



HAYWARDS HEATH
TOWN COUNCIL

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Website: www.haywardsheath.gov.uk
Email: town.clerk@haywardsheath.gov.uk

8th September 2020

To all Councillors on the Policy and Finance Committee and others for information

Dear Councillor,

You are hereby requested to attend a meeting of the **Policy and Finance Committee** to be held on **Monday 14th September 2020 at 7.30pm** via Zoom Video Conferencing when the following business will be transacted. Please use the following Zoom link. <https://us02web.zoom.us/j/81749846964?pwd=ekJ6bk2SUJhcDVJY3doNWRRUWpwdz09>

Yours sincerely
Steven Trice
Town Clerk

AGENDA

1. To receive apologies for absence.
2. To confirm the minutes of the meeting of the Policy and Finance Committee held on Monday 29th June 2020. (pages 2 – 5)
3. To note Substitutes.
4. To receive Declarations of Interest from Members in respect of any matter on the agenda.
5. To receive and consider the lists of payments and receipts, and income and expenditure reports for the period 1st April 2020 – 30th June 2020. (page 6 and associated document)
6. To consider applications for Town Council Grant(s). (pages 7 – 9)
7. To consider and adopt the Council's accessible Website Policy. (pages 10 – 13)
8. To review the Town Council's Health and Safety Policy. (pages 14 – 26)
9. To receive a report on the implications of the Governments social gathering guidance, to be introduced from the 14th September 2020, on Town Council staff, services and activities.
10. To consider any items that the Chairman agrees to take as urgent business.

Committee Members: Policy & Finance Committee: J Knight (Chairman), C Ash-Edwards (Vice Chairman), R. Bates, R. Cromie, C. Evans, C. Laband, R. Nicholson, M Pulfer.

This meeting is being held under the provisions made on the 4 April 2020, when the government brought The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 into force to allow local authorities to conduct meetings remotely.

*'During this meeting the public are allowed to film the Committee and officers only from the front of the public gallery, providing it does not disrupt the meeting. **Any items in the Exempt Part of the agenda cannot be filmed.** If another member of the public objects to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking. The use of social media is permitted but all members of the public are requested to switch their mobile devices to silent for the duration of the meeting.'*

Town Mayor Cllr Alastair McPherson

Town Clerk Mr Steven Trice

HAYWARDS HEATH TOWN COUNCIL

Minutes: **Policy and Finance Committee** held on Monday 29th June 2020

Present Cllrs:

J Knight (Chairman)
C Ash-Edwards (Vice Chairman)
R Bates
R Cromie
C Evans
C Laband
R Nicholson
M Pulfer

Apologies ** Absent *

Also present: Steven Trice (Town Clerk), Andrew Sturgeon (RFO). Cllr S. Inglesfield

1. Apologies

None

2. Minutes

The minutes of the Policy and Finance Committee held on 9th March 2020 were taken as read, confirmed as a true record and duly signed by the Chairman.

3. Substitutes

None

4. Declarations of Interest

None.

5. Payments and receipts and income and expenditure reports for the period 1st January 2020 – 31st March 2020.

Members had before them the list of payments and receipts and income and expenditure reports for the period **1st January 2020 – 31st March 2020**. The Responsible Finance Officer (RFO) welcomed questions with the following being asked by Members;

- It was asked what the £1,300 credit from AINI Nissan related to. It was explained that it was payment made from the insurers of a driver who drove into the War Memorial area of Muster Green and caused damaged to the railings.
- CCTV delivery in light of the Town Council's commitment to capital fund and ongoing revenue costs was raised as it was noted that a payment had been made to Mid Sussex District Council. It was noted that the replacement cameras were all it situe at existing sites and the two new cameras for the parks had been procured and the locations had been agreed. The placement was to be actioned by Sussex Police.
- The payments for Franklands Village lighting was questioned. It was noted that the payment was part of the Town Council's wider upgrade to the street lights it owns across Haywards Heath.

Members then **RESOLVED** to;

Recommend to Full Council the list of payments and receipts, and income and expenditure for the period 1st January 2020 – 31st March 2020.

6. Income and Expenditure Accounts and Balance Sheet – Year Ended 31st March 2020.

Members noted the Income and Expenditure Accounts and Balance Sheet Year Ended 31st March 2020, which the Responsible Finance Officer presented. It was questioned what was included in the amount of £11,600 presented as debtors in the balance sheet. The RFO explained that the debtor's amount was predominately made up of hiring fees from invoices sent out at the end March that had been held up due to Covid-19. This hirers debt made up around £4,600 of the £11,600. It was asked if the hirer's money was recoverable, as these hires may not have been fulfilled due to lock down? It was noted that all those hires were fulfilled and all the monies were pending apart from a major hirer who has been offered a small reduction on their hire fee. It was asked if credit notes would be needed. It was explained that hires are not paid in advance so all those invoiced for would have been honoured so the total owed was correctly presented with the debtor's amount. The Town Clerk then confirmed that the further £7,000 was monies owed by West Sussex County Council for roundabout maintenance. It was then asked if the Town Council was in arrears with regards to VAT reclaims. It was noted that the Town Council was, but it was only the last quarter of the year, which had been submitted. There were no further questions. The Town Clerk then asked Members to note that due the Covid-19 pandemic that not of all the paperwork for the year end was presented as normally expected and required in June. This was on the grounds that the deadline for end of year paperwork had been extended to the 31st August 2020 from the 30th June 2020, so the paperwork would be presented to Full Council in July. This was coupled with a delay in paperwork from the Internal Audit as it had been undertaken remotely, with this,

Members **RESOLVED** to **adopt the Income and Expenditure Accounts and Balance Sheet for the year ended 31st March 2020.**

7. Town Council Financial Forecast

The RFO presented a report to demonstrate a forecast on how the Town Council was responding financially due to the Covid-19 pandemic. Focus was put on the fact that the majority of the Town Council's income comes from the annual guaranteed precept, with the biggest revenue loss being the closure of the Town Hall. A worst-case scenario was presented with no hiring income for the current financial year. However, the financial forecast presented, showed that all in year budgeted commitments could be met along with increased budgets to ensure a safe return to the office for staff, and the welcoming of hirers again. It was noted that Council's finances were sound with a general reserve of circa £160,000 so a loss on the projected hirings of circa £40,000 could be met leaving circa £120,000 in reserves. However, it was also noted that there were still budgets that may not necessarily need to be spent if the Town Council was not minded to and the Councils budgets would be very closely monitored. Members were happy with the current financial situation, but were mindful moving into the next financial year, that hires would remain low in the new virtual world and the demographic of Town Hall users may see people/groups not return. More worrying there could be a decrease in the Town Council's precept as more people may have to claim benefits, because of job losses, resulting in the reduction of the average band D levels, as they will be exempt from payment. It was then asked, as the Town Hall was shut, had savings been made on utilities and stationery? The RFO stated that in the grand scheme of things savings will have been made, but not substantial, as officers had

been using the Town Hall to maintain services and the Covid-19 response. Members thanked the RFO, and with no further comments.

Members **RESOLVED** to;

- a) **note this report and agree that the assumptions made in it are reasonable;**
- b) **acknowledge the potential impact that a significantly reduced income from lettings will have on the Town Council's overall budget;**
- c) **agree not to amend/reduce any individual budget headings for the time being until a clearer picture emerges as to how the Town Council might be able to achieve its objectives.**

8. Grants

Members were supportive of the one grant presented and commended the work of the Friends of Embark. It was also noted that the organisation was the only grant recipient that had come back to the Town Council to thank the Council for a previous award and demonstrate what they had done with the grant monies previously awarded.

Members **RESOLVED** to;

Award a grant of £440 to Friends of Embark towards the one-off costs of upgrading the website to provide a shop facility, the purchase of a printer for product and postage labelling, and to cover the cost of packaging and stationery.

9. Dame Vera Lynn – Discretionary Donation/Purchase

Members received the report of the Town Clerk and had no hesitation in supporting the suggestion of making a discretionary award to honour the life and work of Dame Vera Lynn. In considering the projects put forward Members agreed to keep within the framework and maximum awards available to organisations/groups. With this the Town Clerk suggested the two of the three projects presented be awarded funding, this was unanimously agreed and then;

Members **RESOLVED** to;

Make a contribution from the grants budget to the Dame Vera Lynn Children's Charity towards roll away linoleum floor matting (£250), messy play sessions, an outdoor park play and their Christmas party for their families – (£400), in commemoration of Dame Vera Lynn passing.

10. General Data Protection Policies

Members considered the policies as presented. It was asked if the consultants who produced the policies had satisfied themselves on the Town Council processes by Audit. It was confirmed by the Town Clerk that this was undertaken at the outset by an office visit by the company. It was noted that it was probably time for a review, but the auditor will only check that the policies in place. A further audit would be looked into, taking into account the social distancing requirements in place. It was then asked if the Town Council's data is backed up and recoverable? The Town Clerk stated that due to a potential hack, and some files being mistakenly deleted, it can be confirmed that data is recoverable, as the two aforementioned instances meant the Town Council's IT provider had to recover data from the hack, and recover the deleted files. This was undertaken by rewinding the server and the restarting it from the time of the

incidents. Then only the work undertaken within that day was lost. Members were encouraged and content with the response from the Town Clerk and then signed off the documents presented;

Members **RESOLVED** to;

Adopt the General Data Protection Regulations Policies for Haywards Heath Town Council and adopt them for the 2020/2021 council year.

11. Urgent Business

One matter was raised by the Chairman which related to the email received by all Members over the previous weekend from Ms Carr, in relation to Black Lives Matters. It was noted that due to the timing of the email it could not legally make the statutory requirements to be placed on the agenda for the meeting so no decision could be made. It was stated that, in agreement with Mayor, the Town Council's Equality and Diversity Policy and Equal Opportunities Statement, last reviewed in January 2019, was being taken to Full Council on the 20th July 2020 for review and Ms Carr could be invited to attend the meeting and make representation so all Councillors could be involved in and participate in such an important debate.

Meeting closed at 8.18pm

Committee Meeting: Policy and Finance

Report of: Town Clerk

Date: 14th September 2020

Subject: Lists of payments and receipts, and income and expenditure reports for the period 1st April 2020 – 30th June 2020.

Please associated document entitled;

ITEM 5 - P and F 140920 - FINANCIAL REPORTS PACK - 01APR20 TO 30JUN20

Committee Meeting: Policy and Finance

Report of: Town Clerk
Date: 14th September 2020
Subject: Grant Applications

Purpose of Report:

1. The purpose of this report is to present for consideration grant applications made by third party organisations.

Summary:

2. Members will find attached one grant application as laid out in Appendix 1 of this report.

Recommendation(s):

Members are asked to consider the recommendation for one grant application, the summary of which is attached as Appendix 1 of this report and decide on the level of funding to allocate.

Background:

3. The Town Council allocates monies on an annual basis to enable the award of grants to third party organisations that endeavour to enhance the well-being of the local community.
4. The ethos of the grants provided by this Council is for 'pump priming' in the context of enabling the applicants to lever in monies from other organisations, grant-giving charities and national schemes.
5. The grant criteria provides for grants to be made for one off purchases and in some instances running costs. There is also funding for capital costs and new initiatives.
6. It is asked that Members note that grants are made using the free resource (S.137 Local Government Act 1972) which talks about benefitting the area or groups of individuals – not an individual. Therefore, there is no power to grant to an individual. The Clerk has noted that this has happened in the past and would suggest until another mechanism is found the Council do not grant to an individual in the future.

Financial Implications

7. The budget for Grants and Subsidies for the financial year 2020/21 is £8,500, of which £1,090, has been allocated or spent, leaving a balance of £7,410 to be allocated. This includes the discretionary payments to the Dame Vera Lynn's Children's Charity.

Legal Implications

8. Further to the section 137 legislation, the Town Council can make a grant under the General Power of Competence, which the Town Council meets the criteria of as exercised and resolved at the Annual Meeting of the Town Council dated 13th May 2020 under minute 17.

Town Clerk

Grant Application

Organisation: Sussex Association for Spina Bifida and hydrocephalus (Sasbah)

Total Project Cost: £2,384

Grant Requested: £250.00 Running costs

Objective: To continue delivering the best quality of service possible.

Purpose of Grant: To support people affected with this condition through an adviser service being offered remotely due to the Covid-19 Pandemic.

Breakdown of costs:

Item or activity	Cost	Amount requested
Staffing including expenses	£1,837	
Office utilities and overheads	427	
Management/ admin and core costs	120	
Total	£2,384	£250 running costs

Comments: The organisation was formed in 1965. There are 463 adult service users and 74 under 16 service users. 5% live in Haywards Heath.

Sasbah is a charity that provides lifelong support to people affected by this condition in Sussex. With over 50 years' experience, they enable people of all ages to meet their challenges and lead the lives they want to.

Haywards Heath residents affected by the condition will continue to benefit from free, one to one adviser support with regards to their welfare benefits, housing, employment, personal care, life choices, finances, relationships, equipment and aids. Advisors help with benefits assessments, especially the transition from Disability Living Allowance to Personal Independence Payments, the introduction of Universal Credit and now pandemic impacts, continue to be particularly challenging.

If the donation awarded did not cover the costs, Sasbah do not have the remaining balance at present. The charity has applied for other financial assistance and are waiting to hear.

Grants Awarded since 2014/15 Financial Year:

Year of Application	Grant Awarded	Purpose of Grant
2019	Declined	Running costs

Recommendation: Sasbah has explained in detail the reasons for the application. It is a very important organisation, some financial help would really benefit them to continue delivering this service to the best standards possible. The application was declined last time they applied in 2019, due to

Covid-19 they are much in need of some extra support. The ECO has requested 2 paragraphs from them to explain exactly why they would benefit so much from a grant award.

Please find the additional information requested by the ECO below:

Haywards Heath residents affected by spina bifida and hydrocephalus (SB&H), plus their families and carers, have been impacted hugely by the Covid pandemic. The physical and learning disabilities associated with SB&H substantially limit independence, leading to social isolation, anxiety, distress and depression. The conditions also commonly engender a deep sense of rejection and extreme social isolation, where those affected find it difficult to make and maintain friends, adversely affecting their mental health.

All these challenges have been exacerbated by the lockdown and the need to shield these highly vulnerable people from the possibility of contracting the virus. To maintain safety, we have had to suspend all our face to face work and are adapting and developing new services to offer the best opportunities we can, remotely.

Digital / Social Inclusion: We are working to enable people with the conditions in Haywards Heath to interact through digital technology, gain new skills, combat isolation and promote social inclusion and increased opportunities. We are offering new activities and ways of working to support social interaction with peers and informal, fun learning, to help people with these complex disabilities gain the practical and emotional support they need to safeguard their health and well-being. We offer Haywards Heath service users regular, remote contact with trusted staff and with peers, through engaging in online educational and social activities, such as cookery, quizzes, art and fitness classes. We also offer tailored one-to-one support to develop the necessary digital skills, as well as help to apply for individual grants to meet additional costs, if needed. Together, this enables service users to keep connected and participate in their community, to take part in structured learning, and to combat increased social isolation caused by the pandemic.

Final Recommendation:

Keeping in mind all the information and the additional information provided, the impact from the Covid pandemic and the declined application last time, members are recommended to award a grant of £250 to Sasbah. A grant award of this value would be in line with the council's grant guidance notes and criteria.

Please note that the full application, which is a substantial document, is available on request from the Town Hall and will be available for inspection on the evening of the relevant Policy and Finance meeting.

Please also note that the Grant Database records continue to be maintained, providing details of grants awarded since 2014/15 Financial Year. Full details are available on request.

Committee Meeting: Policy and Finance

Report of: Town Clerk
Date: 14th September 2020
Subject: Accessible Website Policy

Purpose of Report

- 1) The purpose of this report is for Members to consider Town Council policy documents.

Summary:

- 2) The following report presents a policy for the Town Council, which relates to the accessibility for all to the Town Council website.

Recommendations;

Members are recommended to;

- a) **Adopt the Website Accessibility Statement for Haywards Heath Town Council as attached as Appendix 1.**

Background

- 3) As required under the Accessible Website legislation officers have worked with Vision ICT to develop a new website for the Town Council, which was launched in August.
- 4) As part of this process the website must hold an Accessibility Statement for the Town Council, which has to be formally adopted by the Town Council.
- 5) Member will not that there are 4 clauses that the Town Council may not be compliant with officers and Vision ICT striving to meet these issues currently.
 - a. Dead links are to be removed or renamed and revived.
 - b. End tags will be completely removed.
 - c. Recent are compliant any those that are not will be removed or replaced. But please note that it is understand that the regulations don't require us to change any PDFs or other documents published before 23 September 2018, if they're not essential to providing our services. However, if information is needed in an alternative format, it can be arranged.
 - d. Any picture with out a caption will be given wording.
- 6) Please note that a test has been run on the Town Council website and failure issues relating to the above have been sent to Vision ICT who have made the following statement.

Just to confirm, the website is compliant, and the statement covers you for all areas. Where it mentions some documents etc. may not be complaint, this is just to cover:

- *any documents that are old and cannot be made compliant*
- *The off chance something is added to the website and may not meet all guidelines As long as it is acknowledged in the statement you are covered. It doesn't mean that there are things that aren't accessible. We do have a section on our help and*

support site where we have tried to group together some helpful documents to do with the WCAG 2.1 guidelines. You can find that here: <https://support.visionict.com/hc/en-us>

We are also looking into the first email you sent over and seeing if there is anything within that we need to alter. I will ask you are updated on this once this has been done.

- 7) By statement of these factors in our policy it shows that we addressing them, which will be simple remedies as stated and are historical issues from the changeover of the website. These can be undertaken in house and by Vision ICT who are working through them currently. Once they have been achieved it will be noted in the policy. This will be by the end of September as directed.

Financial Implications

- 8) There are none.

Legal Implications

- 9) Adherence to the public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

Town Clerk

Appendix 1

Accessibility Statement for Haywards Heath Town Council

This website is run by Haywards Heath Town Council. We want as many people as possible to be able to use this website. For example, that means you should be able to:

- zoom in up to 300% without the text spilling off the screen
- navigate most of the website using just a keyboard
- navigate most of the website using speech recognition software
- listen to most of the website using a screen reader (including the most recent versions of JAWS, NVDA and VoiceOver)

We've also made the website text as simple as possible to understand.

[AbilityNet](#) has advice on making your device easier to use if you have a disability.

How accessible is this website?

We know some parts of this website aren't fully accessible:

- you can't modify the line height or spacing of text
- some PDF documents aren't fully accessible to screen reader software
- you can't skip to the main content when using a screen reader
- there's a limit to how far you can magnify the map on our 'contact us' page

What to do if you can't access parts of this website

If you need information on this website in a different format like accessible PDF, large print, easy read, audio recording for example, please use the details below to request:

- Email: town.clerk@haywardsheath.gov.uk
- Call: 01444 455694

We'll consider your request and get back to you in 15 working days.

Reporting accessibility problems with this website

We're always looking to improve the accessibility of this website. If you find any problems that aren't listed on this page or think we're not meeting accessibility requirements, contact the clerk:

- Email: town.clerk@haywardsheath.gov.uk
- Call: 01444 455694

Enforcement procedure

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (the 'accessibility regulations'). If you're not happy with how we respond to your complaint, contact the Equality Advisory and Support Service (EASS).

Contact Us

Town Clerk, Steven Trice

Post: 40 Boltro Road, Haywards Heath, West Sussex, RH16 1BA
Email: town.clerk@haywardsheath.gov.uk
Call: 01444 455694

Technical information about this website's accessibility

Haywards Heath Town Council is committed to making its website accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018. This website is currently partially compliant with the Web Content Accessibility Guidelines version 2.1 AA standard, due to the non-compliances listed below.

There may be pages with read more / click here links. See WCAG 2.4 Success Criterion 4.4 (Link Purpose (In Context))

There may be some pages where HTML isn't perfectly formed, such as stray end tags. See WCAG 2.1 success criterion 4.1.1 (Parsing).

Many of our older PDFs and Word documents don't meet accessibility standards - for example, they may not be structured so they're accessible to a screen reader. See WCAG 2.1 success criterion 4.1.2 (name, role value).

Some images on the website pages may not have a text alternative, so the information on them isn't available to people using a screen reader. See WCAG 2.1 success criterion 1.1.1 (non-text content).

We plan to add text alternatives for all images by September 2020. When we publish new content, we'll make sure our use of images meets accessibility standards. How we tested this website

This website was tested both manually and automatically prior to the writing of this statement. The tests were carried out by Vision ICT Ltd.

This statement was prepared February 2020 and adopted September 2020 by Policy and Finance Committee dated 14/09/20 under min x

Committee Meeting: Policy and Finance

Report of: Town Clerk
Date: 14th September 2020
Subject: Health and Safety

Purpose of Report

- 1) The purpose of this report is for Members to consider Town Council policy documents.

Summary:

- 2) The following report presents a review of Haywards Heath Town Council's health and safety policy documentation, which was produced in conjunction with consultants Complete Health and Safety.

Recommendations;

Members are recommended to;

- b) Note and comment upon on the Health and Safety documents as attached the re-adopt them for 2020/2021.**

Background

- 3) As required by the Internal Auditor's Members will find attached copies of the Town Council's following Health and Safety documentation for consideration, comment and sign off,
 1. Health and Safety Policy
 2. Risk Assessment Form – attached separately to the committee summons.
 3. Fire Risk Assessment
 4. Covid 19 Risk Assessment – this is not included in this report as it was adopted at Full Council on the 20th July 2020.
- 4) **Please note that there have been no fundamental changes to 1,2 and 3 as 4 Covid 19 has trumped all of these policies generally, but they are still required generally.**
- 5) Documents 1. and 2. has been reviewed. Please note that there are individual risk assessments for tasks carried out by the Town Council's groundsstaff and the generic risk assessment applies to the Council's depot, which are available for members inspection.
- 6) Document 3. was produced by Complete Health and Safety after a visit to the Town Hall back in 2016. Please note the Fire and Rescue Service have also visited the Town Hall independently as a requirement of the wedding licence the Council holds and have deemed the Town Hall to safe and fit for purpose, so the action Plan from Complete Health and Safety compliments this works and improves safety in and around the Town Hall.

- 7) Members will also note that the Health and Safety documentation forms part of the Council's staff handbook and all staff must sign to say they have read the document as the handbook links to staff contracts of employment resulting in any deliberate breach of Health and Safety being a disciplinary matter.

Financial Implications

- 8) There will be financial implications resulting from the recommendations outlined in the Fire Risk assessment, which will be met from existing budgets. If it transpires that works need to be procured they will be dealt with through the Council's Standing Orders and Financial regulations.

Town Clerk

Appendix 1

Hayward Heath Town Council - Health and Safety Policy

Health and safety at Work etc Act 1974

This is the Health and Safety Policy Statement of **Haywards Heath Town Council**

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our work activities;
- To consult with our employees on matters affecting their health and safety;
- To provide and maintain safe plant equipment;
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision for employees;
- To ensure all employees are competent to do their tasks, and to give them adequate training;
- To prevent accidents and cases of work-related health;
- To maintain safe and healthy working conditions; and
- To review and revise this policy as necessary at regular intervals.

Responsibilities

As the employer Haywards Heath Town Council has overall responsibility for health and safety.

(1) Responsibility:

- Day-to-day tasks at the Town Hall are managed by the Town Clerk.
- Day-to-day tasks at the Depot and on site are managed by the Head Groundsman. and are overseen by the Deputy Clerk.

(2) Staff will be kept informed about health and safety matters: on a quarterly basis but they are still the overall responsibility of those named under point one. Delegation for specific task will be made to individuals within the organisation, by workplace area or by topic under point 3.

Responsibilities will be clearly set so that if there are any health and safety concerns, they can be reported to the right person or ultimately the Town Clerk.

Employees also have legal responsibilities to take care of the health and safety of themselves and others, and to co-operate to help the Town Clerk comply with the law.

Control of Health and Safety Arrangements

(1) Overall and final responsibility for health and safety is that of all staff individual and as a collective.

- Haywards Heath Town Council

(2) Day-to-day responsibility for ensuring this policy is put into practise is delegated to

- Town Clerk

(3) To ensure health and safety standards are maintained/improved, the following people have responsibility in the following area

Name	Responsibility
Town Hall Office:	Deputy Clerk - Andrew Sturgeon
Depot:	Head Groundsman (Andrew Stempt)
Outside Activities:	Groundstaff (Daniel Beard)
Out of office hours:	Caretaker/Cleaner–Derek Turner/Josefa Figueira

(4) All employees have to:

- Co-operate with Deputy Clerk and Town Clerk on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety;
- Take responsible care of their own health and safety; and
- Report all health and safety concerns to an appropriate person (as detailed in this policy statement).

Health and safety risks arising from our work activities

(1) Arrangements for undertaking risk assessments.

- Town Hall assessment to be conducted by Town Hall Staff.
- Depot and Council landholdings/tasks assessments by Groundstaff.
- All reported to Clerk to present to the Council as the corporate body.

(2) Risk assessments will be reviewed by;

Town Clerk, Deputy Clerk

(3) The findings of the risk assessments will be approved by;

Town Clerk, Town Council

(4) Action required to remove/control risks will be approved by;

- Town Clerk, Deputy Clerk
- Town Clerk will be responsible for ensuring the action required is implemented.
- Town Clerk will check that the implemented actions have removed/reduced the risks.

- Assessments will be reviewed every by staff, Annually by Council or when the work activity changes, whichever is soonest.

(5) Consultation with employees

The Town Clerk will consult with employees delegated with special tasks and then all staff (due to size of Town Hall staff). Consultation with employees is provided by Town Clerk through regular staff meetings.

(6) Safe plant and equipment and Council Facilities

- Depot & outside areas – Head Groundsman will be responsible for identifying all equipment/plant maintenance. Any problems found with plant/equipment should be reported to the Deputy Clerk and Head Groundsman (who will also check that new plant and equipment meets health and safety standards before it is purchased).
- Town Hall – the Deputy Town Clerk will be responsible for day to day running of Town Hall. The Town Clerk will be responsible for ensuring effective maintenance of the Town Hall in liaison with the Deputy Town Clerk.
- Town Clerk will be responsible for ensuring that all identified maintenance as per above is implemented.

Safe handling and use of substances

A Substances Hazardous to Health Regulations 2002 (as amended) (COSHH) assessment has been undertaken by the Deputy Head Groundsman. To ensure the principles of the document are implemented the following delegations will apply;

- Outside areas - Groundstaff (Daniel Beard)
- Town Hall office - the Deputy Town Clerk in liaison with Deputy Head Groundsman will be responsible for identifying all substances which need a COSHH assessment.
- Deputy Head Groundsman will be responsible for undertaking COSHH assessments and will be responsible for ensuring that all actions identified in the assessments are implemented.
- Deputy Head Groundsman will be responsible for ensuring that all relevant employees are informed about the COSHH assessments and will check that new substances can be used safely before they are purchased.
- Assesments will be reviewed every quarter or when the work activity changes, whichever is soonest.

Information, instruction and supervision

The Health and Safety Law poster is displayed at the entrance to reception and on the notice board at the depot.

Health and Safety advice is available from Town Clerk, the Deputy Town Clerk and Groundsman Supervision of work experience /trainees will be arranged/undertaken/monitored by Town Clerk

Town Clerk is responsible for ensuring that our employees working at locations under the control of other employees are given relevant health and safety information.

Competency for tasks and training

All employees are to be given health and safety induction training when they start work, which should cover basics such as first aid and fire safety. There should also be job-specific health

and safety training. You also have to provide training if risks change, and refresher training when skills are not frequently used.

Induction training will be provided for all employees by Groundstaff (Deputy Head Groundsman), Town Hall – Town Clerk.

Job-specific training will be provided by Groundstaff (Deputy Head Groundsman), Town Hall – Town Clerk or outside bodies

Training records are kept at/by

Town Clerk – Town Hall and office and Groundstaff (Deputy Head Groundsman) available on the Council's shared computer drive and held at depot.

Training will be identified, arranged and monitored by

Town Clerk, Responsible Finance Officer

Accidents, first aid and work-related ill health

Employees must receive specialist health surveillance for certain work. Your COSHH assessments will identify where this specialist health surveillance is needed. You should note down your first-aid arrangements here.

Health surveillance is required for employees doing the following jobs

- All jobs undertaken by groundstaff will be monitored by individual risk assessments.
- Health surveillance will be arranged by the Deputy Town Clerk in conjunction with Head Groundsman and Deputy Head Groundsman. This will be overseen by the Town Clerk.
- Health surveillance records will be kept by/at
- Office staff and monitored by the Clerk
 - The first-aid box(es) is/are kept at;
 - The Depot
 - Town Hall - 1st Floor Kitchen
 - Town Hall – Ground Floor Kitchen.
 - Council Vehicles

The appointment person(s)/first aider(s) is/are

Trained: Andrew Stepmt and Helen Hewett

All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by the front office staff who are responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority (HSE or your local authority depending upon where you work). A book is also held at the Town Council Depot located at Copyhold Lane.

Monitoring

The Town Council will demonstrate it is monitoring health and safety by actively doing spot check visits, or reactively, eg by investigating any accidents or ill health and record instances along with the procedures to investigate the incident.

To check our working conditions, and ensure our safe working practices are being followed, Council staff will review the Town Hall and the Groundstaff the Depot on a quarterly basis

Town Clerk is responsible for investigating accidents.

Town Clerk is responsible for investigating work-related causes of sickness absences

Town Clerk is responsible for acting on investigation findings to prevent a recurrence.

Emergency procedures – fire and evacuation

Recording of emergency procedures, how often they are checked and who by whom will be monitored by the Town Clerk.

The Town Clerk is responsible for ensuring the fire risk assessment is undertaken and implemented.

Escape routes are checked by staff, each morning

Fire extinguishers are maintained and checked annually by external contractors.

Alarms are tested weekly by the caretaker.

Emergency evacuation will be tested every bi-monthly.

Other matters to consider

a) Electricity

The Council will ensure that arrangements are in place to test, maintain and compile records of the electrical safety of portable equipment, fixed installations, electrical tools, appliances and electrical work activities. Where possible, electrical equipment should be switched off overnight. Employees must not use any unauthorised electrical appliances or extension leads and must report immediately any defects and damage to equipment, plugs or cables to the Town Clerk/Head Groundsmand or Deputy Clerk.

b) Fire is covered in the staff and hirers fire procedure documentation found on the Council shared computer drive and the folder held on reception.

c) Asbestos in the premises

The Council will ensure that arrangements are in place to identify, record, manage, inspect and review the type and location of asbestos material in all Council owned or managed premises. Information must be conveyed to any employee and contractor who may be exposed to asbestos fibres in the course of their work. Regular inspections should be undertaken to ensure that asbestos material is not damaged. Where necessary, the Council will use only contractors who have been licensed by the Health and Safety Executive to work on, remove and dispose of asbestos containing material.

d) Managing contractors

The Council will ensure that persons carrying out contracted work on Council premises, land or structures are assessed prior to commencement of the work in respect of their health and safety competence and, in particular, their arrangements for working safely. This should include checks of their risk assessments, method statements, safe systems of work and previous accident records and enforcement history. In addition, they will be provided with a copy of the Council's Contractors' Code of Conduct and Safety Rules that they must sign and return to show that they agree to comply with the content therein.

e) RIDDOR reporting

RIDDOR means the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, which came into force on 1 April 1996. Reporting accidents and ill

health at work is a legal requirement. The information enables the enforcing authorities to identify where and how risks arise and to investigate serious accidents. The enforcing authorities can then help and advise you on preventive action to reduce injury, ill health and accidental loss - much of which is uninsurable. You will have duties under the Regulations to report:

- deaths
- major injuries
- accidents resulting in over 7 day injury
- diseases
- dangerous occurrences
- gas incidents

Please inform the Town Clerk or Incident Contact Centre at
Caerphilly Business Park
Caerphilly
CF83 3GG
Tel: 0845 3009923
Fax: 0845 3009924

f) Manual handling

The Council will provide arrangements to ensure that any significant risk arising from manual handling activities by employees is avoided. Where this is not possible, an assessment will be undertaken to identify those at risk, training will be provided and safe systems of work developed to minimise the risks (e.g. mechanising the activity, providing assistance for the task). These assessments will be reviewed regularly and revised where necessary.

g) Display Screen equipment

The Health and Safety (Display Screen Equipment) Regulations 1992. These Regulations deal with the Health and Safety requirements when working with Display Screen Equipment (DSE). They are intended to protect staff who habitually use DSE as a significant part of their work. They are concerned not only with the effect that display screens may have on eyesight, but also the prevention of muscle and joint problems due to poor job and workplace design, and the physical and mental stress caused by prolonged continuous use. This may mean, if the workstation assessment finds it necessary, the provision of new chairs, footstools, document holders etc or the revision of work patterns and assurance that any new DSE equipment is suitable.

The Town Clerk and/or designated Health and Safety Officer will need to make arrangements to:-

- * assess workstations and reduce risks to Health and Safety;
- * ensure that workstations meet minimum requirements;
- * plan work to ensure breaks or changes of activity occur during prolonged use;
- * arrange for eye tests if required by staff who qualify and if necessary provide corrective glasses needed specifically and solely for use with DSE;
- * provide information and training for DSE users.

All of the above should be carried out in accordance with The Code Of Practice Held Centrally. All employees have a duty to:-

- * inform their employer of any medical condition that may affect, or be affected by, their use of DSE;

* ensure that workstations and DSE are suitably adjusted so as to minimise Health and Safety risks.

h) Personal protective equipment

The Personal Protective Equipment At Work Regulations. The management of Health and Safety at Work Regulations 1992 require employers to identify and assess the risks to Health and Safety present in the workplace, so enabling the most appropriate means of reducing those risks to an acceptable level to be determined. There is in effect a hierarchy of control measures, and PPE should always be regarded as the "last resort" to protect against risks; engineering controls and safe systems of work should always be considered first. However, in some circumstances PPE will still be needed to control the risk adequately, and these Regulations will then take effect. The Town Clerk and Health and Safety Officer/Site Manager will need to:-

- * assess the need for PPE;
- * select the most suitable PPE;
- * provide, maintain and store PPE correctly, and replace it as necessary;
- * ensure that information, instruction and training is given;
- * ensure proper use and the reporting of loss or defect of PPE.

All employees have a duty to:-

- * ensure that they use, maintain and store PPE in accordance with any instructions or training which they have received.

i) Driving at work

When you are driving, riding a motorcycle or bicycle on a work-related journey, you are effectively at work. Whilst the Council has a responsibility under the Health and Safety at Work Act 1974 to ensure, so far as reasonably practicable, your health and safety while at work, you also have a responsibility to ensure that you do not put others at risk when you are driving for work. You should not drive if you feel unfit to do so, for example if you are tired, unwell, have certain medical conditions or are taking medication that may affect your ability to drive. You must never drive whilst under the influence of alcohol. In addition, you must comply with all Road Traffic Acts and the Highway Code and the Department of Transport 'Driving at Work Manual', which has been provided to staff,

j) Pregnant women

The Company will encourage workers to tell us at an early stage if they are pregnant or a nursing mother. The Clerk will carry out an assessment of the affected worker considering their work activities and will identify appropriate controls to ensure her safety. Where her condition puts her at specific risk from substances or activities and this cannot be controlled by other means changes to her role will be considered. Nursing mothers will be supported by offering suitable facilities and changes to their work pattern.

k) Violence & Aggression

The Council will take all reasonably practicable steps to ensure that its employees are not subjected to violence or aggression while carrying out their work. Arrangements will be established to minimise the risk including, inter alia, providing training for all employees at risk; monitoring employees in potentially dangerous situations and

providing them with appropriate support and means of communication to colleagues. All incidents of violence or aggression, verbal abuse and sexual or racial harassment should be recorded.

l) Workplace Stress

The Council will ensure, so far as is reasonably practicable, that no member of staff is subjected to a level of stress due to work, which is detrimental to their health. All employees are encouraged to report any concerns to the Clerk who will take steps to deal with the matter. The Council aims to create an environment where, if workplace stress does occur, it can be dealt with openly and fairly. The Council also commits itself to investigating all claims of ill health due to workplace stress to ensure appropriate action is taken to prevent any recurrence of the situation.

Haywards Heath Town Council – reviewed September 2019

Appendix 2

November 2019

Haywards Heath Town Hall Fire Risk Assessment

Description of premises

Haywards Heath Town Hall is located at 40 Boltro Road, Haywards Heath, West Sussex, RH16 1BA. It is a two storey brick built Georgian style building built in 1990.

On the ground floor the building comprises of an entrance hall, council chamber, men's and disabled toilets, offices for Town Hall staff and a small staff kitchen. The second floor comprises of one large room which can be sub-divided to provide 3 separate rooms, each with their own access, a further smaller room, a large kitchen and ladies toilets. The second floor can be accessed by stairs or a lift.

There is access by staff only to a large loft space which is used for storage only. Access to the loft is by the lift, using a key that is only available to staff and is kept in the office. There is a loft hatch and ladder which could be used as a means of escape in case of fire to avoid the use of the lift.

The Town Hall can accommodate 100 people and is available for hire for private and public events and is licenced for Civil Weddings and Civil Partnerships.

There is a car park to the side of the Town Hall with 16 parking spaces, one of these is a designated disabled parking space. The car park has grassed verges with shrubs and flower beds. To the front of the Town Hall there is a grassed area with large annually planted flowerbed. There is an area of grass to the southern side of the Town Hall.

The Town Hall does not hold a Premises Licence for the sale of alcohol or the playing of restricted music. Hirers are responsible for applying to Mid Sussex District Council for a temporary licence if a licence is required for their event.

Principal Uses of the Town Hall

The Town Hall is used on a daily basis (Monday – Friday) by members of the Town Council staff and Councillors to carry out the functions of the Town Council including evening Council meetings.

The Town Hall rooms are also hired out on any day of the week to a variety of users during the day and the evening.

The Town Hall is looked after by a caretaker who makes regular checks of building including testing of fire alarms and emergency lighting, reports faults and undertakes any remedial work necessary.

Possible Causes of Fire

Source of Ignition	Sources of Fuel	Source of oxygen
Faulty electrics in the mains power supply, ring mains or lighting circuits	Any material close to the source of fault (e.g. skirting boards, plasterboard)	Open to the air.
Gas leak in mains supply to boiler.	Any combustible material close to boiler	Open to the air.
Faulty portable equipment (e.g. toasters, kettles, cd player)	The portable device itself and any combustible material near to it.	Open to the air.
Kitchen appliances (e.g. oven, fridge, freezer, microwave)	The appliance itself and any combustible material near to it.	Open to the air.
Smoking	Materials in waste bins or areas where cigarettes are disposed of.	Open to the air.
Cooking accidents	Hot oil burning on the hob or food burning on hob or in the oven.	Open to the air.
Arson	Could be any source.	Open to the air.

Fire Hazard	Likelihood of Fire 1 - Low 5 - high	Risk to people from fire hazard	Measures to avoid or reduce The Hazard	Risk to people
Fire inside the rooms	2	Smoke inhalation. Burns. Death	<p>Ensure sufficient and correct fire fighting equipment is available and that the equipment is properly maintained.</p> <p>The location of fire fighting equipment and exits are clearly marked on a plan of the building.</p> <p>Ensure that appropriate fire detection equipment is installed and maintained.</p> <p>Regular checks of emergency lighting and fire alarms.</p>	<p>Ensure all hirers know how to evacuate the building, where the fire fighting equipment is located and where the assembly point is.</p> <p>Ensure hirers organise evacuation and that the Fire Service has been called.</p> <p>Ensure all Fire Exit doors are checked for illumination and ease of opening and Exit Routes are regularly checked.</p> <p>Ensure a record is kept of testing.</p>
Faulty electrics in mains power supply, ring mains, lighting circuits, kitchen appliances or portable devices	1	Electrocution while attempting to put out fire with water	A qualified electrician to check internal electric installations once a year and a certificate of inspection to be obtained with each inspection.	Ensure suitable fire fighting equipment is available close to sources of electrical fires.
Gas leak in mains supply to boiler	1	Death from explosive combustion and associated damage.	Ensure the gas boiler is regularly serviced once a year and that an inspection certificate is issued.	
Cooking accidents	3	Smoke inhalation. Burns.	<p>Ensure hirers are aware of appropriate safety precautions concerning the use of the cooker and how to deal with oil fires.</p> <p>Ensure there is a fire blanket available close to the hob.</p>	
Smoking	2	Smoke inhalation. Burns	A No Smoking policy will be enforced throughout the whole building.	

			No Smoking signs will be strategically placed throughout the building.	
Arson	1	Smoke inhalation. Burns.	Ensure fire detection equipment is regularly maintained and ensure hirers are made aware of their responsibility for the rooms during their occupation and take reasonable steps to prevent wilful damage.	Without compromising emergency routes, ensure doors are locked for internal safety.

People at Risk of Fire

The caretaker is responsible for ensuring the Town Hall is securely locked after use by hirers and staff ensure the building is locked after office hours if there is no one hiring the Town Hall. The building is never left open and unoccupied.

Staff: The cleaner is the first member of staff into the building each day and works alone until office start arriving from 8.00am. Office hours are 9.00am – 5.00pm, but members of staff stay later if needed to attend meetings. The caretaker may work on his own whilst setting up for a hirer.

Hirers of Town Hall: Many of the hirers of the Town Hall are regular hirers and are aware of evacuation procedures. New hirers are informed of fire procedure.

Trades people: Visits by trades people are arranged during office hours.

Disabled people: Hirers of the Town Hall are advised that in case of a fire the lift should not be used, so disabled visitors will need to be assisted to the fire assembly point.

Children: It is the responsibility of the hirers to ensure all children attending a function in the Town Hall are supervised and assisted to the assembly point in case of fire.

Other members of the public (who are not using the Town Hall): The path around the Town Hall is used as a short cut by members of the public. If there is a fire in the Town Hall members of the public must be made aware of a fire and access past the Town Hall will not be permitted.

Notes

Haywards Heath Town Council

Procedure for Staff in the event of Fire

On discovering a fire, raise the alarm by shouting “FIRE” to alert anyone in the immediate vicinity and then activate the nearest push-glass fire alarm call-point, which a small red box, close to major exits. Please find attached a list of where the push-glass fire **alarm call-points are located and make yourself familiar with their location.**

If you are trained, and your nearest exit is clear. Please find attached a list of where the **fire extinguishers are located and make yourself familiar with their location.**

Make every effort to report the location of fire to the Responsible Person, that being the Clerk or Deputy Clerk also known from here on as the Fire Marshal, by locating them safely within

the building, in the Reception Foyer, or outside the building at your **Assembly Point (which is located in the car park marked with a green sign saying Assembly Point).**

When the fire bell sounds, either leave the building immediately by the nearest. **Leave the building either through the fire exit located upstairs in Room 3, down the main staircase, or if on the ground floor of the building, via the side entrance to the car park. If located in the office area through the back door located in the staff kitchen or whichever entrance is nearest to you and not blocked.**

Please escort any visitors/contractors/hirers from the building on your way out.

Report to the appropriate Assembly Point, which is located in the car park marked with a green sign saying Assembly Point. **Do not try to re-enter the building.**

Fire Marshals

On hearing the alarm, the Fire Marshal and, or Deputy will check the fire alarm system panel to identify the location of the alert and will call the Fire & Rescue Service on 999.

The first Fire Marshal to arrive at Reception will act as the co-ordinator for the incident. They will issue 'hi vis' jacket to any other Fire Marshal(s) attending.

On hearing the continuous fire alarm the Fire Marshal should put on a 'high-vis' jacket take the signing in book and hirers register and check all rooms are clear and direct occupants to the appropriate Assembly Point.

They will close doors and windows and switch off any heat generating equipment, if safe to do so.

They will proceed to the Assembly Point ready to report the location of any individual(s) requiring assistance and pass register of attendance to the Fire and Rescue Service.

Where appropriate, the Fire Marshal will assist in managing the flow of evacuees to the Assembly Point and prevent re-entry to the building until given the all clear by the Fire brigade.