

Hayle Town Council
Health & Safety Information and Procedures for
Tenants of Hayle Town Council

Hayle Community Centre
58 Queensway
Hayle
TR27 4NX

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1 Introduction.

The Town Council acknowledges its responsibilities to its employees, tenants, visitors and others not in our employment who make use of our facilities.

To comply with Regulation 11 of the “Management of Health and Safety at Work Regulations 1999” all employers in shared premises have a duty to co-operate and co-ordinate with one another to ensure that their obligations under Health & Safety & Fire Regulations can be met.

As the employer in overall control of the premises, the purpose of this document is to provide information to the other employers who occupy and make use of these premises and details the arrangements and procedures implemented by the Town Council and to facilitate the co-operation and co-ordination required.

2 General Responsibilities of the Town Council.

The Town Council is responsible for the management and maintenance of :-

- the fabric of the building and grounds including the gardens and car parking areas;
- rooms directly under the control of the Town Council (including meeting and function rooms);
- the common areas within the building (stairs & corridors and areas openly accessible to the public);
- common services (electric, water & gas supply);
- fire fighting equipment in common areas and the fire alarm and detection system for the building.

3 General Responsibilities of Employers (Tenants).

Tenants as employers are responsible for the management of health & safety and the conduct of their employees and others who may be affected by their activities, this includes their visitors and clients.

Employers must ensure that the information and procedures detailed in this handbook are brought to the attention of all persons (employees & volunteers) working in this building.

Employers have a general duty to:

- ensure that they conduct their undertaking in a manner that will not endanger the safety of their own employees or others who may be affected by what they do;
- inform the Town Council of any risks arising from their work that may affect the safety of others within the premises or increase the fire risk;
- ensure that any equipment or appliances (electrical & mechanical) used on the premises is maintained in good working order and used correctly;
- ensure the safe storage and use hazardous substances;

- ensure that access routes and fire exits are not obstructed;
- take responsibility for their visitors safety;
- ensure that they park their vehicles in the designated parking areas;
- ensure that their premises are secure when unattended;
- inform the Town Council in good time if any events or activities are to take place that can be considered “out of the ordinary”;
- advise the Town Clerk of any unsafe conditions that they become aware of in the common areas and/or stenant’sr example missing fire extinguishers, worn or dangerous surfaces, etc.)

The Town Council reserve the right to request a copy of the tenant’s Risk Assessment.

4 Fire Precautions and Arrangements.

The Town Council is responsible for managing the fire arrangements for the common areas of the premises including maintenance of the alarm system and fire fighting equipment throughout the building and has undertaken a Fire Risk Assessment for the areas under its direct control and the findings of that assessment have been implemented. This assessment will be reviewed at regular intervals.

The Town Council has developed an Evacuation Procedure to be followed by all occupants of the building in the event of a fire or other emergency. (See Section 5) Tenants will be responsible for advising and training their own personnel in this procedure. A copy will be displayed on the general notice board.

A basic fire actions procedure notice will be displayed adjacent to all the fire points (See Section 5).

Specific information will be provided to private hire parties.

Fire drills will be conducted at least twice a year to test and practice these arrangements and the personnel of all tenants are expected to participate.

Employers (Tenants) have a duty under “The Regulatory Reform (Fire Safety) Order 2005” to carry out their own fire risk assessment for the premises and activities under their control and ensure that the appropriate precautions and procedures have been implemented, including where appropriate the provision of fire fighting equipment.

The Town Council must be informed of any specific risks identified in the assessment that may require the Town Council’s fire arrangements to be revised, (for example the storage of flammable substances or oxygen, or activities that produce heat or naked flames.)

A copy of the Fire Risk Assessment can be made available to view at Reception.

The Town Council reserve the right to request a copy of the Tenants Fire Risk Assessment.

5 Fire and Evacuation Procedure.

Fire Alarm Sounding:

- If the Fire Alarm sounds you must immediately evacuate the building and proceed to the assembly point.

Discovering a Fire:

- If you discover a fire immediately raise the alarm by operating one of the Call Points located throughout the building;
- Summon the emergency services using the nearest phone or mobile by dialling 999 ask for the Fire Brigade and state Fire at:-

Hayle Town Council Offices

Hayle Community Centre

58 Queensway,

Hayle.

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- Unless advised directly do not assume that someone else will have summoned the emergency services;
- Do not attempt to tackle the fire unless you have been trained to do so and have been authorised by your employer.

Evacuation Procedure: (In the event of a fire or other emergency)

- Ensure that your accommodation has been cleared of all persons (employees & visitors);
- Close all windows and doors;
- Do not stop to collect personal items;
- Using the nearest fire exit & assisting and directing others proceed directly to the assembly point and report to your responsible person.

Reporting:

- The responsible person must report to a Town Council Representative or the Senior Fire Officer and advise whether or not all the persons under their control (employees, contractors, visitors) have been accounted for and are present at the assembly point and give any information they may have on the nature location of the fire.

Returning to the Building

- No person must return into the building until advised that it is safe to do so by the Town Council Representative or Senior Fire Officer.

5. Fire Notice



FIRE ACTION

ANY PERSON DISCOVERING A FIRE



1.SOUND THE ALARM
2.BREAK GLASS OF
NEAREST FIRE ALARM
CALL POINT
3.DIAL 999 AND ASK FOR
THE FIRE SERVICE.

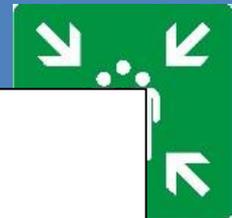


LEAVE THE BUILDING
BY THE NEAREST EXIT



REPORT TO THE
ASSEMBLY POINT:

Front Car Park



**DO NOT RETURN TO THE BUILDING
UNTIL AUTHORISED TO DO SO**

6 First Aid Arrangements.

It is the responsibility of each employer to make their own arrangements for the provision of First Aid services and equipment according to their needs.

The Town Council cannot be relied upon to have available a First Aid trained person or access to a First Aid Box.

7 Accidents or Incidents.

It is the responsibility of each employer to make arrangements for the recording and investigation of any accident or incident involving its employees, volunteers, clients or visitors.

The Town Clerk must be informed of any accident or incident that has occurred in the common areas of the premises, in order that it can ensure that any responsibilities under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 can be complied with.

8 Security.

To ensure the security of the building it is important that the following procedure is implemented.

- At the end of each working day the last person working in their department (i.e. an employee or tenant) shall ensure all windows within their respective department and doors providing access into their departments are locked securely prior to leaving.
- When leaving the building (i.e. employee or tenant) shall ensure the main entrance and exit doorway to the building is closed and locked securely as they leave.

Security contractors:-

- Security contractors are employed to attend the Hayle Community Centre every evening through the working week to ensure the building is made secure.
- The security contractors will enter the building to carry out checks on all windows and doors within the building make sure they are secure.
- The security contractor will make safe and secure any window or doors leading to each department within the building that is discovered to be unlocked or open.

Key Holders

- Only selected tenants or employees who may arrive at the premises early or leave late will be provided with a key to unlock or lock the building.
- No employee or tenant is permitted to enter the premises on the same evening/night after the security contractors have visited and ensured the building is secure.

9 Electrical Safety.

The mains electrical services within the building are subject to a periodical inspection by a competent electrical contractor at least every 5 years.

Installation and repairs will only be carried out by a competent electrical contractor. Tenants must advise the Town clerk immediately of any faults or failings to the electrical system (not appliances).

Tenants are responsible under the Electricity at Work Act 1989 for ensuring that any electrical appliance or equipment under their control is safe to use and are therefore required to have an appropriate regime in place to ensure that all their electrical equipment remains in good condition.

The Town Council reserve the right to request a copy of the tenant's portable appliance testing (PAT) assessment.

10 Gas Safety

The gas fired boiler located in the basement boiler house, provides heating and hot water to the premises. Regular servicing is undertaken by a Gas Safe certified engineer.

In the unlikely event of a gas leak the following procedure must be followed.

Can you smell Gas?

If you can detect the smell of Gas there may be an escape of Gas in the area, the following actions will need to be taken:-

- Switch of the Gas isolation valve located in the boiler house.
- Ensure all naked flames are extinguished.
- Ensure nobody smokes or strikes any matches.
- Gas appliances must be switched off and not used until checked by Gas Safe Contractor.
- **Do not operate any electrical appliances or turn any switches on or off.**
- **Do not operate the Fire Alarm.**
- Doors and windows should be opened and remain opened to ventilate the building if possible.
- Inform the person in charge to contact a Gas Safe engineer to detect the leak.
- Do not switch the gas isolation valve back on until authorised to do so by a Gas Safe Contractor.

If the gas continues to leak /or the smell is strong after the Gas Isolation Valve is operated and there is an obvious immediate danger then as well as the above:-

- **Verbally** warn others to evacuate the building and muster at the Fire Assembly Point, ensuring all persons are accounted for.
- Call Transco on **0800 111 999** (24 hours).

Under no circumstances should anybody re-enter the building until told that it is safe to do so.

11 Asbestos.

The Town Council has arranged for an Asbestos Survey to be undertaken by a qualified assessor. A copy of the report is available to view at the Town Council Reception.

12 Essential Contact Details.

Town Clerk

Hayle Community Centre
 58, Queensway, Hayle, Cornwall. TR27 4NX
 Contact: Eleanor Giggal
 Phone: 01736 755005
 Email townclerk@hayletowncouncil.net

		LANDLINE PHONE	MOBILE PHONE
TOWN COUNCIL CONTACTS			
Town Council Office		01736 755005	
Facilities Manager	Phil Drew		07956 017310
Town Clerk	Eleanor Giggal		07817 571675
Caretaker	Mrs Rose Hopes		07933 174200
SERVICE CONTACTS			
Security	GSD Property Protection Services	01736 753129	
Fire Alarms	Exco Fire Services	01736 372878	
Electricity	Webb & Philp Electricians	01736 753651	07419 376882
Gas	Heatline	01326 572852	