITE/CODE)
- Telephone number;
- Nature of incident (if known);

- All persons vacate the premises by the nearest available exit and follow the fire plan procedures. .
- Once at the assembly point check all persons are present.
- If practicable alert immediate Neighbours to ensure their safety

Record Keeping

All necessary health, safety and environmental documentation will be retained in

record form. This may include:

- Risk assessments;
- Training records;
- Other relevant health, safety and environmental documents;
- Accident Book;
- Statutory documentation (Inspections, reports etc.);
- Health, Safety and Environmental Policy and Procedures

9. FIRST AID

9.1 In line with The Health and Safety (First Aid) Regulations 1981, first aid kits shall be provided in all areas owned by the Council. First aid kits provided shall contain enough first aid materials, of which shall be replaced when expired or used, to ensure full capability. The First Aid Kits will be checked monthly to ensure full capability

9.2 All accidents or hazardous incidents shall be reported to the Clerk and the Council. Hall Hirers and Halton Parish Council Employees will have a duty to record accidents and incidents. A red folder marked ‘First Aid & Incident Recording’ is in the Kitchen cupboard, the cupboard is identifiable via the First Aid poster. The red folder contains blank HSE approved First Aid form must be completed and posted via the Village Hall Post Box directly after administering First Aid, thus ensuring GDPR is protected. The Clerk will review the incident and liaise with all relevant parties. For serious accidents where RIDDOR is required the HSE form will be completed and returned ‘as above’, and an email should be sent to clerk@halton-pc.gov.uk within 24 hours. The clerk will review and inform RIDDOR via the HSE online reporting system. The clerk will take note of remedial training and works required. This is in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

9.3 All ‘near misses’ shall be reported to the Clerk and the Council. These shall be recorded by the Clerk to take note of remedial training and works required.

10. RISK ASSESSMENTS AND RISK MANAGEMENT

DEFINITIONS

***Hazard* -** something that has the potential to cause harm.

Risk - is the likelihood of the harm being realised. The risk, therefore, reflects both the likelihood that harm will occur and its severity. It will be recorded as low impact, significant impact and very serious impact to HPC with the weighing, unlikely, possible, probable.

Halton Parish Council will maintain a programme of hazard and risk identification and assessment of all its activities to avoid, reduce or control, so far as is reasonably practicable, any harm or danger to employees, volunteers, contractors and hirers.

All risk assessments will be fully documented and recorded;

- All risk assessments will be reviewed annually (or sooner if an accident should occur or there is a change in the work process);
- All Risk Assessments will be monitored on a regular basis at a frequency determined by, and stated within, the assessment;
- All relevant employees or other people will be informed of the significant findings of risk assessments that relate to their work activities or otherwise affect them.

CONTROL MEASURES

10.4 Where work activities, items or areas with significant risks or hazards are identified, the risk assessment will contain details of the measures that must be applied or actions that must be taken to eliminate, reduce or control the risks in question and therefore allow the activity etc. to be carried out safely.

These required measures or actions are referred to as

`control measures`. The following principles will be applied

to adopting control measures:

- Avoiding the risks altogether;
- Evaluating the risks which cannot be avoided;
- Combating risks at source;
- Adapting the work to the individual;
- Adapting to technical progress;
- Replacing the dangerous with the non-dangerous or less dangerous;
- Developing a coherent overall prevention policy;
- Giving collective protective measures priority over individual protective measures;

- Giving appropriate instructions to employees.

REVIEW AND REVISION

10.5 The risk assessments must be kept up-to-date and be reviewed and modified, where necessary. If changes take place which mean that the current risk assessment is no longer valid or that it can be improved, the assessment must be reviewed. In all cases, risk assessments will be reviewed on a regular annual basis.

10.6 All significant findings of risk assessments and subsequent monitoring must be recorded. The records must include:

- The significant hazards identified in the assessment - those which might pose serious risk to workers or others who might be affected by the work activity if they were not properly controlled;
- The levels of risk associated with the hazards;
- The existing or required control measures;
- The people who may be affected by the risks or hazards, including any groups of employees who are at special risk;
- Decisions taken because of the assessment.

10.7 The person responsible for Risk Assessment and Management is The Clerk.

See Appendix – Risk Register

11. INTOXICANTS

11.1 Smoking, use of e-cigarettes or vapes on site is prohibited.

11.2 No person shall perform any work for the Council under the influence of alcohol, illegal drugs, or other psychoactive substances (“legal highs”).

12. PERSONAL SAFETY

12.1 Violence and other threats to personal safety of all persons shall be treated with zero tolerance. Any such incidences shall be reported immediately to the Police. All incidents shall be recorded by the Clerk and relevant training is to be sought to reduce risk.

12.2 Anti-social behaviour on Council premises or in Council facilities in treated with zero tolerance given the risk to the health and safety of others. Such incidences shall be immediately reported to the Police and recorded by the Clerk.

12.3 A ring doorbell has been installed to enable the Clerk to see who is visiting the office in advance of answering the door.

13. TRAINING

13.1 Appropriate health and safety training shall be provided by the Council, at discretion and when reasonably practicable. Training shall be organised by the Clerk and recorded.

14. WORKPLACE

14.1 The Health and Safety (Display Screen Equipment) Regulations 1992 applies to workers who use Display Screen Equipment daily, for an hour or more at a time. Screen usage of employees shall therefore be risk assessed and reviewed to ensure keeping with this statute.

i. Regular rest breaks shall be taken, complying with the Working Time Regulations 1998.

ii. These breaks are not to be taken at a time that would lead to endangerment of others or damage of property.

iii. Breaks are arranged to reduce health impacts from repetitive working such as repetitive stress injuries, fatigue, and stress.

iv. These breaks are also to allow time away from screen usage to reduce risk to eyesight as stated in Regulation 4 of the Display Screen Regulations 1992.

14.2 Employee workloads shall be assessed by the Clerk and referred to the Council for review. This is in line with Health and Safety Executive advice to assess stress and mental health of employees associated with workloads.

15. PERSONAL PROTECTIVE EQUIPMENT (PPE)

15.1 The Personal Protective Equipment at Work Regulations 1992 requires that suitable equipment is provided by the Council for employees and volunteers in line with their duties.

15.2 Personal protective equipment provided by the Council shall be properly maintained and replaced to avoid failure.

15.3 Tasks requiring protective equipment shall be evaluated for their necessity.

15.4 Training in protective equipment use shall be provided by the Council and organised by the Clerk at discretion and if reasonably practicable.

15.5 Requests for protective equipment and replacement may be made to the Council or the Clerk.

16. MANUAL HANDLING

16.1 Legislation for manual handling is covered under The Manual Handling Operations Regulation 1992.

16.2 The Council and Clerk shall make arrangements to assess potential manual handling hazards, e.g., weights of equipment, and ensure that relevant training is provided to employees and volunteers as is reasonably practicable.

17. SIGNAGE

17.1 Signage shall be erected to indicate hazards on and around the Council's premises and facilities and show warnings and instructions.

18. TEMPERATURE AND VENTILATION

18.1 The Workplace (Health, Safety and Welfare) Regulations 1992 require that indoor workspaces are properly ventilated, and temperature controlled to avoid risk to personal health.

18.2 The Council shall ensure that all facilities are properly ventilated and can heat or cool to suit those working indoors.

18.3 Risk assessments shall mitigate for extreme temperatures and quality of ventilation of indoor workspaces.

18.4 Works shall be provided to improve ventilation and temperature control if the need is adequately assessed or asked for. The Clerk shall organise these works with the approval of the Council.

19. FACILITIES AND PREMISES

19.1 Remedial works and equipment shall be provided by the Council to reduce the risk of harm to users of Council premises and facilities e.g. The Village Hall.

19.2 Annual ROSPA checks of publicly available equipment shall be provided by the Council with remedial work organised by the Clerk.

19.3 Risk assessments shall be produced by the Clerk for activities and events that involve the public.

19.4 Items that are linked to high levels of risk to health and safety, e.g., gazebos, bouncy castles, shall be independently risk assessed with providers being required to practice required measures for risk reduction.

19.5 Trees on Council premises shall be assessed by annual tree survey and regularly inspected by the Council for risks to health and safety. The Clerk shall organise remedial work to make safe hazards.

19.6 Users of Council premises are not to swim in any body of water present. This is to avoid risk of drowning, Weil's disease (through ingestion of infected water) and other injuries.

19.7 Damage to Council property, whether intentional, accidental, or otherwise, shall be immediately reported to the Council and Clerk to assess risk to health and safety arising from it. Remedial work and cordoning off hazards should be undertaken as soon as reasonably practicable.

19.8 Slip and trip hazards related to Council premises and facilities shall be assessed by the Clerk with areas found dangerous to be cordoned off.

20. DOGS

20.1 Dogs shall be allowed in the Parish Council office and the entrance to the village hall, at the discretion of the Council and/or tenants of Council facilities where relevant. Only assistance dogs are allowed in the village hall and kitchen.

20.2 Dog mess is to be removed by owners and placed in dog waste bins.

20.3 Unruly dogs are not to be allowed on Council premises, or in Council facilities unless on a lead.

20.4 Dangerous dogs, as defined in Sections 1 and 2 of the Dangerous Dogs Act 1991, are not permitted given the risk to health and safety of others. Complaints regarding dogs should be reported to the Council and Clerk.

20.5 In line with Section 3 of the Dangerous Dogs Act 1991, attacks by dogs on other persons, animals, or damage to property, shall be immediately reported to the Police and recorded by the Clerk.

21. LEGIONELLA

21.1 Where it is deemed necessary, assessments and chlorination services of potable water systems in Council facilities shall be made by a competent contractor, this shall be organised by the Clerk.

22. LONE WORKING

22.1 **Lone Working Policy Acknowledgment**

All employees, contractors, and volunteers of Halton Parish Council are required to receive, review and formally agree to the Lone Working Policy. This policy is essential to ensure the safety and well-being of individuals who may be required to work alone or in isolated conditions. By acknowledging and adhering to the guidelines set out in the policy, we can collectively mitigate risks and promote a secure working environment. It is the responsibility of each individual to familiarise themselves with the policy and confirm their agreement by signing the acknowledgment form. Compliance with this policy is mandatory, and failure to adhere to its provisions may result in further review. Please ensure you have read and signed the Lone Working Policy before commencing lone work.

Further advice is available via the Health and Safety Executive (https://www.hse.gov.uk)

HEALTH AND SAFETY POLICY STATEMENT

Halton Parish Council are committed to, and accept our moral and legal duties for ensuring, as far as is reasonably practicable, Health, Safety, Welfare and Wellbeing.

We take safety seriously and we will set clear action plans to continually improve our performance. Everybody in the council must 'play their part' so if you see something that is unsafe, 'don't walk by', take appropriate action.

We will:

- Provide adequate control of the Health and Safety risks arising from our work activities.
- Consult with our employees on matters affecting their Health and Safety; and wider specialists when required.
- Provide and maintain a safe environment and equipment.
- Ensure safe handling, storage, and use of substances.
- Provide information and instruction for people wishing to access our facilities.
- Ensure all employees and volunteers are competent to do their tasks and give them adequate training.
- Ensure sufficient resources are provided to meet the needs of the Health and Safety Policy.
- Prevent accidents and cases of work-related ill health.
- Maintain safe and healthy working conditions.
- Review and revise this policy as necessary at regular intervals.

To assist us in complying with our legal duties, all employees and volunteers, contractors and hall hirers are required to cooperate with Halton Parish Council, to ensure that they promote a positive safety culture and that their acts or omissions do not cause harm to themselves or others. Any dangerous activity will be subject to investigation for breach of the council rules.

Halton Parish Council also recognise our *duty of care* to ensure that the Health and Safety of visitors, contractors, hall hirers and the public is not affected because of coming into contact with our premises and activities. These persons will be given the relevant information and instruction prior to visiting the premises/working with us and ensure that their activities are controlled and monitored in such a way as to identify health and safety failings early, so as not to cause harm to our employees or themselves.

All sections within this policy have been approved by the council and are reviewed annually, or earlier if there is a significant change within the business.

Date …… **Review Date……**

Name:…… **Adopted by Halton Parish Council on …….**

Signed: ……..

Position: ……

FIRE EMERGENCY PLAN

Halton Village Hall, Old School Close (HP22 5NG)
March 2024

Action to be taken in the event of a fire at Halton Village Hall and upstairs Parish Office.

1. The fire alarms will automatically sound plus red lights will flash in the toilets. The emergency Exit lights will show. If in the unlikely event the fire alarm does not sound alert people by using the fire notification code word **'FIRE'** in a loud, clear tone to alert everybody in the building to vacate the premises **IMMEDIATELY by the nearest available exit and proceed to the assembly point.**

2. Mobility and sensory impaired persons must be accompanied by someone to assist and ensure safe evacuation and proceed to the designated Assembly Point in the Car Park far right on Old School Close. Any persons using the hall are to be primarily managed by the hall hirer as outlined in the HPCs T&Cs of Hall Booking

If the fire is manageable

1. Assess the severity of the fire. If you are fire trained and the fire is manageable, and you have clear exit path behind, you bring the correct fire extinguishers within 6 feet of the fire and attempt to extinguish the fire using the P-A-S-S procedure.

2. If the fire is not manageable and or you do not have clear exit path leave the room ensuring all other persons have exited and close door. Exit the building via the nearest exit do not stop for personal belongings go to the fire assembly point in the resident carpark by the twin pine trees. If you are unable to exit the building. Close all doors and follow the next step.

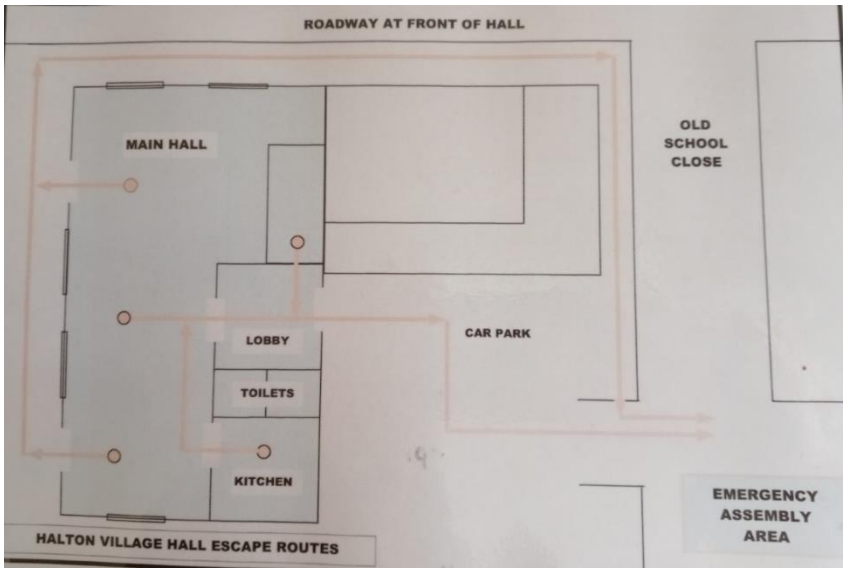
3. **Dial the Emergency Services (999)**
You must state specific details of the building, location of the fire within the building and if applicable location of trapped person. **Address: Halton Village Hall, HP22 5NG.**

4. Await fire brigade, check if all persons are present in your cohort, do not re-enter the building. If safe to do so alert immediate neighbours of the hall. A sign on the main door of the village hall will indicate if the Parish office upstairs is occupied e.g. open- person present / closed – no person in office.

5. Do not re-enter the building until the Fire Brigade's Officer in Charge gives all "clear."

6. Complete an incident form (TBC link to from on Halton Parish Website)

Evacuation route in an event of a fire



Exiting via LOBBY towards village hall carpark:

1. On the left side of the main entrance door is a silver lock, this needs to be turned to the right whilst simultaneously lowering the brass door handle (see below image) to exit towards the car park. Note: Be mindful of sunken mat as it is a trip hazard, and wheelchairs users may need support from an assistant to manoeuvre over the area.

Notes:

- Both Fire exits located within the main hall have a drop to the pavement.
- The pavement width is small for a wheelchair user.
- The pavement surface area may pose as a slip hazard during inclement weather.
- The pavement (fire escape route) is on a small incline towards the main road.
- The route does not have a grab rail and poses a hazard for someone with
- mobility/visual impairment. People with a mobility, visual and hearing impairment should be accompanied by a designated other as identified by the group lead.

Images of Main Hall Exits

1. Main Hall Fire Exit 2

2. Pavement to main road

Main Hall Fire Exit 3 (a) (opened)

Main Hall Fire Exit Door (b)

3. Turn right towards old school close

4.Turn right then left to the assembly point by the twin pine trees

Exiting via the Upstairs office

Evacuation route, exit down the stairs, turn the silver lock to the left whilst simultaneously pushing the bottom silver door handle down to enter the main entrance area (see image below) staff to turn left and follow the route to the assembly point in the residential car park. If the fire is in the Lobby area, then ensure all doors are closed and await rescue from the fire service.

Firefighting equipment provided (locations and details)

Upstairs Office/meeting room top of the stairs

C02 and Foam Fire Extinguishers

Upstairs rear office

Water Fire Extinguisher

Main entrance area

Water and CO2 extinguisher

Kitchen area

C02 Fire extinguisher located by the door

Fire Blanket – location by the kitchen sink

- **First Aid Kit and First Aid & Incident Reporting Forms are located in the First Aid Cupboard in the Kitchen**

Reporting Accidents and Dangerous Occurrences

1. All accidents and incidents involving injury to the public to a member of the Village Hall must be reported to Halton Parish Clerk as soon as possible via email clerk@halton-pc.gov.uk.
2. A first aid and incident reporting form, located in kitchen draw, must be completed at the time of accident/incident and this form should be posted though the Parish Council letterbox located on the wall by the main exit/entrance to the Village Hall,.

3. For serious accidents where RIDDOR is required the HSE form will be completed and returned ‘as above’, and an email should be sent to clerk@halton-pc.gov.uk within 24 hours. The clerk will review and inform RIDDOR via the HSE online reporting system. The clerk will take note of remedial training and works required. This is in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Halton Village Hall – Terms and Conditions of Hire

These conditions apply to all hiring of the Village Hall and Car Park. If the Hirer is in any doubt as to the meaning of the following, the Booking Officer should immediately be consulted. The Hirer is responsible for adhering to Health and Safety and Emergency Procedures. It is the Hirer's responsibility to ensure that copies of Health & Safety and Emergency instructions are obtained and understood. If the Hirer is in any doubt about any of the Instructions, the Booking Clerk should be consulted. By going ahead with the hiring of the Village Hall, the Hirer is agreeing to these Conditions of Hire and complying with the Instructions.

1. **Supervision** the Hirer shall, during the period of the hiring, be responsible for: supervision of the Village Hall, the fabric and the contents; their care, safety from damage however slight or change of any sort; and the behaviour of all persons using the Village Hall whatever their capacity. As directed by the Booking Clerk, the Hirer shall make good or pay for all damage (including accidental damage) to the Village Hall or to the fixtures, fittings or contents and for loss of contents.
2. **Lone Working Policy Acknowledgment**
   All employees, hirers, contractors, and volunteers must read, understand, and sign the Lone Working Policy before undertaking any lone work. This policy is in place to ensure personal safety and manage risks associated with working alone. Compliance is mandatory, and failure to adhere may result in review or further action.

3. Car Park The hirer is responsible for ensuring that vehicles are parked in an orderly way to avoid obstruction of the highway and that any parking requirements in the Instructions are followed. Users may need to ask for assistance when leaving the car park due to vehicles parked in the road. Alcohol must not be consumed in the car park.

4. Use of Village Hall The Hirer shall not use the Village Hall for any purpose other than that described in the Hiring Agreement and shall not sub-hire or use the Village Hall or allow the Village Hall to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the Village Hall anything which may endanger the same or render invalid any insurance policies in respect thereof. For the purposes of these conditions the 'hirer' shall mean an individual hirer, or, where the hirer is an organisation the authorised representative, not being under 18 years of age.

5. Gaming, Betting and Lotteries the Hirer shall ensure that nothing is done on or in relation to the Village Hall in contravention of the law relating to gaming, betting and lotteries.

6. Licences the Hirer shall be responsible for obtaining such licenses as may be needed for the sale and supply of intoxicating liquor. Or for entertainment from Buckinghamshire Council, and for observance of the same

7. Public Safety Compliance the Hirer shall comply with all conditions and regulations made in respect of the Village Hall by the Fire Authority, Local Authority, the Licensing Authority or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children. The Hirer must ensure that the Village Hall is not occupied by more than 100 people at any time.

8. **Fire Precautions**, by agreeing to these terms and conditions, hirers acknowledge their responsibility for the safety of all attendees during their event at Halton Village Hall. In the event of a fire, it is imperative that hirers familiarise themselves with the emergency exit routes outlined in the Halton Village Hall emergency exit route information. This information can be obtained by contacting the Booking Clerk at Bookingclerk@halton-pc.gov.uk or by referring to the Halton Parish Council Notice Board within the village hall. Hirers must arrange a visit to the

hall to orientate themselves with the evacuation routes and the location of the Manual Points (MCP). In the event of a fire, hirers are required to promptly alert attendees using the MCPs and guide them to the designated Assembly Point. Additionally, hirers must immediately dial 999 to notify emergency services and inform Halton Parish Council of the situation. Compliance with these safety protocols is essential to ensure the well-being of all individuals present in the event of an emergency.

9. Health and Hygiene the Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat in the Village Hall must be refrigerated and stored in compliance with the Food Temperature Regulations. The Village Hall is provided with a refrigerator and a dishwasher.

10. Electrical Appliance Safety the Hirer shall ensure that all electrical equipment belonging to the Village Hall and any electrical equipment brought in by the Hirer are used safely in accordance with the Instructions.

10. Accidents and Dangerous Occurrences the Hirer must report all accidents involving injury to the public to a member of the Village Hall to Halton Parish Clerk as soon as possible via email clerk@halton-pc.gov.uk. A first aid and incident reporting form, located in kitchen draw, must be completed at the time of accident/incident and this form should be posted though the Parish Council letterbox located on the wall by the main exit/entrance to the Village Hall, For serious accidents where RIDDOR is required the HSE form will be completed and returned 'as above', and an email should be sent to clerk@halton-pc.gov.uk within 24 hours. The clerk will review and inform RIDDOR via the HSE online reporting system. The clerk will take note of remedial training and works required. This is in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
Any damage to Village Hall property or failure of equipment belonging to the Village Hall or brought in by the Hirer must be reported to the Booking Clerk as soon as possible bookingsclerk@halton-pc.gov.uk. Certain types of accident or injury must be reported on a special form to the local authority. Halton Parish Clerk will give assistance in completing this form. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

11. Drunk and Disorderly Behaviour and Supply of Illegal Drugs the Hirer shall ensure that in order to avoid disturbing neighbours to the Hall and avoid violent or criminal behaviour, care shall be taken to avoid excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted either in the Village Hall or in its immediate vicinity. Alcohol shall not be served to any person suspected of being drunk nor sold to any person suspected of being under the age of 18. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the Village Hall. No illegal drugs may be brought into the Village Hall.

12. Animals the Hirer shall ensure that no animals (including birds) except guide dogs are brought into the Village Hall, other than for a special event agreed to by the Halton Parish Council No animals whatsoever are to enter the kitchen at any time.

13. Safeguarding children, young people and vulnerable adults at risk. You must ensure that any activities for children, young people and other vulnerable adults are only provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS). The hirer shall ensure that any activities for children under 8 years of age comply with any legislation current at the date of the hiring. Youth organisations using the Village Hall must have adequate adult supervision. Staffs must have a current enhanced level DBS for the appropriate group they are supporting.

14. Fly Posting. The Hirer and members of the community wishing to display posters are limited to the use of one poster on the authorised village hall community display board located in the lobby; and one poster in the bus shelter. The Hirer shall not conduct excessive or unauthorised fly posting other than the agreed and approved use of advertising stipulated above.

15. Sale of Goods the Hirer shall, if selling goods in the Village Hall, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

16. End of Hire the Hirer must follow the Instructions with regard to the End of Hire. Should these not be followed the Halton Parish Council shall be at liberty to make an additional charge.

- **All doors and windows must be closed**
- **All lights must be turned off**
- **The room thermostat turned to 15 degrees**
- **The hall, kitchen and toilets must be left clean and tidy**
- **All rubbish, recycling and food waste should be disposed of in a black bin bag and put in the purple bin located outside the main entrance area.**
- **Replace an empty /new bin bag with a fresh one ready for the next hall hirer**
- **Chairs and tables must be returned to storage positions.**
- **Vacate the hall on time as often other hirers are waiting to enter**

17. Noise the Hirer shall ensure that their use of the Hall avoids inconvenience to adjoining residential properties.

18. Stored Equipment Halton Parish Council accepts no responsibility for any stored equipment or other property brought on to or left at the Village Hall, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or fees will be charged for each day or part of a day at the hire fee per hiring until the same is removed. Halton Parish Council may at its discretion, in respect of any equipment or property brought in to the Village Hall and not removed by the Hirer within 7 days after the hiring, dispose of any such items by sale or otherwise on such terms and conditions as it thinks fit, and charge the Hirer any costs incurred in storing and selling or otherwise disposing of the same.

19. No Alterations No alterations or additions may be made to the Village Hall, nor may any fixtures be installed, or placards, decorations or other articles be attached in any way to any part of the Village Hall

20. No Rights the Hiring Agreement constitutes permission only to use the Village Hall and confers no tenancy or other right of occupation on the Hirer.

21. Wi-Fi services When using the Wi-Fi service, you agree at all times to be bound by the following provisions:

(i) not to use the Wi-Fi service for any of the following purposes:

(a) disseminating any unlawful, harassing, libellous, abusive, threatening, harmful, vulgar, obscene or otherwise objectionable material or otherwise breaching any laws;

(b) transmitting material that constitutes a criminal offence or encourages conduct that constitutes a criminal offence, results in civil liability or otherwise breaches any applicable laws, regulations or code of practice;

(c) interfering with any other persons use or enjoyment of the Wi-Fi service; or

(d) making, transmitting or storing electronic copies of material protected by copyright without permission of the owner;

(ii) to keep any username, password, or any other information which forms part of the Wi-Fi service security procedure confidential and not to disclose it to any third party.

22. Termination of the Wi-Fi service We have the right to suspend or terminate our Wi-Fi service immediately in the event that there is any breach of any of the provisions of these Standard Conditions including without limitation:

(i) if you use any equipment which is defective or illegal;

(ii) if you cause any technical or other problems to our Wi-Fi service;

(iii) if, in our opinion, you are involved in fraudulent or unauthorised use of our Wi-Fi service;

(iv) if you resell access to our Wi-Fi service; or

(v) if you use our Wi-Fi service in contravention of the terms of these Standard Conditions.

23. Availability of Wi-Fi Services Although we aim to offer the best Wi-Fi service possible, we make no promise that the Wi-Fi service will meet your requirements.

(i) We cannot guarantee that our Wi-Fi service will be fault-free or accessible at all times.

(ii) It is your responsibility to ensure that any Wi-Fi enabled device used by you is compatible with our Wi-Fi service and is switched on. The availability and performance of our Wi-Fi service is subject to all memory, 3 storage and any other limitations in your device. Our Wi-Fi service is only available to your device when it is within the operating range of the meeting room.

(iii) We are not responsible for data, messages, or pages that you may lose or that become misdirected because of the interruptions or performance issues with our Wi-Fi service or wireless communications networks generally. We may impose usage, or service limits, suspend service, or block certain kinds of usage in our sole discretion, to protect other users of our Wi-Fi service. Network speed is no indication of the speed at which your Wi-Fi enabled device, or our Wi-Fi service sends or receives data. Actual network speed will vary based on configuration, compression, and network congestion.

24. Privacy and Data Protection

(i) We may collect and store personal data through your use of our Wi-Fi service.

(ii) We may process all information about you which is provided in relation to our Wi-Fi service in accordance with your legal rights under GDPR 2018 and solely for the purposes of offering the Wi-Fi service.

(iii) By using our Wi-Fi service, you agree to the terms of this clause 24. If you would like more information or object to anything in these conditions, please contact us.

25. Booking Administration

All bookings can be made via our online booking form found on Halton Parish Council website.

During any regular hire period the Village Hall may, subject to 2 months' notice to the Hirer, suspend the hire on an occasional basis in order to allow other organisations, who might otherwise be prohibited from using the Hall, to hire the Hall for a specific event. The Hirer

should include time needed for preparation and clearing up in establishing the total period of hire required. The hirer is responsible for making sure that the Village Hall is not left unattended and/or unsecured at any time during, or at the end of the hire period. Hirers will not be allowed access to the Hall before the hire start unless with the approval of the Booking Clerk. Adequate time should be allowed at the end of events to ensure that the Village Hall is vacated at or before the end of the hire period, so as not to interfere with the needs of other users and to observe the Public Entertainment Licence Conditions for hours of use. Any additional time outside the specified period required for preparation and/or clearing up shall only be permitted with the confirmation of the Bookings Clerk.

26. Insurance and Indemnity The Hirer shall be liable for:

1. The cost of repair of any damage (including accidental and malicious damage) done to any part of the Village Hall including the curtilage thereof or the contents of the Village Hall.

2. All claims, losses, damages and costs made against or incurred by the Halton Parish Council, their employees, volunteers, agents or invitees in respect of the damage or loss of property or 4 injuries to persons arising as a result of the use of the Village Hall (including the storage of equipment) by the Hirer and

3. All claims, losses, damages and costs made against or incurred by Halton Parish Council, their employees, volunteers, agents or invitees as a result of any nuisance caused to a third party as a result of the use of the Village Hall by the Hirer, and subject to sub-clause

b), the Hirer shall indemnify and keep indemnified accordingly each member of the Halton Parish Council and the Village Hall's volunteers, agents and invitees against such liabilities.

c) Halton Parish Council shall take out adequate insurance to ensure the liabilities described in sub-clauses

a) (i) above and may, in its discretion and in the case of non-commercial hirers, insure the liabilities described in sub-clauses

(a) (ii) and (Iiii) above Halton Parish Council shall claim on its insurance for any liability of the Hirer here under, but the Hirer shall indemnify and keep indemnified the Halton Parish Council employees, volunteers, agents and invitees against

(a) any insurance excess incurred and

(b) the difference between the amount of the liability and the monies received under the insurance policy.

(c) Where Halton Parish Council does not insure the liabilities described in sub-clause

(a) (ii) and (iii) above, the Hirer shall take out adequate insurance to insure such liability and on demand shall produce the policy and current receipt or other evidence of cover to the Village Hall Booking Clerk. Failure to produce such policy and evidence of cover will render the hiring void and enable the Hall Booking Clerk to rehire the Village Hall to another hirer.

27. Cancellation should be made by email to the booking clerk
Bookingsclerk@halton-pc.go.uk

a. Regular bookings

i. Cancellation within 48 hours of booking will be charged in full
ii. Cancellation more than 48 hours of the event will not be charged

b. One off bookings

i. More than one month before the event – full refund
ii. Within a month of the event – 50%refund
iii. Within 1 week of the event – no refund

Halton Parish Council reserves the right to cancel this hiring in the event of the hall being required for use as a Polling Station for a Parliamentary or Local Government election or by-election, in which case the hirer shall be entitled to a refund of any fee already paid.