

**ALDERTON PARISH COUNCIL**  
**Changing Facility & Playing Field Health and Safety Policy**

**General Policy**

In managing Alderton Changing Facility and Playing Field and in compliance with the Health and Safety at Work Act 1974, our general policy on Health and Safety is:

- To provide adequate control of health and safety risks associated with maintaining and letting the facility
- To prevent accidents
- To provide and maintain safe plant and equipment
- To ensure safe handling and use of substances
- To provide adequate and effective information to Hirer

Please also refer to the separate Hire Agreement and Fire Risk Assessment associated with the facilities.

**Responsibilities for Health and Safety**

Alderton Changing Facility/Playing Field is owned and managed by Alderton Parish Council to provide community and sporting facilities for hire by the people of Alderton and the surrounding area. Overall responsibility for health and safety rests with the full Parish Council.

Any Hirer must:

- Co-operate with Alderton Parish Council on health and safety matters
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care of their own health and safety
- Report all health and safety concerns directly to the Parish Council

**Health and Safety Risks Arising from the Maintenance and Letting of the Facilities**

The Parish Council will undertake a Health and Safety Risk Assessment on an annual basis. The findings will be reported to the full Parish Council along with any actions required to remove or control the risks. The Risk Assessment will be conducted on a more frequent basis if any significant changes occur, or any issues are identified. The following practices must be followed in order to minimise risks:

- All emergency exit doors must be clear and unlocked throughout the hiring;
- Electrical equipment must not be operated or touched where there are signs of damage;
- Steps or ladders must not be used unless properly secured and another person present;
- Portable electrical appliances must not be left operating while unattended;
- Portable gas appliances must not be used without expressed permission from the Parish Council
- Portable electrical items which have not been PAT tested must not be brought onto the premises;
- Suitable protective clothing must be worn when handling cleaning materials;
- In order to guard against slipping hazards, all spills must be mopped immediately;
- In order to guard against tripping hazards, items must not be left on the floors;
- Any evidence of damage or faults to equipment or the building's facilities must be reported to the Parish Council
- Accidents must be reported to the Parish Council

Please bring a mobile telephone to site each time you visit as there is no landline telephone facility in the Changing Facility. Hirer must always have a mobile phone with them, to summon assistance in the case of an emergency.

## **Your safety and security whilst on site**

### **Hirer and visitors**

All Hirers will be expected to read the whole of the Hire Agreement and should sign this as evidence that they agree to the hiring terms and conditions. All new Hirer will also be given information about safety procedures on the facilities which they will be expected to follow. Hirer and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the Parish Council, with all safety requirements set out in the Hiring Agreement and safety notices on the premises, and to accept responsibility to do everything they can to prevent injury to themselves or others. Where appropriate, they will be expected to carry out their own risk assessments and forward a copy to the Parish Council in advance of the activity taking place.

### **Contractors**

The Parish Council will always check with the contractors (including self-employed persons) before they start to work that they and their employees are:

- Clear and understand the health & safety arrangements for working on the facilities
- Competent to carry out the work, eg have appropriate qualifications, experience;
- Have adequate Public Liability insurance cover;
- Have seen this Health & Safety document and the general risk assessment and are aware of any hazards which might arise (eg electricity cables);
- Do not work alone on ladders at height (if necessary a volunteer should be present);
- Have their own Health and Safety Policy for their staff and have carried out their own risk assessment;
- Know which member of the Council is responsible for overseeing that their work is carried out as requested and is completed to a satisfactory standard

It is expected that all work carried out on facilities will be to the latest legally required standard and conform to current industry safe practice.

### **Control of Substances Hazardous to Health (COSHH)**

The only substances on site relate to cleaning materials. COSHH sheets can be found in the Changing Facility Manual located in the kitchen. Storage cupboards are kept locked and Hirer should not permit access to the keys to other unauthorised people. The kitchen cupboard with small quantities for materials for daily use is at high level to prevent access by young children and the Hiring Agreement reminds Hirer to replace all items into the cupboard at the end of their hire period.

### **First Aid, accidents and work-related ill health**

It is the Hirer's responsibility to ensure appropriate first aid facilities are provided for their event.

All hiring football clubs must have a qualified first aider on site.

A defibrillator is located in Cambridge Square, Alderton, GL20 8NW.

Ensure the main Playing Field gate is kept clear as access must be available at all times for the emergency services. The gate padlock code is 9621.

All accidents and cases of work-related ill health are to be reported to the Parish Clerk. The Parish Council is responsible for making any reports demanded by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

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## **Fire and Evacuation**

Our fire installations have been designed to fully meet the needs of all associated regulations. The Parish Council has undertaken a fire risk assessment, which is reviewed and updated as required.

Fire extinguishers have been provided throughout the building and storage room. All equipment also has signage.

Emergency lighting and signage is provided throughout the building. A fire alarm detection system is installed and in operation. All systems are regularly checked and maintained.

When entering into the Hiring Agreement, Hirer confirm acceptance to the Terms & Conditions of Hire which includes acknowledgment that you understand the policies and a commitment to follow their procedures. Hirer must make sure that emergency exits remain clear and accessible throughout their hire period. Fire-fighting equipment is checked and maintained on an annual basis.

## **Water/Legionella**

Our heating, water and ventilation systems have been designed to be legionella compliant. The Parish Council commissions an independent annual legionella risk assessment for the Changing Facility from Watercare Specialists Ltd and actions any matters which are identified. We test water samples annually to provide additional reassurance. Hirer of the Changing Facility and showers are required to test that water has reached operational temperature at least an hour before by drawing to all parts of the system.

## **Asbestos**

There is no asbestos on site.

## **Health and Safety Risk Assessment**

Please read this Policy in conjunction with the Alderton Changing Facility and Playing Field Health and Safety Risk Assessments.