

The Green, Glapwell, Chesterfield, Derby's, S44 5LW

Email: clerk@glapwell-pc.gov.uk

Telephone: 07354 361951

Website: www.glapwell-pc.gov.uk

GLAPWELL
PARISH COUNCIL



Operating Policies and Procedures

Document Purpose:

This document sets out the operating policies, procedures, and health & safety requirements for all activities and facilities managed **by Glapwell Parish Council and Glapwell Community Sports Association** (hereafter “the Association” remove?). The aim is to ensure safe, legal, and efficient operation of all premises, facilities, and services while protecting staff, volunteers, visitors, and the general public.

Scope:

This policy covers:

1. The Micro Pub
2. The Container Cafe
3. Changing Rooms and Shower Facilities
4. Sports Grounds and Environmental Standards
5. Storage Containers and Public Toilets
6. Container Office

All staff, volunteers, contractors, and users of facilities are required to comply with this policy.

1. Micro Pub Operations

1.1 Licensing and Alcohol Sales

- Comply with Licensing Act 2003.
- Alcohol sold only by individuals with a valid Personal Licence.
- Premises must hold a Premises Licence specifying opening hours and permitted activities.
- Refusal to serve intoxicated or underage individuals is mandatory; **ID checks required.**

1.2 Health & Safety

- Conduct and update risk assessments annually.
- Daily checks for slips, trips, electrical safety, and fire hazards.
- Spill kits available for liquids or broken glass.
- **First Aid kits accessible, staff trained in basic first aid. Certificates to be displayed.**

-All volunteers to read and follow the attached H & S Policy.

1.3 Fire Safety

- Fire extinguishers checked monthly; fire alarms tested weekly.
- Emergency exit routes clearly marked, unobstructed, fire doors kept closed.
- Fire evacuation procedures displayed and practiced annually.

1.4 Working Alone Policy

- Lone working only with approved Lone Working Risk Assessment.
- Check-in/check-out system required.
- Emergency contacts posted and accessible.

1.5 Cleanliness and Hygiene

- Regular cleaning of all surfaces, floors, and equipment.
- Glassware, utensils, and serving equipment washed and sanitized per HACCP standards.

2. Container Cafe Operations

2.1 Food Safety & Hygiene

- Comply with Food Safety Act 1990 and Food Hygiene (England) Regulations 2013.
- Staff must have Food Hygiene Level 2 Certificate – copies of certificates to be displayed accordingly
- HACCP-based food safety procedures maintained.
- Daily cleaning logs and temperature checks for refrigeration, hot holding, and cooked food.

2.2 Fire Safety & Evacuation

- Fire extinguishers and blankets installed; tested monthly.
- Smoke alarms operational and tested weekly.
- Fire escape routes and external exit doors clear.

2.3 Equipment & Electrical Safety

- Portable Appliance Testing (PAT) annually.
- Regular inspection of cooking appliances, electrical points, and water connections.

2.4 Waste Management

- Waste segregated: food waste, recyclables, general waste.
- Bins emptied daily; spillages cleared immediately.

2.5 Staff Safety

- No staff member to work alone without risk assessment.
- Staff must wear appropriate PPE (gloves, aprons, non-slip footwear).

3. Changing Rooms and Shower Facilities

3.1 Hygiene Standards

- Cleaned at least daily or after heavy use.
- Soap, hand sanitiser, and paper towels available.
- Floors non-slip; shower drainage maintained.

3.2 Safety Compliance

- Electrical outlets suitable for wet areas (IP-rated).
- Hot water <50°C for general use, >60°C for cleaning.
- Adequate ventilation to prevent mould and maintain air quality.

3.3 User Conduct and Access

- Children under 16 supervised.
- Signs posted on shower etiquette and safety warnings.

4. Sports Grounds and Environmental Standards

4.1 Pitch and Facility Standards

- Grass and turf maintained; hazards inspected weekly.
- Goalposts checked for stability; nets inspected.
- Hard surfaces maintained to prevent slips and falls.

4.2 Environmental Health and Safety

- Litter bins available and emptied regularly.
- Chemicals stored safely away from public.
- Pest control measures maintained.

4.3 Signage and Rules

- Clear signage for safe use, prohibited areas, and emergency procedures.
- Policies for dog access, smoking, and alcohol consumption posted.

5. Storage Containers and Public Toilets

5.1 Storage Containers

- Stored items must not block exits or access points.
- Hazardous substances clearly labelled and stored per COSHH regulations.
- Monthly inspection for structural safety.

5.2 Public Toilets

- Cleaned daily or after heavy use.
- Soap, toilet paper, and sanitary bins stocked.
- Handwashing facilities functioning.

5.3 Safety and Security

- Locks and lighting maintained.
- Hazard reporting system in place.

6. Container Office

6.1 General Operations

- Office equipment maintained and PAT-tested.
- Ergonomic desk and chair arrangements.

6.2 Kitchen Safety

- Small kitchen adheres to food hygiene standards.
- Appliances cleaned; hot water and electrical safety maintained.

6.3 Fire Safety and Evacuation

- Smoke detectors operational, checked weekly.
- Outdoor fire escape accessible, clear, signposted.
- Fire extinguisher and blanket present.

6.4 Lone Working Policy

- Staff should avoid working alone; check-in procedures required.
- Emergency contacts displayed.

6.5 Record Keeping and Compliance

- Maintenance logs for equipment, checks, and cleaning schedules maintained and reviewed monthly.

7. Monitoring and Review

- Policies reviewed annually or after incidents.
- Risk assessments updated as needed.
- Staff and volunteers receive induction training on health and safety, fire safety, and operational procedures. Certificates to be displayed accordingly.

8 Insurance

- The Parish Council has acquired insurance for all the containers, including the Café Project, Office Project, the Drying Room, the toilets and those for storage, ensuring all contents, all stock, all fixtures and fittings are covered accordingly.

9.Volunteer Forms

- All volunteers to have completed Volunteer Forms accordingly and for the Clerk to ensure these are forwarded to the Parish Council's insurers.

10.DBs Checks

- All volunteers to have undertaken a DBs check with Derbyshire County Council.
- All volunteers to read and follow the attached Safeguarding Policy.

11. CCTV Policy

-All volunteers to read and follow the attached CCTV Policy.

12. Complaints Policy

-All volunteers to read and follow the attached Complaints Policy.

13. Line of Command

-All volunteers to be aware of the line of command:

Volunteer Operational Managers – Cllr Craig Lee and Cllr Sharon Thornton

Volunteer Site Manager – Phil Davies

Volunteer Project Manager – Martin Watson

-All volunteers to be respectful of the line of command.

14. Key Policy

-All volunteers to respect the safety of keys, and are to read and follow the attached Key Policy.

Adopted at the Parish Council Meeting on 29th January 2026 (Minute Number: 306h.4/26)

Review date: May 2026