

## Neuadd Bentref Rhiwlas Village Hall

### Method Statement

#### Trefn agor yn ystod Tywydd Garw/Adverse Weather opening procedure.

During which time that the Village Hall is affected by adverse weather conditions such as snow, ice or high winds, the risk assessment document 'Adverse weather opening procedure Risk assessment' should be referred to.

The method of opening and closing of the village hall shall consist of the following methodology:

Regular Met office warnings should be monitored in the event of the forecast of snow. Ice or strong winds.

Any persons appointed to inspect the Hall building shall preferably be accompanied by another committee member or should inform another/s committee members of their intention to carry out the inspection by way of a 'buddy system' arrangement, so that the inspecting person would inform the buddy of their arrival at the hall, and then upon completing the inspection should inform their 'Buddy' of their intention to leave the hall. Failure to inform their 'Buddy' may result in another committee member attending the site to investigate or the Police being called to attend.

Before the hall shall be deemed safe, a decision must be taken by the chairperson and committee officials as to whether it is safe to open the hall to its users.

The following actions should be followed if it is safe to proceed:

#### **Clearing of snow and/or ice**

A Snow and Ice kit will be stored in the old boiler building located behind the Hall.

The kit comprises of x1 snow shovel; x1 ice brush; x1 bucket; x1 small shovel for spreading rocksalt; 2 meters of safety barrier chain; x2 bags of rocksalt; x2 laminated 'No Access due to Ice' signs; x4 Hi-Viz vests

No lone working to be attempted during this task.

This work shall only be carried out during daylight hours.

At least 2 persons shall attempt to clear any snow that has fallen on the disabled parking bay, the steps, ramp and fire exits and main entrance into hall foyer.

The persons shall use the snow and ice kit located in the old boiler shed.

The snow shall first be cleared from the necessary access areas (main entrance in hall foyer, all fire exits routes, stairs, ramp, disabled parking bay), followed with the spreading of rock salt over the cleared areas.

The rock salt shall be carried in the bucket provided to avoid heavy lifting of the 10kg bags. Stubborn ice can be scrapped by using the wire brush.

If the steps are deemed not safe, a safety chain barrier shall be fitted across the bottom of the steps, along with a 'no access due to ice sign'.

The gate leading towards the steps shall be kept locked, so that no access is possible from the top and will have a 'No access due to ice' sign attached.

Any work done in the disabled parking bay must be done wearing the Hi-Viz vests provided.

### **Strong Winds**

In the event of strong winds, extra care should be taken when carrying out inspections or opening or closing the hall building.

Lone working should be avoided, unless a pre-arranged 'buddy system' is in place with another committee member/s. Failure to update the Buddy when leaving the site, may result in another committee member attending to assist on site or possibly the Police being called.

Unless the hall is booked to be used, no inspections should be carried out without first contacting the hall chairperson, or until the weather conditions are safe to do so.

Any inspections should always take place in daylight hours.

Any loose slates or ridge tiles or any other hazards created because of the high winds should be reported immediately to the chair and committee officials.