



## **HOUSE OF CONFINEMENT**

### **ACCESS GUIDELINES**

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#### **REQUESTS**

This policy aims to establish a protocol for access to the House of Confinement. The Town Council is responsible for visitors to any property that it owns and has a duty to protect individuals Health and Safety.

The Town Clerk is the Proper Officer of the Town Council and is responsible for all formal communication between the Council and members of the public. All requests for access should be received through the office and authorised by the Leader of the Properties portfolio. This process is managed by the Town Clerk.

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#### **BUILDING ACCESS PROTOCOL**

In order to maintain a safe and secure environment, it is necessary that everyone complies with the following building access procedures.

##### **Visitor Access**

- Visiting times will be between the hours of 9am and 2pm Monday to Friday
  - Special permission may be granted outside these times if a members of staff is available
- A key will be issued on receipt of a £50.00 holding deposit and refunded on the return of the key
- A risk assessment must be produced prior to the visit and received and accepted by The Council before access is allowed
- The Town Council risk assessment must be read and signed in conjunction with this protocol
- A Maximum of 10 people will be allowed at any time
- Access will be limited to 1 hour

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#### **INDEMNITY AND WAIVER**

I \_\_\_\_\_ (name)

of \_\_\_\_\_ (business/address)

hereby agree to indemnify and keep indemnified Alfreton Town Council against all claims that may arise out of any injury, loss or damage suffered by a third party as a result of accessing the House of Confinement.







**ALFRETON TOWN COUNCIL**

**WORKPLACE RISK ASSESSMENT**

<b>Area/Unit/Department: House of Confinement</b>		<b>Completed by:</b> Cllr G Dolman T Crookes		<b>Review date: June 2016</b>	
<b>Activity: Public Access</b>		<b>Date: June 2015</b>		<b>Priority 1</b> immediate, <b>2</b> within 1 month, <b>3</b> within 3 months, <b>4</b> within 6 months <b>5</b> annual	
<b>Hazards</b>	<b>Who might be harmed and how</b>	<b>What is already being done to control the risk?</b>	<b>Are further controls needed?</b>	<b>Additional Actions</b>	<b>Priority</b>
Slipping and tripping Over uneven ground	Staff Public From items on floor	Area inspected and cleaned before a visit  Torch provided by Council  All visitors briefed before entering the building	No		3
Step into the building	Staff Public From tripping	Torch provided by Council  All visitors briefed before entering the building	No	Reflective strip on step/roof	3

Overcrowding on highway	Staff Public From vehicles on road	Limit number of visitors to 10 All visitors briefed before entering the building	No		3
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