

A. The Ilkley Manor House Trust (IMHRT) recognises its duty under the Health and Safety at Work Act 1974 and will, so far as is reasonably practicable, seek to ensure, and provide for, the health, safety and welfare at work of its staff and volunteers whilst they are conducting their duties on its behalf, to provide a safe place and systems of work and a safe working environment including access and egress.

IMHT will also, so far as is reasonably practicable, seek to ensure the health and safety of those people, who whilst not being its volunteers, come into contact with it and its activities.

B. IMHT will also require its volunteers, and those performers and others conducting activities on its behalf to adhere to those current safety regulations that are applicable to the situation in which they conduct their activities and duties. IMHT will where appropriate provide information and training, that is both suitable and sufficient, to its volunteers, to ensure that they act in accordance with A(above).

Events

IMHT recognises that although generally it provides a limited range of events in and around the Manor House in Ilkley, there are differing risk situations.

IMHT recognises that each event will present a slightly different environment and will thus maintain a system of risk assessment for each type of event.

Volunteers

IMHT recognises that in order for its volunteers to fulfil the aspects of their duties that relate to health and safety it will be sometimes be necessary to provide written guidance and occasionally more formal training. It will require its volunteers, organisers and stewards to comply with this safety policy and any guidance it has issued. It will require them to undertake such tasks as part of their duty that will ensure the delivery of this policy and the maintenance of required records, in particular reporting any concerns to the responsible person. IMHT specifically prohibits the ad hoc provision of electrical equipment by volunteers for purposes other than those which are personal to the volunteer. All volunteer roles will be subject to a regular risk assessment.

Performers

Where IMHT contracts performers and/or providers of ancillary equipment or services it will take steps to ensure that their their equipment, in particular electrical equipment, provided by or for such people and also their activities comply with current health and safety regulations and standards. Where performers by virtue of the type of performance, present additional specific risks it will ensure that any further necessary steps are taken to ensure adequate safety levels.

The Public

IMHT recognises that members of the public that come into contact with its activities will have to be protected by the system of risk assessment outlined above.

Insurance

IMHT will maintain an adequate system of insurance for volunteers and members of the public who come into contact with its activities.

Responsibilities for health and safety

1 Overall responsibility - Trust Board

2 Management responsibility – Operations Manager / Volunteer Coordinator

3 Day to day responsibility – Stewards are expected to be responsible for health and safety issues arising during their stewardship and to report them to the Operations Manager / Volunteer Coordinator

Fire/Emergency Evacuation Procedures

Staff and volunteers are expected to familiarise themselves with the Fire Evacuation Procedures document and the Incident Guidance provided in their induction pack and Stewards Folder, and displayed on the noticeboard by the front door.

Staff and volunteers will be provided with fire evacuation training as part of their induction, and regular weekly fire alarm testing is carried out. Drills will take place when practical, and not less than twice a year.

First Aid - Where possible we will provide a qualified First Aider when the House is open. First aid training will form part of our volunteer training programme. The location of the First Aid box and accident forms form part of the induction process.

Date Agreed by IMHT Board 12 Nov 2019

Next review Nov 2020