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# ***SAFETY STATEMENT***

***BRAUNSTONE TOWN COUNCIL***

***WRITTEN POLICY***

DATE ADOPTED	February 2012	FREQUENCY OF REVIEW	As required or legislative changes
REVISED DATE/S			

**BRAUNSTONE TOWN COUNCIL  
DARREN TILLEY – EXECUTIVE OFFICER & TOWN CLERK  
BRAUNSTONE CIVIC CENTRE  
KINGSWAY, BRAUNSTONE TOWN  
LEICESTER LE3 2PP  
0116 2899270**

## GENERAL STATEMENT

The health and safety of our employees is of paramount importance. We aim to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and to provide them with the necessary information, instruction and training to achieve this aim.

Appropriate preventive and protective measures are and will continue to be, implemented following the identification of work related hazards and assessment of the risks associated with them.

We recognise the importance of employer/employee consultation on matters of health and safety and the value of individual consultation prior to allocating specific health and safety functions.

We also accept our responsibility for the health and safety of other persons who may be affected by our activities.

The allocation of duties for safety matters, the identity of competent persons appointed with particular responsibilities, and the arrangements made to implement this policy are set out herein and/or in associated health and safety documents and records.

Expert advice will be sought as necessary when determining health and safety risks and the measures required to guard against them.

The objectives of this safety statement can only be achieved through the support and co-operation of employees and all other persons who use the premises e.g. contractors, visitors, students.

The contents of this statement will be kept up to date to reflect the changes in the nature of the activities and the size or complexity of the organisation/establishment. We will review its effectiveness as appropriate and in any case, at least annually.

# ORGANISATION

## Health & Safety Function(S) / Responsibility(les)

## Name/Job Title

### OVERALL RESPONSIBILITY

Person with overall and final responsibility for Health & Safety

**Darren Tilley,**  
Executive Officer & Town Clerk

### KEY PERSONNEL AND NOMINATED DEPUTIES

Responsible for Health & Safety checks and procedures, provision of appropriate Information, instruction and training, by particular department

Civic Centre and Thorpe Astley Community Centre

Mrs P Hurd (Community Development & Centres Manager / Mrs L Assi, Deputy Centres Manager) (0116 2890045)

Staff Induction and Maintaining Health & Safety Documents

Miss J Leech, Assistant Executive Officer – Admin (0116 2899270)

Parks & Grounds

Mr I Kennett, Senior Groundsperson (07885 422462)  
Mr P Jepson, Senior Groundsperson (07557 947202)

Licensed Bar Contractor

Mrs J Abbott, 35 Shakespeare Drive,  
Braunstone Town, LEICESTER, LE3 2SR  
Tel: 0116 4319771

### MEMBERS OF SAFETY COMMITTEE

Mrs L Assi (Deputy Centres Manager)  
Mrs K Daniels (Premises Officer / Stand in only)  
Mrs P Hurd (Community Development & Centres Manager)  
Mr I Kennett (Senior Groundsperson)  
Miss K Rainer (Premises Officer)  
Miss P Rehal (Customer Services Advisor)  
Mrs A Mead (Cleaners)

### ADVISORS

Zurich Municipal Health & Safety Advisory Service

Helpline Number 01252 387912  
Fax Number 01252376010

Occupational Health

University Hospitals of Leicester  
Occupational Health Service  
Leicester Royal Infirmary, LE1 5WW. 0116 2585307

Enforcing Agencies

Blaby District Council, Council Offices  
Narborough, Leicester, LE19 5EP  
0116 2750555

Health & Safety Executive  
Belgrave House  
1 Greyfriars  
Northampton

Prevention of Control of Legionellosis

Integrated Water Services  
Wood End Lane, Fradley, Lichfield WS3 8NF  
01543 445700

Playgrounds

Playsafety Ltd (ROSPA)  
The Old Barn, Wicklesham Lodge, Faringdon  
SN7 7NP 01367 244600

### GENERAL

Responsibility and duty to take reasonable care of both their own and other people's safety and to co-operate with their employers on safety matters and to follow procedures set out in the Council's Risk Assessments.

All employees

## **ACCIDENTS AND DANGEROUS OCCURRENCES**

(See Risk Assessment Organisation sections for persons responsible)

### **HOW WORK RELATED ACCIDENTS, DANGEROUS OCCURRENCES AND DISEASES ARE DEALT WITH:**

#### Accidents

Braunstone Town Council recognises its duty to report and record all accidents at work.

The Executive Officer & Town Clerk will ensure that accidents are investigated and that the causes are analysed to assist in formulating preventative measures.

Individual employees are responsible for reporting any accidents that may occur at work.

Details of all accidents involving employees or members of the public shall be recorded on an Accident Report Form supplies of which are held in the Executive Officer & Town Clerk's office, Form 3 (ZM 77 - 78)

The Executive Officer & Town Clerk will record all incidents in an Accident Book and will be responsible for reporting 'Lost Time' accidents. Mandatory Reporting forms are available in the Executive Officer & Town Clerk's office.

#### Fire & Evacuation Procedures

Civic and Community Centre Reception staff must wear lapel badges at all times so that they can be identified by visitors to the Centre.

Civic and Community Centre Reception staff are required to ensure the evacuation of the premises giving assistance to disabled and sensory impaired persons. Evacuation should be completed in a calm manner - do not run. Staff are advised not to attempt to re-enter the premises for any reason after the alarm has sounded.

The most senior member of the Council staff on duty must ensure that a 999 telephone call to the appropriate Emergency Service is made immediately.

In the event of a fire, employees are requested to leave the premises by the nearest available exit.

Braunstone Civic Centre – Assemble on the KINGSWAY CENTRAL RESERVATION

Thorpe Astley Community Centre – Assemble near the FAR RIGHT CORNER OF CAR PARK

Fire action notices are positioned around all of the Council's premises to inform visitors of the action to be taken in an emergency.

The Community Development & Centres Manager is responsible for ensuring that the Civic and Community Centres' exit routes are free from obstructions and that Fire Alarms/Drills and fire fighting equipment procedures are completed. (BTC50 CC and BTC50 TA)

In the event of an evacuation due to fire, on arrival the Fire Brigade should be directed to the FIRE BOXES, which contain information on the premises, such as gas cut off points, etc. The Fire Boxes are located in the Interview Room at the Civic Centre and the Reception/Office at the Thorpe Astley Community Centre and the Mossdale Meadows Workshop.

#### Gas Leak Action

Notices advising what to do in the event of a gas leak are displayed in Civic Centre kitchens and boiler room and at the Thorpe Astley Community Centre in the boiler room and Reception/Office.

## CONTRACTORS/VISITORS

(See Organisation section for persons responsible)

### HOW SAFETY AND HEALTH OF CONTRACTORS/VISITORS ON THE PREMISES IS ENSURED:

#### **Fire & Evacuation Procedures**

Fire action notices are positioned around all of the Council's premises to inform visitors of the action to be taken in an emergency. The Executive Officer & Town Clerk is responsible for advising Contractors of the Council's Emergency Procedures and Health & Safety requirements (BTC 52). The Community Development & Centres Manager is responsible for ensuring that visitors, regular users and hirers of accommodation at the Civic Centre are aware of the Emergency Procedures (BTC 51).

The Licensed Bar Contract places responsibility upon the Licensee for ensuring that his/her employees are aware of the Council's Emergency Procedures.

The Executive Officer & Town Clerk is responsible for ensuring that Sports Clubs using the Council's facilities at Shakespeare Park, Holmfield Park and Mossdale Meadows are advised of the Council's Emergency Procedures (BTC 54)

#### **Permit to Work**

The Executive Officer & Town Clerk is responsible for issuing 'Permits to Work' to Contractors (BTC75). A permit must be drawn up for any potentially hazardous activity requiring control procedures in order to achieve safety. Permits are not required for activities which are part of normal routines, the safety of which is covered by other means such as written work instructions or for very simple safe activities.

It is often advisable to use a permit procedure when, to achieve safety, there is a need to co-ordinate the activities of separate participants, ie. Staff and Contractors. Careful judgement must be exercised to ensure that permits are issued only when necessary as indiscriminate use would overload the system and lower the effectiveness of the permit. Examples of the need for a Permit are:-

1. Hot Work – Hot work includes welding, flame cutting, brazing, grinding or any activity likely to produce heat or sparks. Permits are not required for safe areas designated for such work such as welding bays in maintenance workshops.
2. Confined spaces – A confined space is an area that is substantially enclosed. A permit to work is required in all circumstances involving this type of work. A safety person who is familiar with the premises, the activity and who has been briefed as to the action to take in the event of a problem arising is to be present at all times a person is within the confined space. The area must be isolated of all the services to the enclosed space and consideration must be given to the activity being carried out. For instance hot work may require special extraction and or breathing apparatus. The temperature of an the time duration a person may be in the enclosed space should be considered and specified on the Permit to Work. If fumes are known to have existed they must be tested to be clear before entry is allowed.
3. Work at Height – Any work involving access to roofs and or trenches must be covered by a Permit to Work. Work within premises where there is a risk from falling objects that would endanger personnel or equipment should also be covered by a Permit to Work.
4. Chemical or Highly Flammable Areas – A permit is to be used where electrical equipment is to be used in chemical areas where highly flammable chemicals are present. For example – drills.
5. Electrical Systems – A Permit to Work will be required where there is a hazard to personnel working which cannot be covered by normal isolation practices or safe systems of work.
6. Safety and Emergency Systems – Where there is a hazard to personnel working which cannot be covered by normal isolation practices or safe systems of work.
7. Lone Working – Where a person is to work alone within an area of premises away from other personnel who can reasonably be communicated with then a Permit to Work is to be issued. The person and checkers are to be briefed on the procedure for lone working.
8. Asbestos – An assessment of the potential risk must be undertaken before work commences. Provide information on the location and condition of material to anyone who is liable to work on or disturb it.

## CO-OPERATION IN SHARED WORKPLACES

(See Risk Assessment Organisation sections for persons responsible)

### HOW CO-OPERATION AND CO-ORDINATION WITH OTHER OCCUPIERS OF THE PREMISES IS ENSURED:

#### Braunstone Civic Centre

The Community Development & Centre Manager is responsible for the co-operation of Health & Safety matters with the occupiers of these premises.

#### Licensed Bar Facilities

The Contractor shall at all times comply with the requirements of the Health and Safety at Work Act and the Management of Health & Safety at Work Regulations 1992 and of any other Acts Regulations or Orders pertaining to the health and safety of employees

The Contractor shall identify risks to the health and safety of employees and others and provide the Executive Officer & Town Clerk with Risk Assessments, particularly in connection with the following:-

- (1) Food Safety (General Food Hygiene) Regulations
- (2) Food Safety (Temperature Control) Regulations
- (3) Pressure Systems and Transportable Gas Containers Regulations
- (4) Manual Handling Operations Regulations

The Contractor shall have regard to the Council's Safety Policy. Whilst on premises owned by the Council the Contractor shall ensure that his employees comply with the Council's Safety Policy.

The Contractor or a competent deputy duly authorised by the Contractor to act on his behalf is present at the Location and shall be available to the Executive Officer & Town Clerk in person at all times during which the Service is provided. The Contractor or a competent deputy must wear lapel badges (bearing the words "Bar Manager") at all times so that they can be identified by the Council's employees and visitors for the purposes of customer safety and the preservation of order.

The Executive Officer & Town Clerk shall be empowered to suspend the provision of the Service in the event of non-compliance by the Contractor with health and safety matters. The Contractor shall not resume provision of the Service until the Executive Officer & Town Clerk is satisfied that the non-compliance has been rectified. In respect of any such period of suspension the default provisions as set out in the Contract shall apply.

#### Thorpe Astley Community Centre

The Community Development & Centres Manager is responsible for co-operation on Health & Safety Matters with occupiers of rooms provided for the Police and Primary Care Trust.

The Police and Primary Care Trust will have regard to the Council's Safety Policy. Whilst on premises owned by the Council, the occupiers of the Police and Primary Care Trust rooms must ensure that their employees comply with the Council's Safety Policy.

The Executive Officer & Town Clerk shall be empowered to suspend the occupation of these rooms, in accordance with the Licence, until any non-compliance has been rectified.

## **DISPLAY SCREEN EQUIPMENT**

(See Risk Assessments Organisation sections for persons responsible)

Guidance Notes are displayed in the General Office at the Braunstone Civic Centre and the Reception/Office at the Thorpe Astley Community Centre (FS327 A2).

The Executive Officer & Town Clerk is responsible for ensuring that all relevant employees:

- i) Are given the necessary training (Mouse Matters Video and Guidance Notes ZM 28/29)
- ii) Complete a display screen risk assessment (BTC 63).
- iii) Implement any necessary control measures to eliminate or reduce the identified risks

Braunstone Town Council will, if requested by users, arrange for eye tests and, if necessary, provide corrective glasses needed specifically and solely for use with Display Screen Equipment. Further eye tests will be provided at regular intervals.

## PLANT, MECHANICAL AND ELECTRICAL EQUIPMENT

(See Risk Assessment Organisation sections for persons responsible)

Braunstone Town Council is committed to ensuring that all equipment is suitable for its intended use. Employee Safety Representatives will be consulted in connection with the use of new machinery and equipment.

The Community Development & Centres Manager and Senior Groundspersons will:

- i) Maintain the register of all plant, mechanical and electrical items and ensuring that all inspection and maintenance regimes are complied with, to include:-
  - Description of Equipment
  - Location
  - Restricted Users
  - Supervisor Responsible
  - Inspection Maintenance Regime
  - Service Engineers
- ii) Arrange for periodic inspections of portable items (BTC60, 61 and 62)
- iii) Ensure all persons are adequately trained in using electrical equipment (Electrical Safety - The Facts Video) and (BTC 55 and 57)
- iv) Ensuring the use of residual current devices especially if equipment is used outside

The Community Development & Centres Manager is responsible for advising the Regular Users/Hirers that their equipment should be subject to periodic inspection (BTC 51)

User checks on electrical equipment can be made by the person using the equipment. Aspects to look for should include damage to the plug, cable or equipment casing, use of tape to join wiring, overheating, and whether the item has been exposed to conditions for which it is not suitable, eg, a wet environment. Formal visual inspections and changing plugs or altering electrical equipment must be completed by a qualified electrician.

Any faults should be reported immediately to the Supervisor responsible for the maintenance and the equipment taken out of use immediately.

Any items that have not been registered in the inventory and checked must not be connected to the Council's electricity supply.

The Community Development & Centres Manager is responsible for advising Regular Users/Hirers that their equipment should be subject to periodic inspection.

The Executive Officer & Town Clerk is responsible for:

- i) Advising Sports Clubs/Users of the Council's facilities at Holmfield Park, Shakespeare Park and Mossdale Meadows that their equipment should be subject to periodic inspection (BTC 54)
- ii) Advising Contractors that they must provide proof of electrical testing before their equipment is used on Council property (BTC 52)



## THE PREVENTION OR CONTROL OF LEGIONELLOSIS

(See Risk Assessment Organisation sections for persons responsible)

As legionella bacteria are commonly encountered in environmental sources they may eventually colonise manufactured water systems and be found in cooling tower systems, hot and cold water systems and other plant which use or store water. To reduce the possibility of creating conditions in which the risk from exposure to legionella bacteria is increased, the Council recognises that it is important to control the risk by introducing measures which:

- Do not allow proliferation of the organisms in the water systems; and
- Reduce, so far as is reasonably practicable, exposure to water droplets and aerosols.

Integrated Water Services (IWS) has been commissioned to undertake Risk Assessments in accordance with The Prevention or Control of Legionellosis Approved Code of Practice (Health & Safety at Work Act 1974).

The IWS Assessment and Management Plan is available for inspection in the Executive Officer & Town Clerk's office. The Assessment contains three sets of recommendations:-

1. Measures to improve management and records

The Council's Safety Statement was reviewed and adopted on 23<sup>rd</sup> February 2012. All IWS recommendations were implemented.

2. Remedial Action on Systems

The Executive Officer & Town Clerk is responsible for implementing all 'high risk' improvements detailed in the IWS assessments.

3. Health & Safety Controls

The Community Development & Centres Manager and the Senior Groundsperson will implement all Controls detailed in the assessment which includes:-

- Little used outlets should be flushed for a minimum of two minutes (weekly)
- Hot Water Outlets (where no Thermostatic Mixing Valve (TMV) fitted) and pre TMV hot water should reach 50°C within 1 minute of full flow operation water outlets and the cold feed to TMVs should be less than 20°C within two minutes of full flow operation. Output from calorifiers at least 60°C, return at least 50°C (Monthly)
- Shower heads and hoses should be removed, dismantled and cleaned using a shower head descaler (quarterly)
- Complete Representative Outlet Temperature Monitoring Log.  
All domestic cold water storage tanks (cisterns) should be inspected for cleanliness once per year, cleaning and disinfection will be required if found to be dirty or contaminated (Annually)
- Temperatures of all domestic cold water storage tanks should be checked six monthly. Inlet (at ball valve) and storage temperature should be less than 20°C. (Six Monthly)

Additional assets should be monitored and inspected in line with the recommendations of the water hygiene risk assessment.

The Community Development & Centres Manager and the Senior Groundsperson will be responsible for arranging any necessary remedial action highlighted in the IWS Log.

Routine Monitoring Records will be retained for at least 5 years by the Community Development & Centres Manager (Civic Centre and Thorpe Astley Community Centre) and the Senior Groundsperson (Parks & Grounds Buildings). Annual summary report forms will be lodged with the Executive Officer & Town Clerk in a timely manner.

## HAZARDOUS SUBSTANCES

(See Risk Assessment Organisation sections for persons responsible)

### COSHH:

COSHH safety notices and Guidance Procedures are displayed at the chemical store, Shakespeare Park, Workshop, Mossdale Meadows and cleaners store, Civic Centre (BTC 16)

Safety Data Sheets from suppliers are maintained in folders in the Civic Centre General Office, the Reception/Office at the Thorpe Astley Community Centre and chemical store, Shakespeare Park

The Senior Groundspersons and Assistant Groundsperson are required to obtain certificates of competence for the safe use of chemicals (training from Brooksby Agricultural College BTC 17)

The Senior Groundspersons and Assistant Groundsperson are responsible for ensuring that the chemical application book is completed and warning sign used whenever chemicals are applied.

The Community Development & Centres Manager and the Senior Groundspersons are responsible for:  
- obtaining Product Data Sheets, Risk Assessments of the substance and appropriate control measures (BTC Forms 47, BTC Forms 49/1 – Civic Centre and 49/2 Thorpe Astley Community Centre)

### SPILL CONTROL

The Community Development & Centres Manager and the Senior Groundsperson are responsible for ensuring that all staff are aware of procedures in the event of a spillage of hazardous substances and for ensuring that stocks of spill control equipment are maintained at the Civic Centre, Chemical Store, Shakespeare Park and Garage, Mossdale Meadows (BTC 15).

### ASBESTOS CONTAINING MATERIAL (ACM)

The Control of Asbestos at Work Regulations 2002 (CAWR) introduce an explicit duty to manage asbestos in non-domestic premises, to manage the risk of exposure to asbestos or asbestos containing material (ACM). The duty to manage requires those in control of premises to:

- Take reasonable steps to determine the location and condition of materials likely to contain asbestos;
- Presume materials contain asbestos unless there is strong evidence that they do not;
- Make and keep an up to date record of the location and condition of the ACMs or presumed ACMs in the premises;
- Assess the risk of the likelihood of anyone being exposed to fibres from these materials;
- Prepare a plan setting out how the risks from the materials are to be managed;
- Take the necessary steps to put the plan into action;
- Review and monitor the plan periodically; and
- Provide information on the location and condition of the materials to anyone who is liable to work on or disturb them.

The Community Development & Centres Manager and the Senior Groundspersons are responsible for issuing a copy of the Council's 'Asbestos Risk Assessment' to Employees/Contractors who carry out any type of maintenance, repair or refurbishment work. Suitable guidance notes (Health & Safety Leaflet C300) must also be provided.

## FIRST-AID

(See Risk Assessment Organisation sections for persons responsible)

### HOW FIRST-AID COVER AT WORK IS PROVIDED AND ENSURED:

All members of staff are required to attend a "First Aid At Work Appointed Person Course" .

The Civic and Community Centres' Reception staff must wear lapel badges at all times to ensure that they can be identified by visitors to the Centre.

First Aid Boxes are held at the following locations:-

Civic Centre	- General Office - Licensed Bar
Thorpe Astley Community Centre	- Reception Desk/Office
Parks & Grounds	- Mess Room - Pick-up Trucks

The Community Development & Centres Manager is responsible for (i) advising hirers of the Civic Centre accommodation of the identity of First Aiders and the location of First Aid boxes (BTC 5) and (ii) checking the contents of First Aid boxes in accordance with the Council's procedures (ZM 7)

The Executive Officer & Town Clerk is responsible for advising Sports Clubs/User Groups at Holmfield Park, Shakespeare Park and Mosssdale Meadows of the Council's requirements regarding First Aid (BTC 54).

The Community Development & Centres Manager and the Senior Groundspersons are responsible for checking the contents of First Aid Boxes in accordance with the Council's Procedures (ZM 7).

Posters "Are you serving food in a Community Building" are displayed in the Millfield Hall and Council Chamber kitchens and the Thorpe Astley Community Centre Kitchen.

The Community Development & Centres Manager is responsible for ensuring that Community Groups are issued with Food Safety Guidance leaflets (BTC 51).

The Executive Officer & Town Clerk is responsible for ensuring that Sports Clubs using the Council's facilities at Holmfield Park, Shakespeare Park and Mosssdale Meadows are issued with Food Safety Guidance Leaflets (BTC 54).

The Licensed Bar Contractor provides a function/catering package at the request of customers. The Contract dated 9<sup>th</sup> July 2010 between the Council and Licensed Bar Contractor requires the Licensed Bar Contractor to comply fully with The Food Premises (Registration) Regulations 1991, the relevant provisions of The Food Act 1984, and with all Regulations made thereunder, including The Food Hygiene (Market Stalls and Delivery Vehicles) Regulations 1966 as amended, or any other statutory enactment relating to food/hygiene for the time being in force.

The Community Development & Centres Manager is responsible for ensuring that stocks of posters and leaflets are maintained, obtainable from Department of Health, PO Box 410, Wetherby, LS23 7LN, or telephone the Food Standards Agency Publications on 0845 606067.

## **LONE WORKING**

(See Risk Assessment Organisation sections for persons responsible)

The Executive Officer & Town Clerk is responsible for completing assessments, maintaining procedures and implementing improvements when necessary. Risk assessment (Lone NALC Worker Risk Assessment Form) to be completed and reviewed at periodic intervals.

Lone Worker Guidance Notes incorporated in the 'Our Controls' Column of the Council's Risk Assessment to be issued to all employees.

As a condition of their terms of employment all members of staff are expected to respond to emergency call outs from lone workers when required. The Assistant Executive Officer - Admin is responsible for updating the Keyholders/Callout list and distributing a copy to each member of staff whenever amendments are made.

The Assistant Executive Officer – Admin will ensure that medical assessments are completed for all Lone Workers and that these are reviewed in the case of pregnant workers or after periods of prolonged illness.

## **MACHINERY**

(See Risk Assessment Organisation sections for persons responsible)

The Executive Officer & Town Clerk is responsible for ensuring that an assessment is carried out in respect of all new machinery and equipment (NALC - Work Equipment Risk Assessment-64).

The Community Development & Centres Manager and the Senior Groundspersons are responsible for maintaining the Work Equipment Inventory and Maintenance Schedule (BTC 60, 61 & 62).

Staff are advised to report any faults immediately to either the Community Development & Centres Manager or the Senior Groundspersons.

The use of the Council's equipment is restricted to only the trained operatives and staff as set out in the Work Equipment Maintenance Schedule (BTC 60, 61, & 62).

## **MANUAL HANDLING**

(See Risk Assessment Organisation sections for persons responsible)

The Executive Officer & Town Clerk is responsible for ensuring that all staff receive appropriate training ("Manual Handling - The Facts" training video and Guidance Notes BTC 56)

New employees will be required to complete a Manual Handling Risk Assessment checklist (ZM Form 5). The Community Development & Centres Manager (Civic and Community Centres) and Senior Groundspersons (Parks & Grounds) should also ensure that Risk Assessments are completed (ZM Form 5) and implementing controls to reduce the risk of injury.

The Community Development & Centres Manager is responsible for ensuring that appropriate guidelines are followed when the Q Stage System is erected and dismantled (BTC 14).

## **NOISE AT WORK**

(See Risk Assessment Organisation sections for persons responsible)

### **DECIDING WHETHER AN ASSESSMENT IS NEEDED**

A preliminary decision on whether an assessment is needed can usually be reached without making detailed noise measurements.

As a rough guide, an assessment of daily personal exposure (Lep,d) will usually be needed wherever people have to shout or have difficulty being heard clearly by someone about 2 metres away, or they find it difficult to talk to each other.

Whenever it is decided that a more detailed assessment is needed the Community Development & Centres Manager and the Senior Groundspersons (Parks & Grounds) will complete Form FS 181.

## **PERSONAL PROTECTIVE EQUIPMENT**

(See Risk Assessment Organisation sections for persons responsible)

The Executive Officer & Town Clerk will be responsible for ensuring that a Personal Protective Equipment Assessment is completed to ensure that appropriate information, equipment, instruction and training is issued.

BTC 48 (Community Centres Cleaners)

BTC 46 (Parks & Grounds)

BTC 11 (Risk Assessment)

The Community Development & Centres Manager (Civic and Community Centres) and Senior Groundspersons (Parks & Grounds) will be responsible for completing periodic reviews (BTC 46 Parks & Grounds, BTC 10 Community Centres) to ensure that Personal Protective Equipment is compatible with the wearer, in hygienic condition, in effective working order and that adequate storage facilities have been provided.



## PLAYGROUNDS

(See Risk Assessment Organisation sections for persons responsible)

BRAUNSTONE TOWN - MOSSDALE MEADOWS, SHAKESPEARE PARK, HOLMFIELD PARK, FRANKLIN PARK

THORPE ASTLEY – PARK AREA, PRIESTMAN ROAD, HILCOTT GREEN, IMPEY CLOSE, ISOBELLA ROAD, MARSHALL CLOSE

The Executive Officer & Town Clerk is responsible for ensuring that all play equipment is subject to a detailed inspection by independent specialists at least annually – ROSPA (Playsafety Ltd) The Old Barn, Wicklesham Lodge, Faringdon, SN7 7NP. Tel: 01367 244600.

These detailed inspections should be supplemented with more frequent inspections by the Council's own staff, Senior Groundspersons and Assistant Groundsperson. A brief visual inspection is carried out on a daily basis to check for any obvious vandalism, wear and tear, broken glass, dog fouling etc. A more detailed inspection should be undertaken monthly (ZM Form 9). All inspections should be formally recorded.

Any equipment found to be unsafe should be immobilised and taken out of use. In some cases it may be sufficient to cordon off the area, in others it may be necessary to remove the item completely to ensure the safety of users. DIY repairs should not be carried out unless they are endorsed by the original manufacturer or installer. The Senior Groundspersons are responsible for ensuring that repairs are carried out by a competent person. Where a safety surface has been installed, more regular inspection and maintenance may be required to ensure that it remains in good condition.

## TRAINING

(See Risk Assessment Organisation sections for persons responsible)

The Assistant Executive Officer - Admin will ensure that all new employees complete the Induction Checklist set out in the Employee's Handbook

The Assistant Executive Officer - Admin will make arrangements for the following refresher training to be completed on an annual basis:

Parks & Grounds Staff Only  
(Annual prior to grass cutting season)

- Tractor Action Video
- Training Guide (BTC 20)
- Assessment Forms (BTC 21)
- Power Take Off Shafts (BTC 19)
- Prevention of Tractors averting Leaflet (BTC 22)

All Employees

- Fire Extinguishers 'What you need to know' Video and Assessment (Annually)
- First Aid Video and Assessment (annually)

The Executive Officer & Town Clerk, together with the Assistant Executive Officer – Admin, are responsible for ensuring that any changes to the Council's Health and Safety Procedures are made to the 'Master File' and copies distributed to all members of staff.

## **WORKPLACE (HEALTH SAFETY & WELFARE)**

(See Risk Assessment Organisation sections for persons responsible)

The Executive Officer & Town Clerk is responsible for ensuring that a periodic review is completed (NALC - Workplace Risk Assessment Form)

The Community Development & Centres Manager (Civic and Community Centres) and the Senior Groundsperson (Parks & Grounds) are responsible for regular Fire Check Lists (BTC 45), Internal Inspections (ZM Form 7), Cleansing Specifications (BTC 12), Work Equipment and Maintenance Schedule (BTC 60), Completing IWS Legionellosis checks and monitoring Log Books, etc. The Council's requirements for good housekeeping and the maintenance, repair and servicing of equipment are set out in the Civic Centre and Parks & Grounds Health and Safety Inspection Regime Folders.

The Community Development & Centres Manager is responsible for all external inspections at the Thorpe Astley Community Centre.

The Senior Groundspersons are responsible for all regular external inspections (ZM Form 8).

The Community Development & Centres Manager is responsible for ensuring that any conditions attached to the Public Entertainments Licence are complied with.

The Community Development & Centres Manager and the Senior Groundsperson are responsible for ensuring that all Health & Safety Weekly Report Sheets are completed in a timely manner BTC 50 (Civic Centre and Thorpe Astley Community Centre) and BTC 44 (Parks & Grounds).

The Council recognises its responsibility to protect non-smokers from discomfort caused by tobacco smoke. Employees are therefore prohibited from smoking in

- a) Offices, function rooms and all areas at the Civic and Community Centres.
- b) All Town Council vehicles
- c) The Council's Parks' properties and Workshop

The Community Development & Centres Manager and Senior Groundspersons are responsible for implementing this policy and ensuring that sufficient no smoking signs are displayed.

The Community Development & Centres Manager and the Senior Groundspersons are responsible for ensuring that Mess Rooms/Eating facilities are kept clean to a suitable hygiene standard.

## WORKPLACE (HEALTH SAFETY & WELFARE)

(See Risk Assessment Organisation sections for persons responsible)

Members of the Safety Committee will keep the Council's Risk Assessments under review to reflect changes in activities, etc.

All Employees have a duty to familiarise themselves with the undermentioned Risk Assessments and adopt the procedures and working practices contained therein:-

Asbestos
Building Condition – General
Car Parks – General
Cash Handling and Transport
Cleaning Duties – General
Community Centres / Village Halls
Contractors – Use of
Display Screen Equipment / Computer Screens
Erecting Fencing
Family Fun Day/Community Event
Fire
Firework Displays and Bonfires
Football Posts and Installation
Halls – Use and Hire of
Handling Sharps (Hypodermic needles)
Hedge Cutting –use of Tractor Mounted Rotary Flail
Hedge Trimming
Herbicides – Use of
Ladders / Stepladders – Use of
Leaf Blowing
Litter Picking
Litter Picking (Franklin Park Working Group)
Lone Working / Violence at Work (TA, Parks, CC)
Manual Handling General
Mowing / Strimming
Offices
Open Spaces & Parks – General
Outdoor Working
Play Equipment – Basic Maintenance
Playing Fields – General
Ponds and Water
Spraying and Storing Pesticides
Storage of Chemicals
Storage of Petrol
Stress at Work
Summer Play Schemes
Tree Maintenance
Vehicles – Use of
Working at Height
Working on the Highway