

Health and safety policy

This document was last reviewed on the 5th October 2020

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:	October 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

This document was last reviewed on the 5th October 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. Consultation has also taken place with users of the TH. Further ongoing talks had with caretaker and with Maintenance team on 2 March 2020 and at various points during refurbishment summer 2020.

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 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 therefor 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	

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 or pandemic)

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

Grassington Devonshire Institute (Town Hall – TH)

This document was last reviewed on the 5th October 2020

TH open October 2020. Staff back full-time mid October 2020. Access to TH only when booked and specific risk assessment written for event following Covid-19 guidelines and social distancing. All visitors must follow this guidance and in short: Sign in to test and trace. Use hand sanitiser on arrival and when leaving. Wear a face covering when moving about. Maintain social distancing. Hall will be locked when no bookings are taking place. Trustees will continue to follow government advice and update this RA as needed.

Area or people at risk	Risk identified	Actions to mitigate risk	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 has cleaning routine before each booking. Appropriate notices are displayed around the building. 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 if needed.
4. Entrance hall/lobby/corridors and Bar	Possible “pinch points” and busy areas where risk of 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 meter spacing in entrance area. Create one- way system and provide signage. Door handles	Hand sanitisers need to be checked daily. Bins are provided in entrance hall and every room; these are emptied regularly. Mark out social distance spacing inside if needed for event.

		light switches and handrails to be cleaned by the Caretaker before each hirer. During the hirer it becomes the responsibility of the hirer to ensure these are clean. Hand sanitiser is provided by the TH in every room, this MUST be used when entering the premises and when leaving the room of the event before touching any handrails.	If running a bar, consider how to sell or serve drinks. Consider how to handle money/payment see 17. Consider handling of stock and glasses so not to transfer infection. Consider single item stock e.g. a can of gin and tonic.
5. Main Hall Dimensions: Width 10.3 m Length 18.1 m	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, tables, chairs and other equipment 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. Doors at Moor Lane entrance can be propped open to create ventilation.	Hand sanitisers are available in room. Room capacity will need to be determined by the use the room is put to.
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 blinds. 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. Windows can be opened to create ventilation.	Hand sanitisers is available in room. Currently seating for 23 people is possible if people sit in seats marked with red cloth on the back. Photo on website.
7. Games Room Dimensions: Width 6.3m Length 7.75m	Door handles, light switches, window catches, tables, chair backs and arms. Soft furnishings which cannot be readily cleaned between use. Window curtains. 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. Windows can be opened to create ventilation.	Hand sanitiser is available in the room. Current seating capacity with social distancing is recommended at maximum of 6.
8 Snooker Room	Door handles, light switches, window catches, tables, heater, chair backs and arms. Soft furnishings which cannot be readily cleaned between use. Window curtains. Commemorative photos, displays. Rim around snooker table and cues. Social distancing to be observed.	Door handles, light switches, window catches, tables, chairs and other equipment used will be cleaned before hirer by caretaker. Social distancing guidance to be observed by hirers in arranging their activities. Hirers must use hand sanitiser before playing and regularly throughout session and before leaving the room. Windows can be opened to create ventilation.	Hand sanitiser is available in room. Wipes for snooker cues is available in room. Maximum of two people playing at any one time. Sessions must be pre booked with caretaker – Derrick tel 07738273571

9. 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.	
10. 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 before hirer.	Dimensions of space available under headings Max capacity for each room depends on use of room. Guidance given wherever possible.
11. 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.
12. Store cupboards (cleaner etc.)	Social distancing not possible. Door handles, light switches.	Public access unlikely to be required. Caretaker to decide frequency of cleaning this room.	No public access sign on door.
13. 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.
14. 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. Handwashing signs (20sec) are displayed in both toilets.
15. 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.	
16.Changing Rooms	These are particularly challenging to manage as they present increased risk of transmission. Government advice is to avoid using.	Changing rooms to remain closed.	Rooms currently used for storage.

17 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 purchasing contactless payment. Only one person to handle all cash. Capacity of main Hall, Octagon and other spaces to be determined according to the event held.
18. Test and Trace	People may become infected with Covid 19 whilst at the TH	All visitors to the TH are required to sign in to enable contact tracing, The TH has its own NHS QR code which is displayed at both entrances. Visitors can use this to sign in, but a manual alternative must be in place for those who have not got the NHS app. If someone becomes acutely ill with suspected C19 symptoms take them to a safe area, observe social distance, hand hygiene and wash clothes when home. Inform Hanne, trustee or Derrick, caretaker.	Hanne Barton tel 01756752450 is the official contact person for NHS Test and Trace Derrick, caretaker tel 07738273571
19. PPE	Users of the TH may become infected with Covid 19	All users of the TH must be wearing face covering when entering, exiting, and moving about the building. The hirer may decide face covering is not needed during the event ie whilst sitting in hall, taking part in exercise.	'Please wear a face covering' signs are displayed throughout the TH.
20. 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. For other activities, the RA needs to demonstrate how the hirer will comply with the safety measurers set out in this RA.	At the time of booking, the TH will share the current RA with the hirer who will need to undertake their own RA and share this with TH three weeks before their event. The hirer's RA/guide of how event is to be run, 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.

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

Emergency Evacuation Plan

Grassington Devonshire Institute (Town Hall - TH)

This document was last reviewed on the 5th October 2020

Whilst carrying out this plan you must adhere to the latest Covid 19 Risk Assessment

The Trustees require that on hiring the Town Hall the hirer should name an **Event Manager** who will ensure there are enough stewards available to direct people and manage an evacuation, following the Town Hall's **Emergency Evacuation Plan (bullet points)**. The **Event Manager 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 an incident has occurred, and they must follow guidance from the stewards and **immediately vacate the building** by the nearest safe 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, ensure 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 **event manager 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 event manager 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**

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

The hirer must designate an Events Manager who must ensure that the Town Hall's Emergency Evacuation Plan is carried out the Event Manager must ensure:

- Sufficient stewards are available for the event
- That all stewards are familiar with the Town Hall layout and appropriate escape routes including which have stairs
- That 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
- That stewards have read and understood the Emergency Evacuation Plan
- A note of mobility and sensory impaired people who may need additional assistance has been made, try to ensure anyone in a wheelchair is not sat by an emergency exit
- If it is a seated event, it may be advisable to make an announcement prior to the event along the lines of:
- In case of the alarms going off the building must be evacuated
- Demonstrate by pointing where the emergency exits are
- Advise that there are stewards present to help in case of an emergency
- Point in the direction of assembly points i.e. top car park in Moor Lane or in Chapel Street
- Advise not to re-enter the building until instructed to do so
- That if the alarm goes off, the Emergency Evacuation Plan is followed