**Pontardawe Town Council**

**Health and Safety Policy**

**General Statement: Community Halls, Parks and play areas**

This document is the Health and Safety Policy of Pontardawe Town Council.

Our policy is to:

a) Provide healthy and safe working conditions, equipment and systems of work for our employee, volunteers, Council members and hirers

b) Keep the Community Halls, Parks and Play areas, and associated equipment in a safe condition for all users.

c) Provide such training and information as is necessary to staff, volunteers and users.

It is the intention of Pontardawe Town Council (PTC) to comply with all Health and Safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

PTC considers the promotion of the health and safety of its employees at work and those who use its premises, including contractors who may work there, to be of great importance. The Council recognises that the effective prevention of accidents depends as much on a committed attitude of mind to safety as on the operation and maintenance of equipment and safe systems of work. To this end, it will seek to encourage employees, Council members and users to engage in the establishment and observance of safe working practices.

Employees, hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the Town Council, with all safety requirements set out in the hiring agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

Signed: D Phillips

Name: Mrs D Phillips

Position: Town Clerk

Date: 24/1/22

**Organisation of Health and Safety**

The Pontardawe Town Council has overall responsibility for health and safety of its Community assets.

The person delegated by the Town Council to have day to day responsibility for the implementation of this policy is:

Name: Deborah Phillips (Town Clerk)

Telephone No: 01639 763272 or 07827 972226

**Trebanos, Ynysmeudwy Park and Parc ChwaraeTeg**

It is the duty of all employees, and visitors to take care of themselves and others who may be affected by their activities and to co-operate with the Town Council in keeping the play areas safe and healthy.

Should anyone using the facilities come across a fault, damage or other situation which might cause injury and cannot be rectified immediately they should inform the person above, or the Chair of the Town Council, as soon as possible so that the problem can be dealt with. Where equipment is damaged a notice should be placed on it warning that it is not to be used.

The Clerk will have responsibility for the following specific items:

Risk Assessment and Inspections

Information to contractors

Insurance

Reporting of Accidents

Rospa Reports carried out annually under contract by Neath Port Talbot County Borough Council (or their contractors)

Records held by the Town Clerk at the Town Council Office

**Trebanos, ARCH and Ynysmeudwy Halls**

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

Should anyone using the facilities come across a fault, damage or other situation which might cause injury and cannot be rectified immediately they should inform the person above, or the Chair of the Town Council, as soon as possible so that the problem can be dealt with. Where equipment is damaged a notice should be placed on it warning that it is not to be used.

The Clerk will have responsibility for the following specific items:

Fire precautions and checks

Risk Assessment and Inspections

Information to contractors

Insurance

Hall Caretakers will have responsibility for the following specific items:

First Aid box

Reporting of Accidents at hall

Information to hirers

**Arrangements and Procedures**

**Licence**

ARCH, Trebanos and Ynysmeuwy Hall are licensed for the following activities by Neath Port Talbot Council: Live music; Recorded Music; Performances of Dance; Activity of music/dance; Facility for making music; Facilities for dancing.

**Fire Precautions and Checks at Community Halls**

Person with responsibility for arranging for fire safety equipment to be tested is the Clerk to the Council.

The Company nominated to carry out Fire Risk Assessments are:

Ivorfire Safety Services Ltd ,Mobile: 07747693453, E mail: [shaun@ivorfire.co.uk](javascript:void(0);)

Office: 02920330885, Website: [www.ivorfire.com](http://www.ivorfire.com/)

The service records are held by the Clerk, carried out bi-annually

The Company nominated to maintain and service fire safety equipment is:

Name: Chubb

Unit 1, South Point, Southpoint Industrial Estate, Foreshore Rd, Cardiff CF10 4SP

Telephone: 0800 321666

The service records are held by the Clerk carried out annually

Fire Alarm, Lighting, Fire exits and visual inspections of fire equipment / exit routes carried out by Hall caretakers – Records maintained at Community Halls by Caretakers and reviewed annually – PAT/Electrical testing carried out annually by A&B Electric – contact [aandbelectrics@aol.com](mailto:aandbelectrics@aol.com) – Records held at the Town Council office by the Clerk

**Legionella Precautions and Checks**

Person with responsibility for arranging legionella controls is the Clerk to the Council.

The Company appointed to carry out legionella risk assessments and annual controls is:

Acorn Chemical Services Ltd, Unit 16, Milland Road Industrial Estate, Neath, West Glamorgan, SA11 1NJ

Telephone 01639 641222

Testing carried out at ARCH Hall, Trebanos Hall and Ynsymeudwy Hall (30/7/2020)

The service records are held by the Clerk.

**Procedure in case of accidents at Community Halls**

The location of the nearest hospital for Minor Injuries is: Neath Port Talbot Hospital, Baglan Way, Port Talbot SA12 7BX Telephone [01639 862000](https://www.google.com/search?q=neath+port+talbot+hospital&ei=OL7lYYDoLZmEhbIP9rSIoAY&gs_ssp=eJzj4tTP1TdIL4lPKjNgtFI1qDCxMEs1TUkzTTVNtDBLMkyzMqhINTQ0MEs2TTE2N0o1MDIz8pLKS00syVAoyC8qUShJzEnKL1HIyC8uyASyAYD7GE8&oq=neath+por&gs_lcp=Cgdnd3Mtd2l6EAEYADILCC4QxwEQrwEQkQIyBQgAEJECMgQIABBDMgUILhCABDIICAAQgAQQsQMyBQgAEIAEMgUIABCABDIFCAAQgAQyCwguEIAEEMcBEK8BMgUIABCABDoHCAAQRxCwAzoNCC4QxwEQrwEQsAMQQzoKCAAQsQMQgwEQQzoKCC4QxwEQrwEQQzoLCC4QgAQQxwEQ0QM6DgguEIAEELEDEMcBEKMCOgsIABCABBCxAxCDAToECC4QQzoOCC4QgAQQsQMQxwEQ0QM6CAgAEIAEEMkDOg4ILhCxAxCDARDHARCvAToHCAAQsQMQQzoICC4QgAQQsQM6CgguEMcBENEDEEM6BwguEIAEEApKBAhBGABKBAhGGABQphVYuiZg9zNoAXACeAGAAXeIAdkGkgEDNi4zmAEAoAEByAEJwAEB&sclient=gws-wiz)

The location of the nearest major hospital Accident and Emergency/Casualty dept is: Morriston Hospital, Heol Maes Eglwys, Treforys, Cwmrhydyceirw, Swansea SA6 6NL Telephone [01792 702222](https://www.google.com/search?q=morriston+hospital+address)

The First Aid boxes are located in the Hall Kitchens

The person responsible for keeping this up to date are the Hall caretakers

The accident book is kept with the first aid box. This must be completed whenever an accident occurs.

Any accident must be reported to the caretaker of the hall

The person responsible for completing any necessary RIDDOR forms and reporting accidents are: The the caretakers for each hall.

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

*fracture, other than to fingers, thumbs or toes; .amputation, dislocation of the shoulder, hip, knee or spine, loss of sight (temporary or permanent),any penetrating injury to the eye (including chemical, injury from electric shock/burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours; any other injury leading to hypothermia, heat -induced illness or unconsciousness or requiring resuscitation or requiring admittance to hospital for more than 24 hours unconsciousness caused by asphyxia or exposure to harmful substance or biological agent acute illness requiring medical treatment or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through skin acute illness requiring medical attention which may have resulted from a biological agent or its toxins or infected material*

*Relevant examples of reportable dangerous occurrences include: electrical short circuit or overload causing fire or explosion collapse or partial collapse of a scaffold over 5m high unintended collapse of a building under construction or alteration, or of a wall or floor explosion or fire*

**Safety Rules**

All hirers will be expected to read the whole of the hiring agreement and should agree to the hiring conditions. All new hirers will be provided with conditions of hire which will include safety procedures at the hall which they will be expected to follow (e.g. fire evacuation procedures and use of equipment.) and will be advised of the location of the first aid box and contact details for the hall caretaker who holds the accident book.

**Risk Assessments for fire and hazards**

It is the intention of Pontardawe Town Council to comply with all Health and Safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

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

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

* Make sure that all emergency exit doors are clear and unlocked as soon as the halls are to be used and throughout the hiring
* Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.
* Do not work on steps, ladders or at height until they are properly secured and another person is present
* Do not leave portable electrical or gas appliances operating while unattended
* Do not leave electrical sockets switched on when not in use
* Do not store of combustible material near a source of ignition
* Do not bring onto the property any portable electrical appliances which have not been Portable Appliance Tested.
* Do not attempt to carry or tip a water boiler when it contains hot water. Leave it to cool.
* Do not allow children in the kitchen except under close supervision. Avoid over-crowding in the kitchen.
* Wear suitable protective clothing when handling cleaning or other toxic materials
* Report any evidence of damage or faults to equipment or the building's facilities to the Clerk.
* Report every accident in the accident book and to the Clerk

Be aware and seek to avoid the following risks:

~ Creating slipping hazards on polished or wet floors - mop spills immediately

~ Creating tripping hazards such as buggies, umbrellas, mops and other items left in halls and corridors

~ Use adequate lighting to avoid tripping in poorly lit areas

~ Risk to individuals while in sole occupancy of the building

~ Risks involved in handling kitchen equipment e.g. cooker, water heater and knives

~ Creating toppling hazards by over-stacking equipment such as chairs or items in store cupboards.

**Smoking is forbidden inside the Halls.**

**Contractors**

The Clerk will check with contractors (including self -employed persons) before they start work that:

* The contract is clear and understood by both the contractors and the Town Council.
* The contractors are competent to carry out the work e.g. have appropriate qualifications and experience.
* Contractors have adequate public liability insurance cover
* Contractors have access to the health and safety file.
* Contractors do not work alone on ladders at height
* Contractors have their own health and safety policy for their staff
* The contractor is aware that the Clerk will be responsible for overseeing that their work is as asked and to a satisfactory standard.
* Any alterations or additions to the electrical installations or equipment must conform to the current regulations of the Institute of Electrical Engineers.

**Lone Working**

Contractors or tradesmen are advised not to work alone on the property particularly if they are using ladders, chemicals or equipment that might pose a danger. It is the responsibility of the contractor or tradesman to carry out a lone working assessment.

**Insurance**

Name and address of insurers:

Liability / Property Insurance: Zurich

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| Policy no - YLL-2720873233 |

Renewal 1/6/2024

**Review of Health and Safety Policy**

The Town Council will review this policy annually. The next review is due in March 2025.

Town Council members and employees hold responsibility for aspects of Health and Safety and will report to the Council regularly, including any accidents, faults, misuse by hirers or other matters which could affect the health and safety of users or employees.

Adopted by Pontardawe Town Council: OGM 14.2.22