

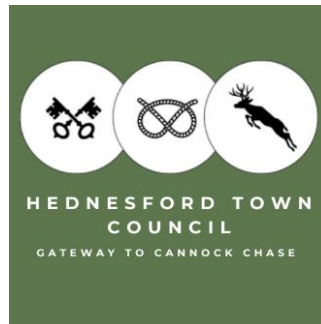
HEDNESFORD TOWN  
COUNCIL

GATEWAY TO CANNOCK CHASE

HEALTH AND SAFETY  
POLICY







Produced July 2025  
Rachel Gentle – PGCC Officer

To be reviewed July 2026

Hednesford Town Council  
Pye Green Community Centre  
Bradbury Lane  
Hednesford  
WS12 4EP

Telephone: 01543 424872  
Email: [Clerk@Hednesford-tc.gov.uk](mailto:Clerk@Hednesford-tc.gov.uk)  
Web: [www.Hednesford-tc.gov.uk](http://www.Hednesford-tc.gov.uk)

**Hednesford Town Council**  
**Pye Green Community Centre**  
**Health and Safety Policy and Procedures**

**Part 1 – General Statement of Policy**

This document is the Health and Safety Policy for Pye Green Community Centre, Bradbury Lane, Hednesford, WS12 4EP.

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for our employees, volunteers, councillors, hirers and facility users.
- b) Keep the community centre and equipment in a safe condition for all users
- c) Provide such training and information as is necessary to staff, volunteers and users.

It is the intention of Hednesford Town Council 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.

Employees, hirers, and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by Hednesford Town Council, with all safety requirements set out in the terms and conditions of the hiring agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

Signed by: *Lindsey Smith*

Chief Officer of Hednesford Town Council

Date: 29<sup>th</sup> July 2025

## Part 2: Organisation of Health and Safety

Hednesford Town Council has overall responsibility for health and safety at the Community Centre.

The persons delegated by HTC to have day to day responsibility for the implementation of this policy are the Chief Officer and other HTC Officers.  
Telephone No: 01543 424873  
Email: [admin@hednesford-tc.gov.uk](mailto:admin@hednesford-tc.gov.uk)

It is the duty of all employees, hirers, visitors and contractors to take care of themselves and others who may be affected by their activities and to cooperate with HTC in keeping the premises safe and healthy, including the grounds. They are expected to

- Follow health and safety policies and procedures.
- Report any accidents, incidents or concerns. Accident book is maintained and reviewed.
- Not to interfere with anything provided to ensure their health and safety.
- Take responsible care for their own health and safety.

Should anyone using the centre come across a fault, damage or other situation which might cause injury and cannot be rectified immediately they should inform a Hednesford Town Council Officer. Damaged equipment should be removed if possible or labelled not in use. Hirers may be liable for costs, as per their terms and conditions.

The following persons have responsibility for specific items:

First Aid Box: PGCC Officer

Reporting of accidents: HTC Officers

Fire precautions and checks: PGCC Officer

Risk assessment and inspections: PGCC Officer

Information to contractors: Chief Officer and PGCC Officer

Information to hirers: HTC Officers

Insurance: Finance Officer and PGCC Officer

A plan of the hall is attached showing the location of fire exits, fire extinguishers, fuse box, stop cock and boiler (Appendix 1)

### **Part 3: Arrangements and Procedures**

#### ***Risk Assessment***

The Chief Officer and other HTC staff are responsible for conducting risk assessments appropriate to their duties for activities at the centre and in the local community.

Risk Assessments are regularly updated and stored.

#### ***Fire Precautions and Emergency Procedures***

Fire risk assessment is carried out annually by an accredited company. The emergency evacuation procedure will be followed should the alarm sound and staff are trained on how to evacuate the building. Fire exit routes are displayed in each hire space.

The fire alarm is tested weekly.

Emergency evacuations conducted bi-annually.

Fire extinguishers and doors are inspected regularly.

Staff are trained to follow the emergency evacuation plan (including provisions for individuals or groups with additional needs).

Selected staff receive Fire Marshal training.

#### ***Procedure in case of accident***

The accident and incident log, stored in the office, is to be completed by a HTC Officer and records retained.

#### ***Safety Rules***

All hirers will be expected to read and sign the terms and conditions of hire. All new hirers will also be given information by officers about safety procedures at the hall which they will be expected to follow (e.g. fire evacuation procedures, use of trolleys to move equipment, use of equipment.)

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 terms and conditions and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others. HTC will carry out risk assessments as necessary.

To minimise risk all persons working in and using the centre should follow appropriate risk assessments and terms and conditions. General procedures include:

- Make sure that all emergency exit doors are clear.
- Follow security procedures for entrance and exit, using key pad codes or codes.
- Prior to use, ensure all equipment is safe to use, such as ladders, tables, chairs and report any damaged items.
- Portable electrical appliances are PAT tested and unplugged after use. Damaged equipment removed from use.
- Annual emergency light inspection carried out.
- Appropriate trolleys should be used to move heavy equipment such as tables and chairs.
- All children must be always supervised by adults.
- Follow COSHH procedures when using cleaning materials and deploy safety signs as and when needed. COSHH items are stored in a locked and signed cupboard. The COSHH register is accessible and contains safety data sheets and risk assessments for use of substances. Necessary staff have COSHH training.
- Ensure floor surfaces are free from hazards, such as trailing cables and spillages, and items are stored correctly.
- Legionella. Annual risk assessment is completed. The PGCC Officer is the responsible person. Flushing and temperature checks are recorded and taps/kettles are descaled regularly.
- The caretaker inspects and maintains flooring, steps, ramps and outdoor surfaces. Carpet in porch to reduce rainwater hazards.
- If food is offered food hygiene law is followed and allergens are clearly labelled.
- Accessible toilet and access is maintained. Emergency pull cord in toilet is tested weekly and recorded.
- Training records kept for staff and volunteers.

### **Contractors**

HTC staff will ask that any contractors on site have completed relevant permits to work, risk assessment and method statements (RAMs) before starting work.

Contractors are made aware of site specific safety procedures.

**Insurance**

Give details Employer's Liability insurance:

Zurich Insurance Policy No.YLL-122023-1323

Expires 15.02.2026

On display on the Health and Safety noticeboard.

**Review of Health and Safety Policy**


Hednesford Town Council will review this policy annually. The next review is due July 2026.





## Appendix 1


### Pye Green Community Centre Fire Action information


#### Key

 Emergency exit

 CO2 extinguisher

 hydro spray extinguisher

 foam extinguisher

 Fire call point

 Your nearest emergency exit(s) are marked with a green line.

 Fuse box

 Boiler

 Stop Cock

