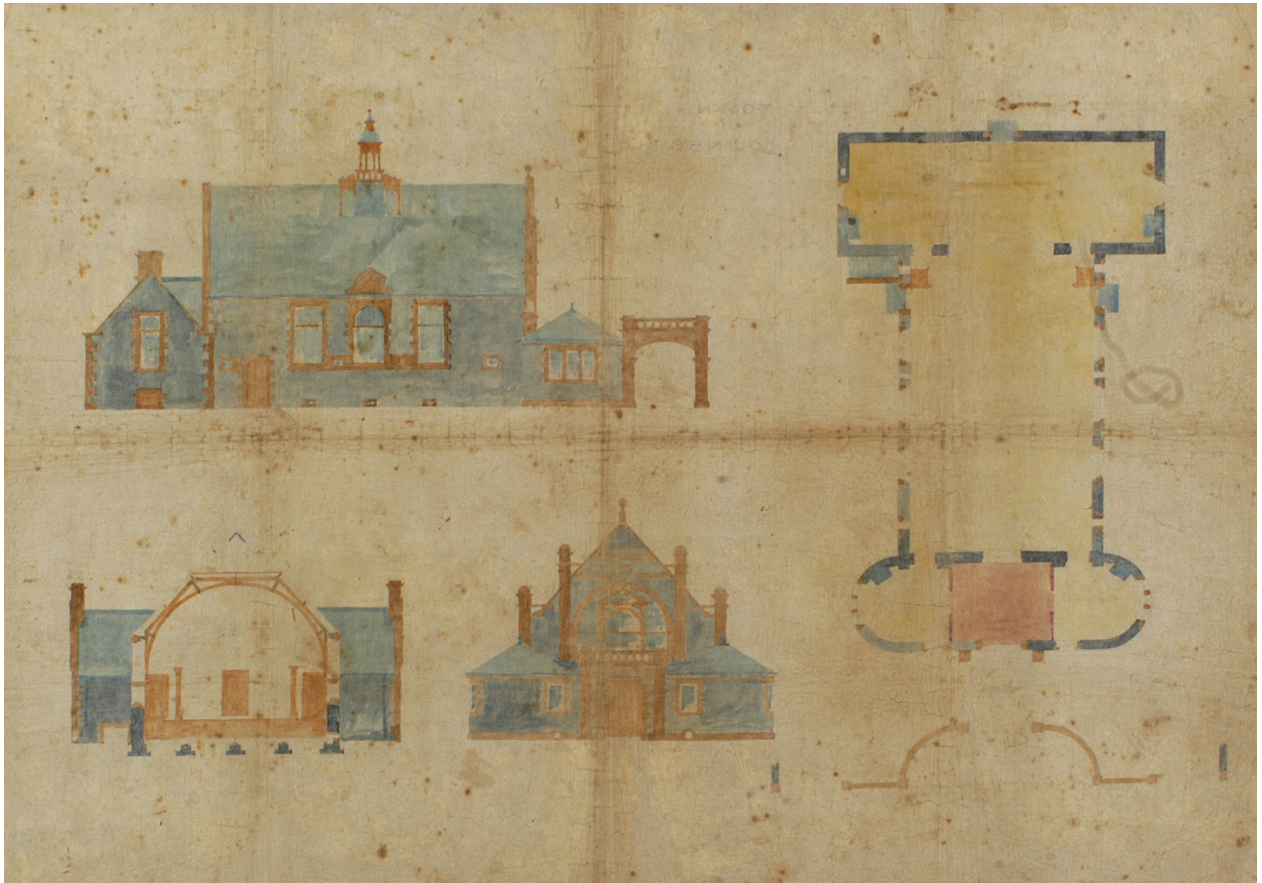


Colinsburgh Community Trust – Health and Safety Policy



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Policy Statement

The Health, Safety and Welfare of all those managing, using and visiting Colinsburgh Community Trust facilities is always paramount.

The **Colinsburgh Community Trust Management Committee** (the 'Committee'), although having no legal requirement to record Health and Safety assessments, as trustees of the charity and as manager of non-domestic premises, recognises and accepts its general duties under The **Health and Safety at Work Act 1974** and The **Management of Health and Safety at Work Regulations 1992** to ensure that the premises are safe and that risks are assessed and managed, so far as is reasonably practicable.

The policy of the Committee is to take reasonably practicable measures concerning the management of Colinsburgh Town Hall and Galloway Library (the 'Facilities') to comply with all legislative requirements and codes of practice relating to the duties which it has, to:

1. provide healthy and safe working conditions, equipment and systems for our Committee Members, volunteers, contractors, and members of the public ('users') within the Facilities;
2. keep the Facilities and all associated equipment therein in a safe and working condition for all Users;
3. provide all necessary support and information to all Users.

The Committee will work in the furtherance of these aims by:

- a) identifying and assessing risks;
- b) recording risk assessments and regularly reviewing them;
- c) mitigating risks;
- d) monitoring compliance and work conditions;
- e) establishing a clear, sensible and practical safety organisation and arrangements.

Duties

All Users of the Facilities are expected to recognise and accept their duties:

- a) to follow health and safety instructions and to report any issues of concern;
- b) to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts and omissions;
- c) as regards any duty imposed on the Committee, to cooperate so far as is necessary, to enable that duty to be performed or complied with.

Organisation

General Responsibilities:

All persons have responsibility for ensuring that their actions do not compromise the health and safety of themselves or any other person on the premises.

Anyone who observes a practice or potential hazard, that could compromise the health and safety of any person, has the responsibility to act to remove such danger and further to report such incidents in the Incident Book for the attention of the Committee.

Any person noticing potentially hazardous, broken or ineffective equipment has the responsibility to remove such equipment from use immediately, to draw attention to defects using appropriate means (e.g. a warning label) and to note such action in the Incident Book

Hirers of Facilities are responsible for:

- i. complying with all conditions of hire, as set out in the Hiring Agreement, and for ensuring that their organisation/party conducts its activities in line with such conditions, particularly with respect of compliance with all safety requirements and safety notices. Hirers may have responsibilities above and beyond these concerning insurance and statutory requirements relating to their particular organisation/activity;

- II. ensuring familiarity with fire safety checks (e.g. keeping fire exits clear) and evacuation procedures;
- III. designating a responsible person at each hiring/event who will take charge of evacuation in case of emergency;
- IV. ensuring that highly flammable substances are not brought into or used in any part of the premises;
- V. seeking the consent of the Committee before erecting any internal decorations that may contain combustible materials and ensuring that any allowed decorations are not placed near light fittings or heaters;
- VI. checking that, if any portable electrical equipment is brought onto the premises, it is safe for use/has been P.A.T. tested.

Contractors are responsible for:

- I. safe working practices in respect of themselves and their employees and for meeting their statutory obligations with regard to Health & Safety legislation and Public Liability Insurance;
- II. having regard to the safety of hall users when working on the premises and/or in respect of anything left/stored on the premises;
- III. advising the Committee of any flammable or toxic substances that may be used in the course of work on the premises.

The Committee are responsible for:

- I. ensuring that all Users of Facilities are aware of the Health and Safety Policy;
- II. ensuring that the Health and Safety Policy is fully implemented;
- III. monitoring compliance with Health and Safety guidelines;
- IV. regularly assessing and reviewing risks and recording such risks;
- V. keeping an 'Incident Book' in which any incidents or actions that have, or might have, affected the health and safety of any person may be

reported and in which any defective or broken equipment may be noted;

- VI. taking such action as may be necessary to rectify the situation, to correct faults or to arrange repair of equipment to ensure health and safety and noting such action;
- VII. making such arrangements and releasing such funds as may be necessary to assist in the implementation of this Policy;
- VIII. making such representations to all Users of the Hall, as may be necessary to ensure their cooperation with Health and Safety Policy, particularly about their actions and activities while on the premises;
- IX. cooperating with all Users of the Hall in pursuance of Health and Safety requirements.

The Management Committee has delegated the following persons to manage the following:

Role	Requirement	Who
Risk Assessment Manager	Trustee responsible for updating policies and risk assessments and presenting them to the Committee for approval.	Brent Walker Katy Craig
First Aid Box	Check and replenish monthly	Karen Wilkieson
Reporting Accidents/ RIDDOR	Minor accidents to be logged by users in the Accident Book. Complete RIDDOR forms as necessary.	All

Role	Requirement	Who
Checking Accident Reports and Feedback Book at least weekly or as advised of incidents.	Instigate any actions necessary to remove risks e.g. repairs. Advise Risk Assessment Manager and report to committee at each meeting or as soon as necessary.	Brent Walker
Information to Hirers	For each booking check that new hirers have read and agreed to 'Terms and Conditions'. When amendments made to policy/Risk Assessments contact all hirers to inform and gain their acknowledgement.	Brent Walker
Information to Contractors	Liaise with contractors (including self-employed persons) before work is started. Gain their acknowledgement that they have seen the Health & Safety Policy/Risk Assessments and are aware of their responsibilities.	Brent Walker
Risk Assessments/ Monitoring	(a) Complete Risk Assessment forms, monitor and update as necessary. (b) Report to committee at each meeting and advise relevant people to inform hirers/contractors as necessary if amendments are made.	(a) Group /Activity leads; (b) Brent Walker
Fire Risk Assessments/ Monitoring	(a) Complete Fire Risk Assessment, monitor and update as necessary. (b) Report to committee at each meeting and advise relevant people to inform hirers/contractors as necessary if amendments are made.	(a) Mike Wilkieson (b) Brent Walker

Role	Requirement	Who
Annual Testing/Safety Certificates	Make arrangements for annual inspections of gas appliances, electrical appliances, fire extinguishers. Keep relevant certificates and display copies on notice board as required.	Mike Wilkieson
Safety Notices	Produce and display relevant safety notices in appropriate areas, including copies of Fire Evacuation Procedures and Floor Plans.	Mike Wilkieson
Implementation of Policy	Co-ordinate overall management of policy, including amendments and annual review	Peter Marshall

Procedures

The H&S policy document will be available to download from the Colinsburgh Community Website:

www.colinsburgh-community.org.uk

All hirers will be expected to read through the whole of the Standard Hiring Terms and Conditions and sign the hiring form as evidence that they agree and accept these conditions. The hiring conditions will inform all hirers about safety procedures at the hall, which they will be expected to follow (e.g. fire evacuation; use of equipment; reporting of incidents/accidents).

All contractors will be made aware of Health & Safety Policy, any identified risks and their responsibilities.

Committee members with specific responsibilities for aspects of Health & Safety will report to The Committee each quarter.

The full policy will be reviewed annually, with risk assessments and necessary amendments being made as necessary throughout the year. Such amendments

will be appended to the policy documents and made known to all Users of the Hall.

General guidelines

These guidelines are provided to assist Users in fulfilling their Health & Safety responsibilities.

Premises

- The entrance must be always clear of obstacles and hazards when people are entering or leaving the building.
- Wet floors must be made safe by the application of an absorbent, non-slip surface until the floor can be thoroughly dried.
- The premises should be adequately heated, such heating to be used under manufacturers' instructions and to be adequately maintained and regularly serviced. Radiators and pipes should not be allowed to become excessively hot and heating controls should be checked and adjusted accordingly.
- Water should not be heated above 60 degrees Centigrade.
- Any floor coverings should lie flat, and edges of rugs/carpets should not be allowed to curl up.
- Spills must be cleared up quickly to prevent slipping.
- Any concerns regarding any electrical installation, plug, lead etc must be notified to the appropriate person/authority immediately.
- Any electrical equipment where there are signs of damage, exposure of components, or water penetration etc. must not be touched or operated.
- All hirers should acquaint themselves with the position of the fuse box/main switch.
- Electrical leads must not be allowed to trail across floors or from areas where they might be pulled or become caught up.
- Fire extinguishers will be regularly serviced, and all persons should fully acquaint themselves with the position and mode of operation of all extinguishers.
- All hirers must make themselves aware of the procedure to follow in the event of fire.
- All hirers should be aware of the position of Fire Exits and must ensure that these are always kept clear.

- As good practice, hirers should have a method to account for the number of persons present during their hire.
- If the oven/cooker is in use it should not be left unattended, even for a short time.
- Kettles should not be over-filled, nor should the leads be left to trail over the edge of the worktop.
- Children should only be in the kitchen when under the direct supervision of an adult and not at any other time.
- All cleaning solutions etc. must be kept out of the reach of children.
- Due care should be exercised in the car park area.
- All equipment should be adequately maintained to ensure that there are no sharp edges, loose screws, splinters etc. and that it is fit for purpose.
- Any freestanding equipment should be sturdy or adequately secured to prevent it from being moved or toppled.
- All persons should exercise care in storage areas, both while removing and replacing items. Each person is responsible for ensuring that any item they stack or replace on a shelf cannot fall or be knocked and so cause injury.
- Care should be exercised when moving objects from the Hall anterooms or the Hall stage, where possible two adults should assist with this. When replacing tables and chairs onto the trolley be mindful of the potential for injury to hands/fingers if due care is not exercised.
- Hirers are responsible for the safety of people on the premises during the period of their hire and should supervise as necessary.

Working Practices

- It is your responsibility to protect yourself from injury when lifting, carrying, pulling or pushing. To do this the following guidelines should be observed:
- Do not attempt to lift anything that you know to be beyond your capability.
- Ask for help with large, heavy or awkward items.
- Where possible, lighten the load, and separate items so that they are more manageable.
- When lifting heavy objects bend your knees and keep your back straight, ask for assistance if necessary. Similarly, with reaching to remove/replace something on a high shelf or to position something on the wall above head

height, it is your responsibility to protect yourself from injury, as well as to safeguard others by acting responsibly. To do this the following guidelines should be followed:

- Ensure that you are sufficiently elevated to see what you are doing, do not attempt to pull something from a shelf above head height without first checking that it is safe to do so.
- Use an appropriate ladder or step to enable you to reach, do not stand on chairs, not only could a resultant fall cause you injury but could also lead to the injury of others nearby.
- Ask for help if necessary.
- Do not work at height, on steps or ladders until they are properly secured and another person is present. Wear suitable protective clothing/eye protection when undertaking tasks that may involve contact with toxic substances or dust/debris etc.

Hygiene

- in the interests of health, good hygiene practice is essential. The following guidelines should be observed:
 - Disposable paper hand towels must be provided.
 - Plastic gloves should be readily available and should be worn at all times that there might be contact with body fluids e.g. when cleaning toilet areas or for dealing with spilt blood from whatever cause.
 - All surfaces at which food is to be prepared or eaten must first be thoroughly cleaned with an appropriate cleaner.
 - Hands must be thoroughly washed before food preparation.

First Aid

A well-stocked and appropriately labelled First Aid Box is available in the main kitchen (adjoining the Snug) Accident Book. This book is used to record all cuts, bumps, falls etc. as well as more serious accidents and near misses. It is kept in the main kitchen. The important details to be recorded are:

- the name of the casualty;
- the date, time and place that the incident/accident occurred;

- the cause of the accident i.e. what happened;
- a brief description of the injury (if any) sustained;
- the first aid (or other) treatment administered and by whom;
- whether or not medical aid had to be sought;
- the name of the person who dealt with the incident.

Feedback Book

Any person being aware of any practice, action or incident that has, or could have been, injurious to the health of any person, must record such incident in the Feedback Book for the attention of the Committee. The book is kept in the main kitchen. Any person discovering a faulty or broken piece of equipment should take appropriate action to remove or make safe such equipment and should record all details in the Feedback Book for the attention of the Committee.