

# Bedwas, Trethomas & Machen Community Council



## Health and Safety Policy & Procedures

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## **Introduction**

The Health and Safety at Work Act 1974 provides the legislative framework to promote, stimulate and encourage high standards of health and safety at work. It places a duty upon the employer to safeguard, so far as is reasonably practicable, the health, safety and welfare of all employees.

The Act requires all employers to prepare a written statement of their safety policy and to bring that policy to the attention of all employees. As legislation is continuously under review, so too must the Health and Safety Policy be continually reviewed. It should be active not static and relies on the co-operation of each and every member of Bedwas, Thomas & Machen (BTM) Community Council for which it is intended.

Compliance with the Health and Safety at Work Act is a legal requirement. As such, an offence, committed under the Act would constitute a criminal offence and could lead to prosecution, resulting in a fine and/or a term of imprisonment.

Although the main responsibility for compliance with the Act rests with the employer, every employee also has a responsibility to ensure that no one is harmed as a result of their acts or omissions during the course of their work.

Employees have a duty under the Act, to take reasonable care to avoid injury to themselves and others and to co-operate with employers and others in meeting statutory requirements. The Act also requires employees not to interfere with or misuse any assistance provided to protect their health, safety and welfare in compliance with the Act.

In addition to its legal obligations, BTM Community Council recognises that it has a moral and economic reason for managing health and safety. Good health and safety performance should be rooted in a high-quality management system that seeks to address all aspects of performance. This commences with the inherent safety of the working environment (i.e. plant and equipment); continues through procedures and instructions that are owned and followed; and culminates with a working culture that embraces a positive health and safety attitude throughout BTM Community Council.

## **Policy Statement**

Bedwas, Trethomas & Machen (BTM) Community Council is committed to the health, safety and welfare of all employees, employees of other organisations working with us, and the people for whom it has supervisory responsibility.

BTM Community Council believes that an excellent organisation is, by definition, a safe and secure organisation. It therefore follows that caring for all personnel and minimising risk is inseparable from all other BTM Community Council objectives. We recognise that it is essential there is a safe environment and that all staff are competent, healthy and safe at work. All employees will be provided with equipment, information, training and supervision as necessary to implement the policy and achieve the stated objectives.

The Chair / Councillors regard health and safety management to be fundamental to the delivery of a safe service therefore, accepting ultimate responsibility for health and safety issues, while also ensuring that Health and Safety is recognised as a key responsibility for all members of staff. The approach throughout BTM Community Council seeks to ensure effective health and safety management based on a good understanding of the risks and how to control them. This is achieved through continuous good quality risk assessment and management.

It is accepted that staff and volunteers are our most important asset, and the preservation of human and physical resources is an important means of delivering an effective and efficient public service. BTM Community Council's Health and Safety objective is to minimise the number of occupational accidents and incidents of ill health and ultimately to achieve an accident-free workplace.

## **Policy Aims**

The Policy aims are to:

- outline the Management of Health and Safety arrangement within the organisation through the statement of intent and organisation and structures
- establish arrangements which minimise the Health and Safety risks within the organisation to all staff, volunteers and individuals with whom we work
- demonstrate that we recognise the obligations imposed under the Health and Safety at Work Act 1974, Section 2(3).

## **Objectives**

Through the enactment of this policy the objective is to:

- secure the health, safety and welfare of people at work

- protect people other than those at work against risks to their health and safety arising out of work-related activities
- minimise the number of occupational accidents and incidents of ill health, and ultimately to achieve an accident-free workplace
- establish a culture of co-operation, communication, competency and control for health and safety.

### **Organisational Arrangements, Responsibilities and Accountabilities**

The ultimate accountability is on Bedwas, Trethomas & Machen Community Council, as the policy-making body which has overall and final responsibility for Health & Safety, Fire Safety and Food Safety.

Operational management for Health and Safety within Bedwas, Trethomas & Machen Community Council is devolved to the Clerk.

#### **Council**

The Council has overall accountability for making sure that arrangements are in place for:

- ensuring that BTM Community Council's Health and Safety Policy is implemented
- ensuring that the Health and Safety Policy is reviewed bi-annually
- ensuring the Council is informed as required on health and safety matters affecting employees and/or the public
- ensuring that regular progress reports are presented to the Council
- supporting training and development of staff
- monitoring Health and Safety performance
- ensuring Health and Safety is adequately resourced
- ensuring Health and Safety responsibilities are appropriately included in the current job descriptions, training programme and induction processes
- ensuring that Health and Safety information is effectively communicated throughout the organisation
- The Council will be supported in progressing these responsibilities by the Clerk, specifically:

#### **The Clerk will be responsible for:**

- Day to day health & safety activities.
- ensuring that a Health and Safety Advisor / Manager / Consultant (a 'Competent Person') is appointed as necessary to offer specialist advice on health and safety matters
- ensuring that Fire Safety is appropriately managed
- the preparation and oversight of a Health and Safety Action plan
- a fit for purpose and up to date BTMCC Health and Safety policy, containing the Health and Safety Policy and arrangements, is in place and readily available

- Training, information and instructions are in place for all Council activities.

### **Specialist Health and Safety Support**

BTM Community Council will engage the services of a specialist Health and Safety Consultant via One Voice Wales or seek advice from Caerphilly County Borough Council or other specialist advisors in order to:

- maintain BTM Community Council's Health and Safety Policies and Procedures Manual as requested
- ensure specialist advice in relation to health and safety for Council consideration,
- assist the management of health and safety through the preparation of relevant policies and procedures
- provide expert input into any health and safety inspections, audits, reviews and investigations
- maintain a current knowledge of health and safety legislation and applying this to ensure BTM Community Council meets its statutory responsibilities
- ensure a systematic approach to the identification of risks and appropriate control measures.

### **All Employees**

All employees are required to undertake their work in a safe manner having due regard to their own health and safety and that of others who may be affected by their work and behaviour. Health and Safety policies and procedures must be followed at all times. Failure to work within BTM Community Council policies and procedures is an offence under Health and Safety legislation and may render the employee liable to disciplinary action. It is important that employees do not attempt to undertake work for which they are not adequately trained or for which the instructions are agreed to be inadequate. All employees will:

- Co-operate on health and safety matters.
- Respect and comply with Health and Safety practices in accordance with BTM Community Council's Health and Safety policy documents.
- Take reasonable care of their own and others health and safety.
- Report all health and safety concerns to an appropriate person (as detailed in this policy document), including near misses and identifying poor practice.
- Comply with safe working methods and control procedures that have been laid down for the work activities that are undertaken.
- Not do anything that would put either their own safety or that of others at risk.
- Regulations written under the Health and Safety at Work Act (1974) include:
- Management of Health & Safety at Work Regulations 1999
- Provision and Use of Work Equipment Regulations 1998
- Manual Handling Operations Regulations 1992
- Workplace (Health, Safety and Welfare) Regulations 1992
- Personal Protective Equipment at Work Regulations 1992
- Health and Safety (Display Screen Equipment) Regulations 1992

The points listed above are commonly known as the HSE Six Pack Regulations.

## **Contractors and others**

All such persons must comply at all times with BTM COMMUNITY COUNCIL Health and Safety policies and procedures. Where BTM COMMUNITY COUNCIL requirements are the more onerous, they must take precedence. Failure to comply with this requirement will be deemed to be a serious breach of trust and may result in the relevant employee of the contractor (etc.) being barred from work on BTM Community Council premises.

## **Health and Safety Performance**

Improving Health and Safety performance is dependent on several factors. Seeking solutions and promoting improvement through the medium of a joint partnership approach with all the key stakeholders is key to successful implementation. BTM Community Council will include provision for consultation with staff on matters relating to health and safety.

## **Risk Assessment**

Risk assessments are carried out to identify hazards and develop methods of reducing the likelihood of incidents occurring. The findings of these risk assessments then determine safe working practices to be adopted and help identify any relevant training needs. Any technical guidance on any safety matter should be sought via the Clerk. An Annual Assessment of Risk will be undertaken by the Council's Clerk. This will identify organisation wide operational, strategic and financial risk.

In compliance with the Health and Safety Executive's (HSE's) five steps to risk assessment, BTM Community Council will:

1. Identify the hazards. (A hazard is anything that may cause harm, such as chemicals, electricity, an open drawer, trailing cables etc.)
2. Decide who might be harmed and how
3. Evaluate the risks and decide on precautions. (The risk is the chance, high or low, that somebody could be harmed by these or other hazards, together with an indication of how serious the harm could be).
4. Record and implement findings.
5. Review the risk assessment and update if necessary

Staff with delegated responsibility for carrying out risk assessments in their line of work will receive suitable, sufficient and adequate training for this task/s to be undertaken.

Risk Assessment templates can be found at **Appendix 1**.

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

Control of Substances Hazardous to Health (COSHH) is the law that requires employers to control substances that are hazardous to health. We can prevent or reduce workers exposure to hazardous substances by:

- finding out what the health hazards are

- deciding how to prevent harm to health via risk assessment
- providing control measures to reduce harm to health
- making sure they are used
- keeping all control measures in good working order
- providing information, instruction and training for employees and others
- providing monitoring and health surveillance in appropriate cases
- planning for emergencies.

Most businesses and organisations use substances, or products that are mixtures of substances. Some processes create substances. These could cause harm to employees, contractors and other people. Sometimes substances are easily recognised as harmful. Common substances such as paint, bleach or dust from natural materials may also be harmful.

Staff Training in COSHH will be provided for relevant staff.

A COSHH Assessment Form can be found at **Appendix 1D**

## **Accidents & First Aid**

### **Accident, incident and near misses - reporting and recording**

In the event of an accident, all employees, volunteers, contractors and Councillors must:

- Record all details of the accident in the Accident Book
- Immediately notify the Clerk under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), should any of the following occur:

#### **Deaths**

If there is an accident connected with work and your employee, volunteer or self- employed person/contractor working on the premises, or a member of the public is killed

#### **Major injuries**

If there is an accident connected with work and your employee, volunteer or self- employed person/contractor working on the premises sustains a major injury, or a member of the public suffers an injury and is taken to hospital from the site of the accident

#### **Reportable over seven day incapacitation of a worker**

Accidents must be reported where they result in an employee or self-employed person/contractor being away from work, or unable to perform their normal work duties, for more than seven consecutive days as a result of their injury, or a member of the public suffers an injury and is taken to hospital from the site of the accident

#### **Reportable Disease**

If a doctor notifies you that your employee suffers from a reportable work-related disease

#### **Reportable Dangerous Occurrences (near misses)**

If something happens which does not result in a reportable injury, but which clearly could have done, need to be reported to the Community Clerk and investigated.

#### **Over Three Day Incapacitation**

Accidents must be recorded, but not reported where they result in a worker being off work for more than three consecutive days (regulation change RIDDOR 2013)

## **Travelling on Business**

Any injury suffered whilst travelling on BTM Community Council business must also be reported

## **ALL accidents, incidents and near misses must be recorded.**

### **First Aid Provision**

First aid cover is provided in compliance with the Health & Safety (First Aid Regulations) 1981 as amended.

First Aid boxes must be kept in a prominent position in the office and should be regularly checked and restocked as necessary by the designated First Aider. The names of qualified first aiders will be clearly displayed and made known to employees on induction and subsequently updated when any changes occur.

First Aiders will be appointed at BTM Community Council managed premises and will receive accredited training to comply with the Health and Safety at Work Act 1974.

### **Pregnancy/nursing mothers**

Women who are pregnant, have given birth within the past six months or are breast feeding must let the Clerk know. BTM Community Council has a legal duty to make sure that working conditions will not put the health of a pregnant women/nursing mother or a baby at risk. Talk to the Clerk if you have any concerns. Once notified the Clerk or relevant Senior Officer will complete a Risk Assessment for Pregnant Women/Nursing Mothers.

## **Fire Safety**

It is BTM Community Council policy to ensure the effective provision of fire protection and procedures in all its premises. The requirements set out in this procedure presents good practice applied in BTM Community Council in respect of fire protection and fire procedural arrangements. BTM Community Council is required to have in place suitable & sufficient arrangements to ensure that the following good practice is applied. BTM Community Council will seek advice through a Health & Safety Consultant or specialist to ensure that:

- A competent Person is identified whose duty it is to fulfil the requirements of the Regulatory Reform (Fire Safety) Order 2005;
- preventive and protective measures required by the Order are in place;
- All premises and other premises where BTM Community Council employees work are subject to a suitable and sufficient fire risk assessment
- All premises comply with the findings of the fire risk assessment
- An emergency evacuation plan is available for all premises
- Clear and relevant information/training is given to all appropriate persons
- Emergency evacuation procedures are in place and regularly practiced

- All premises and any equipment provided in connection with firefighting, fire/smoke detection and warning, or emergency routes and exits are covered by a suitable system of maintenance and are maintained by a competent person in an efficient state, in efficient working order and in good repair.

### **Clerk's responsibilities**

- Ensure that premises comply with the findings of the fire risk assessment
- Ensure there is an emergency plan displayed in each building
- Ensure the weekly alarm sounder checks are carried out and that they are recorded in the fire logbook
- Ensure there are 6 monthly fire evacuation drills and that they are recorded in the fire logbook
- Ensure the annual fire alarm test certificate is filed in the fire logbook
- Ensure the annual emergency lighting test certificate is undertaken is filed in the fire logbook
- Ensure the monthly fire risk check is undertaken and filed in the fire logbook
- Ensure that employees with difficulties in exiting a building are provided with a (PEEP) personal emergency evacuation plan.
- Ensure that clear and relevant information/training has been provided given to their employees.
- Ensure all employees are aware of the responsibilities at the time of an emergency evacuation. i.e. Fire routes, Assembly points, their fire warden and evacuation procedures

### **Employee responsibilities**

- To be aware of and comply with:
  - Emergency evacuation procedures
  - Their fire route
  - An alternative fire route
  - Their Assembly Point
  - The Identity of their Fire Warden
- To be aware of the requirement to respond immediately to an alarm activation (whether false alarm or real time situation) and follow the Evacuation Procedure

Fire Warden Duties are set out in **Appendix 2**.

Fire, gas and bomb alert evacuation procedures are set out in **Appendix 3**

A Personal Evacuation Plan Template at **Appendix 4**.

## APPENDIX 1A - Activity



### BTM COMMUNITY COUNCIL Risk Assessment Template (Activity)

Pre-Activity Details	
Activity Name	
Department	
Activity Description	
Qualifications/Licenses /Training required to undertake activity	
Description of any equipment or chemicals to be used	
Links to legislation/policy	

<b>Date Completed</b>		<b>Date reviewed</b>	
<b>Prepared by</b>		<b>Approved by</b>	
<b>Post Activity Report</b>		<b>No. of people required to carry out activity</b>	

Hazard identified	People at risk and what is the risk Describe the harm that is likely to result from the hazard and who could be harmed	Existing control measures What is currently in place to control the risk?	Risk rating score 1-5 for Likelihood (L) and Severity (S) Multiply (L) * (S) to produce Risk Rating (RR)				Further action required What is required to bring the risk down to an acceptable level?	Actioned to: Who will complete the action?	Due date: When will the action be complete by?	Completion date: Initial and date once the action has been completed
			L	S	RR	L/M/H				

Risk Assessor(s)	Signature(s)					Designation			

## APPENDIX 1B - Events



### **BTM COMMUNITY COUNCIL** **Risk Assessment Template (Events)**

Pre-Event Details			
Event Name			Expected Participants/Attendees
Event Type			Expected Spectators(if applicable)
Event Location			Expected Volunteers (if applicable)
Event Date(s)			
Start/Finish Time			
Event Manager		Contact Telephone No.	
Deputy Event Manager		Contact Telephone No.	
Emergency Contact		Contact Telephone No.	
Responsible person for Fire Safety		Contact Telephone No.	

<b>Outline of Event</b>			
<b>Post-Event Details</b>			
<b>Post Event Report</b>		<b>Actual Participants</b>	
		<b>Actual Spectators</b>	
		<b>Actual Volunteers</b>	

Hazard identified	People at risk and what is the risk. Describe the harm that is likely to result from the hazard and who could be harmed	Existing control measures. What is currently in place to control the risk?	Risk rating score 1-5 for Likelihood (L) and Severity (S) Multiply (L) * (S) to produce Risk Rating (RR)				Further action required What is required to bring the risk down to an acceptable level?	Actioned to: Who will complete the action?	Due date: When will the action be complete by?	Completion date: Initial and date Once the action has been completed
			L	S	RR	L/M/H				
Injury from moving vehicles										
Trips and Falls – uneven ground										
Injuries caused by manual handling										

Cash Handling										
Event cancellation due to adverse weather conditions										
Structures and gazebos										
Risk Assessor(s)	Signature(s)				Designation					

## APPENDIX 1C - Department



### **BTM COMMUNITY COUNCIL** **Risk Assessment Template (Work Area)**

Department or Work Area Details	
Area of work / role being assessed	
Description of Work area	
Qualifications/Licenses /Training required to undertake activity	

<b>Description of any equipment or chemicals to be used</b>								
<b>Links to legislation/policy</b>								
<b>Date Completed</b>					<b>Date reviewed</b>			
<b>Hazard identified</b>	<b>People at risk and what is the risk. Describe the harm that is likely to result from the hazard and who could be harmed</b>	<b>Existing control measures. What is currently in place to control the risk?</b>	<b>Risk rating score 1-5 for Likelihood (L) and Severity (S) Multiply (L) * (S) to produce Risk Rating (RR)</b>		<b>Further action required What is required to bring the risk down to an acceptable level?</b>	<b>Actioned to: Who will complete the action?</b>	<b>Due date: When will the action be complete by?</b>	<b>Completion date: Initial and date Once the action has been completed</b>
			L	S	RR	L/M/H		


Risk Assessor(s)	Signature(s)					Designation				

## APPENDIX 1D – COSHH

### COSHH ASSESMENT FORM (Cont.)

#### Section 3 Working

##### Progress

Give a brief description of the process involving the substance, e.g. crushing, weighing, mixing, pouring etc.

.....

.....

.....

.....

.....

#### Section 4

##### Current Control Measures

What measures are currently used to control the hazard? A list of examples is given below:

Isolator	Fume Cupboard	Safety Cabinet
Local Exhaust Ventilation Hood	Dilution Ventilation	Reduced Staff Exposure
Time	Training	Powered Respirator
Half Mask Respirator	Filtering Half Mask (Dust Mask)	Safety Glasses
Safety Goggles	Full Face Shield	Lab Coat Apron
Gloves	Protective Shoes	Barrier Cream

**For each control measure used, please state:**

Make and model of equipment used:

..... The British Standard

with which it complies:

..... Date of the last

maintenance inspection:

.....

Does the equipment or its packaging bear the CE mark:

[Yes]

[No]

Detail any replacement of parts, filters and any results of monitoring undertaken to ensure the equipment is functioning properly:

## **APPENDIX 2 – Fire Warden/Marshal duties and responsibilities**

- Be familiar with your assigned area, the occupants, exit facilities and the fire equipment. Know the location and operating features of the fire alarm. These are of critical importance for early warning.
- Carry out a monthly inspection in your area and submit an inspection form to the Clerk should you notice any problems.
- During your regular activity, should you notice any fire door being wedged open remove the obstruction.
- If any Exit routes are impeded and the problem remains there for some time please report this incident to the Clerk
- Ensure there is a backup Fire Warden for your area when you are going to be away or on leave.
- Carry out Fire Evacuation Drills at least once every 6 months and record evacuation times.
- Liaise with other occupants of building (if any) and emergency services in the event of an emergency.
- Complete a fire risk assessment of your area bi-monthly
- Upon discovery of a fire, evacuate the area and activate the nearest fire alarm, which will start the building evacuation procedures.
- If you have been trained, you may attempt to extinguish a small fire using the correct fire extinguisher.
- If one fire extinguisher does not put out a fire then personnel must leave the building without delay.
- Without delaying your own evacuation, immediately check if the normal evacuation route is safe. If so, proceed to use it. If not, use an alternative route. Alert the people in the area to commence evacuation. Do not waste time with people who are reluctant to leave. Just report any person who did not leave or any other problem to the Clerk or in a real time situation any member of the emergency Services. This can be done after the area has been evacuated.

- Without delaying your own egress of the building, check the rooms in your area for persons remaining behind. Should any person be incapacitated please arrange assistance.
- Make sure all doors are closed.
- Exit the building as soon as possible.
- Do not permit any person to re-enter the building until advised to do so by the Clerk, or in a real time situation, a member of the Emergency Services.

**Do NOT permit any person re-enter the building until authorised by the Fire Service or the Clerk**

### APPENDIX 3 - Fire, gas and bomb alert evacuation procedures

#### Raising the alarm

In the event of a fire being discovered, the alarm is to be raised by:  
**Activation of the nearest call point** (red square on map)

#### Fire assembly point

*The assembly point is:*

**Outside BTM Community Garden Gates**

#### Action to be taken on hearing the alarm

The following actions to be taken upon the fire alarm being sounded/raised:

- Leave the building by the nearest Fire Exit
- Fire Wardens to commence evacuation of the building, ensuring this is done in a calm and orderly manner, ensuring all contractors and visitors are directed to the assembly point, aiding those needing additional help in evacuating
- Dial 999 (by mobile after leaving the building) and request attendance by the Fire Service.
- Do NOT re-enter the building until authorised by the Fire Service
- Meet at assembly point and check all Group members are accounted for
- Liaise with Fire Service upon their arrival
- Contact the Clerk to the Council (if not present at time of incident) on 07387 885734

#### Escape routes

The escape routes from the building are on the ground floor;

1. Front Door &
2. Rear Fire Exit

(see map for designated fire escape routes in red)

#### Fighting fires – Extinguisher use

Fire extinguishers will only be used where:

- Only attempt to tackle a small fire if confident to do so, and where it is thought safe to do so e.g. there is a clear means of escape
- Only those trained in the use of fire extinguishers should use them

**Personal safety always takes priority and, if in any doubt, staff should not attempt to extinguish a fire**

## **Fire Wardens / Deputy Fire Warden's Responsibilities**

### **(Without delaying own evacuation)**

1. Check all rooms and lavatories to ensure that everyone is clear.
2. Confirm any disabled persons are being evacuated
3. If possible, check that all windows and doors are closed.
4. Where possible, ensure that all machines and processes are stopped.
5. Remember your safety is paramount
6. When you leave the building take the appropriate fire register with you

**\*DO NOT RE-ENTER THE BUILDING UNTIL YOU ARE TOLD  
THAT IT IS SAFE TO DO SO.\***

## APPENDIX 4 - Personal Emergency Evacuation Plan

Name:

Location:

Have you read and understood the evacuation procedures for the building in which you work?	YES	NO
Do you require the procedure in large print or in another format? If yes please state what format:-		
Do you have any special evacuation requirements if so what are they:-		
Your required specialist equipment is:-		
You require ..... people to assist you to evacuate  Names:-.....  Back up.....  * A copy of this assessment will be supplied to the above		

Your requirements are:-		
My sight is limited and orientation is difficult :-		
I can walk on the flat but cannot manage stairs at all. I would need help to get down the stairs.		
My agreed procedure is as follows:-		

### Declaration by nominated persons who are to assist in the evacuation.

We have read and understood the Personal Emergency Evacuation Plan (P.E.E.P.) for. .... and confirm that we are aware of our duties under the plan.

NAME	SIGNATURE	DATE

Signed assessor; \_\_\_\_\_ Signed Employee; \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

## **APPENDIX 5 – HSE Information Sheet**

### **Equipment**

All mechanical equipment will be regularly inspected and maintained by qualified staff and replaced when appropriate (see HSE Inspection templates at Appendix 5). Any defect or fault must be reported to the Community Clerk immediately.

All staff must take reasonable safety precautions when using any electrical or mechanical equipment and if unsure request guidance.

PAT testing or Portable Appliance Testing is an important part of any Health & Safety policy. The Health & Safety Executive states that 25% of all reportable electrical accidents involve portable appliances. The Electricity at Work Regulations place a legal responsibility on employers, employees and self-employed persons to comply with the provisions of the regulations and take reasonably practicable steps to ensure that no danger results from the use of such equipment. This requires the implementation of a systematic and regular programme of maintenance, inspection and testing.

The Health & Safety at Work Act (1974) places such an obligation in the following circumstances:

1. Where appliances are used by employees.
2. Where the public may use appliances in establishments such as hospitals, schools, hotels, shops etc.
3. Where appliances are supplied or hired.
4. Where appliances are repaired or serviced.

The level of inspection and testing required is dependent upon the risk of the appliance becoming faulty, which is in turn dependent upon the type of appliance, the nature of its use and the environment in which it is used.

PAT testing, by suitably qualified contractors, will be undertaken every two years.

### **Plant and machinery and tools**

All staff must ensure that their relevant certifications for equipment/machinery use are up to date and training will be provided by BTM Community Council.

Staff must ensure that a properly recorded maintenance and repair schedule is kept and that all manufacturers Instruction Manuals are strictly adhered to.

All tools must be cleaned and correctly stored after use.