



Date: 30.07.2020

**You are summoned to attend a virtual meeting of the
HEALTH & SAFETY COMMITTEE
OF RAINFORD PARISH COUNCIL
via Zoom on 2020 at 11.45am on 07.08.2020**

The Press & Public are invited to attend.

AGENDA

- 1. Review of the draft Health & Safety Policy document and checklist**
See attached documents.
For discussion and decision on adoption by the Parish Council

- 2. Review of the COVID-19 risk assessment documents**
For information and discussion of the practical implementation of the documents

A handwritten signature in cursive script, appearing to read 'Sally Powell'.

Sally Powell
Clerk & RFO to Rainford Parish Council



RAINFORD PARISH COUNCIL HEALTH & SAFETY CHECKLIST

NOTES

Section	Subdivision	Tasks	Areas to check	Responsible	Frequency	Records
Driveway with parking spaces	Is the driveway surface maintained to minimise slip and trip risks?	Visual check	Driveway in front of the Village Hall	Staff (Caretakers)	Monthly	Log book
	Are vehicle and pedestrian entrance and exits clearly marked?	Visual check	Driveway in front of the Village Hall	Committee	Quarterly	Log book
	Is the car park well lit?	Visual check	Driveway in front of the Village Hall	Committee	Quarterly	Log book
	Can emergency vehicles gain access?	Visual check	Driveway in front of the Village Hall	Committee	Quarterly	Log book
Movement around the building	Are paths, steps and ramp to and from the hall properly maintained to minimise slip and trip risks?	Visual check of the steps and ramp into and inside the building	Steps to the terrace in front of building Steps up to the front door Steps up to the exterior Bar doors Disabled access ramp Stairs to the first floor	Staff (Caretakers)	Weekly	Log book
				Committee	Quarterly	Log book
	Is lighting suitable and sufficient to allow safe access and exit (including lighting of emergency exits)?	Inspection of building to identify issues	Entrances and exits to building	Staff and committee	Quarterly	Log book
	Have you provided matting to minimise rainwater etc being carried into the building?	Check condition of mat is still usable	Entrance Hall Kitchen	Staff (Caretakers) Committee	Weekly Quarterly	Log book
	Do rooms and corridors have sufficient lighting?	Inspection of building to identify issues	Communal Areas Council Chamber Clerk's Office Bar, Cellar and Stock rooms	Staff and committee	Quarterly	Log book
	Are corridors clear of clutter?	Identify and deal with clutter	Communal Areas	Staff Committee	Ongoing Quarterly	None Log book
	Are there any trailing electrical leads/cables?	Identify and resolve	Communal Areas Council Chamber Clerk's Office Bar, Cellar and Stock rooms	Staff Committee	Ongoing Quarterly	None Log book
	Are permanent fixtures in good condition, eg shelving, cupboards, notice boards, signage etc?	Identify and resolve	Communal Areas Council Chamber Clerk's Office Bar, Cellar and Stock rooms	Staff Committee	Ongoing Quarterly	None Log book
	Is internal flooring in good condition, eg are carpets fixed?	Identify and resolve	Communal Areas Council Chamber Clerk's Office Bar, Cellar and Stock rooms	Staff Committee	Ongoing Quarterly	None Log book
	Where any doors contain glass, is this made from a safety material?	Check the stamp on the glass to see if it is appropriate	Communal Areas Council Chamber Clerk's Office Bar, Cellar and Stock rooms	Staff and committee	Quarterly	Log book
Are all steps/stairs fitted with handrails?	Identify and resolve	Communal Areas Council Chamber Clerk's Office Bar, Cellar and Stock rooms	Staff and committee	Quarterly	Log book	
Electrical equipment and services	Are fixed electrical installations correctly installed, modified or repaired, then inspected and tested by an electrician or other suitably qualified person before being put into use?	Check installation worksheet	Communal Areas Council Chamber Clerk's Office Bar, Cellar and Stock rooms	Staff (Clerk)	Ongoing	None
		Visual check	Communal Areas Council Chamber Clerk's Office Bar, Cellar and Stock rooms	Committee	Quarterly	Log book
	Are fixed electrical installations inspected and tested at suitable (occasional) intervals by an electrician or other suitably qualified person?	Annual PAT Certification Check records/visual check	Communal Areas Council Chamber Clerk's Office Bar, Cellar and Stock rooms	Staff (Clerk) Committee	Quarterly	Log book
	Has any electrical equipment (like cookers and vacuum cleaners), visually checked and, where necessary, tested at suitable (occasional) intervals to ensure that it is safe to use?	Annual PAT Certification Check records/visual check	Communal Areas Council Chamber Clerk's Office Bar, Cellar and Stock rooms	Staff (Clerk) Committee	Quarterly	Log book
	Has any damaged electrical been taken out of service or replaced?	Check records/visual check	Communal Areas Council Chamber Clerk's Office Bar, Cellar and Stock rooms	Committee	Quarterly	Log book
LPG (Liquified Petroleum Gas) No LPG on site						
Gas and equipment services	If fixed gas appliances are available for use (eg a boiler, cooker, water heater) are arrangements in place for periodic examinations and any remedial action by a Gas Safe registered engineer?	Annual Gas Safety Check Check records	Kitchen	Staff (Clerk) Committee	Quarterly	Log book
	Gas canisters for bar are secured and regularly checked?	Visual check Check records	Bar cellar	Staff (Event Co-ordinator) Committee	On-going Quarterly	Log book
Asbestos	If there is asbestos, and it is in good condition, has a record been made of where it is? Are there arrangements to provide this information to anyone who carries out maintenance work on the building?	The surveyor found no evidence of asbestos in the building when he made his inspection. The most likely place (if there is any), will be in the boiler room. The surveyor will check this when he returns for a review visit on 06.08.2020				
	Is there a system in place (eg fixed warning signs) to ensure asbestos is not disturbed, and are regular checks made to ensure it remains undisturbed and in good condition?					
	If damaged asbestos has been identified, have arrangements been made to ensure it is either repaired, encapsulated or removed? (The majority of work on asbestos must be carried out by a licensed contractor unless the asbestos fibres in the material are so well bound in that the work is lower risk and can be done by a contractor who is no licensed by HSE.)					
	Have records of any asbestos been kept so that the asbestos material likely to release high fibre levels can be removed first by licensed contractors if the hall is refurbished/demolished?					
Fire	Has a fire risk assessment been completed and are adequate fire safety measures in place?	Regular checks of the fire alarm system Check records	Communal Areas Council Chamber Clerk's Office Bar, Cellar and Stock rooms	Staff (Clerk) Committee	Quarterly	Log book
	Has an evacuation plan been implemented and tested?	Annual building evacuation drill Check records	Whole building	Staff (Clerk) Committee	Annually Quarterly	Log book
	Is the fire alarm tested regularly?	Regular Fire Alarm Tests Check records	Whole building	Staff (Caretakers) Committee	Weekly Quarterly	Log book
	Are fire drills carried out at least once a year?	Annual building evacuation drill Check records	Whole building	Staff (Clerk) Committee	Annually Quarterly	Log book
	Are regular checks made to ensure escape routes and fire exit doors are unobstructed, adequate and effective for the number of people using the hall (including those are disabled and vulnerable)?	Included in Hiring Terms and Conditions Visual check	Communal Areas Council Chamber Clerk's Office Bar, Cellar and Stock rooms	Staff Hirers Committee	Ongoing Quarterly	Signed Booking Form
	Are combustible substances or waste stored safely?	Compliance with COHSS legislation	Communal Areas Council Chamber Clerk's Office Bar, Cellar and Stock rooms	Staff (Event Co-ordinator) Committee	On-going Quarterly	Log book
Responsibility	Do users have all the information about the hall they need to operate safely?	Included in Hiring Terms and Conditions	Staff Licensees Hirers Visitors	Staff Committee	On-going Quarterly	

Notes
 1. Should the are in front of the gates at the rear of the hall be included? Ostensibly this is a disabled parking space, but it is not marked out and there is no signage. Staff park here when working at functions
 2. The glass in the doors between the Main Hall and the Bar area does not appear to be safety glass, but was presumably suitable at the time the doors were put in.
 This would only have to be addressed if the doors were altered.



RAINFORD PARISH COUNCIL QUARTERLY LOG BOOK

Area of check	Description of check	Check completed	N/A
Driveway with Parking Spaces	Visual check of the driveway		
	Are vehicle and pedestrian entrance and exits clearly marked?		
	Is the car park well lit?		
	Can emergency vehicles gain access?		
Movement around the building	Visual check of the steps and ramp into the building		
	Inspection of building to see if lighting of escape routes is safe		
	Check condition of mat is in adequate		
	Check rooms and corridors have sufficient lighting		
	Identify and deal with clutter in corridors		
	Identify and deal with any trailing electrical leads/cables		
	Check whether permanent fixtures are in good condition, eg seats, shelving, cupboards, notice boards, signage etc		
	Check to see whether internal flooring is in good condition, eg are carpets fixed?		
	Where any doors contain glass, is this made from a safety material?		
Are all steps and stairs fitted with handrails?			
Electrical equipment and services	Visual check of installation worksheet/test for fixed electrical installations		
	Visual check of PAT certification		
	Visual check of PAT certification		
	Check records		
Gas and equipment services	Visual check of Gas Safety certificate		
	Visual check of the gas canisters in the bar cellar		
Asbestos	At present, there is no evidence of asbestos in the building		
Fire	Visual check of the Fire Risk Assessment		
	Visual check of fire evacuation log book		
	Visual check of the fire alarm testing log book		
	Visual check of fire evacuation log book		
	Visual check of fire exit routes and doors to ensure clutter free		
	Check combustible substances are stored safely		
Responsibility	Visual check of booking forms		

Date of check

Signed by committee member

Signed by committee member

Signed by staff member

RAINFORD PARISH COUNCIL

Health & Safety Policy Statement

Rainford Parish Council confirms its full commitment to the effective management of Health and Safety and recognises its duties under the Health and Safety at Work Act 1974. Accordingly, the Council accepts its responsibility for ensuring, as far as reasonably practicable, the health, safety and welfare of all people using the Hall, employees and others who may be affected by its activities.

Health and Safety issues and the maintenance of a safe place of work, as well as a safe environment for the continuing of the structure of the Council's ethos is an integral part of the Council's policy.

The Council is committed to the continuing development of safety systems and will continue to do so by a policy of training and supervision to ensure that these are followed to the betterment of all involved.

The Council places great emphasis on the involvement and support of all staff in health and safety issues and relies on this to achieve a satisfactory outcome.