

Health and Safety Policy

The TH H&S Policy was last updated on 24th July 2023 and revised on 24th July 2025.
The TH Emergency Evacuation Plan (EEP) was last reviewed on 24th July 2025

Grassington Devonshire Institute, also known as the Town Hall (TH)

This is the statement of general policy and arrangements for:

Trustees of Grassington Devonshire Institute CIO have overall and final responsibility for TH Health & Safety

The TH Caretakers have day-to-day responsibility for ensuring that much of this policy is put into practice

Background

The Town Hall has only 1 full-time and 1 part-time employees but is used by many hundreds of members of the public throughout the year. Some of the TH's rooms and facilities are hired out both to individuals and to local community organisations for a range of recreational activities, and are used by the TH itself to present theatre and film performances, exhibitions etc.

This H&S Policy addresses the approach taken by the TH Trustees to provide a safe and healthy environment for all Users of the TH facilities and premises. These Users include our employees, members, voluntary helpers, members of the general public (audiences and participants), casual labourers, contractors and consultants undertaking work for or assisting the Trustees in the day-to-day maintenance of the TH premises, and those who hire the TH facilities to provide recreational activities or events for the enjoyment of the general public in the local community.

Statement of general policy	Responsibility of:	Actions/Arrangements
<p>Establish and maintain a safe and healthy working and operating environment for all Users of the TH premises and facilities</p>	<p>Caretakers</p>	<p>Daily checks on TH premises to ensure everything needed to satisfy H&S requirements is in its place and working, that rooms, kitchens, corridors, stairs and walkways are clean and tidy, that all safety facilities are functioning, and that routine and emergency access/egress routes are unimpeded</p>
<p>Provide and maintain TH plant, machinery, electrical and safety equipment in a fully functional and safe condition</p> <p>Ensure TH fire safety, safety of fixed electrical and gas installations, and safety of all portable electrical equipment is maintained by undertaking regular certification iaw mandatory regulations or other professional guidelines</p>	<p>Caretakers</p> <p>Trustees</p>	<p>Regular and routine safety and condition/functional checks are undertaken on plant, machinery, building infrastructure and general services installations. Use/access to plant and machinery is limited to authorized personnel only</p> <p>Regular and routine checks ensure that fire alarm and safety and emergency equipment/facilities are fully functional</p> <p>Routine inspection and safety certification of fixed gas and electrical systems and of portable electrical equipment (PAT testing) is undertaken by reputable commercial contractors</p> <p>All TH portable electrical equipment is labelled as having been satisfactorily PAT tested</p>

<p>Ensure safe and secure storage and use of potentially hazardous substances</p>	<p>Caretaker, and monitoring by Trustees</p>	<p>Appropriate identification of all potentially hazardous substances and safe/secure storage in a location within the TH where they cannot be accessed by unauthorized Users. TH Trustees and Caretaker maintain and monitor a COSHH register. Use of personal protective clothing or equipment by authorized personnel is ensured where appropriate</p>
<p>Provide clear safety instructions, information, guidance and signage for all TH Users, and enable additional related training where appropriate</p>	<p>Trustees</p>	<p>H&S legal requirements statement (HSE poster ‘Health and Safety Law”) is posted in the Main kitchen</p> <p>Safety and emergency instructions and signage is in place throughout the TH, and are checked regularly</p>
<p>Provide specific H&S training for employees, Trustees and voluntary helpers to ensure they are competent to undertake tasks and to fulfil their allocated roles and duties</p>	<p>Trustees</p>	<p>Suitable training for all TH Users is provided as and when the need is identified. Examples include instruction on Working at Height and Manual Handling of equipment regulations/guidelines, and stewarding, personnel safety management and Emergency Evacuation procedures at TH-organised events. It is noted particularly that many event attendees in the TH are relatively elderly, and some have limited mobility</p>

<p>Minimise (and aim to prevent) the likelihood of accidents and cases of work/activity-related ill health (both physical and mental) for all TH Users</p>	<p>Trustees</p>	<p>Provide and routinely maintain suitable equipment for all planned TH activities and use of facilities. Ensure TH premises are clean, tidy, safe, and fit for purpose. Seek H&S feedback from all TH Users and respond/react accordingly</p> <p>Management of TH bookings system (for facilities usage by hirers or by the GDI) ensures sufficient time is provided for room tidying, preparation and set-up, and for thorough cleaning both before and after use, including for food preparation areas in the Main and Octagon kitchens</p> <p>Provide and maintain two suitably equipped First Aid boxes which are clearly signed and readily accessible to all TH Users in the Main and Octagon kitchens. The TH Trustees ensure replenishment of any used or time-expired items as appropriate</p> <p>H&S is a shared responsibility on all TH Users at all times; this is noted in the TH terms and conditions of hire. All Users of the TH are responsible for co-operating in the implementation of this H&S Policy and for taking reasonable care</p>
		<p>of themselves and others whilst in the TH premises for business or recreational purposes</p>

<p>Respond quickly and positively to all reported equipment faults/defects and accidents/incidents, no matter how minor they may appear</p>	<p>Trustees</p>	<p>All TH Users are required to record all accidents/incidents in the TH Accident Book in accordance with HSE RIDDOR requirements (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations), 2013</p> <p>All equipment faults are required to be reported to the Caretaker or one of the Trustees for assessment and any necessary repair/recovery action</p> <p>Trustees review all reported defects and incidents against TH risk/hazard assessment to evaluate whether any additional follow-up action is required</p>
<p>Undertake regular reviews of the TH General Risk Assessment and H&S Policy implementation, and maintain/update this Policy document when required</p>	<p>Trustees</p>	<p>Continuous ongoing review of TH H&S issues. H&S is discussed at all meetings of the Trustees who comprise the TH “management committee”</p> <p>The TH H&S Policy is reviewed regularly and is updated when appropriate, including when changes are made to the TH buildings/ infrastructure/ facilities and activities undertaken therein</p> <p>Users of the TH are consulted in order to seek their views and suggestions on relevant H&S matters</p>
<p>Adhere to food hygiene regulations within the TH, specifically in the Main and Octagon kitchens. This is the responsibility of all Users of these TH facilities</p>	<p>All TH Kitchen facility Users</p>	<p>Appropriate training for TH personnel involved in food preparation on the premises. Public Users of these TH facilities are responsible for their own food hygiene training</p>
		<p>A copy of the Food Hygiene Regulations poster is located in both TH kitchens</p>

<p>Maintain and implement appropriate and effective emergency plans and procedures with clear guidance, instructions and suitable training for key TH staff</p> <p>Emergency planning ranges from minor incidents through to full evacuation of the TH premises in case of fire or any other significant high threat situation</p>	Trustees	<p>Trustees plan for TH-organised events by allocating volunteers to key roles and locations, with guidance and training on their tasks in the event of an emergency situation arising</p> <p>The building Emergency Evacuation Plan is posted on the main notice board in the TH foyer and on the TH website</p>
<p>Seek to ensure the principles of Safeguarding are applied for all potentially vulnerable participants in THbased activities</p>	All TH Users	<p>Safeguarding of potentially vulnerable children, young people and adults is a collective responsibility for all Users of the TH, aiming to ensure protection of the health, wellbeing and human rights of all TH Users, enabling them to participate in TH-related activities free from the risk of harm, abuse and neglect</p> <p>The TH Trustees do not host any events at which children are unsupervised by their parents or guardians</p>

<p>Signed: <i>Hazel Drew</i></p>	<p>On behalf of the Grassington Devonshire Institute Trustees</p>	<p>Date:</p>	<p>24th April 2025</p>
----------------------------------	---	--------------	--

Emergency Evacuation Plan (EEP)

Grassington Devonshire Institute (Town Hall - TH)

This procedure was last updated on the 24 July 2025. It is due to be reviewed again in **July 2028**.

The GDI Trustees require that on hiring the Town Hall the hirer should name a **Responsible Person** who will ensure there are enough stewards available to direct people and manage an evacuation, following the Town Hall's **Emergency Evacuation Plan (in bullet points below)**. They **must be present throughout the event**, and all stewards **must** be familiar with the Town Hall layout, emergency exits and this procedure.

- On hearing the alarm, **immediately stop the event**
- **Inform the emergency services** - 999, Town Hall, 48 Main Street, BD23 5AA
- Inform the audience that they must follow guidance from the stewards and **immediately vacate the building** by the nearest fire exit, not to collect any belongings, and make their way to the appropriate assembly points, the **Main Top Car Park in Moor Lane or Chapel Street**
- Ascertain if any **mobility impaired users require assistance** and support as needed
- **Carry out visual checks**, providing it is safe to do so, ensuring both male and female toilets are clear, and where appropriate that the stoves, gas etc. have been turned off within the kitchen and that the stage dressing rooms and toilets are clear
- Once evacuation is complete, ensure that **all stewards make their way to their assembly locations** where they should carry out a roll call as far as is possible, in order to establish that everyone is accounted for especially anyone with a mobility or sensory impairment
- The **Responsible Person should liaise with the emergency services** upon arrival, giving as much information as possible as regards to who may still be in the building
- **Only the Fire Officer can determine if the Town Hall is safe to re-enter**
- The Responsible Person should ensure all stewards and those waiting at their designated assembly point are **informed when/if it is safe to re-enter the Town Hall**

Hirer's action plan for managing and implementing the EEP At Grassington Devonshire Institute (Town Hall)

The hirer must designate a Responsible Person who must ensure that the Town Hall's Emergency Evacuation Plan is followed if the building Fire Alarm is activated.

The Responsible Person must ensure that:

- Sufficient stewards are available for the event
- All stewards are familiar with the Town Hall layout and appropriate escape routes including those with stairs
- Stewards are briefed prior to the event of what their role is and what they are responsible for
- Stewards are aware that the exits go directly onto a main road and they may need to manage traffic
- Stewards have read and understood the Emergency Evacuation Plan
- At the start of the event a head count is taken and a note made of mobility and sensory impaired people who may need additional assistance to leave the building safely (try to ensure anyone in a wheelchair is not seated by an emergency exit)
- The Responsible Person should make an announcement prior to the start of the event explaining:
 - That if fire alarms go off the building must be evacuated
 - Where the emergency exits are by pointing them out
 - That there are stewards present to help in case of an emergency
 - Where the assembly points are i.e. top car park in Moor Lane or in Chapel Street
 - That people must not re-enter the building until instructed it is safe to do so

Intentional Blank

Intentional Blank

