Strategic Health & Safety Review

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Risk Assessment

Birchmeadow Centre

Birchmeadow Road,

Broseley,

Telford

TF12 5LP



Conducted by:

Martin Timmis, MSc. MIFireE, MIOSH, PGDip.

Shropshire Fire Risk Management Services Ltd

January 2016

# executive summary

The Birchmeadow Centre is owned by Broseley Town Council and managed by The Birchmeadow Centre Management Committee. The premises are used largely for community activity and incorporates a bar, main hall with stage, and a number of rooms which are hired to community organisations.

In order to provide a safe and healthy environment for staff and customers the Management Committee has engaged the services of Shropshire Fire Risk Management Services Ltd to provide an overview of health and safety, including an independent risk assessment.

At present there is no suitable health & safety policy to cover the issues relevant to the business, including identifying specific roles and responsibilities.

Despite this, the business appears to be willing to engage in a programme of improvement on health & safety matters. Operating a small to medium sized business requires considerable effort and provided that management understands their responsibilities and engages in appropriate procedures, it is normal for an independent specialist to be engaged to provide specialist knowledge. This is often the most cost effective means of providing expertise which results in a safer working environment.

This review indicates the current position within the business and proposes a number of measures to ensure Regulatory compliance.

# The Review

Occupational health and safety has a broad scope involving many specialized fields which aim to:

* Promote and maintain the mental, physical and social well-being of employees
* Protect employees and others affected by the business from risks to their safety and health
* Provide adequate welfare facilities in the workplace

In order to achieve this the business must establish management structures and procedures to:

* Manage and control risk
* Minimize the consequence of failure
* Be compatible with business aims

In order to be able to evidence that the management of a business (in this case Community Centre) has had due regard to health & safety it is normal to follow prescribed guidance. The Health & Safety Executive (HSE) has produced a suitable guidance document, HSG 65, “Successful Health and Safety Management”. This guidance provides the basis for our review.

In brief, HSG 65 states the basic steps to successful health & safety management, popularly referred to as “POPIMAR” as:

* Setting **P**olicy
* **O**rganizing a structure with roles and responsibilities
* **P**lanning and **I**mplementing the policy
* Measuring performance (**M**onitoring)
* Learning from the experience. (**A**udit & **R**eview)

Figure 1: The cyclical HSG 65 process (simplified)

**Policy**

Having discussed health & safety management with Mr. Simon Milan (a member of the Management Committee) it is apparent that there is a limited health and safety policy. We have not had the opportunity to view the policy.

The Management Committee may wish to review the policy in light of this report.

In order to progress this a simple template is available at:

http://www.hse.gov.uk/simple-health-safety/write.htm

The policy statement must be signed by the Chairman of the Management Committee who will have overall responsibility for health & safety matters.

The policy document must set out appropriate responsibilities of employers and employees.

We are pleased to note that the Management Committee has outlined the responsibilities of Hirers of the facilities in their terms and conditions which are available at:

http://www.birchmeadow.org.uk/terms-and-conditions-of-hire/

**Activity risk assessments**

The policy should state that The Birchmeadow Centre will carry out risk assessments for any potentially hazardous activities. Following our discussions, it is clear that few activities under the control of the Management Committee are deemed to be hazardous. The assessments will result in a record of all significant risks and hazards in the workplace, and provide appropriate control measures using the principles of control hierarchy.

Figure 2: Hierarchy of Controls

**Control of Substances Hazardous to Health**

There is currently no readily available record of those substances in use at The Birchmeadow Centre, nor are there appropriate risk assessments related to their use.

In order to meet your obligations, you should:

* To identify all substances in use on The Birchmeadow Centre premises
* Obtain Material Safety Data Sheets for all identified substances
* Provide a COSHH register
* Carry out risk assessments on the use of substances (where necessary)
* Make recommendations where health surveillance may be required (unlikely)
* Conduct an annual review of COSHH assessments

**Manual Handling**

Manual Handling is potentially an issue in two main areas:

Movement of beer barrels

Movement of stage props

Formal assessment of manual handling activity should be incorporated within activity risk assessments. Guidance is available at:

http://www.hse.gov.uk/pubns/indg143.pdf

**Personal Protective Equipment (PPE)**

Basic requirements appear to be fulfilled. It must be remembered however that appropriate PPE is considered least effective of the hierarchy of control measures.

Further information is available at:

http://www.hse.gov.uk/toolbox/ppe.htm

**The workplace**

The policy should identify a six-monthly audit of the workplace and facilities therein.

The initial assessment has been completed and is found below.

**Contractor management**

The Birchmeadow Centre is mindful of the need to exercise control over contractors and other visitors to the site. To this end a “signing in” book, and visitor identification badges would be helpful. However, the nature of the business is such that visitors will almost always be chaperoned when on the premises, and therefore provision of badges could be construed as excessive control.

**First Aid**

There are appropriate first aid facilities (equipment) and a suitable Accident Book.

The Management Committee has not considered it necessary to provide any staff with first aid training. As staff tend to work individually it is more important that they are able to summon assistance, and that there is a suitable lone working policy in place. This policy will need to be developed.

When the rooms are hired by outside organisations and there are no Birchmeadow staff on site who have been trained in first aid, the organisers should be required to complete (check) a box on the booking form to confirm that they have appropriate measures in place.

The Management Committee is aware of the requirement to report some accidents and other dangerous occurrences (RIDDOR) to HSE.

**Fire Safety**

The Birchmeadow Centre Management Committee has made appropriate arrangements regarding fire safety, predicated upon a comprehensive fire risk assessment which is deemed to be suitable and sufficient.

There is a prioritised Action Plan incorporated in the Assessment document which the Management Committee is working through.

The fire risk assessment will be reviewed annually.

**Noise & Vibration exposure**

These have been considered and it has been determined that there is no requirement to carry out specific risk assessments for these.

**General Health & Safety Training**

There has to date been no adequate training.

**Premises Health & Safety Assessment**

Date of Inspection: January 2016

Inspection completed by: Martin Timmis

Report reviewed by: Birchmeadow Centre Management Committee

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| Action 1 - External areas |
|  |  | Yes  | No  | Comments/Action  |
| 1.1 | Are access roads in good condition where pedestrian access may be required? | **✓** |  | There are some minor surface aberrations in the front car park. Access roads are adopted. |
| 1.2 | Are paths and hard-standings free from foreseeable trip/slip hazards?  |  | **✓** | There is a dropped manhole cover in the front car park near to the main door.The rear car park has several potholes. |
| 1.3  | Are manholes & grids secure?  |  | **✓** | There is a dropped manhole cover in the front car park near to the main door. |
| 1.4  | Are grass areas reasonably even and free of glass etc?  | **N/A** |  |  |
| 1.5 | Is the perimeter fencing sound?  | **✓** |  |  |
| 1.6 | Are external areas adequately lit? | **✓** |  | Additional emergency lighting would be beneficial in the rear car park |
| 1.7 | During periods of snow and ice are paths and steps treated? | **✓** |  |  |

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| **Section 2 - Vehicles on site**  |
|  |  | Yes  | No  | Comments/Action  |
| 2.1  | Are traffic routes marked or signed?  | **N/A** |  | Car parks are obvious on approach. |
| 2.2 | Are there speed limits in force? | N/A |  |  |
| 2.3  | Where possible, is there segregation of vehicles and pedestrians?  | **✓** |  | Visitors access from parking areas only. Signs regarding liability are posted. |
| 2.4  | Is there designated parking?  | **✓** |  |  |
| 2.5  | Are there designated loading/unloading bays?  | N/A |  | Unloading of beer barrels will be from the adjacent roadway. |
| 2.6 | Are traffic warning signs and markings clear?  | N/A |  |  |
| 2.7 | Are “banks men” utilised? | N/A |  |  |
| 2.8 | Are there adequate turning circles? | **✓** |  |  |

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| **Section 3 - Fire**  |
|  |  | Yes  | No  | Comments/Action  |
| 3.1  | Have you reviewed your Fire Risk Assessment during the last 12 months?  | **✓** |  | SFRMS completed our initial fire risk assessment in January 2016 |
| 3.2  | Is progress being made against any Action Plan? | **✓** |  | The FRA will be discussed with BCMC. |
| 3.3 | Are fire extinguishers clearly visible? | **✓** |  |  |
| 3.4 | Have fire extinguishers been serviced in the last 12 months? | **✓** |  |  |

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| **Section 4 - Building issues**  |
|  |  | Yes  | No  | Comments/Action  |
| 4.1  | Are floors and floor coverings in good condition?  | **✓** |  | Some concrete steps have worn anti-slip nosings |
| 4.2  | Are non-slip surfaces provided where necessary?  | **✓** |  | . |
| 4.3  | Are handrails on stairs and ramps sound?  | **✓** |  | The steps at the foot of the external stairs are uneven. Additional lighting should be considered for safety reasons. The stairs may be used at any time (not just for emergency exit, for example to stock the store). |
| 4.4  | Are door mechanisms in good working order?  | **✓** |  |  |
| 4.5  | Is safety glass used where appropriate?  | **✓** |  |  |
| 4.6  | Are facilities for people with disabilities appropriate?  | **✓** |  | Level access to front only. All fire exits are level. |
| 4.7  | Do gutters, down-pipes and other fixtures appear sound?  | **✓** |  |  |
| 4.8  | Does the roof appear secure?  | **✓** |  |  |
| 4.9  | Are security systems adequate?  | **✓** |  |  |
| 4.10 | Are pedestrian access & walkways clearly marked? | N/A |  |  |

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| **Section 5 - Temperature & Ventilation**  |
|  |  | Yes  | No  | Comments/Action  |
| 5.1  | Can a reasonable room temperature be maintained?  | **✓** |  | There are wet radiators throughout |
| 5.2  | Are radiator thermostatic valves working correctly?  | **✓** |  |  |
| 5.3  | Are hot water outlets controlled to prevent scalding?  |  | **✓** | Signs indicating hot water are required |
| 5.4  | Are fans/blinds provided to alleviate high temperature?  | **N/A** |  |  |
| 5.5  | Is the natural and artificial ventilation adequate?  | **✓** |  |  |

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| **Section 6 - Lighting**  |
|  |  | Yes  | No  | Comments/Action  |
| 6.1  | Are all lights working?  | **✓** |  |  |
| 6.2  | Are diffusers clean?  | **✓** |  |  |
| 6.3  | Is internal lighting adequate?  | **✓** |  |  |
| 6.4  | Is external lighting adequate?  |  | **✓** | We advise that additional emergency lighting is provided at the foot of the external staircase and to light the rear car park. |
| 6.5 | Is damage protection provided on any vulnerable lights? | N/A |  |  |

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| **Section 7 - Electricity**  |
|  |  | Yes  | No  | Comments/Action  |
| 7.1  | Is access to electrical system restricted to authorised persons?  | **✓** |  | Distribution boards located in kitchen and on the stage |
| 7.2  | Is there a warning sign displayed?  | N/A |  |  |
| 7.3  | Is there an electric shock first aid poster displayed?  |  | **✓** | Poster required |
| 7.4  | Are materials in the electrical cupboard stored in a safe manner?  | N/A |  |  |
| 7.5  | Are portable electrical appliances tested periodically by a competent person?  | **✓** |  | We have advised that this need not be annual. |
| 7.6  | Are plugs and leads in good condition?  | **✓** |  |  |
| 7.7  | Are socket outlets at least 1m away from running water?  | **✓** |  |  |

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| **Section 8 - First aid and medical provision**  |
|  |  | Yes  | No  | Comments/Action  |
| 8.1  | Are there suitable facilities for dealing with first aid cases?  | **✓** |  | The first aid box is located in the kitchen. |
| 8.2  | Are names of first aiders displayed or known?  |  | **✓** | We recommend training for at least one regular staff member |
| 8.3  | Are first aid boxes adequately stocked?  | **✓** |  |  |

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| **Section 9 - Welfare provision**  |
|  |  | Yes  | No  | Comments/Action  |
| 9.1  | Are there suitable and sufficient toilet facilities?  | **✓** |  |  |
| 9.2  | Are suitable washing facilities available?  |  | **✓** | There is no hot water in some toilets. This must be rectified. See http://www.hse.gov.uk/pubns/indg293.pdf |
| 9.3  | Are the facilities adequately inspected, cleaned?  | **✓** |  |  |
| 9.4  | Have drinking water outlets been labelled?  |  | **✓** | All water appears potable |
| 9.5  | Are there appropriate facilities for people who are unwell?  | **✓** |  |  |
| 9.6  | Is kitchen hygiene satisfactory?  | **✓** |  | The kitchen is recently refurbished |
| 9.7  | Is all kitchen equipment in a serviceable condition  | **✓** |  |  |

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| **Section 10 - Working at height**  |
|  |  | Yes  | No  | Comments/Action  |
| 10.1  | Are steps or `kick stools available and used appropriately?  | **N/A** |  |  |
| 10.2  | Are ladders/scaffold towers in good condition and stored securely?  |  |  | BroADS members may from time to time need to access stage lighting. Ladders are not an appropriate means for them to achieve this. We suggest the use of lightweight access towers for this purpose. |
| 10.3  | Are ladders/scaffold towers used by authorised persons only?  |  |  | Only for use by BroADS members. |
| 10.4  | Is there a safe system for working at height  |  |  | BroADS should be required to provide BCMC with documentation expressing the working at height arrangements. |
| 10.5  | Where staff clean windows, have safe procedures been agreed?  | N/A |  |  |

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| **Section 11 - Miscellaneous**  |
|  |  | Yes  | No  | Comments/Action  |
| 11.1  | Is furniture in good condition?  | **✓** |  |  |
| 11.2  | Are wall mounted fixtures, shelving, furniture etc. in good condition and secure?  | **✓** |  |  |
| 11.3  | Is storage of small quantities of flammable/hazardous substances suitable?  | **✓** |  | Cleaners use a metal cabinet. |
| 11.4  | Do office staff have enough working space?  | N/A |  |  |
| 11.5  | Are all parts of the building maintained in a clean and tidy condition?  | **✓** |  |  |
| 11.6  | Are there adequate facilities for the safe storage and disposal of waste?  | **✓** |  |  |
| 11.7 | Is the Health & safety Law poster displayed and completed? |  | **✓** | Poster required |
| 11.8 | Are any oil storage tanks bunded and protected? | N/A |  |  |

| **Assessment scale****Each risk is assessed against the following scale:** |
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| 1 | 2 | 3 | 4 |
| Full compliance – no further action required  | Broad compliance – minor improvements may be required | Some compliance – action required within 3 months | Limited or no compliance – urgent remedial action required immediately |

Assessment scores

|  |  |
| --- | --- |
| Section 1 - External |  |
| Section 2 – Vehicles on site |  |
| Section 3 - Fire |  |
| Section 4 – Building issues |  |
| Section 5 – Heating & ventillation |  |
| Section 6 - Lighting |  |
| Section 7 - Electricity |  |
| Section 8 – First Aid |  |
| Section 9 - Welfare |  |
| Section 10 – Working at Height |  |
| Section 11 - Miscellaneous |  |

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| --- | --- |
| **Section 1 = External** | **3** |
| **Section 2 = Vehicles on site** | **2** |
| **Section 3 = Fire** | **2** |
| **Section 4 = Building issues** | **2** |
| **Section 5 = Temperature & Ventilation** | **2** |
| **Section 6 = Lighting** | **2** |
| **Section 7 = Electrical** | **2** |
| **Section 8 = First Aid & medical**  | **3** |
| **Section 9 = Welfare provision** | **3** |
| **Section 10 = Working at Height** | **3** |
| **Section 11 = Miscellaneous** | **2** |

Signed ……………………………………………Date: January 2016

Print Name ……………………………………… Next review date: January 2017

Action Plan

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| Action Required | By whom | Priority | Completion target date |
| Carry out a review of your Health & Safety Policy. | BCMC | High  | February 2016 |
| Develop a CoSHH register and assessments in line with guidance | BCMC | Medium | April 2016 |
| Carry out Manual Handling Assessment | BCMC | Medium | April 2016 |
| Ensure the Accident Book is kept on site, adjacent to First Aid box | BCMC | High  | February 2016 |
| Training in first aid for one staff member | BCMC | High  | March 2016 |
| Develop lone working policy | BCMC | High  | February 2016 |
| Carry out training in H&S for staff | BCMC | Medium | April 2016 |
| Repair dropped manhole cover | BCMC | High  | February 2016 |
| Repair pot holes in rear car park | BCMC | Medium | April 2016 |
| Provide additional external emergency lighting | BCMC | Low | October 2016 |
| Repaint non-slip nosings on internal stairs | BCMC | Low | October 2016 |
| Provide “hot water” signs | BCMC | Medium | April 2016 |
| Provide electric shock first aid poster | BCMC | Medium | April 2016 |

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| --- | --- | --- | --- |
| Provide means to provide hot water in toilets | BCMC | High | April 2016 |
| Provide Health & Safety Law poster | BCMC | Medium | April 2016 |