STILTON PARISH COUNCIL

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Health & Safety Policy for Stilton Pavilion

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Part 1 – General Statement of Policy

This document is the Health & Safety Policy for Stilton Pavilion.

Our policy is to: -

- Ensure the provision of healthy and safe working conditions, equipment and systems of work for our employees, volunteers, Councillors, committee members, contractors and users.
- Keep the Pavilion and equipment in a safe condition for all users.
- Provide such training and/or information as is necessary to staff, volunteers and users.

It is the intention of Stilton Parish Council and its Pavilion Committee (PVC) to comply with all health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

The Parish Council and it's PVC consider the promotion of the health and safety of its employees at work and those who use its premises, including contractors who may work there, to be of great importance.

We recognise that the effective prevention of accidents depends as much on a committed attitude of mind to safety as on the operation and maintenance of equipment and safe systems of work. To this end, we will seek to encourage employees, volunteers, Councillors, committee members and users to engage in the establishment and observance of safe working practices.

Employees, hirers and visitors will be expected to recognise that there is a duty put on them to comply with the practices set out by Finance, General Purposes and Communications Committee, with all safety requirements set out in the hire agreement, with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves and others.

Part 2 – Organisation of Health & Safety

Stilton Parish Council has overall responsibility for health and safety at Stilton Pavilion.
The persons delegated by the Council to have day-to-day responsibility for the implementation of this policy is/are:-

Name:	Deputy Clerk
Telephone No:	07484 746 894
Name:	Julianne Lawrence, Parish Clerk
Telephone No	01733 639106

It is the duty of all employees, hirers and visitors to take care of themselves and others who may be affected by their activities and to co-operate in keeping the premises safe and healthy, including the grounds.

Should anyone using the Pavilion come across, damage or other situation, which might cause injury and cannot be rectified immediately, they should inform the persons named above, as soon as possible so that the problem can be dealt with.
Where equipment is damaged, a notice should be placed on it warning that it is not to be used and the Parish Clerk should be informed.

The following persons have responsibility for the specific items listed next to their name:

Item	*Person Responsible*
First Aid Box	Lead Caretaker
Reporting of Incidents	Parish Clerk
Fire Precautions and Checks	Lead Caretaker
Training in use of hazardous substances & equipment	Parish Clerk, Cleaner and Caretakers
Risk assessment and inspections	Parish Clerk
Information to contractors	Parish Clerk
Information to hirers	Parish Clerk
Insurance	Parish Clerk

A plan of the hall is attached showing the location of fire exits, fuse box, boiler and loft access.

Part 3 – Arrangements and Procedures

3.1 Licence

Stilton Pavilion has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated:

Activity	The hall is licensed for:	Licensed Period	Activities to take place at the event
Performance of Plays	Yes	09.00-22.00 Weekdays & Sun 09.00-00.00 Fri & Sat	
Exhibition of Films	Yes	09.00-22.00 Weekdays & Sun 09.00-00.00 Fri & Sat	
Indoor Sporting Events	Yes	09.00-22.00 Weekdays & Sun 09.00-00.00 Fri & Sat	Table Tennis / Carpet Bowls / Dance / Pilates / Keep Fit
Boxing or wrestling entertainment	Yes	09.00-22.00 Weekdays & Sun 09.00-00.00 Fri & Sat	
Performance of Live Music	Yes	09.00-22.00 Weekdays & Sun 09.00-00.00 Fri & Sat	Cheese Rolling
Playing of Recorded Music	Yes	09.00-22.00 Weekdays & Sun 09.00-00.00 Fri & Sat	
Making Music	Yes	09.00-22.00 Weekdays & Sun 09.00-00.00 Fri & Sat	
Dancing	Yes	09.00-22.00 Weekdays & Sun 09.00-00.00 Fri & Sat	
The sale of alcohol	No	Separate Liquor licence is required.	

3.2 Fire Precautions & Checks

A copy of the following documents are also included in the Health & Safety Fire Procedures contained within this Policy:

- Fire Risk Assessment
- Evacuation Procedures
- Map of the fire exits, fire fighting equipment and assembly points (also included in the plan of hall referred to in Part 2.

There is currently no telephone landline in the Pavilion. Users are reminded to carry a mobile phone with them when they attend bookings.

Fire Brigade Contact Tel: 01480 444 500 (Cambridgeshire HQ)

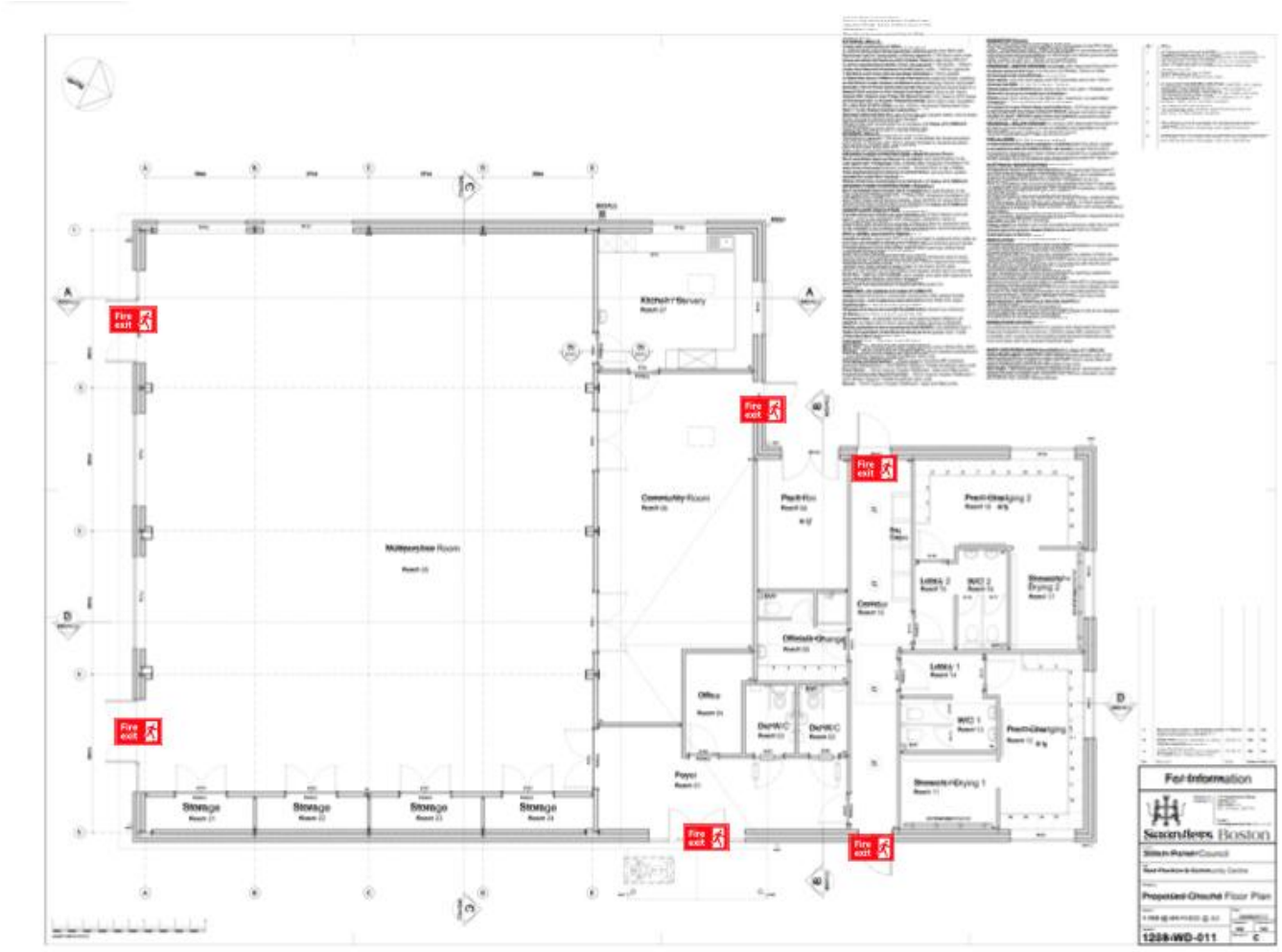
Fire extinguishers are to be installed throughout the building. Our response to an emergency should focus on evacuation, not firefighting and, whilst adhering to this, it should be noted that we have a fire blanket in the kitchen.

The company currently engaged to maintain and service our fire alarm system is:-

Huntingdonshire District Council

Location of Service Record: Health & Safety Folder in the Pavilion Office

3.3 Fire Exit Map



3.4 List of Equipment and Locations

Location	*Item*	*Test Interval*	*Service Intervals*
Whole Pavilion	Fire Alarm System	Weekly	Annually
	Back up detection / warning system	Annually	Annually
	Electrical Installation	Every 5 years	Annually
	Emergency Lighting	Weekly	Annually
Entrance Hall	Fire Alarm Control Panel	Weekly	Annually
	Smoke Detector	Annually	Annually
	Front Door/Fire Exit	Weekly	Annually
	Illuminated Escape Sign	Weekly	Annually
	Emergency Lighting	Weekly	Annually
	First Aid Kit	Weekly	As required
Main Hall	Smoke Detectors	Annually	Annually
	Fire Exits	Weekly	Annually
	Illuminated Escape Sign	Weekly	Annually
	Fire Call Point 2 & 3	As part of a rotating fortnightly schedule	Annually
	Emergency Lighting	Weekly	Annually
Community Room	Smoke Detectors	Annually	Annually
	Fire Exits	Weekly	Annually
	Illuminated Escape Sign	Weekly	Annually
	Fire Call Point 4	As part of a rotating fortnightly schedule	Annually
	Emergency Lighting	Weekly	Annually

Kitchen	Emergency Lighting sign	Weekly	Annually
Toilets	Hand Driers	Weekly	As required
Changing Room Corridor	Smoke Detector	Annually	Annually
	Fire Exit	Weekly	Annually
	Illuminated Escape Sign	Weekly	Annually
	Emergency Lighting	Annually	Annually
	Fire Call Point 5	As part of a rotating fortnightly schedule	Annually
	Fire Call Point 6	As part of a rotating fortnightly schedule	Annually
Changing Room 1 (Away Team)	Smoke Detector (x 2)	Annually	Annually
	Running the showers	Weekly	As required
	Hand Driers	Weekly	As required
	Hair Driers	Weekly	As required

Location	***Item***	***Test Interval***	***Service Intervals***
Changing Room 2 (Home Team)	Smoke Detector (x 2)	Annually	Annually
	Running the showers	Weekly	As required
	Hand Driers	Weekly	As required
	Hair Driers	Weekly	As required
Officials' Changing Room	Smoke Detector	Annually	Annually
	Running the showers	Weekly	As required
	Hand Driers	Weekly	As required
	Hair Driers	Weekly	As required
Defibrillator	Fixed to External Wall	Weekly	As required

Procedures in Case of Accidents

The nearest hospital Accident & Emergency Department is:

Peterborough City Hospital, Edith Cavell Campus, Bretton Gate, Peterborough, PE3 9QZ
Tel: 01733 678 000

The nearest Doctor's surgery is:

Lakeside Healthcare, The Health Centre, Lansdowne Road, Yaxley, Peterborough, PE7 3JL
Tel: 01733 240 478

The first aid boxes are located in the Pavilion's main entrance lobby (on top of the fire alarm box) and in the kitchen.

The person responsible for keeping this is up to date is the Lead Caretaker.

Incident Forms are available in the main entrance area or from large event security guards. This must be completed whenever an incident occurs. Completed forms are to be folded and either posted under the office door or handed to the Parish Clerk for secure filing.

Any incidents must be reported to the Parish Clerk.

The person responsible for completing RIDDOR forms and reporting accidents is: The Parish Clerk. RIDDOR reporting incidents will be made online at: http://www.hse.gov.uk/riddor/report.htm

The following major injuries or incidents must be reported on RIDDOR forms by the Parish Clerk:

- fracture, other than to fingers, thumbs or toes
- amputation
- dislocation of the shoulder, hip, knee or spine
- loss of sight (temporary or permanent)
- any penetrating injury to the eye (including chemical)
- injury from electrical shock/burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- any other injury leading to hypothermia, heat-induced illness or unconsciousness or requiring resuscitation or requirement admittance to hospital for more than 24 hours
- unconsciousness caused by asphyxia or exposure to harmful substance or biological agent
- acute illness requiring medical treatment or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through skin
- acute illness requiring medical attention which may have resulted from a biological agent or its toxins or infected material.

Relevant examples of reportable dangerous occurrences include:

- electrical short circuit of overload causing fire or explosion
- collapse or partial collapse of a scaffold over 5m high
- unintended collapse of a building under construction or alteration, or of a wall or floor
- explosion or fire.
- Safety Rules

All hirers will be expected to read the whole of the hiring agreement and receipt of a deposit payment is evidence that they agree to the hiring conditions.

All new hirers will also be given information/training by the on duty staff member (or a Parish Councillor) about safety procedures at the Pavilion which they will be expected to follow (e.g. fire evacuation procedures, use of trolleys to move equipment, use of equipment) and will be shown the location of the incident forms and health and safety file.

- Explanations will also be made on risk assessments that have been carried out, including those for hazardous substances and fire (where necessary).

- Hazards identified will be listed through the risk assessment and any procedures to be adopted in order to minimise risk. (This could be printed as a separate sheet on coloured paper, which is handed to hirers with the hiring agreement, so as to draw attention to them.)

It is the intention of Stilton Parish Council and its Pavilion Committee to comply with all Health and Safety legislation and to act positively wherever it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

Employees, hirers and visitors will be expected to recognise that there is a duty on them to comply with:

- the practices set out by the committee
- with all safety requirements set out in the hiring agreement
- with safety notices on the premises
- accept responsibility to do everything they can to prevent injury to themselves or others.

The Council has carried out risk assessments. The following practices must be followed in order to minimise risks:

- Make sure that all emergency exit doors are clear and unlocked as soon as the hall is to be used and throughout the hiring.
- Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.
- Do not work on steps, ladders or at height until they are properly secured and another person is present.
- Do not leave portable electrical or gas appliances operating whilst unattended.
- Do not bring onto the property any portable electrical appliances which have not been Portable Appliance tested. Hirers are advised of this requirement.
- Do not attempt to move heavy or bulky items (e.g. stacked tables or chairs) – use the trolleys provided.
- Do not stack chairs more than five high (NB - this is higher on the designated trolleys).
- Do not allow children in the kitchen except under close supervision (e.g. for supervised cookery lessons or, in the case of older children, for supervised serving of food at functions). Avoid overcrowding in the kitchen and do not allow running.
- Wear suitable clothing when handling cleaning or other toxic materials.
- Report any evidence of damage or faults to equipment or the building's facilities to the Parish Clerk or staff
- Be aware and seek to avoid the following risks:

    - creating slipping hazards on polished or wet floors – mop spills immediately
    - creating tripping hazards such as buggies, umbrellas, mops and other items left in halls and corridors
    - use adequate lighting to avoid tripping in poorly lit areas
    - risks to individuals whilst in sole occupancy of the building
    - risk to individuals in handling kitchen equipment e.g. cooker, water heater and knives
    - creating toppling hazards by piling equipment e.g. in store cupboards.

Contractors

It will be necessary to check with contractors (including self-employed persons) before they start work that:

- the contract is clear and understood by both the contractors and the Committee
- contractors are competent to carry out the work e.g. have appropriate qualifications, references and experience
- contractors have seen the Health & Safety file and are aware of any hazards which might arise (e.g. electricity cables or gas pipes)
- contractors carry out their own risk assessment if lone working and/or review Pavilion risk assessment
- contractors do not work alone on ladders at height (if necessary, a member of staff or volunteer should be present)
- contractors have their own health and safety policy for their staff
- the contractor knows who is responsible for overseeing that their work is as specified and completed to a satisfactory standard
- any alterations or additions to the electrical installations or equipment must conform to the current regulations of the Institute of Electrical Engineers.

Insurance

Stilton Pavilion's Employer Liability and Public Liability insurance cover is provided by:

Name of insurance company:	Zurich Municipal
Contact number:	01243 832 118
Policy Number:	YLL-122001-3723
Renewal:	4th February 2027

There are no risks excluded or special conditions that users should be aware of.

Review of Health & Safety Policy

The Parish Council and its Pavilion Committee will review this policy annually.

Those with responsibility for aspects of Health and Safety will report to the Committee regularly, including any accidents, faults, misuse by hirers, or other matters which could affect the health and safety of users and employees.

Telephone number of organisations that can give advice on health and safety are:
HSE (Health & Safety Executive) Tel: 0300 790 6787
Cambridge Fire & Rescue Service Tel: 01880 455 8500
Huntingdon District Council, Environmental Tel: 01480 388302

Policy Review

Reviewed: 12 May 2026 (agenda item PC108/26)
Next review date: May 2027