

Health and safety policy

This is the statement of general policy and arrangements for:		Grassington Devonshire Institute also known as The Town Hall
Trustees of Grassington Devonshire Institute CIO		have overall and final responsibility for health and safety
Caretakers		have day-to-day responsibility for ensuring this policy is put into practice
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health (physical and mental) by managing the health and safety risks in the workplace	Trustees of Grassington Devonshire Institute CIO	Trustees ensure all appropriate equipment is in place. Regular servicing of equipment takes place. Trustees to ensure bookings are managed sensible and giving time for room preparation, clearance and cleaning
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Trustees of Grassington Devonshire Institute CIO	Training offered when needed
Engage and consult with employees on health and safety conditions	Trustees of Grassington Devonshire Institute CIO	Regular meetings between trustees and caretaker take place to discuss any H&S concerns
Implement emergency procedures – evacuation in case of fire or another significant incident	Trustees of Grassington Devonshire Institute CIO	Trustees plan for major events by allocating volunteers to key stations with guidance on their roles in case of emergency
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Caretakers	Daily walk round premises to ensure everything is in its place and working

Signed: * (Employer)	Grassington Devonshire Trustees	Date:	September 2020
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This policy will be reviewed if Trustees think it might no longer be valid, e.g. if circumstances change.

As the Town Hall has fewer than five employees, we do not have to write down our policy. However, as hundreds of people use the premises the trustees have deemed it good practice to have a written policy in place.

Health and safety law poster is displayed in:	Main kitchen
First-aid boxes are located:	Main kitchen and Octagon kitchen
Accident book is located:	In the First Aid bag in the main kitchen

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>

General Risk assessment

Last Reviewed 29th July 2020

All employers must conduct a risk assessment. If fewer than five employees, this does not have to be written down. However, following an accident and the fact that the TH have hundreds of users the following was put together by trustee HB, after a meeting and discussion with the maintenance group (DL, HB, SP, BD) on 14 Feb 2020. Some consultation has also taken place with users of the TH. Further ongoing talks had with caretaker and with Maintenance team on 2 March 2020

Grassington Devonshire Institute (Town Hall – TH)

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips	Staff and users of the TH may be injured if they trip over objects or slip on spillages	General good housekeeping is carried out All areas are well lit, including stairs Floors are mopped when wet and hazard signs displayed when needed No trailing leads or cables Staff keep work areas clear, e.g. no boxes left in walkways or in kitchen Handrail put up in main corridor Feb 2020	Maintain current practice	All staff, Trustees to monitor	Ongoing	
Octagon seating	Protruding metal object to do with seat have caused laceration of elderly person Users can get injured when moving along non walkways	Immediate action was to place piece of tubing to protruding object and yellow tape to highlight danger	Contact is being made with company who produced seating to find suitable permanent solution Walkway issue is being considered	Maintenance Team	Now	
Hazardous substances left around such as cleaning materials and paint	Staff and others cleaning, risk skin problems, eg dermatitis and eye damage, from direct contact with cleaning chemicals. Vapor may cause breathing problems Paints could be ingested causing ill health	Cleaning material is appropriate for job in hand as advised by environmental health Oct 2019 Mops, brushes and strong rubber gloves provided General cleaning material kept in cupboard under the sink in kitchen which has a child lock Most paints and such substances are kept in COSH cupboard	Main cleaning cupboard to be kept shut All paints to be locked in COSH cupboard immediately after use	Caretakers	From now onwards	
Working at height	Person working at height by falling and anyone nearby by being hit	The TH owns a range of steps and ladders appropriate for different jobs. Main caretaker has certificate from PASMA of competence in 'Tower' at 'User' level exp Aug 2023	Ensure all persons working at height are competent	HB arrange online training for those who need it	Ongoing	In process

Emergency lighting/signage not working	Any staff and user of the TH at risk of falling in the dark or not knowing which way to go in emergency	Caretaker daily checks all lighting is working and arranges for replacement if any light is faulty.	Maintain current practice			
Manual handling	Staff may suffer back pain if they try to lift objects that are too heavy or awkward	Various trolleys are available to move heavy equipment and staff know where they are kept	No further action needed			
Asbestos	Staff, and others, carrying out normal activities at very low risk. Asbestos only poses a risk if fibers are released into air and inhaled. Maintenance workers are most at risk	Trustees arranged for asbestos survey which took place May 2020. Report has NOT identified any areas of asbestos. Some inaccessible areas were not surveyed and may therefore contain asbestos	Report to be made available to anyone working on the premises. If the non-surveyed places are to be worked on additional survey to be undertaken	Asbestos survey has been carried out	Done	
Fire	If trapped, staff and users could suffer fatal injuries from smoke inhalation/burns	Fire risk assessment done May 2018 and action plan put together.	Ensure the actions identified as necessary by the fire risk assessment are done	Trustees to monitor		
Electricity and Gas	Staff and users risk electric shocks or burns from faulty equipment or installation. Risk of inhaling gas	Fixed installation correctly installed by qualified electrician and inspected regularly All repairs by qualified electrician Portable equipment checked for visual signs of damage before use Biannual PAT and gas testing take place Hall users know they are responsible for any equipment used on site	Make sure hall users know where the fuse box is and how to switch supply off in an emergency Remind users that portable equipment considered unsafe should be marked and taken out of use			
Unsafe surfaces outside	Snow, slush, and stones can accumulate in front of entrances during adverse weather conditions potentially causing slipping or tripping	Caretakers ensure both entrances to the TH are free from snow, slush, stones, and any other hazard daily	Maintain current practice	Caretakers	Ongoing	
Loose plaster in stage area Unsafe gantry	Users may be hurt by falling plaster Users may fall from gantry	All plaster has been removed and the bare walls sealed. Spring 2020 Gantry has been removed and remaining side gantry made safe. Spring 2020		Maintenance team		

This risk assessment will be reviewed if trustees think it might no longer be valid (e.g. following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

Combined risk assessment and policy template published by the Health and Safety Executive 08/14. Created using examples from industry specific RA

Covid-19 Risk Assessment

Last Reviewed 11 September 2020

Grassington Devonshire Institute (Town Hall – TH)

The TH is closed to the public. Staff have been furloughed. Access to TH limited to trustees and any work that can be done safely following Covid-19 safety and social distancing. All visitors encouraged to use hand sanitiser on arrival and when leaving. Caretaker remains living on site and uses the hall for private purpose as normal. Trustees will continue to follow government advice and the hall will remain closed to the public until deemed safe to open.

Area or people at risk	Risk identified	Actions to mitigate risk	Dates completed and notes
1 Staff, contractors, and volunteers – Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed.	Cleaning surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths. Deep cleaning premises if someone falls ill with CV-19 on the premises. Occasional Maintenance workers.	Stay at home guidance if unwell at entrance and in Main Hall. Staff/volunteers provided with protective overalls and plastic or rubber gloves. Contractors provide their own. Staff/volunteers advised to wash outer clothes after cleaning duties. Staff given PHE guidance and PPE for use in the event deep cleaning is required.	TH to devise cleaning routine consulting caretakers and stakeholders. Notices printed and displayed. Buy relevant PPE.
2. Staff, contractors and volunteers– think about who could be at risk and likelihood staff/volunteers could be exposed.	Staff/volunteers who are either extremely vulnerable or over 70. Staff or volunteers carrying out cleaning, caretaking or some internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill. Mental stress from handling new situation.	Staff in the vulnerable category are advised not to attend work for the time being. Discuss situation with staff/volunteers over 70 to identify whether provision of protective clothing and cleaning surfaces before they work is sufficient to mitigate their risks, or whether they should cease such work for the time being. Talk with staff, trustees, and volunteers regularly to see if arrangements are working.	Staff and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises. Details of a person's medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared. It is important people know they can raise concerns. Regular meetings with staff.
3. Car Park/paths/ patio/exterior areas	Social distancing is not observed as people congregate before entering premises. People drop tissues.	Barrier tapes and marshaling at larger events managed by the hirer. Caretaker asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.	Transitory lapses in social distancing in outside areas are less risky, the main risk is likely to be where people congregate or for vulnerable people. Ordinary litter collection arrangements can remain in place. Provide plastic gloves.

			Mark out social distance spacing outside.
4. Entrance hall/lobby/corridors	Possible "pinch points" and busy areas where risk is social distancing is not observed in a confined area. Door handles, light switches in frequent use.	Use Moor Lane for entry and Main Entrance as exit at main events or when there are multiple users. Identify "pinch points" and busy areas. Consider marking out 2 metre spacing in entrance area. Create one-way system and provide signage. Door handles light switches and handrails to be cleaned by the Caretaker before each hirer. Hand sanitiser to be provided by hall in every room.	Hand sanitisers need to be checked daily. Provide more bins, in entrance hall and every room, empty these regularly Mark out social distance spacing inside.
5. Main Hall	Door handles, light switches, window catches, tables, chair backs and arms. Soft furnishings which cannot be readily cleaned between use. Projection equipment. Screen. Window curtains or blinds Commemorative photos, displays. Social distancing to be observed.	Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned before hirer by caretaker. Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly.	Hand sanitisers to be available at both exits to the hall at a height and position that makes it easy to use on exit. These are likely to be portable units. TH will advise on seating capacity with social distancing.
6. Octagon	Door handles, light switches, window catches, tables, chair backs and arms. Soft furnishings which cannot be readily cleaned between use. Projection equipment. Screen. Window curtains or blinds Commemorative photos, displays. Social distancing to be observed	Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned before hirer by caretaker. Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly.	Hand sanitisers to be available at exit at a height and position that makes it easy to use on exit. This is likely to be a portable unit. TH will advise on seating capacity with social distancing. Currently seating for 23 people is possible if people sit in seats marked with red cloth on the back.
7. Upholstered seating	Virus may remain on fabric. Cannot readily be cleaned between use. Frequent cleaning would damage fabric. Metal parts can be cleaned and are more likely to be touched when moving them, i.e. more frequently.	Cushioned chairs with arms are reserved only for those who need them by reason of infirmity and who have been socially isolating themselves. Avoid anyone else touching them unless wearing plastic gloves. Clean metal/plastic parts regularly touched. Rotate use of upholstered chairs where possible. Ask those moving them to wear plastic gloves.	
8. Small meeting rooms and offices	Social distancing more difficult in smaller areas Door and window handles, light switches, tables, chair backs and arms. Floors with carpet tiles less easily cleaned.	Recommend hirers hire larger meeting spaces and avoid use of small rooms, other than as offices. Surfaces and equipment to be cleaned by caretaker.	Provide hirers with dimensions of space. TH to work out max capacity for each room.

9. Kitchen	Social distancing more difficult. Door and window handles, light switches. Working surfaces, sinks. cupboard/drawer handles. Fridge/freezer crockery/cutlery kettle/hot water boiler cooker/microwave.	Encouraging hirers to bring their own food and drink for the time being.	Kitchen not to be used by hirers for the time being. Signs for doors to be displayed.
10. Store cupboards (cleaner etc.)	Social distancing not possible. Door handles, light switch.	Public access unlikely to be required. Caretaker to decide frequency of cleaning this room.	No public access sign on door.
11. Storage Rooms (furniture/equipment)	Social distancing more difficult. Door handles in use. Equipment needing to be moved not normally in use.	Caretaker cleans equipment required before use. Hirer to control accessing and stowing equipment to encourage social distancing.	No public access sign on door.
12. Indoor Toilets	Social distancing difficult. Surfaces in frequent use such as door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users. Caretaker clean all surfaces etc. before public arrive Consider engaged/vacant signage and posters to encourage 20 second hand washing.	Signage to show occupied/free displayed on door to toilet. Ensure soap and toilet paper are regularly replenished. Produce handwashing signs to display in both toilets.
13. Stage	Curtains passing on contamination. Social distancing difficult. Lighting and sound controls.	Hirer to control access and clean as required. Curtains to be handled only via draw cord.	
14.Changing Rooms	Government guidance is these remain closed on 4th July 2020	Changing rooms to remain closed.	
15. Events	Handling cash and tickets. Too many people arrive Windows in main Hall do not open out to fresh air but to outer corridors.	Hirers need to arrange online systems and cashless payments as far as possible. For performances seats to be limited, booked in advance, 2 seats or 1m between individuals or household groups. Cash payments/donations to be handled by one individual wearing gloves.	TH to purchase contactless payment Only one person to handle all cash. Capacity of both main Hall and Octagon to be determined including total area.
16. Commitment from Hirers	Hirers may not understand or comply with this risk assessment and therefor endanger the public to the risk of infection.	All hirers are requested to carry out their own Risk Assessment and share this with the TH prior to the hirer taking place. If an activity is taking place, the hirer needs to take account of public guidelines specific to the activity or sport eg, Zumba, Bowling, Table Tennis, Pilates.	TH needs to request hirers to undertake RA and share this with TH before hirer. The hirer's RA does not need to be in a specific format but must demonstrate understanding of the TH RA and show how the hirer will implement this in practical terms.

		For other activities, the RA needs to demonstrate how the hirer will comply with the safety measures set out in this RA.	
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The above Covid-19 Risk Assessment is based on ACRE Sample COVID-19 Risk Assessment for re-opening Village and Community Halls – July 20, 2020 (v4)
As recommended by Craven District Council