



HALE PARISH COUNCIL OF THE HALTON BOROUGH IN THE COUNTY OF CHESHIRE



MEMBERS OF THE COUNCIL ARE SUMMONED TO THE EXTRA-ORDINARY MEETING OF HALE PARISH COUNCIL

TO BE HELD AT 6PM ON 19th DAY OF DECEMBER 2019 IN HALE VILLAGE HALL,
HIGH STREET, HALE VILLAGE, HALTON, CHESHIRE, L24 4AE.

Cllr L Trevaskis (Chairman)

Note to Councillors:

If you are unable to attend the meeting, please notify the clerk of your apologies either by e-mail clerk@haleparishcouncil.gov.uk or telephone 01772 733829

Note to Public:

Members of the public wishing to address the Council should note that they must advise the clerk before 10am on the day of the meeting both of their wish to participate in the public forum and their topic. If residents fail to inform the clerk prior to the meeting, permission to speak at the meeting will be at the discretion of the Council. All participants are restricted to a maximum of three minutes. If the public wish to ask the Council questions, please note that the Council may not be able to answer the question if the council has not considered or resolved the question on an agenda item at a prior meeting. Should this be the case, the Council will advise correspondence with the clerk to request the item be discussed at a future parish council meeting. If the question is considered outside the remit of Hale Parish Council, residents will be referred to Halton Borough Council.

MEETING AGENDA

1. To receive Apologies.
2. To receive Declarations of Interest.
3. To adjourn the meeting for a period of public participation.
4. To consider the appointment of a qualified professional to review the policies of the Parish Council relating to Health and Safety, amend or draw up new policies as required and produce appropriate risk assessments as required so as to meet the statutory responsibilities of the Parish Council in respect of its activities and whether it would be appropriate to engage that qualified person to be appointed on an ongoing basis to act as the 'competent person' who would review and advise with regard to Health and Safety issues and undertake risk assessment checks as required in respect of Hale Parish Council activities including any responsibilities with regard to external contractors.

Please see attached quotations for a one off review as above and also an ongoing contract to act as a 'competent person' in order to protect the Parish Council in the future as also outlined above.

Risk Management Proposal/Contract

For

Hale Parish Council,

Hale Village Hall,

High Street,

Hale,

Halton,

Cheshire,

L24 4AE

Prepared by:
Stuart Johnston CMIOSH, MIIRSM RSP,CBCI
Director

Risk Support Services Ltd
20-24 Faraday Road
Wavertree Technology Park
Liverpool L13 1EH
Telephone: 0151 494 4400
Mobile: 07794 140 955
Email: sjohnston@bsig.co.uk
www.risksupportservices.co.uk

Introduction & Gap Analysis

An Organisation's health and safety management systems and associated policies and procedures need to be managed, implemented and monitored in accordance with the Health and Safety Executives publication HS(G) 65 Successful Health and Safety Management, you must have access to competent Health and Safety Advice either in-house or out sourced to a competent consultant.

Organisations need to manage health and safety with the same degree of expertise and to the same standards as other core Organisation activities, controlling risks and preventing harm to people.

With this in mind our goal at Risk Support Services Ltd is to assist you in the design and implementation of a workable, integrated safety management system.

This document sets out the basis of the services that will be carried out by RSS.

The services:

- A full review of your health and safety file, specific to your Organisation, including:
 - health and safety policy statement,
 - individual responsibilities,
 - Organisation arrangements for implementation
- Conducting a Fire Risk Assessment for your Village Hall
- Production of risk assessments for your village Hall,
- Assessment of sub-contractor risk assessments and procedures

Summary

Risk Support Services Ltd will on a one off arrangement conduct the service as detailed on the previous page in the section titled The Services. The services detailed above will be tailored to suit your individual needs.

Cost

Risk Management Support

The anticipated cost based on the information available to date would be structured as follows: -

£900.00 + VAT

Terms of Payment

- Payment in full prior to any work commencing.

Our flexible approach allows the service we provide to be tailored to suit your requirements; the needs of your Organisation and, on an ongoing basis, provide a programme for continual improvement.

Please could you sign below and return via email to sjohnston@bsig.co.uk

Signed for and on behalf of

Hale Parish Council

Name:

Position:

Signature:

Date:

Signed for and on behalf of

Risk Support Services Ltd

Name: Stuart Johnston

Position: Director

Signature: *SJohnston*

Date: 13th December 2019

Risk Management Proposal/Contract

For

Hale Parish Council,

Hale Village Hall,

High Street,

Hale,

Halton,

Cheshire,

L24 4AE

Prepared by:
Stuart Johnston CMIOSH, MIIRSM RSP,CBCI
Director

Risk Support Services Ltd
20-24 Faraday Road
Wavertree Technology Park
Liverpool L13 1EH
Telephone: 0151 494 4400
Mobile: 07794 140 955
Email: sjohnston@bsig.co.uk
www.risksupportservices.co.uk

Introduction & Gap Analysis

An Organisation's health and safety management systems and associated policies and procedures need to be managed, implemented and monitored in accordance with the Health and Safety Executives publication HS(G) 65 Successful Health and Safety Management, you must have access to competent Health and Safety Advice either in-house or out sourced to a competent consultant.

Organisations need to manage health and safety with the same degree of expertise and to the same standards as other core Organisation activities, controlling risks and preventing harm to people.

With this in mind our goal at Risk Support Services Ltd is to assist you in the design and implementation of a workable, integrated safety management system.

This document sets out the basis of the services that will be carried out by RSS.

The services:

- Acting as Hale Parish Council's competent external advisor for Health and Safety in line with the requirements of the Health & Safety at Work etc. Act 1974
- A full review of your health and safety file, specific to your Organisation, including:
 - health and safety policy statement,
 - individual responsibilities,
 - Organisation arrangements for implementation
- Conducting a Fire Risk Assessments for your Village Hall
- Liaising with you on day to day health and safety matters,
- Production of risk assessments for your village Hall,
- Production of any COSHH assessments required
- Advice and assistance in putting forward policies and procedures to be more proactive in regards to health and safety management,
- Management of the safety of sub-contractors to be used
- Assessment of sub-contractor risk assessments and procedures
- Formulation of a trusted sub-contractor data base
- Telephone and e-mail support service from our risk management team,
- Advice and assistance in the implementation of any legislation updates that are relevant to your Organisation,
- Advice and assistance in communications with legal bodies e.g. HSE, local authority etc.,

Summary

Risk Support Services Ltd will act as the competent person for health and safety advice for Hale Parish Council. The services detailed above will be tailored across the Organisation to suit your individual needs. For this to be achieved a plan of action must take into account the financial costs involved and budget for these accordingly. Consequently we recommend an ongoing programme with a rolling 3 month release clause, to ensure that the Organisation does not allow a lapse in its requirements towards health and safety.

Cost

Risk Management Support

The anticipated cost based on the information available to date would be structured as follows: -

£75.00 + VAT per month

We reserve the right to vary the fixed monthly fee following the initial 12 month period upon giving 3 months' notice to you of the proposed variation, but you shall not be obliged to accept the proposed variation and you shall have the right to give notice to discontinue this agreement if you are not agreeable to the proposed variation

Terms of Payment

- A monthly instalment arrangement.

We would kindly ask you to set up a monthly standing order payable on or around the 7th of the month

Our flexible approach allows the service we provide to be tailored to suit your requirements; the needs of your Organisation and, on an ongoing basis, provide a programme for continual improvement.

Please could you sign below and return via email to sjohnston@bsig.co.uk

Signed for and on behalf of

Hale Parish Council

Name:

Position:

Signature:

Date:

Signed for and on behalf of

Risk Support Services Ltd

Name: Stuart Johnston

Position: Director

Signature: *SJohnston*

Date: 12th December 2019

Hi Luke

I enclose costs for your attention

To carry out a Risk Assessment at Hale Village Hall and General maintenance works including – Hedge trimming, highway control, general maintenance and clearing /disposing of waste

To provide a comprehensive report to ensure compliance with the current Health and Safety Executive.

To supply a Accident book

Cost £299.00 per site / Assessment

All costs plus VAT at the current rate

The Assessment and report will address -

Identify Hazards

Who might be harmed and how

Current procedures and controls

Additional measures to control risks

Record findings

An action plan will be given in the event of any areas of non compliance

All our Assessors have completed a NEBOSH General Certificate

Discounts off our retained advisor service for the responsible person and VIP Package

We also offer – Fire Risk Assessments – Method Statements - Fire Safety Training – Fire extinguishers

Fire alarm testing – Emergency lighting testing

If you need any further information please contact me

Fire safety training for up to 10 staff just £9.99 a massive saving on the regular costs of £199.00

Regards Andy

Fire Protection Services

[0151 230 1909](tel:01512301909)



Hi Luke

Please find attached a useful safety checklist for village / community centres.

To compile a risk assessment for your community centre to include hirers, maintenance etc. And to include additional risk assessments that may be required for hedge trimming, highway control, digging, and clearing of waste etc. We estimate this will be half a days work for one of our consultants. The quote would also include communication with yourself or delegated person/s to make sure all aspect were covered. We normally provide draft copies of the assessments for your consideration initially and then finalise when the assessment has been agreed with all parties.

Our rate for half a day's work is £295+vat – if this is something you wish to pursue please let me know and I will send you an official quote for your consideration.

Kind regards

Steve

From: Luke Trevaskis <luke.trevaskis@haleparishcouncil.gov.uk>

Sent: 04 December 2019 12:56

To: Steve Winstanley <Steve@complyatwork.co.uk>

Subject: Re: risk assessments required by the Parish Council

Hi Steve,

Thanks for your email. We would require a general usage risk assessment for the community centre that can be made available to hirers, in addition to a maintenance risk assessment for the caretaker/cleaner.

Regards,
Luke

On Wed, 20 Nov 2019 at 08:38, Steve Winstanley <Steve@complyatwork.co.uk> wrote:

Hi Luke

With regard to your email and our telephone conversation yesterday.

We do indeed compile risk assessments but we would require some more details to give you an accurate quote for your requested work.

Your first request seems quite straight forward and could be done within one document, namely one for general maintenance work that would include the following:-

- Use of equipment – hedge trimmer (could you please confirm the power source for this unit - electrical/ petrol) Could you also let me know what other equipment that may be utilised e.g. hand held (shovels etc) or power tools.
- Highway control – I presume some of the work would be carried out on a road verge or close to a vehicle road. Could you confirm how busy the road is and if you use any signage or barriers at the moment.
- Clearing of waste – could you briefly describe how this is done (do you use wheel barrows etc.)
- With regard to the workforce (volunteers/employees) Who would be using the hedge trimmer and could we establish they are competent to use it
- Would any of your work force be classed as a young person (under 18) or a child (under 16)

Please note voluntary organisations still have a legal obligation to consider the "duty of care" that they have to their volunteers.

With regard to your second request for a risk assessment for your Community Centre. I am not to clear on what you would like this to cover. Is this still a general maintenance assessment or is it for the usage of the community centre on a day to day bases.

If you could clarify my questions above it would help me put together a comprehensive quote for you.

Finally, would the work require a site visit or could we compile the assessments for you from our office, this would include possibly a few more phone calls or emails to finalise the assessments.

Kind regards

Steve

Fwd: Risk Assessments Inbox x

Luke Trevaskis
to me

10:32 PM (42 minutes ago)

----- Forwarded message -----

From: **Jason Moore** <jason@premierriskservices.co.uk>

Date: Tue, 19 Nov 2019 at 14:31

Subject: Re: Risk Assessments

To: Luke Trevaskis <luke.trevaskis@haleparishcouncil.gov.uk>

Cc: info@premierrisk.co.uk <info@premierrisk.co.uk>

Good afternoon Luke
Many thanks for your email.

We can provide the general task risk assessments as listed and the Village Hall pack for £325 + VAT
This would include a visit from one of our qualified team of consultants to establish the needs and gather the relevant information.

Then we would supply a documentation pack within 5 working days covering the task based risk assessments, the Community Centre facility, and also include an action plan for you to manage and monitor.
Naturally we would also advise on what we think would compliment the above in an effort to support you.

If this is of interest then let me know and we will be happy to provide more details/ book this in.

Have a good day.

Best regards

Jason A Moore
Managing Director

O. 01937 222 072
M. 07792 099 377



Tadcaster Enterprise Park, Commer House,
Station Road, Tadcaster, North Yorkshire, LS24 9JF
www.premierriskservices.co.uk

Important notice: the contents of this email, which includes any attachments, are private and confidential and are intended to be read by the intended recipient only. If you are not the intended recipient please contact us immediately. If you are not the intended recipient, please destroy all copies of this email and do not read, copy, print, disclose to any third party or take any action in reliance of this email.

Fwd: Risk Assessments Inbox x

Luke Trevaskis
to me ▾

10:32 PM (42 minutes ago) ☆ ↵

----- Forwarded message -----

From: <cpaulspencer@aol.com>
Date: Tue, 19 Nov 2019 at 17:41
Subject: Re: Risk Assessments
To: <luke.trevaskis@haleparishcouncil.gov.uk>

Hi Luke

Thanks for your email. I can confirm we can put all of the required risk assessments together. If its just the general maintenance works and premises risk assessment of the Community Centre our fee would be £500 plus vat. If you require a Fire Risk Assessment of the Community Hall there would be an additional fee of £250 plus vat. Please let me know your thoughts.

Thanks Paul