

St Just in Roseland Parish Council

Millennium Rooms Building

Maintenance and Safety Policy



1. Purpose

This policy outlines the procedures and responsibilities for maintaining the Millennium Rooms building and ensuring the safety of all employees, contractors, and visitors. The goal is to create a safe, clean, and functional environment for staff and guests while complying with relevant health and safety regulations.

2. Scope

This policy applies to all employees, volunteers, contractors, service providers, and visitors within the Millennium Rooms premises, including:

- Parish Office
- Roseland Visitor Centre
- Millennium Event Room
- Kitchen and toilets
- Server Room
- All other office/common areas

3. Responsibilities

Building Management Team (Parish Office/Caretaker)

- Report all issues promptly
- Oversee regular building inspections, maintenance, and repair schedules.

Parish Office

- Ensure workers follow safety protocols and report hazards promptly.
- Conduct periodic safety drills (e.g., fire evacuation, first aid) and ensure staff readiness.
- Ensure compliance with workplace safety regulations, including fire safety, emergency exits, and accessibility.
- Maintain a maintenance log for inspections and repairs.

Staff/Volunteers/Visitors

- Comply with building safety rules and procedures at all times.
- Report any hazardous conditions (e.g., spills, electrical issues) immediately.

Contractors and Third-Party Service Providers

- Follow building safety guidelines and regulations when working on-site.
- Notify Building Management Team immediately in case of a safety concern.

4. Building Maintenance Standards

Preventive Maintenance (Parish Office)

- Maintain a schedule for the office building's heating systems, electrical systems, IT systems, plumbing, lighting, stairlift and fire safety equipment.
- Keep records of all maintenance and inspections.

Corrective Maintenance (Parish Office, Caretaker)

- Respond promptly to reported issues such as leaking pipes, malfunctioning equipment, or broken furniture.
- Prioritize repairs that pose safety risks, such as electrical faults, fire hazards, or structural damage.
- Ensure that areas with ongoing maintenance are clearly marked and isolated from high-traffic areas to avoid accidents.

Emergency Maintenance

- Maintain a process for handling emergency repairs (e.g., heating or air conditioning failure, water leaks, electrical outages).
 - Ensure the building management team (Parish Clerk, Parish Administrator, Caretaker) has emergency contact details for key contractors and service providers.
 - Ensure emergency exits, lighting, and pathways are always clear and operational.
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5. Safety Procedures

General Office Safety

- Maintain clean, dry, and well-lit work environments.
- Provide clear walkways and ensure that all aisles, stairways, and exit routes are unobstructed.
- Implement a **no-smoking** policy inside and outside the building.

Volunteer/Visitor Safety

- Provide visitors with an orientation of emergency procedures (e.g., fire exits, assembly areas).
- Display safety signs throughout the building.

Risk Assessments

- Evaluate potential hazards (e.g., exposure to cleaning chemicals, manual handling of furniture, electrical systems).
- Implement control measures such as cordoning off areas, or providing warnings to workers and visitors.

Emergency Procedures

- Establish a clear emergency response plan, including fire evacuation routes, first aid locations, and designated assembly points.
- Ensure fire extinguishers, first aid kits, and emergency alarms are easily accessible and regularly inspected.
- Organize fire drills at least twice a year.

Equipment

- Ensure the availability of appropriate PPE, such as gloves, when maintenance work or cleaning activities are underway.
 - Inspect all equipment and machinery (e.g. office cleaning equipment) regularly to ensure it is in proper working order.
 - Ensure that PAT testing is kept up to date for all small electrical equipment.
 - Ensure that the stairlift is serviced annually.
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6. Reporting and Incident Response

- All accidents, injuries, or near-misses must be reported to the Parish Office.
 - All accidents and injuries will be logged in the accident book.
 - An investigation will be conducted for all significant incidents, and corrective actions will be implemented.
 - Any unresolved safety hazards or building issues should be reported to the Building Management Team.
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7. Compliance and Legal Requirements

- Ensure that the building meets all local, state, and national safety regulations, including fire codes, accessibility laws (e.g., ADA), and environmental health standards.
 - Adhere to office-specific regulations, including office furniture setup and ergonomic safety.
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8. Review

- This policy will be reviewed every **two years** or sooner if required due to legislative or technological changes.
 - Continuously improve safety practices and maintenance procedures based on feedback and incident reports.
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Approved By: St Just in Roseland Parish Council

Effective Date: 01/12/25

Review Date: 01/12/27
