



# Chailey Parish Council

## Health & Safety Policy

### 1. Policy Statement

Chailey Parish Council is committed to ensuring the health, safety, and welfare of all visitors, volunteers, and contractors at Chailey Windmill and the adjoining Granary, hereinafter referred to as the “Windmill Premises”. The Friends of Chailey Windmill (hereinafter “Friends”) is a voluntary organisation responsible for the day to day operation of the Windmill and Granary including its museum exhibits. This policy sets out responsibilities and procedures to minimise risks associated with operating and maintaining the Windmill Premises.

### 2. Scope

This policy applies to the Windmill Premises.

### 3. Responsibilities

#### Chailey Parish Council will:

- Ensure the Windmill Premises are structurally safe and comply with relevant building regulations;
- Ensure appropriate insurance coverage;
- Arrange annual fire safety checks;
- Ensure that electrical appliances are subject to Portable Appliance Testing (PAT) upon request from the Friends;
- Fund necessary repairs or maintenance identified by the Friends;
- Ensure in conjunction with the Friends that the Health & Safety Policy is in place and subject to annual review by both parties at the Council’s Annual Meeting; and
- Ensure compliance with legislation and safety standards.

## **The Friends will:**

- Conduct inspections of the Windmill Premises regularly and especially before public openings;
- Supervise visitors during opening hours and ensure safe access;
- Report maintenance issues or hazards to the Parish Council promptly;
- Ensure volunteers are aware of and follow safety procedures; and
- Maintain an Accident Book for recording any serious incidents or accidents.

## **4. Risk Assessment**

- A risk assessment will be conducted by the Friends before any public opening or event having particular regard to the potential hazards set out in the following paragraph.
- The risk assessment should ensure that:
  - Entrance steps and handrails are secure;
  - Floors on all levels are dry;
  - Stairs to all levels are dry and without obstructions;
  - All exhibits are secure and properly positioned to avoid items from falling;
  - Safety notices are in position and clearly visible;
  - Visitors are prevented from handling exhibits; and
  - Due regard is paid to fire and smoke hazards.

## **5. Emergency Procedures**

### **The Friends will ensure that:**

- Clear emergency exits and evacuation routes are displayed;
- A first aid kit is maintained and checked regularly;
- Serious incidents including accidents and near misses are recorded in the Accident Book;
- Serious incidents are reported to the Parish Council and to the HSE under RIDDOR where applicable; and
- Volunteers will be trained in:
  - Emergency evacuation procedures;
  - Use of fire extinguishers; and
  - Reporting incidents or injuries.

## **6. Visitors Safety**

### **The Friends will ensure that:**

- Visitors are supervised at all times;
- Where necessary, restricted areas or equipment (e.g. machinery and ladders) are clearly marked and inaccessible to the public; and
- Safety signage is displayed prominently.

## 7. **Volunteers Safety**

### **The Friends will ensure that:**

- Any volunteers employed by the Friends are made aware of this H&S policy and the risk assessments; and
- All new volunteers receive induction training, with refresher training as deemed necessary, covering in particular:
  - Correct procedures for manual handling;
  - Fire safety; and
  - Emergency procedures.

## 8. **Contractors and Maintenance**

### **The Friends will ensure that:**

- Any contractor or maintenance work is reported to the Parish Council;
- All work complies with current health and safety legislation;
- Any contractor engaged to undertake work on the premises provides suitable and sufficient risk assessments prior to the commencement of any work; and
- Volunteers do not attempt repairs that require professional skills.

## 9. **Monitoring and Review**

- This policy will be reviewed annually at the Parish Council's Annual Meeting or before if there is a significant incident, change in use, or legal requirement.
- Risk assessments, accident records, and maintenance logs will inform the review.
- Any updates will be communicated to the Parish Council, the Friends and volunteers.

## 10. **Policy Review and Approval**

**Approved by: Chailey Parish Council**

**Date:** 17<sup>th</sup> February 2026.

**Signed Chair, Chailey Parish Council:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed (Friends of Chailey Windmill Representative):** \_\_\_\_\_

**Date:** \_\_\_\_\_