

Appendix F - Health and Safety: building maintenance schedule & relevant risk assessments

Health and Safety & Maintenance Schedule Checklist

Weekly	Monthly	Quarterly	6 Monthly	Annually
Fire Alarm – Park Ranger	Fire Extinguisher Visual Check – Park Ranger	Heat Pump - Property Services /Contractors	First Aid Kit – Park Ranger	Water Heater - Property Services /Contractors
Emergency Lighting Charging Check – Park Ranger	Emergency Lighting Operation Check – Park Ranger		Intruder Alarm – Property Services /Contractors	Expansion Vessel - Property Services /Contractors
Cleaning has taken place – Park Ranger	Cold Water Check - Property Services /Contractors		Fire Alarm - Property Services /Contractors	Emergency Light 3 Hour Discharge Test - Property Services /Contractors
	Water Temperature Check - Property Services /Contractors		All H & S Signage – Park Ranger	Fire Extinguisher Check Property Services /Contractors -
			TMC Valve - Property Services /Contractors	

Health and Safety Testing

Within the red folder in the HIVE, is a sheet to record these tests have taken place.

Fire Alarm: This should be tested on a weekly basis:

🔧 There are videos on YouTube to assist with this, use the names below to find them. The keys are located on top of the panel.

Panel: C-TEC – RED key

Sounder: APOLLO – WHITE key

1. Make sure you have both the red and the white key.
2. Insert the red key into the panel and turn 90 degrees. This enables access to the panel buttons, it will light up and make a noise.
3. Firmly push the centre of the white box of the APOLLO sounder unit. It will go inwards and rotate. This will cause the fire alarm and the intruder alarm to sound.
4. Line up and insert the white key to the bottom of the sounder unit, turn the key. This should realign the white panel of the sounder back to its original straight position.
5. On the panel, press the “silence/resound sounders.”
6. Press “Control Panel Reset.”
7. The fire alarm will then be silenced. Turn the key to the “0” position.
8. The intruder alarm will still be sounding. To deactivate type the code into each panel and press “No.”

Fire Extinguisher: This should be checked monthly

Each month check the fire alarm is in the correct place and hasn't been tampered with: i.e. the seals are in place.

Emergency Lighting

- ⚙ Weekly Test: Look at each of the emergency lighting units, each should have an additional small green light. Check this is on. This means that the emergency lighting unit is charging.
- ⚙ Monthly Test: You will need the "fish key" (again on top of the fire alarm panel). Turn all lights off. Place the fish key into the slot next to the light switches. Rock the fish key to the top and bottom of the slot, this should turn on and off the emergency lighting.

Water Temperature: this should be tested on a monthly basis by contractors

Hold the thermometer under the tap for 2-3 minutes and see the resulting temperature.
See the attached water temperature document.

First Aid Kit

Every six months (or more often) check the contents of the first aid kit: in date, and all present.

Templates of H&S Checklists

Leavesden HIVE

Health and Safety Checklist

Please enter the date that the check took place. When complete, please file in folder for M&E yearly inspection.

Weekly checks

Fire Alarm Tested	Emergency Lighting Charging Check	Cleaning has taken place

Monthly checks

Fire Extinguisher Visual Check	Emergency Lighting Operation Check	Cold Water Check Carried Out

6 Monthly checks

First Aid Kit	Intruder Alarm	All H & S Signage

Please ensure that if you find a fault with anything on this list, you must record the details in the boxes below as well as reporting it to the TRDC Leisure Development team (01923 778611) immediately.

Any issues recorded:	Action taken:

Signature of Park Ranger:	Printed Name of Park Ranger:

SITE CHECK FORM

Name of Site: Leavesden HIVE	Date of session/activity:
Form completed by:	Time of session/activity:

It is the session leader/hirer's responsibility to ensure a check is carried out at the start and end of every session. Please sign and complete the time that the check was completed at the end of the form.

	Start	End
Fire Equipment:		
Clear & unobstructed		
Clearly/correctly labelled		
In correct position		
Within expiry date??		
Kitchenette:		
Clean and usable		
Electrical equipment PAT test (yearly expiry date)		
Interior of building:		
Lighting adequate & working		
Litter picked up		
Bins available		
Electricity – plug sockets off, no wires exposed		
Windows / doors / glass		
Exterior of building:		
Litter picked up		
Fences to a suitable standard		
Windows / doors / glass		
Equipment:		
In working order		
Clean and usable		
Electrical equipment PAT test (expiry date of 2yrs)		
First Aid Kits:		
In correct location		
Fully equipped		
Accident / Incident forms available		
Head Injury Advice form available		
Other:		
Risk Assessment completed, signed by session leader/hirer		

Please ensure that if you find a fault with anything on this list either at the beginning or the end of a session, you must record the details in the boxes below as well as reporting it to both the facility manager and the TRDC Leisure Development team (01923 778611) immediately.

Any issues recorded:	Action taken:

Signature of session leader/hirer:	Start	End
Printed Name of session leader/hirer:		

Copy of Fire Evac Procedure

Leavesden HIVE

Emergency Evacuation Procedure

Site address: Leavesden HIVE, Leavesden Country Park, off College Road, Abbots Langley, WDS 0NX

Emergency Assembly Point: the top car park opposite Leavesden Cycle Hub

Do not put yourself or anyone else in danger, if in doubt- get out!

The following procedures are to be observed in the event of a need to evacuate Leavesden HIVE. The Fire Alarm will be activated to signal an emergency evacuation: this could be for a fire, a bomb alert or a practice drill.

Staff and hirers, are responsible for their own evacuation and that of their visitors, temporary staff and contractors.

Staff and hirers must ensure that they are made aware of these emergency evacuation procedures.

Instructions for the session leader operating within Leavesden HIVE

If you discover a Fire or other emergency situation:

- ✦ Raise the alarm by operating the nearest fire alarm. Press the white panel with force
- ✦ Phone the fire brigade (999)
- ✦ Evacuate the building immediately and move all people to the fire evacuation point, closing all doors behind you if possible
- ✦ DO NOT re-enter Leavesden HIVE until the emergency services have arrived and declared the building safe to enter

If the fire alarm sounds:

- ✦ Evacuate the building immediately via the nearest exit. Do not collect any belongings
- ✦ Move to the assembly point and report to the fire warden for further instruction
- ✦ DO NOT re-enter Leavesden HIVE until the emergency services have arrived and declared the building safe to enter

Instructions for the fire warden operating within Leavesden HIVE

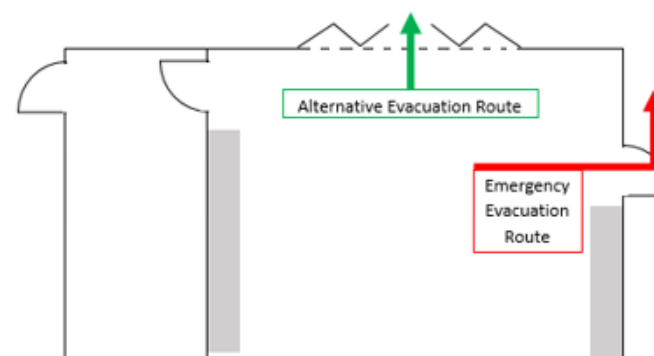
If you discover a Fire or other emergency situation:

- ✦ Ensure all staff have heard the fire alarm and are aware of the risk
- ✦ Assuming you have been trained to do so and feel competent use the fire equipment to fight the fire using the fire extinguishers
- ✦ Contact the fire brigade as soon as possible
- ✦ Assist with the evacuation of all users as quickly as possible and ensure people move to the fire assembly point
- ✦ Alert the Woodlands YMCA premises by triggering the fire alarm, ensure the Woodlands Café and Leavesden Cycle Hub are alerted also
- ✦ Collect any registers (if applicable) and a first aid kit. Complete the register as soon as possible once at the fire assembly point
- ✦ Do not allow anyone to re-enter the building until the emergency services have arrived and declared the building safe to enter

If the fire alarm sounds:

- ✦ Evacuate the building immediately via the nearest exit. Do not collect any belongings
- ✦ Direct everyone to the assembly point
- ✦ Investigate if the issue is a false alarm or if there is a fire present
- ✦ If a fire is present follow the above procedure and phone 999

Emergency Evacuation routes exiting Leavesden HIVE to the Emergency assembly point



Standard Risk Assessment

RISK ASSESSMENT FOR: Leavesden HIVE for staff, activity providers and hirers		ESTABLISHMENT: Three Rivers District Council – Leavesden HIVE, Leavesden Country Park, Leavesden, WD5 0GU	
Assessment by: Lisa Cook	Date: 10/11/2020	Manager Approval: Charlotte Gomes	Date: 10/11/2020

This form records the significant findings of a risk assessment and details any action required to reduce risk further, where existing actions (control measures) are insufficient.

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Plug Sockets	Staff/Activity Provider/Hirer /Participants Electric Shock Fire	Plug sockets are only used by Staff/Activity Provider/Hirer. All sockets are tested and comply with health and safety guidelines.	Electrical Equipment to be PAT tested by Three Rivers District Council.	Three Rivers District Council Facilities	yearly	yes
Fire	Staff/Activity Provider/Hirer /Participants Burning Suffocation Death	Staff/Activity Provider/Hirer to advise procedure for fire evacuation at the beginning of session. All to assemble in the car park. Staff/Activity Provider/Hirer to take register/signing in sheet, then call emergency services (this can be delegated to TRDC staff) and alert emergency services if someone is missing. Details of address are above. Fire doors are kept closed and emergency exits are kept clear.	n/a			
Shelves/Cupboard	Staff/Activity Provider/Hirer /Participants Falling Objects/books could cause injury.	Ensure room set up is away from cupboards / shelving units.	n/a			
Chairs/Tables	Staff/Activity Provider/Hirer /Participants Trips and Falls	Staff/Activity Provider/Hirer to check all furniture before the start of the session and include findings on Site Check Form. Chairs to be stacked at a suitable height and at the side of the room.	n/a			
Flooring	Staff/Activity Provider/Hirer /Participants Trips and Falls	Staff/Activity Provider/Hirer to perform a routine site check of the Leavesden HIVE prior to the start of ALL sessions and record findings on the Site Check form. Clear up any hazardous items on the floor immediately.	n/a			
Tea and Coffee Making area	Staff/Activity Provider/Hirer /Participants Scolding	Staff/Activity Provider/Hirer to supervise any hot water use.				

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Equipment	Staff/Activity Provider/Hirer /Participants Damage / Cost Implications	All equipment for the session/activity to be brought by Staff/Activity Provider/Hirer and tidied away/taken away at the end of the session. Staff/Activity Provider/Hirer are not to use any other equipment for sessions/ activities.	n/a			
Manual Handling	Staff/Activity Provider/Hirer /Participants Strains / injury	Staff/Activity Provider/Hirer to take care when moving furniture and always follow manual handling procedures.				

Assessment review date: [November 2021]

Assessment: Low risk

Risk level:	Level of precautions:
Trivial / Tolerable (low risk)	No or minimal precautions likely to be required.
Moderate risk (medium risk)	Precautions required to reduce the risk; if precautions are not possible or of limited effect, you should consider the risk versus the benefit of proceeding.
Substantial/intolerable risks (high risk)	The activity must not proceed without precautions to remove or reduce the risk.