

# The Yorke Trust

## Health and Safety policy

### Introduction and scope

The Yorke Trust premises comprise The Old Norwich Arms and The Old Chapel which together is known as the Creake Centre herein referred to as the Centre.

The Yorke Trust is committed to providing a healthy and safe environment for all those involved in the activities which take place in the Centre.

- This includes but is not limited to; music course attendees, life class attendees, drama students, Scottish reelers, yoga course attendees, visiting teachers, performers, and members of the public.
- This includes but is not limited to; performances, rehearsals, social and cultural events, classes, workshops, courses and fundraising activities whether organised by The Yorke Trust, or by private individuals.

### Responsibilities

Overall responsibility for health and safety sits with the Trustees.

Practical responsibility for health and safety at all events and activities organised by the Trustees sits with:

Post	Name
The Chairman	Rodney Slatford
Health and Safety Advisors	John Mallott and Carol Jennings
First Aider(s)	Carol Jennings
Kitchen Manager	Robert McNaughtan

or with the responsible Trustee deputising for them.

People hiring the Centre for classes and other events, must take responsibility for health and safety issues relating to their particular activity. If required, they may be asked to provide their own risk assessments, a copy of which will be held by the Trustees.

### Statements of general policy

- The Yorke Trust will seek to prevent accidents and cases of ill-health by managing the health and safety at all events and activities it organises, and by ensuring the Centre is a safe environment for events organised by other users;

- The Yorke Trust will provide clear instructions and information to ensure that users, volunteers, and the public, can attend or run events and activities in a healthy and safe manner. Hirers are provided documents which include a Code of Conduct (see Appendix A), Risk Assessments for the Old Norwich Arms and the Old Chapel (see Appendix B), that accompany the contract;
- The Yorke Trust has emergency evacuation procedures in place which are displayed, and these along with Accident and Medical Emergencies and Food Hygiene guidelines are included with the contract for hirers (see Appendix C);
- The Yorke Trust will maintain safe and healthy conditions, provide and maintain plant, equipment and machinery, and ensure safe storage of equipment and furniture. All electrical equipment must be PAT tested before use.

## **Smoking**

Smoking is *not* permitted in any part of the Centre at any time. Visitors who wish to smoke may only do so outside of the building at such a distance that smoke does not enter The Centre buildings either through open doors or open windows. Any ensuing refuse is the responsibility of the smoker who should remove it from the site.

## **Fire**

In the event of a fire, the Fire Health and Safety Guidelines (see Appendix C) should be followed. Fire extinguishers are available, but personal safety should be considered first in terms of evacuation and extinguishers only used if it is safe to do so.

## **Accidents and medical emergencies**

- In the event of a an accident or medical emergency, the Accident and Medical Emergencies guidelines should be followed ) See Appendix C);
- Trustees will ensure they are aware of the contents of the Accident and Medical Emergency Guidelines and that First Aid Kits are available for use in the Creake Centre venues;
- Whenever practicable, The Yorke Trust will ensure that someone with First Aid experience is in attendance at activities and events;
- The Yorke Trust will ensure that any accidents are recorded in the accident book which will be on site at all activities and events.

## **Sound safety**

The Yorke Trust takes responsibility for protecting the hearing of all those who attend events and activities at the Centre and will:

- Ensure there are open lines of communication for individuals to raise concerns about hearing;
- Take concerns seriously; the Trustees will work with the individuals to find ways to minimise risk;
- Take into account the protection of our audience's hearing by keeping any amplified sound to a reasonable level.

## **Purchasing policy**

All materials and equipment acquired by the The Yorke Trust must comply with the standards, codes and regulations prescribed by law. Only those that can be safely accommodated and used within the Creake Centre may be obtained. The individual wishing to acquire the material or equipment should obtain all necessary information to enable the risk assessment to be undertaken in order to demonstrate compliance with the foregoing.

To monitor that the requirements of the purchasing policy are being followed, all acquisitions must be approved by the Trustees.

## **Health and Safety training**

Training and instruction in routine matters will be given, to all who require it, by the appropriate Trustee. The Chairman will inform new Trustees about:

- action in the event of fire;
- action in the event of an accident or medical emergency;
- their responsibility for following The Yorke Trust Guidelines, including the responsibility for reporting health and safety problems and how this should be done, and for co-operating with users;
- any specific responsibilities they have in relation to health and safety.

A copy of the Health and Safety policy, Guidelines for fire, food preparation, medical emergencies and the risk assessments will be contained in the induction package given to each Trustee and on the website. Trustees will also make each hirer aware of the Health and Safety policy and ensure copies are available.

## **General safety**

For routine Yorke Trust activities, provided that the arrangements in the next paragraph are followed, there will be no significant health or safety risk, and no further assessment is necessary. Non-routine activities should be assessed, and where any significant hazards are identified, the results of the assessment should be recorded.

The maintenance of high standards of general housekeeping goes a long way to preventing accidents. Care should be given to the general layout and storage of items to minimise possible hazards. Particular attention should be given to: the condition of floors and floor coverings; trailing leads; storage of items, particularly heavy ones, on shelves above shoulder height; safe methods of reaching up, and hygiene. Further detail on health and safety can be found in the three Guidelines and in the risk assessments. Any problems identified which cannot be put right by the person noticing,

should be reported immediately to the Chairman for further action.

Approved by the Trustees on:

Signed: Rodney Slatford (Chairman)

Date 13<sup>th</sup> May, 2018.

Date of next review: May, 2019

## **Appendix A**

### **The Yorke Trust**

#### **Rules of Conduct & Behaviour for Guests in The Old Norwich Arms (ONA) and staying with Host Families**

**These are all common sense in order to ensure the smooth running of all the facilities here at The Yorke Trust and the continued support of our Host Families.**

#### **General:**

**Smoking** is not permitted inside the building.

**Food and drink** should not be consumed or evident in bedrooms as it may attract insects and vermin

**Rooms** should be kept tidy and presentable at all times, in both host families' homes and in the ONA.

**Candles** are forbidden everywhere in the ONA and Old Chapel as they are a fire hazard.

**Read** the Fire Guidelines.

#### **Old Norwich Arms**

- Please have respect for the neighbours and keep the noise down to a minimum;
- Do not leave the ONA after dark without a torch. Walk on the right hand side of the road at all times;
- Mugs/glasses need to be returned to the dishwasher once they have been used;
- Ensure belongings are not left lying around on the floor;
- Please turn off unnecessary lights at all times;
- Be respectful to all those who are volunteering for the Trust;
- At the end of your stay, please strip the beds and wash them in the washing machine;
- Empty washing machines after use and place laundry in the basket not on the floor or sink.

#### **Host Families**

**Your accommodation is at the invitation of the Host Family. It is essential that you treat the accommodation and families with respect and consideration.**

- Do not swap accommodation as the family are expecting a named person;
- Do not take anyone else home with you;
- Alert the family if you are not returning at night;
- Meals are provided at the Old Norwich Arms not by the Host Families.

#### **The Old Chapel**

- Consider the Old Chapel as a place of work. Scores, mugs, glasses and personal belongings should not be left here;
- The chapel is let on a regular basis. Please leave it tidy and in the condition in which you find it;
- The lock is a Yale lock and self closes. Care needs to be taken to not leave the key inside the locked chapel. Leave the lock on the latch whilst it in use and the course leader should keep the key lanyard round their neck.