



Serving the community

Blaby Parish Council

GENERAL POLICY NO.1 - HEALTH & SAFETY: RISK ASSESSMENT/MANAGEMENT

1. GENERAL

NOV. 1996	The Manager was appointed as the competent person to advise the Council.
AUG. 1997	The Council adopted a Health & Safety Policy.
JAN. 2003	Addition: Risk Management of insecure headstones (Memorials), Blaby Cemetery.
SEP. 2004	Comprehensive review of all Health and Safety Policies; Risk Assessment/Management; Advice Sheets to Employees.
JULY 2006	Fire Risk Assessment.
ONGOING	Regular Review/Updates of Document.

2. SITES OF RESPONSIBILITY

<ul style="list-style-type: none"> Blaby Civic Centre, 22-24 Leicester Road: Offices, stores, yard, car park.
<ul style="list-style-type: none"> Allotments: Enderby Road/Blaby Bypass.
<ul style="list-style-type: none"> Cemeteries, Mill Lane: Includes Chapel Workshop and store (Chapel No. 3).
<ul style="list-style-type: none"> Northfield Park, Leicester Road: Includes public toilets and children's play area.
<ul style="list-style-type: none"> Oakfield Park, Hospital Lane: Includes public toilets, sports changing rooms, metal store, children's play area, gym equipment.
<ul style="list-style-type: none"> The Crescent Play Area, Western Drive/The Crescent: Children's Play Area.
<ul style="list-style-type: none"> Beaver Park, Winchester Road: Children's Play Area.
<ul style="list-style-type: none"> Miscellaneous: Shrub beds/ hedges, Noticeboards, Seats, Planters } Various sites

3. SECTION ONE: PUBLIC ACCESS

3.1 BLABY CIVIC CENTRE

RISK	MANAGEMENT OF RISK	MONITORING BY WHOM	ACTION
FIRE Electrical Equipment	<ul style="list-style-type: none"> Electrical equipment is maintained in good condition and inspected regularly in line with the Electricity at Work (Regulations 1989). 	Visual faults/all. Annual inspection by qualified electrician. Annual PAT testing carried out by competent person; in this case appropriately trained ground staff	Report fault and if necessary, stop using equipment. All defects actioned immediately.

Blaby Parish Council General Policy 1 – Health & Safety: Risk Assessment/Management

Flammable substances	<ul style="list-style-type: none"> Flammable substances are stored in a cupboard away from electrical sources and sources of heat. 	All	Remove substances and place in cupboard.
Emergency Exits	<ul style="list-style-type: none"> Notices clearly showing “points of exit” and the “designated assembly point” are put up at appropriate points around the building. 	All	Replace any missing notices.
Emergency Exits	<ul style="list-style-type: none"> Emergency exit lights are ceiling mounted and positioned at the entrance/exit, the hallway and Oakfield meeting room. Test switches are fitted and Emergency Lighting Tests are completed at monthly intervals. Emergency exit signs are in line with 1997 Regulations. Emergency exits are kept unlocked and free of obstructions at all times when the building is occupied. 	All Checked monthly by Manager or	<p>If defective repair immediately.</p> <p>If defective repair immediately.</p> <p>Replace if missing.</p> <p>Obstructions removed and door unlocked.</p>
Fire Detection and Control Equipment.	<ul style="list-style-type: none"> A Part-6 (mains wired) Fire Detection System is installed and Fire extinguishers are maintained annually on contract and upgraded when required by regulation. A fire blanket is located in the kitchen. All equipment is labelled according to the most recent regulations. Smoke Alarms Dorgard Fire sensors installed 	By qualified electrician. Checked monthly by Manager.	<p>Any defects rectified immediately.</p> <p>Replace if missing.</p> <p>Replace battery when required.</p>
GLAZING			
	<ul style="list-style-type: none"> Glass panels in doors are of strengthened glass. All windows are newly double glazed (2013). Glass meets the latest Health and Safety Requirements. Vertical blinds are fitted. 	All staff to report broken glass.	Repair or replace.

Blaby Parish Council General Policy 1 – Health & Safety: Risk Assessment/Management

<p>SLIPS Wet floors</p>	<ul style="list-style-type: none"> Tiled floors are only washed when the building is not in use by the public. Wet floor notices to be placed after cleaning. Spills are wiped up immediately. 	<p>Cleaner. Cleaner. All</p>	<p>Ensure proper notices are placed. Spills are wiped up immediately.</p>
<p>TRIPS Worn Carpets</p>	<ul style="list-style-type: none"> Carpets are in good condition. 	<p>All to observe.</p>	<p>Report, repair or replace.</p>
<p>Loose Wires</p>	<ul style="list-style-type: none"> Loose wires should not obstruct areas where users walk. Wires that present such a trip hazard to be covered with proper cable covers. 	<p>All</p>	<p>Remove hazard if practical, if not cover cable.</p>
<p>GAS</p>	<ul style="list-style-type: none"> Central heating only. In the event of any problem, including the smell of gas, a Gas Safe Registered Engineer should be called immediately. The boiler is serviced annually by an approved contractor. 	<p>All The Manager.</p>	<p>Gas Safe Registered Engineer should be called immediately.</p>
<p>STAIRS</p>	<ul style="list-style-type: none"> Stairs are well-lit and maintained with non-slip treads on steps. Hand rails are fixed to both sides of the stairwell. 	<p>All.</p>	<p>Repair or replace. Repair or replace.</p>
<p>FIRST AID KIT</p>	<ul style="list-style-type: none"> Accessible to the public (kitchen cupboard) and kept stocked. Location is signed. 	<p>Manager & Admin Clerk quarterly. All.</p>	<p>Replenish as necessary. Replace if missing.</p>
<p>3.2 OUTDOOR WORKING</p>			
<p>USE OF MACHINERY</p>	<ul style="list-style-type: none"> Protective Headgear and Ear Defenders and clothing must be worn at all times. Groundstaff attempt to keep a safe distance from other persons during the operation of machinery and always switch off engines if approached. Defective machinery 	<p>Senior Groundsman All groundstaff All groundstaff</p>	<p>Protective clothing worn. Groundstaff attempt to keep a safe distance from other persons during the operation of machinery and always switch off engines if approached. If necessary stop</p>

Blaby Parish Council General Policy 1 – Health & Safety: Risk Assessment/Management

			usage until repaired or replaced.
HAZARDOUS SUBSTANCES	<ul style="list-style-type: none"> Employees using weed killer are trained and hold a valid Certificate of Competence in the Safe Use of Pesticides PA1 and PA6. (C.O.S.H.H.). 	Senior Groundsman to review annually.	Ensure certificates are up to date.
FOOTPATHS	<ul style="list-style-type: none"> Kept in good condition and resurfaced when deterioration occurs. 	All groundstaff	Repair or resurface when deterioration occurs.
WORKSHOPS	<ul style="list-style-type: none"> No unauthorised persons are allowed into the chapels/ workshops where chemicals, petrol, tools etc are stored. 		
3.2.1 CEMETERIES			
OPEN GRAVES	<ul style="list-style-type: none"> Are never left unsupervised/unboarded. 	Are carried out by the Cemetery Groundsman weekly. A written report (Checklist) is given to the Manager and defects acted upon. A visual inspection is done every other day of the week.	Remedial action taken immediately.

<p>HEADSTONES/ MEMORIALS Falling memorials may cause injury or death.</p>	<ul style="list-style-type: none"> Refer Council's Policy (2005) re: inspection/management of unstable headstones and memorials. 	<p>Are carried out by the Cemetery Groundsman weekly. A written report (Checklist) is given to the Manager or Receptionist and defects acted upon. A visual inspection is done every other day of the week. Inspections are carried out quarterly by the Manager and or Groundsman.</p>	<p>Remedial action taken immediately.</p>
3.2.2 PARKS			
<p>PLAY EQUIPMENT, GYM EQUIPMENT & SAFER SURFACING</p>	<ul style="list-style-type: none"> All equipment conformed to the most recent BSEN Regulations when installed. Safe surfacing to be used under all play equipment. 	<p>Carried out by groundstaff weekly. A written report (checklist) is given to the Manager and defects acted upon. A visual inspection is done every other day of the working week. An annual inspection is carried out by an independent expert. Serious defects are corrected immediately, or the equipment taken out of use.</p>	<p>Equipment which presents an immediate risk to users to be removed from use and repaired or replaced. Damaged equipment which does not present immediate risk to be repaired as soon as practical. Safe surfacing which presents an immediate risk to users to be removed from use and repaired or replaced. Damaged safe surfacing which does not present immediate risk to be repaired as soon as practical.</p>
<p>PUBLIC TOILET</p>	<ul style="list-style-type: none"> Toilet to be kept clean and in a good state of repair. 	<p>Groundstaff daily</p>	<p>Clean immediately and schedule repairs as soon as possible. Closed if any problem</p>

Blaby Parish Council General Policy 1 – Health & Safety: Risk Assessment/Management

			occurs which could cause a hazard to the public.
DOG FAECES	<ul style="list-style-type: none"> The Council requires dog owners to clear up after their pets. The Park is designated under the Dogs (Fouling of Land) Act 1996. Dog bins are provided and are emptied twice weekly. The waste is bagged by the Parish Council and disposed of by Blaby District Council. 	Groundstaff twice weekly.	Report serious problems to Blaby District Councils Dog Warden.
LITTER	<ul style="list-style-type: none"> Litter can be hazardous and unsightly. 	Groundstaff daily.	General litter is cleared as quickly as possible. Glass cleared immediately on discovery (at daily inspection).
HYPERDERMIC NEEDLES	<ul style="list-style-type: none"> Risk to employees of disease caused by discarded needles puncturing the skin. (Employees to follow the guidance in Blaby Parish Safety Note 1) 	Groundstaff daily.	Removed immediately in accordance with Blaby Parish Safety Note 1.
CHANGING ROOMS			
SLIPS Wet floors	<ul style="list-style-type: none"> Cleaned weekly. 	Groundstaff	Cleaned more frequently if monitoring indicates this is required.
Electrical equipment	<ul style="list-style-type: none"> Electrical equipment is maintained in good condition and inspected regularly in line with the Electricity at Work (Regulations 1989). 	Visual faults, Groundstaff. Annual inspection by qualified electrician.	Report fault and if necessary stop using equipment. All defects actioned immediately.
4. SECTION TWO: HEALTH & SAFETY GENERAL			
TRAINING Induction Training	<ul style="list-style-type: none"> All Council staff are made aware of their Health & 	Manager / Senior	Training provided within the first week

Blaby Parish Council General Policy 1 – Health & Safety: Risk Assessment/Management

Job Specific Training	<p>Safety responsibilities during their induction training which is updated when required.</p> <ul style="list-style-type: none"> Any job utilising power equipment will require specific safety training which will be provided and assessed by the Senior Groundsman. 	Groundsman Senior Groundsman	of employment. Training provided before equipment can be used.
<p>COUNCIL EVENTS Council Liability</p> <p>Contractor Liability</p>	<ul style="list-style-type: none"> Risk Assessments, Management of Risk Strategies will be carried out before any event takes place. All contractors providing services at events to provide to the council a full risk assessment and any appropriate safety certificates. 	The Manager/ Events Co-ordinator Events Co-ordinator	Hazardous activities eliminated. Failure to provide all relevant documentation will result in the contractor being removed from site.
REVIEWS - Adopted August 1998- Updated Yearly. Last Updated November 2018			

DRUG-RELATED LITTER - MEDIUM RISK

Risk to employees of disease caused by discarded needles puncturing the skin.

- No employee shall ever handle a discarded needle with bare hands.
- No employee shall ever put their unprotected hands where they cannot see.
- Employees are instructed not to put their hands into any bin unless they are wearing anti-syringe gloves.
- Anti-syringe gloves do not give total protection to the back of the hand or between the thumb and first finger. Employees are instructed as to the gloves' limitations and must proceed very carefully.
- Needles are always picked up using a litter- picker.
- A sharps box is located at Northfield Park, Oakfield Park and the Cemetery for the ground staff to put items found in and bring finds immediately to the office's attention, the sharps bin will then be collected by Blaby District Council Environmental Health.
- Employees must never carry an unprotected needle.
- Each employee, including office staff, is advised to have a tetanus vaccination and Hepatitis B.

Blaby Parish Council General Policy 1 – Health & Safety: Risk Assessment/Management

- If a member of staff is injured by a needle, bleeding must be encouraged and the wound washed in warm running water with soap, and professional medical advice sought.
- Finds will be recorded in a register kept for that purpose only. The register, and areas of risk, will be shown to new employees.
- The WC Caretaker is instructed not to pick up any finds, but to report them at once to the Manager or the Police (weekends).

Updated Yearly

Last Updated April 2020