

# Hartlepool Jobs and Skills Service



# Venue Health & Safety Policy

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## **1. SCOPE OF POLICY**

This guidance covers the Centre for Independent Living (CIL) and Community Hubs.

The Service provides regular updates on Health & Safety, and key messages are brought to the attention of staff members in Team Meetings, Supervisions, Staff Briefings and Staff Training or through any other means such as Outlook. This communication system provides a forum where information can be conveyed, and Senior Managers can answer any health and safety issues questions. The Team meetings also allow staff members to review the Corporate Health and Safety Policy.

Individual Health and Safety documents or memos will be circulated to team members for reading and signature with copies in the Network Folder.

## **2. VISITORS**

Any person visiting the Offices is admitted by the front entrance. A remote-release electronic door controls access to the reception area of the building. Staff members use a key fob to release the door to gain entry. Members of the public are only admitted by reception staff through the remote door release.

All visitors are requested to sign the visitor's book on entering and leaving the building, and all learners/visitors will be provided with a Visitors Badge.

## **3. SMOKING**

There is evidence available that passive smoking can damage the health of non-smokers. Therefore, a no Smoking Policy is operated within all areas of our Buildings. Visitors are asked to smoke away from the entrances to the building in accordance with Council Policy.

This also includes vaping, which is not allowed and is regarded the same as smoking for the Council Policy.

## **4. OPENING UP AND SECURING OF THE BUILDING**

This is controlled by the Caretakers/Building Assistants within the premises, who open up in the morning and then close in the evening alongside full checks of the premises in line with Health & Safety.

If the alarm is activated outside of hours, HBC Community Monitoring Centre will disarm and secure the buildings.

Key Holder 1 – HBC Community Monitoring Centre

- 01429 401965
- 07976682489

However, in exceptional circumstances, the Community Monitoring Centre may contact the Responsible Manager:

- Scott Campbell  
Service Manager  
07738381357 (telephone number not to be used for any other reason without permission from Staff Member)

## **5. HEALTH & SAFETY TRAINING**

Health and Safety training is an essential requirement for any team member working within Hartlepool Borough Council to perform their job efficiently and safely in line with Policies.

The Council will ensure that all staff members undertake any mandatory training needed to meet the requirements of their job role. The Supervision and Annual Review Process identifies additional and continued training needs.

## **6. FIRE EVACUATION**

Fire Drills will be held as required by legislation, and during the drills, the alarm is sounded, and the buildings are evacuated. This is recorded with comments in the Fire alarm test logbook by the relevant Caretaker/Building Assistant. A fire alarm test will be carried out each week, which will incorporate sounding the alarm and checking the equipment is working correctly.

Hartlepool Borough Council check the emergency lighting system annually and the fire alarm system quarterly. An appropriate specialist contractor maintains fire equipment. A representative from Safe and Sure visits annually to check the equipment and conduct any maintenance where required.

All staff members know that if the alarm sounds, they evacuate the premises and make their way to the Assembly Point. A procedure for evacuation is detailed within the Fire Evacuation Procedures for each building, which are displayed across the Premises.

All staff and visitors must sign in/out of the signing-in book in reception when arriving/leaving the building. This record will be used to check that everyone has safely evacuated the building. Reception staff will take the signing-in books with them when they evacuate and pass them to the Principal Fire Warden. Staff facilitating groups/individuals are responsible for ensuring that everyone attending that session is evacuated from the building, which is checked against the Attendance Register.

The lifts within buildings must not be used in the event of a fire, and means of escape must be made via the staircases leading to the nearest and safest emergency exit. If somebody has mobility problems, an evacuation chair is available to aid exit. If this is not suitable, each training room within the centre can act as a 'safe room' because of the fireproof door and glass. This will provide a minimum of 30 minutes of safety until emergency services arrive to aid evacuation. If the safe rooms are to be used, staff must inform the Principal Fire Warden that somebody is still in the building and needs evacuation.

As previously stated, details on Fire Wardens are within each building's Fire Evacuation Procedures.

## **7. FIRST AID**

Within all of the buildings, there is a large range of staff who have successfully obtained their First Aid Certificate.

There are First Aid Boxes within all buildings in compliance with the Health and Safety (First Aid) Regulations 1981. The contents of the First Aid box are checked quarterly by a nominated first aider, and contents will be replaced as necessary. You can find posters in all of the buildings confirming the First Aiders.

Staff Members receive Emergency First Aid Training regularly, refreshed every three years via the Council's Workforce Development Team. Any relevant new staff will receive training at future dates, and the Council's Workforce Development Team schedules the training.

## **8. MANUAL HANDLING**

Manual handling operations will be subject to risk assessment to determine the control measures required to ensure it is safe to carry out manual handling tasks. Jobs & Skills staff receive training in appropriate Manual Handling Training through the Health, Safety and Wellbeing Team, and this is refreshed every three years with the Council's Workforce Development Team.

The Line Manager is responsible for arranging appropriate training for any relevant Staff Members.

## **9. PORTABLE APPLIANCE TESTING (PAT)**

An inventory of Portable electrical equipment is maintained for the Service. Any problems are reported, and the particular piece of equipment is removed from use. If any staff member notices a problem or anything untoward, it is their responsibility to report it to their Line Manager.

There is annual PAT Testing within all buildings, which the Council's Neighbourhood Services complete.

## **10. GAS SAFETY**

Gas appliances are inspected annually; Neighbourhood Services carry this out. The Council's Neighbourhood Services will check and maintain gas devices within Buildings.

If there are any problems with the gas supply, it should be turned off immediately; if it is safe to do so, immediately contact TRANSCO.

## **11. DISPLAY SCREEN EQUIPMENT (DSE)**

Each member of staff who use display screens as part of their work must complete the agreed Hartlepool Borough Council DSE Risk Assessment Checklist. This must be completed annually or if there is a change in circumstance for the Staff Member.

All DSE users will be given information on the Health and Safety aspects of this type of work. A copy of the guidance for display screen users is available on the Council Intranet, and screen users will be allowed periodic breaks in their work, which will be agreed upon with their relevant Line Manager.

## **12. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)**

The Council's Building Cleaning Team have responsibility for COSHH Assessments. They will ensure that any new products are COSHH checked in conjunction with their Line Manager. A file will be maintained and demonstrates a record of staff who have undertaken COSHH Training.

COSHH assessments are reviewed annually, and products are securely stored by the Council's Neighbourhood Services, who manage the Building Cleaning Team and are suitably trained to use these products. This will reduce the risk to staff and visitors of being exposed to these substances within the Buildings.

## **13. RISK ASSESSMENTS**

Management is responsible for carrying out written risk assessments for the Buildings and assessed using the Risk Assessment Council Template.

Tutors/Assessors are responsible for carrying out a Risk Assessment for learning activities for a course within the buildings. A Risk Assessment must be completed and returned centrally for each course and should be agreed in advance with your Line Manager. If there are any external visits or activities, then it is the responsibility of the Tutor/Assessor to conduct a risk assessment which must be signed in advance by the Service Manager.

## **14. BUILDING REPAIRS**

All repairs required, observed by members of staff or visitors, must be reported to the Caretaker/Building Assistant, who will ensure that these are reported to the Council's Neighbourhood Services. They are responsible for maintenance and repairs within Council Buildings.

Appropriate contractors are then identified to carry out the work by the Council's Neighbourhood Services Team.

## **15. CONTRACTORS**

All contractors are asked for identification and requested to sign the visitor's book with works being observed by a Caretaker/Building Assistant.

If staff need clarification on I.D., they must check validity with the Council. If contractors are using substances within the nature of the work undertaken, then COSHH Assessments will be requested by the Caretaker/Building Assistant.

## **16. ACCIDENTS**

Any accidents, including near misses, must be recorded using the Safety Incident Reporting procedure on the HBC Intranet and automatically sent to the Health, Safety & Wellbeing Team.

If the incident involves learners, it may need to be reported to the Education and Skills Funding Agency and/or Tees Valley Combined Authority.

## **17. VIOLENCE TOWARDS STAFF**

The Council Policy requires that every incident involving violence or threats to staff members be reported immediately to their Line Manager. Full details of the incidents and actions reported using the Council's Safety Incident Report Form.

If there is an accident/incident which is notifiable or reportable to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 95), a report will be sent to the Health and Safety Executive by a member of the Health, Safety & Wellbeing Team.

## **18. WORK ENVIRONMENT**

It is the responsibility of all staff to maintain a safe working environment, including:

- All work areas must be kept clean and tidy.
- Any spillage must be cleaned immediately.
- Waste materials and rubbish must be removed routinely.
- All consumable waste must be disposed of safely.
- Walkways and passages must be kept clear of obstruction at all times.
- If a walkway becomes wet, it must be marked with warning signs or covered with non-slip material.
- Trailing cables are a trip hazard and should not be left in any passageway, office or work environment.
- If any issues require further attention that can't be dealt with, staff must report to their Line Manager.

## **19. FURTHER POLICIES AND GUIDANCE**

There are further documents in relation to Health & Safety which provide further guidance and should be read in conjunction with this Policy, including:

- Corporate Health & Safety Policy
- Lone Working Protocol
- Fire Safety Policy
- Safeguarding including Prevent Policy