



THE COMMUNITY COUNCIL OF ABERTILLERY & LLANHILLETH
CYNGOR CYMUNED ABERTYLERI A LLANHILLEDD

E-mail : clerk.ALCC@gmail.com

Telephone 01495 217323

www.abertilleryandllanhilleth-wcc.gov.uk

Council Offices,
Mitre Street,
Abertillery, Blaenau Gwent. NP13 1AE

Swyddfa'r Cyngor,
Stryd Meitre,
Abertyleri, Blaenau Gwent. NP13 1AE.

HUMAN RESOURCES COMMITTEE – NOTICE OF MEETING

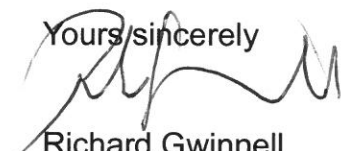
21 March 2018

Dear Member of the Human Resources Committee:

Councillors Steve Bard, Ivor Beynon, Julie Holt and Graham White

You are summoned to attend a meeting of the Human Resources Committee of Abertillery and Llanhilleth Community Council, to be held in the Council Chamber, Mitre Street, Abertillery at **6.00pm on Wednesday 28 March 2018**. The agenda for the meeting is set out below.

Yours/sincerely



Richard Gwinnell
Clerk to the Council

HUMAN RESOURCES COMMITTEE AGENDA
WEDNESDAY 28 MARCH 2018 at 6.00pm

1. Apologies for Absence

To receive apologies for absence from Councillors.

2. Declarations of Interest

Members who consider that they have an interest to declare need to state the item in which they have an interest and the nature of the interest. They also need to complete the form circulated at the meeting. Any member who is unsure should seek advice prior to the meeting in order to expedite matters at the meeting itself.

3. Health and Safety report (attached)

To consider health and safety and fire risk assessments.

4. Resolution to Exclude the Press and Public

Members are recommended to consider and resolve that, by virtue of The Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussions on the following items on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

5. Policy for dealing with unreasonably persistent customers and complainants and unreasonable complainant behaviour

To consider the above.

6. Staff Appraisals and Pay Implications

To consider the above.



Abertillery and Llanhilleth Community Council

Health and Safety Report

Author: Steve Edwards

Date: 15 March 2018

For HR Committee

Background:

The Community Council employs two officers who are based in offices at the Council Offices, Mitre Street, Abertillery. As from July 2017, when Communities First vacated the building, the officers are the only two occupants of the entire building.

There has not been a formal Lone Working review, or any formal risk assessment conducted on the various health and safety aspects of staff working at Mitre Street including a Lone Working policy and procedures.

The employer has a general duty under section 2(1) of the Health and Safety Act 1974 to “ensure so far as reasonably practicable the health, safety and welfare at work of employees”. Further “The Management of Health and Safety at Work Regulations 1999” requires that all work activities are risk assessed.

In saying all of that there is also Section 7 of the Health and Safety Act 1974 which means “it is the responsibility of employees to take reasonable care of their own health and safety at work.

In addition, in September 2017 there was a Fire Risk Assessment and follow up report. That report is as Annex 1. Council have agreed at its meeting on 7th March 2018 that only the officers will fulfil the duties of Fire Officers, so they need to be in the building when any meetings are held

Current Position:

The current working patterns of Deputy Clerk on 23 hours a week and Clerk on 30 hours a week immediately highlights that the Clerk is working on his own for at least 7 hours a week. Coupled with the usual factors of leave there are many times during the year when a single officer is the only occupant of the building. This has not caused any issues as staff when on their own in the office carry their mobile phones always. Also Chair and Vice-Chair of Council are informed of pre-booked time off so are aware when a member of staff is on their own for an entire work session.

The Deputy Clerk has now attended an Emergency First Aid at Work course, and a New First Aid kit has been purchased and is in the Clerk's Office.

Risks:

I have conducted a Health and safety Risk Assessment using the online assessment toolkit used by the Health and Safety Executive (HSE) for office-based working. This assessment is at Annex 2 below.

Actions:

The two annexes should be noted and the only action to be taken forward is the HR Committee Review on key fob access to the building.

Annex 1



FIRE RISK ASSESSMENT

FOR

**ABERTILLERY DISTRICT OFFICE
MITRE STREET
ABERTILLERY
GWENT
NP13 1AE**

NAME OF ASSESSOR **JIM THOMAS**

DATE OF ASSESSMENT **11th SEPTEMBER 2017**

This report has been produced by the Safety Section to allow the Authority to comply with the requirement of the Regulatory Reform (Fire Safety) Order 2005. In providing this report, consideration has been given to: -

- a. The Building Regulations 2002, Fire Safety Approved Document B, Volume 2
- b. Health and Safety (Safety Signs and Signals) Regulations 1996
- c. BS 5226: Part 1: 1999 (Emergency Lighting)
- d. BS 5499: Part 1: 1990 (Fire Safety Signs)
- e. BS 5588: Part 8: 1999 (Means of Escape for Disabled People)
- f. BS 5839: Part 1: 2002 (Fire Detection and Alarm Systems)
- g. Building Bulletin 7, Fire and the Design of Educational Buildings
- h. The Fire Precautions (Workplace) Regulations 1997, as amended 1999.

Introduction

This review of the fire assessment is required to comply with both the requirements of the RRO (Fire Safety) 2005 and Blaenau Gwent's own timescales. The Primary occupiers are in the Author's opinion the Town Council who have two part time staff present and use the Council Chambers and other areas for meetings / functions etc. Communities First and Gwent Police have moved out and the Dance group are in the process of moving out. The amateur dramatics use the void for storage. The only Blaenau Gwent member of staff is the Cleaner in Charge. Irrespective of any lease arrangement, the Town Council as the primary occupiers should be responsible for fire management arrangements (Responsible Person or Duty Holder). All this needs to be confirmed by both Blaenau Gwent County Borough Council and the Town Council.

<u>PREMISES DETAILS</u>			
SITE	Abertillery District Office		
ADDRESS	Blaenau Gwent County Borough Council / Abertillery Town Council Mitre Street Abertillery Gwent NP13 1AE		
OWNER / EMPLOYER / PERSON IN CONTROL	?		
POSITION	?		
DATE OF SURVEY	11 th September 2017		
<u>BRIEF DESCRIPTION OF BUILDING</u>			
Type of construction			
Walls – External	Brick		
Walls – Internal	Brick / Plasterboard		
Floors	Concrete / Timber		
Roof	Pitched		
Number of Storeys	An end of terrace three-storey building		

<u>OCCUPANCY</u>			
Single or Multiple Occupancy	Multiple occupancy		
Operational Hours	08:00 a.m.-20:00 p.m.		
Number of staff working in building	Approximately 3		
Number of disabled and work location	Not applicable at the time of assessment. A passenger lift is installed		
Special provisions for disabled	Please also see comments in significant findings on means of escape provisions for disabled visitors who may resort to the building		
Staff working in isolation	On occasion staff work in isolation		
Other persons	Number	Type	Visitors
	20	Meetings	Occasional

<u>FIRE BRIGADE</u>	
Nearest Fire Station	Abertillery
Full/Part Time	Retained
Attendance Time	Five to eight minutes
Access	Access points from adjacent roads
Water Supplies	Water hydrants from adjacent roads

FIRE RISK ASSESSMENT

The risk assessment is divided into three parts: -

1. Potential for ignition
2. Potential for development of a fire, and
3. Life risk consequences for the occupants.

The risk potential of each situation is classified as Low, Medium, or High. The assessment concludes with a summary of significant findings and action required.

POTENTIAL FOR IGNITION		Risk Potential
Occupants	Abertillery District Office is a standard office type premises. The building is used occasionally by members of the public. The number of occupants who resort to the building may vary depending on the type of activities held.	MEDIUM
Smoking	The Smoke Free Laws apply	LOW
Arson	A premises where all parts of the building are visible to staff whilst the building is occupied. If any arson risk exists this would be outside working hours. The building has a basic security system installed with CCTV	LOW
Work Processes	The Electric Rooms, Boiler Room etc. are areas with significant ignition sources. However, there would appear to be adequate control.	LOW
Equipment Installation	Equipment is installed to appropriate standards, with a regular maintenance programme and current electrical and other installation test certificates.	LOW
Flammable, combustible and other dangerous materials	Control and or mitigation measures are in place, which are consistent with the risk assessment, and appropriate to the nature and activity of the operation to conform to the DSEAR regulations.	LOW
Exterior Ignition sources	There are no combustibles of any kind incinerated adjacent to the risk areas or hazards from electrics, eg. Neon-signs.	LOW

Cooking Facilities	A ground floor tea point is provided.	MEDIUM
Heating	A conventional low-risk heating system is installed. The boiler room is situated at lower ground floor level. The system is regularly serviced.	MEDIUM

POTENTIAL FOR DEVELOPMENT OF A FIRE		
		Risk Potential
Development in Risk Area	An office building with adequate standards of housekeeping. Small quantities of flammable materials are present with substantial space from ignition sources.	MEDIUM
Development Beyond Risk Area	There is a good degree of fire resisting separation between the risk areas in the building.	MEDIUM
Construction	The building is of traditional construction with non-combustible walls. A level of compartmentation is provided horizontally.	LOW
Housekeeping	Waste storage is removed from the premises on a regular basis.	LOW
Fire Detection	A manual electrically operated "break glass" Fire Alarm system is provided. Automatic fire detection system has been integrated into the system in the majority of areas in the building to L4 standard. There is evidence of maintenance.	
Fire Fighting Equipment	Fire fighting equipment is provided to the correct British Standard with evidence of maintenance.	

<u>LIFE RISK CONSEQUENCES FOR OCCUPANTS</u>	
Travel Distance	Travel distances for means of escape purposes conform to national codes of practice.
Visibility	All exits from the risk areas are immediately obvious and signed. There are sufficient exits to comply with means of escape requirements. The majority of the occupants are familiar with the premises.
Occupancy	To my knowledge, the occupants are able bodied with a good level of alertness. They have a good working knowledge of the building and its escape routes. However, visitors and on occasion disabled persons do not have knowledge of the building.

Access for Fire Fighting & Fire Fighter Safety	<p>Access for Fire Brigade vehicles & personnel is good. Arrangements are in place for the Fire Brigade to be informed of any changes to the building layout and the storage or use of hazardous materials. Suitable external signage of hazardous materials will be displayed if hazardous materials are to be used on site.</p> <p>The responsible person has considered: -</p> <ol style="list-style-type: none"> 1) Any possible issues, which might damage or affect the environment in case of fire. 2) The possible effects of fire spread to or from an adjoining building(s).
Lighting	An Emergency Lighting system has been provided throughout the building with evidence of maintenance
Fire Alarm (means of giving warning)	Please see comments under Fire Detection above.
Management	The Responsible Persons for the building requires fire safety training.

SUMMARY OF SIGNIFICANT FINDINGS AND ACTION REQUIRED

Means of Escape

- 1.1 The missing ceiling tiles in a number of locations should be replaced.

ACTION – 1 MONTH – Raised in the last assessment

- 1.2 If the access door between the Communities First offices is re-hung this will create an inner-inner room situation that should then not be occupied.

ACTION – Advisory

- 1.3 The door to the last office on the left in the ground floor corridor has had its locks removed leaving holes that need to be filled with material to achieve the required fire resistance.

ACTION – 1 MONTH – Raised in the last assessment

- 1.4 The fire door to the kitchen was wedged open at time of this assessment. This practice should cease. However, the cooker had been removed and as long as only microwaves / kettles are used rather than cookers and toasters, then this is acceptable.

ACTION – Advisory

- 1.5 The display boards next to the main entrance and in the foyer should be of a fire resistant material. However, they are currently not being used.

ACTION – Responsible person to consider

- 1.6 The gate for the final exit from the lower ground floor has come off its guide rails and the Caretaker has difficulty opening it. This is unacceptable for fire evacuation purposes and must be addressed urgently. Combustible materials are also kept there.

ACTION – IMMEDIATE- Raised in the last assessment

- 1.7 The Boiler house fire door requires intumescent and cold smoke seals.

ACTION – 1 MONTH – Raised in the last assessment

- 1.8 Cold smoke seals should be fitted to the fire doors enclosing the staircases at lower, ground, and first floor levels.

ACTION – 1 MONTH – Raised in the last assessment

- 1.9 Cold smoke seals should be fitted to the kitchen fire door; however, if this is not used as a kitchen (see 1.4), then this is not required.

ACTION – 1 MONTH – Responsible person to consider.

- 1.10 The stable door installed for Gwent Police (who have now vacated the premises) is acceptable from a fire safety point of view but may not be from a health and safety viewpoint depending on any future occupation of the room / rooms. A fire door keep shut sign is required.

ACTION – Responsible person to consider, but the signage should be done in 1 week.

- 1.11 The fire door to the lower ground floor is catching on the carpet and needs adjustment.

ACTION – IMMEDIATE – Raised in the last Health and Safety inspection.

- 1.12 The self-closer to the lower ground floor meeting room has been removed and requires replacement.

ACTION – 1 WEEK – Raised in the last Health and Safety inspection.

- 1.13 The lower ground floor office was inaccessible as the Cleaner did not have the key. During the last Health and Safety inspection it was identified that the fire door to the office was catching on the carpet and required adjustment.

ACTION – Confirm the door was adjusted.

- 1.14 The push code lock on the fire door to the lower ground floor must be removed. This is a means of escape and if you do not know the code then it is not accessible. The Cleaner told me this was put in for the Police but it should never have been.

ACTION – 1 WEEK

2.0 Fire Alarm System

- 2.1 The Responsible Person should test the alarm on a weekly basis from a different call point and record in a logbook. Currently this seems to be done monthly.

ACTION – IMMEDIATE

- 2.2 I saw evidence that the fire alarm system is being serviced to comply with BS 5839 Part 1: However, this must be recorded in the logbook. Have the identified faults in the maintenance records been addressed?

ACTION – 1 MONTH

- 2.3 The Lower Ground floor toilet that is equipped as a disabled WC will require:-
- if used as a staff only toilet a system to check on activation of the alarm
 - if publically accessible a visual alarm beacon

ACTION – 1 MONTH – Responsible person to consider

- 2.4 The fire alarm panel requires a zone drawing.

ACTION – 1 WEEK

3.0 Lighting

- 3.1 Please confirm there is emergency lighting in the lower ground storeroom and void.

ACTION – 1 MONTH – Raised in the last assessment

- 3.2 Please confirm someone is carrying out the monthly tests of the emergency lighting system and recording this in a logbook.

ACTION – IMMEDIATE

- 3.3 The emergency lighting system seems to be serviced to comply with BS 5266 Part 1: Have the identified faults in the maintenance records been addressed?

ACTION – 1 MONTH

4.0 Fire Fighting Equipment

- 4.1 No issues to report.

ACTION – 1 MONTH

5.0 Fire Routines / Fire Management

- 5.1 The Responsible Person should carry out fire drills at least every 6 months.

ACTION – IMMEDIATE – Raised in the last assessment

- 5.2 The Responsible Person should develop a fire evacuation procedure that takes into account all occupiers, visitors etc particularly with regard to evening meetings that may have people with disabilities present. The only procedure I could see displayed was a very old (when the building was a finance district office) procedure that is out of date.

ACTION – IMMEDIATE – Raised in the last assessment

6.0 Physically Challenged Visitors

- 6.1 The Responsible Person should develop a fire evacuation procedure that takes into account the above. This may require the provision of an evacuation chair and refuge area as the first floor is accessible by a lift.

ACTION – IMMEDIATE – Raised in the last assessment

7.0 General

- 7.1 The Responsible Person should receive fire safety training.

ACTION – 1 MONTH

- 7.2 No access was available to the Lower Ground floor 'void' store area at time of this assessment. Unable to confirm if Emergency lighting or AFD is fitted.

ACTION – Unacceptable that the cleaner does not have access. Raised in the last assessment

- 7.3 Portable appliance parts are erratic, for example, some seem up-to-date and others not permanently because they have been brought on site.

ACTION – 1 MONTH

- 7.4 There is an overloading risk in the Town Council Welfare Room, as a kettle and toaster are plugged into an extension lead. There is also a risk that the toaster will activate the smoke detector.

ACTION – 1 WEEK

Can you please respond with your action plan within one month of the assessment.

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Office Risk Assessment

Organisation name: Abertillery and Llanhilleth Community Council

Date of assessment: 14/03/18

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by who?	Action by when?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages.	<ul style="list-style-type: none"> General good housekeeping is carried out. All areas are well lit, including stairs. Trailing leads or cables are moved or protected. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately. Cleaner is in once a day to clean and look out for any spillages 				
Manual handling	Staff risk injuries or back pain from handling heavy/bulky objects, eg deliveries of paper.	<ul style="list-style-type: none"> Heavy items are stored/accessible at the appropriate height. Staff are aware/trained on how to split heavy loads and make them easier to handle. Staff are aware of not moving heavy items when working alone. 				
Working at height	Falls from any height can cause bruising and fractures.	<ul style="list-style-type: none"> Appropriate step ladder available for use if necessary. 				
Health of workers in the office environment.	All staff could be affected by factors such as lack of job control, bullying, not knowing their role etc.	<ul style="list-style-type: none"> Staff can speak confidentially to a supervisor or manager if they're feeling unwell or ill at ease about things at work. The two members of staff are experienced and should be able to manage workloads, and they communicate daily. The deputy Clerk has attended and passed "Emergency at Work" First Aid course and a First Aid Kit is available in the Clerks Office. 				
Computers, laptops and similar equipment	Staff risk posture problems and pain, discomfort or injuries, eg to their hands/arms, from overuse or improper use or from poorly designed workstations or work environments. Headaches or sore eyes can also occur, eg if the lighting is poor.	<ul style="list-style-type: none"> Review assessment upon change to user or equipment. Work planned to include change of activity or regular breaks. 				

Office Risk Assessment

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by who?	Action by when?	Done
Fire	If trapped, staff could suffer fatal injuries from smoke inhalation/burns.	<ul style="list-style-type: none"> Fire risk assessment has been completed and adequate fire safety measures are in place. Fire alarm tested regularly. Fire drills carried out at least once a year. Regular checks made to ensure escape routes and fire exit doors are not obstructed. 				
Work equipment	Staff could get electrical shocks or burns from using faulty electrical equipment. Staff may also suffer injury from moving parts of equipment or unbalanced equipment.	<ul style="list-style-type: none"> All new equipment checked before first use to ensure there are no obvious accessible dangerous moving parts, or slinging of the equipment does not cause additional hazards. Staff encouraged to spot and report any defective plugs, discoloured sockets or damaged cable/equipment. Defective equipment taken out of use safely and promptly replaced. Yearly PAT testing takes place 				
Lone working and visiting	Staff could suffer injury or ill health while working alone in the office or while out of the office, eg when visiting clients' offices.	<ul style="list-style-type: none"> Staff leave details of visits in the office and give a contact number. Chair and Vice Chair are informed when a member of staff will be working alone on individual days. Chair has contact details for both members of staff. Each staff member has contact details of the other. Each staff member will keep mobile phones with them when they are alone in the office. When working alone staff should keep mobile phones with them at all times. Access to the building is restricted and controlled via CCTV to ensure the safety of staff 	Review of Building Security Arrangements to ensure only authorised people have access and that they are aware of any and all emergency processes and procedures	HR Committee	31/04/2018	
Lift in building	Individuals may become trapped in the lift if they use it when on their own in the building	<ul style="list-style-type: none"> The Lift is very rarely used as the building only has three floors, the lift should never be used if an individual is on their own in the building. The Borough Council who own the building are aware of the issue with the lift and no external alarm. 				

Office Risk Assessment

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by who?	Action by when?	Done
Security Control of Building	<p>(1) Staff may be harmed (harassment/ threatening behaviour is classified as harm) if a disgruntled person gains access to the building.</p> <p>(2) Councillors and members of the public may have an accident if in the building, and if no staff available then the Council may face prosecution under Health and Safety Law, as the staff are the Health and Safety/Fire Officers</p>	<ul style="list-style-type: none"> Access is limited to a few Councillors and members of staff. 	Review of Key Fob ownership to ensure access is only by authorised and essential persons	HR Committee	31/04/2018	

It is important you discuss your assessment and proposed actions with staff or their representatives.

You should review your risk assessment if you think it might no longer be valid, eg following an accident in the workplace, or if there are any significant changes to the hazards in your office, such as new work equipment or work activities.

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