



Kenilworth Town Council

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HEALTH AND SAFETY POLICY

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Introduction

The aim of this policy is to set out an effective Health & Safety management system for Kenilworth Town Council that facilitates a high standard of employee care and wellbeing together with compliance to the Health & Safety at Work etc. Act 1974 and other legislation. It has an overriding purpose to reduce, as far as reasonably practicable, the risk of injuries, ill health and other losses. This applies to the employees of the Town Council, elected members, the general public and other organisations that may be affected by our actions.

Council Offices and Chamber at Jubilee House

1. The primary responsibility for Health and Safety within the building rests with Warwick District Council, who maintains the fabric and most internal aspects of the structure, including the alarm systems, entrance systems (including door fobs), the lift, primary and some secondary communications systems and the utilities. First Aid boxes, firefighting appliances and blankets, together with the kitchen equipment, are provided and maintained by WDC. Window cleaning and office cleaning are provided for this Council by WDC as part of the lease. The Councils IT equipment, copiers, office equipment etc. are maintained under separate arrangements, but the hard wiring of the facilities in the Chamber remains with WDC.
2. The main documentation packages covering the building, other than the fire alarms (see para 5), are located in the cupboard in Rm 2.07.
3. The building regulations and leases lay down strict requirements, including storage of materials and equipment usage. There are no known special health and safety factors, the risks being confined to those associated with office usage.

4. Key Fobs and Combination Locks.

4.1 Each Member/staff is issued individually with a key fob that provides access to the building and the main KTC door leading to the Chamber. Details of every use of the fob by the authorized user is recorded by the central WDC control system. If a fob is lost, then the Clerk or Deputy Clerk must be advised and it will be rendered inoperative. A new fob will then be issued, as fobs cannot be reactivated, however, this will attract a charge of £10 plus VAT (correct as of June 2023) which will be the responsibility of the individual to pay.

4.2 The numbers for doors with combination lock are advised individually.

4.3 All other locks fall within the security and safeguarding categories, with access confined to an 'as required' basis.

5. Fire Orders and Emergency Orders

5.1 The Fire orders and procedures are displayed within each user area; they are also displayed in the corridors along with the evacuation routes.

5.2 The control box and fire zones drawings are located in the foyer, along with supporting documentation. Copies of the fire zone drawings and related information are held in the office area.

5.3 The KTC orders are copied at the foot of this policy. **The Assembly Point is the grassed area at the front of the building on the Library side *or* as directed by the Police/Fire Officer. DO NOT USE THE LIFT.**

5.4 Procedures for emergency situations, normally those that might be faced by the office staff in working hours, are issued separately and by virtue of their nature not disclosed other than on a 'need to know' basis.

6. The alarms are tested weekly, usually on Mondays, with more intensive checks at monthly and quarterly intervals. Except where advised, such test will not result in alarm activations exceeding ten seconds duration. A FULL TEST WILL RESULT IN ALL EMERGENCY EXIT LOCKS OPENING AND THE LIFT STOPPING, DOORS OPEN, ON LEVEL 0 (Main entrance level). For situations where the door locks fail to reset or lock automatically, including after power outages beyond the capacity of the back-up batteries and overrides initiated by WDC, basic rectification details are held in the office; otherwise, a specialist contractor is brought in by WDC.

7. Usage of the Council Facilities

The following apply (and should be read in conjunction with other relevant policies):

7.1 Kenilworth Town Council do not have exclusive use of Jubilee House. It is not open to the public and we have a duty to protect all tenants of the building by monitoring access at all times.

7.2 For out of hours usage, the individual Member who made the booking is responsible for allowing access to the relevant portions of the building and will be responsible for tidying and building closure checks on completion. During office hours Council Staff can assist.

7.3 Any letting of Council facilities will include comprehensive usage safety instructions and users are insured for liability risks within the facilities.

7.4 The person chairing the meeting (or otherwise nominated person) is to ensure that all present are briefed on the fire and emergency procedures, the location of fire appliances/ extinguishers, assembly point and that the lift must not be used; a fire blanket is in Room 3.03. Everyone is to be signed in and out and the list safeguarded for checking in the event of an evacuation. The nearest disabled safe evacuation chair is adjacent to room 3.10 (Kenilworth Library side of the Chamber).

7.5 Entry and exit will normally be through the front doors. The main entrance doors, rear door, fire doors etc are not to be propped open nor is movement in corridors to be impeded by the siting of tables, chairs etc. A door entry calling system is provided within the Council offices and chamber. During the daytime, users should make their own control of entry arrangements in conjunction with the council staff so that this does not interrupt the business of other building users or Council staff.

7.6 In the evening, users may wish to allocate a member of their team to assist with entry at the front entrance doors. This is recommended especially when multiple usage of the building is occurring. Persons are *only* to be admitted by the party or group authorizing their entry.

7.7 No 'call for entry' system is installed for the rear doors as these are intended purely for staff, including police, tenants etc.

7.8 Should the lift fail in normal operation, including as a result of a power failure, please note that the user operated emergency telephone call system is directed to a specialist contractor. The alarm button and voice system must be operated as specified within the lift.

Council staff, Members and Visitors

8. The Council recognises it has a legal duty of care to protect the health and safety of its employees and others who may be affected by the council's activities.

8.1 The Council regards the promotion of health and safety as a mutual objective for all employees, at all levels and in all activities. Reference to employees also applies to volunteers working on behalf of the Council.

9. The Council shall:

- a. Provide an organisational structure that defines the responsibilities for health and safety.
- b. Provide adequate resources to control the health and safety risks arising from our activities
- c. Encourage staff to identify and report hazards so that we can all contribute towards improving safety
- d. Maintain premises in accordance with WDC guidance and provide and maintain safe plant and equipment
- e. Provide information, instruction and supervision for employees

- f. Provide adequate training and ensure that all employees are competent to do their tasks
- g. Carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
- h. Only engage contractors who are able to demonstrate due regard to health and safety matters
- i. Require a written risk assessment and method statement (RAMS) prior to any contractor starting work or carry out an 'on the job' RAMS they complete themselves on the day they commence work.
- j. Provide appropriate PPE to all employees in carrying out their duties for the Council.
- k. Ensure all contractors have relevant Employers Liability and Public Liability Insurance in place prior to starting work.

10. Organisation Structure for Health & Safety

10.1 The Full Council has ultimate responsibility for the health and safety of Kenilworth Town Council but discharges this responsibility through the Town Clerk.

10.2 The Council shall ensure that:

- They provide the lead in developing a positive health and safety culture through the organisation
- All its decisions reflect its health and safety intentions
- Adequate resources are made available for the implementation of health and safety
- They will promote the active participation of workers in improving health and safety performance.

10.3 The Town Clerk is the designated person with overall responsibility for ensuring compliance with Health and Safety legislation.

10.4 The Town Clerk shall ensure that:

- This policy is implemented, monitored, developed and communicated effectively
- Adequate insurance cover is provided at all times
- There is regular communication and consultation with staff on health and safety matters
- Safe working practices are developed, implemented and maintained
- Accidents, ill health and 'near miss' incidents are recorded, investigated and reported
- Ensure that all employees receive adequate training, information and supervision to maintain safe standards.

10.5 All Council employees are required to:

- Make themselves familiar with and conform to this policy
- Observe safety rules at all times
- Where required, wear protective clothing and use appropriate safety devices provided
- Report to their line manager all accidents, injuries to persons and damage to vehicles/plant/equipment
- Know the location of First Aid facilities
- Report all safety hazards as a matter of urgency to the Clerk

- Know what to do in the case of fire, or other emergency and the location of fire fighting equipment
- Maintain good housekeeping at all times
- Observe safe standards of behaviour and dress

11. All employees have a duty to take steps to ensure they do not place themselves or others at risk of harm by assisting in identifying fire hazards as they emerge and reducing all fire risks by working in accordance with approved safe practices.

Jubilee House Offices

FIRE AND EVACUATION PROCEDURES

ON DISCOVERING A FIRE IN THE TOWN COUNCIL AREA

1. Press the Fire Alarm call point button (top of the stairs and near the male toilets at Rm 3.10).
2. Dial 999 and report details, including your name and location.
3. IF IT IS SAFE TO DO SO, tackle the fire with the equipment provided (handheld extinguishers by Rms 3.04/3.05, the Safer Neighbourhoods/MP offices and the male toilet at Rm 3.10). A fire blanket is in Rm 3.03 Kitchen.
4. Close all doors and windows.
5. If not already removed by the senior person, and circumstances permitting, collect and take with you the signing-in register. Instruct any persons seen to exit the building immediately.
6. Proceed to the Assembly Point (grassed area towards the Library) via the emergency exits (central or Council Chamber stairways) or as otherwise directed by the Police or Senior Fire Officer. DO NOT USE THE LIFT.
7. Do not re-enter the building until instructed to do so.

ON HEARING THE FIRE ALARM

1. IMMEDIATELY close all doors and windows and leave the building using the nearest available exit (follow signs). DO NOT USE THE LIFT. Do not shout or run, nor wait to collect personal possessions. Assist any persons as required. The disabled chair is located outside the male toilet at Rm 3.10 and includes operating instructions.
2. Proceed to the Assembly Point (grassed area towards the Library) or as directed by the Police/Fire Officer. DO NOT USE THE LIFT.
3. The senior person is to ensure that all staff, Councillors, and members of the public are evacuating the building and, so far as possible, that no one remains in the Town Council office and immediate environment (including toilet and kitchen) or is trapped in the lift.

4. If not already removed, the senior person is to take the signing-in book and once all persons are gathered in the designated assembly area to ensure that all persons are accounted for. Any apparent discrepancies are to be investigated and reported to the Police/Fire Officer attending the scene.
5. Do not re-enter the building until instructed to do so.