

# Health and Safety Policy

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The TH H&S Policy was last updated on the 20<sup>th</sup> July 2021

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| <b>Grassington Devonshire Institute, also known as</b>   |                           |                             |
| <b>the Town Hall (TH)</b>  |                           |                             |
| <b>This is the statement of general policy and arrangements for:</b>   |                           |                             |
| 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  |                           |                             |
| <b>Background</b>  |                           |                             |
| <p>The Town Hall has only 2 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.</p> <p>This H&amp;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.</p> |                           |                             |
| <b>Statement of general policy</b>   | <b>Responsibility of:</b> | <b>Actions/Arrangements</b> |

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| <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&amp;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>Caretakers</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>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>Trustees</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</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>               |

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| <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&amp;S legal requirements statement (HSE poster ‘Health and Safety Law’) is posted in the Main kitchen</p>  |
| <p>Provide specific H&amp;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>Safety and emergency instructions and signage is in place throughout the TH, and are checked regularly</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</p> |

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| <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&amp;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&amp;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&amp;S Policy and for taking</p> |
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| <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</p> |
| <p>Undertake regular reviews of the TH General Risk Assessment and H&amp;S Policy implementation, and maintain/update this Policy document when required</p>           | <p>Trustees</p>                      | <p>Continuous ongoing review of TH H&amp;S issues. H&amp;S is discussed at all meetings of the Trustees who comprise the TH “management committee”</p> <p>The TH H&amp;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&amp;S</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>  |

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| <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 situations</p> | <p>Trustees</p>     | <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 TH-based activities</p>   | <p>All TH Users</p> | <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> |

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| <p>Signed:</p> | <p>On behalf of the Grassington Devonshire Institute Trustees</p> | <p>Date:</p> | <p>20<sup>th</sup> July 2021</p> |
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# General Risk Assessment

## The TH General RA was last updated on the 20<sup>th</sup> July 2021

An initial TH risk assessment was compiled following meetings of the TH Trustees and discussions with the TH maintenance group in February 2020. Further consultations were also undertaken with Users of the TH and with the Caretaker in March 2020 and at various points during and following refurbishment of the TH during summer 2020.

This risk assessment remains under continuous review by the TH Trustees.

| 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 |
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| Slipping, tripping or falling<br><br>Hazard may be increased by poor or defective lighting | Users of the TH could be injured if they fall or trip over objects or on stairs, or slip on spilled materials | General good housekeeping is carried out<br>All areas are kept clean and are well lit, including stairways and corridors which are fitted with safety handrails<br><br>Daily checks on all lighting in public areas of the TH<br><br>Spillages are dealt with promptly by the Caretaker or by responsible adults in attendance, with wet floor hazard signs displayed when needed<br><br>Trailing leads and cables are either removed, suitably stowed or clearly marked with hazard warning tape if in temporary use.<br>Work and access areas/walkways are kept clear and unimpeded | Maintain and monitor current TH housekeeping practices | Caretaker, and Trustees monitor continuously | Ongoing processes |      |

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| <p>Octagon seating design (under review with supplier)</p> | <p>Seating framework design includes some exposed metalwork presenting a hazard to Users (audience members) moving around in confined walkways (risk of cuts/bruising to legs, or</p> | <p>In response to an earlier injury (Feb 2020) to a TH audience member caused by this seating design fault, the hazardous design features were covered by highly visible protective end-caps to reduce further potential injury risk to to Octagon users</p> | <p>framework re-design is not possible as supplier is no longer trading. The protective measures Implemented are considered to be sufficiently effective</p> | <p>Maintenance Team and Trustees</p> | <p>March 2020</p> | <p>Close<br/>d</p> |
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| <p>Hazardous substances (eg cleaning and decorating materials) not put away and accessible to TH public Users</p> | <p>Some cleaning and decorating products are marked as potentially hazardous and constitute a risk from direct contact or air contamination if accessed by unauthorized TH Users</p> <p>Risk of skin irritation or eye damage, or breathing issues from vapour if appropriate personal protection clothing not used</p> | <p>TH general cleaning materials are approved as suitable for purpose as advised by environmental health Oct 2019</p> <p>Additional Covid-19 approved/ certified general cleaning materials purchased May 2021 and currently in use</p> <p>General purpose/usage cleaning materials are stored in a lockable cupboard under the sink in the Main kitchen. Cupboard key held by the Caretaker. Cupboard is fitted with childproof locks to limit possible access when in general use during TH cleaning.</p> <p>Mops, brushes and strong rubber gloves are provided for use by the Caretaker and other TH Users as appropriate</p> <p>Additional stock of all hazardous cleaning substances is stored securely in the COSHH cupboard where it cannot be accessed by members of the public or other unauthorized Users</p> | <p>Ensure cleaning materials cupboard is kept closed when in general use, and is locked and secured when not being used</p> <p>Ensure all potentially hazardous decorating and cleaning materials are stored securely in the COSHH cupboard immediately after use</p> | <p>Caretakers</p> | <p>Ongoing processes</p> |  |
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| Working at Height (WAH)                                   | Anyone working at height and falling, or another person nearby being hit by a falling body or by dropped equipment or tools etc         | <p>The TH owns various sets of steps and ladders appropriate for different tasks.</p> <p>The caretaker has received specific and relevant WAH training and has a certificate of competence from PASMA which remains valid until Aug 2023</p> <p>All other TH Users needing to WAH are given specific training guidance appropriate to the task and are made aware of the risks to other people of dropped/falling items</p> | Ensure all persons working at height are competent and only undertake such tasks whilst attended                         | TH Trustees will arrange online training for those Users who need it on a case-by-case basis | As required       |  |
| Standard or Emergency lighting and/or signage not working | All TH Users are at risk of tripping or falling, or not knowing which way to go in case of an emergency, if lighting systems are faulty | Daily checks by the Caretaker to ensure all TH safety lights/signage are working and to arrange for bulb replacement or repairs if any such lighting is non-functioning or faulty   | Maintain and monitor current practices   | Caretaker  | Ongoing processes |  |
| Manual handling   | TH Users may suffer injuries if they try to lift or move objects which are too heavy or awkward in an unsafe manner                     | The Caretaker has access to various items of manual handling equipment to assist the movement of heavy or bulky equipment within the TH premises, and has undertaken manual handling training to reduce the risks to all TH Users   | <p>No further action needed</p> <p>Trustees to confirm validity of Caretaker's certification of appropriate training</p> | Trustees   | Ongoing processes |  |

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| Asbestos | Anyone carrying out normal activities (including building maintenance) in the TH is at very low risk - asbestos is only hazardous when actually worked on when fibers can be   | TH asbestos survey performed in May 2020. Report did not identify any areas of asbestos. Some inaccessible areas were identified as not having been surveyed and may therefore contain asbestos   | The Asbestos Survey report is available to anyone working on the TH premises. If any non-surveyed areas need to be worked on, additional surveys will be undertaken   | Trustees to monitor and review as appropriate              | Ongoing  |        |
| Fire     | If unable to exit the premises quickly and safely, TH Users could suffer serious, or possibly fatal, injuries from smoke inhalation/ burns<br><br>Impeded access to (or lack of) fire extinguishers and other fire safety equipment could worsen risk to personnel and premises for minor fire incidents | Fire risk Assessment performed May 2018 and an Action plan (FRAAP) put in place<br><br>All recommended key safety modifications to the TH premises identified in the Action Plan have been implemented and actions closed<br><br>All outstanding actions will be absorbed into routine building operation and caretaking processes<br><br>Latest review and up-issue of the FRAAP was undertaken in July 2021 | An Emergency Evacuation Plan for TH premises is in place and is readily accessible to all TH Users<br><br><br><br><br><br><br>Trustees continue to monitor all planned changes to the TH premises and assess possible impacts on fire safety regulations compliance<br><br>Maintain and monitor current TH management and | Trustees<br><br>Caretaker<br><br>Trustees<br><br>Caretaker | Ongoing<br><br>Ongoing Processes<br><br>Ongoing Processes<br><br>Ongoing | Closed |

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| <p>Faulty electrical or gas fixed installations</p> | <p>TH Users risk electric shocks or burns from faulty equipment or installation</p> <p>Risk of inhaling or igniting gas in the event of a system fault</p> | <p>Both fixed installations have been correctly installed and tested by qualified electrical and gas contractors and are safety certified and regularly inspected iaw mandatory maintenance requirements</p> <p>Repeat installation testing for both Gas and Electricity is scheduled in July-September 2021 timeframe</p>   | <p>Ensure TH Users know where to locate the main fuse box and how to switch the electrical supply off in an emergency</p>  | <p>Caretaker</p> <p>Trustees</p>  |  |                    |
| <p>Faulty portable electrical equipment</p>         |  | <p>Any installation repairs are undertaken by a qualified electrical or gas contractor</p> <p>Portable electrical equipment is checked for visual signs of damage before use. Faulty or otherwise defective or unsafe items are immediately taken out of use and quarantined for safety/repair assessment</p> <p>PAT testing is undertaken by a qualified contractor. Next full assessment is scheduled in July-September 2021 timeframe</p> | <p>TH Users are required to inform the Caretaker or Trustees of any portable equipment considered unsafe or defective</p> <p>Any such equipment is taken out of use, marked as such, and repaired or replaced as appropriate</p> <p>Trustees to consider whether to bring PAT testing in-house</p> <p>Requirement is</p> | <p>Caretakers / TH Users</p> <p>Caretakers / Trustees</p> <p>Trustees</p> <p>Trustees</p> |  | <p>Close<br/>d</p> |

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| Unsafe surfaces outside TH premises | Snow, slush, and stones can accumulate in front of entrances during adverse weather conditions, potentially causing slipping or tripping hazard to TH Users | Caretaker ensures daily that all entrances to the TH premises are free from snow, slush, stones, and any other potential hazards to Users | Maintain current practice | Caretakers | Ongoing processes |  |
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This risk assessment will be reviewed routinely by the TH Trustees and amended/updated accordingly, in particular following any changes to the premises or H&S incidents requiring a change to remedial procedures, or identification of additional or altered hazards.

# Covid-19 Risk Assessment

The TH Covid 19 RA document was last reviewed and updated on 26th January 2022

The UK Government has declared that from 27th January 2022, the wearing of face coverings inside the TH premises will no longer be mandatory.

This Covid Risk Assessment for the TH replaces the previous version implemented by the GDI following changes to UK Government guidelines on 10th December 2021.

- Access to TH continues to be only when booked or arranged with the caretaker
- The test and trace QR Code will remain in place
- The hand sanitizing stations will also remain in place
- The TH will continue to use cleaning products in line with managing the Covid 19 virus
- It is up to hirers if they wish to place conditions, such as signing-in or wearing face coverings, on people attending their events.
- The Caretaker has posters for face coverings etc should you as a hirer wish to make use of them
- The kitchen will be available for all hirers to make hot drinks
- Trustees will continue to follow government advice and update this RA as needed

## **The TH Emergency Evacuation Plan (EEP) was last reviewed on the 25th January 2022**

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 Emergency Evacuation Plan for Grassington Devonshire Institute (Town Hall)

The hirer shall designate an Event Manager who must ensure that the Town Hall's Emergency Evacuation Plan is followed in the event that the building Fire Alarm is activated.

The Event Manager **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 on 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
- 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 is 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 to 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 ie top car park in Moor Lane or in Chapel Street
- instruct everyone not to re-enter the building until instructed to do so