

**Health Welfare and Safety Panel Visits of Inspection 18.06.10**

**Present:**

**Councillors:**

Cllr John Swift, Cllr Barry Dobson (pm only)

**Union representatives:**

Colin Booth – GMB, Jill Adams – NUT, Ken Moore - Unite

**Officers:**

Mark Burkitt, (Health and Safety Officer),

**Wickersley Community Library –  
Bawtry Road**

(Present during the visit: - Daniel Baker - Building Manager, Clare Gundry – Library Manager).

**Lift to First Floor:**

The 'Call Button' operates on a manual basis only – The operator must hold the button until the lift arrives at the floor. This is proving to be troublesome with members of the public and on occasion has lead to panic when users apparently get stuck inside the lift.

A secondary 'wireless bell' has been installed inside the lift. This is too high for wheelchair users – Reposition the bell to an appropriate height.

The Exit door to the lift on the first floor requires a door stop to prevent the door from 'hitting' the handrail and the possibly the glass panel above the stair well.

**Access & Egress:**

At the main entrance, the first door is automatic and allows easy access to wheelchair users. However the second door opens outwards manually and poses a significant obstacle to the disabled. – Query whether this arrangement complies with the DDA regulations.

No provisions have been made to evacuate wheel chair users from the first floor. An 'Evac Chair or similar provision and staff training must be provided – This MUST issue be attended to immediately, as this contravenes the Regulatory Reform Fire Safety Order 2005.

The responsibility for maintenance of this building lies with the parish council, therefore these issues will be forwarded on to the parish council for their action if possible.

As above

As above

As above

Evac chair on site. Need to discuss with parish council where it can be fitted.

<p><b>Fire Issues:</b> No Fire Log Book is available for the Library, as the current arrangements are managed by the Parish Council who is Responsible for the building. RMBC controlled area must be managed by a Responsible person – The building managers should address this issue as soon as possible.</p> <p><b>House Keeping:</b> The Work Room/Staff Room and the Media Room look a little untidy any equipment on the floor must be removed as this poses a slips, trip and fall risk to staff. This issue could be addressed with the provision of suitable storage facilities.</p> <p><b>Clifton Park – Welfare Facilities</b> (Present during the visit: - Andy Lee - Park Manager, Daniel Baker - Building Managers).</p> <p><b>Cabin in overflow car park:</b> This cabin is basic but provides shelter from the elements and is a suitable rest area for staff. It is stocked with bottles water and first aid supplies. Seating and tables are also available.</p> <p><b>Pool Building:</b> This building requires final finishing of fixtures and fittings. This situation has arisen following the demise of the main contractor undertaking the park refurbishment works. Items such as, correct venting of the ice cream machine, fitting the internal door between the office and shop, and refitting the main counter to the kiosk. All these are defects that remain which should have been attended to be the main contractor.</p> <p><b>Staff Toilets:</b> One unisex/disabled toilet exists in the Pool Building and is suitable and sufficient for the office staff who occupy this building on a regular basis. Additional facilities are available in the museum building and more will come on line following the completion of the Garden Rooms.</p> <p><b>Public Changing and Toilets:</b> The panel noted the sparse provision of public toilets in the vicinity of the pool area and considered that 2 urinals and one toilet in the gents toilet, and 3 toilets in the ladies may not be sufficient during busy periods.</p>	<p>At present this is managed by the parish council's building manager. A meeting was held with the fire officer a couple of months ago as he is happy with the arrangements in place. The responsible person for the library ensures there is a fire evacuation procedure for the library. The Building Manager for the Council will request access to monitor the buildings records on a monthly basis to ensure is been kept up to date.</p> <p>This issue has been raised with staff and will be dealt with. Lack of storage is a problem but better housekeeping is needed.</p> <p>No comment required</p> <p>These issues will be picked up on with the completion of the contract. This is currently with RCP for resolution.</p> <p>No comment required</p> <p>No comment required</p>
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