

Kirkhill Community Centre

Health and Safety Policy Form Part I

HEALTH AND SAFETY POLICY STATEMENT **Health and Safety at Work etc. Act 1974**

This is the Health and Safety Policy Statement of Kirkhill Community Centre (KCC)

- Our policy is to provide healthy and safe working conditions, equipment and systems for all our employees, volunteers and facility users
- We will provide necessary information and instructions to ensure that employees and volunteers are able to carry out their activities safely
- We will consult with our employees on matters affecting their health and safety
- This policy will be kept up-to-date, particularly as our facilities and the activities taking place in them change and develop. The policy will be reviewed at least once a year

The KCC Board of Trustees has overall responsibility for the policy. It is signed on their behalf by:

Name: Alasdair Morrison

Position: Chairperson

Date: 2/11/15

Kirkhill Community Centre

Health and Safety Policy Form Part II

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

- 1. Overall responsibility for health and safety in the community centre and associated facilities is that of:**

Name: Alasdair Morrison

- 2. Day-to-day responsibility for ensuring this policy is put into practice is delegated to:**

Name and job title: N/A

(this may apply if you have a Project Administrator on-site, for example).

- 3. The following people have responsibility for the following areas:**

Name	Responsibility
<u>Alasdair Morrison</u>	Fire Safety
<u>Sandra Hogg</u>	Insurance
<u>Alasdair Morrison</u>	First Aid
<u>Wilma Williamson</u>	Recording and reporting of accidents/incidents

- 4. All volunteers, employees and users of facilities must:**

- co-operate with the management committee and staff on health and safety matters
- not interfere with anything provided to safeguard their health and safety
- take reasonable care for their own health and safety
- report all health and safety concerns to the appropriate person.

Kirkhill Community Centre

Checklist: Health and Safety Policy Part III

General procedures

- Procedure for reporting accidents
- Procedure for reporting maintenance or health & safety issues
- Regularly recorded maintenance checks
- Risk assessment
- Details of particular hazards
- Instructions on safe storage of equipment (e.g. tables, chairs) and material (e.g. chemicals)
- Annual inspection of electrical equipment

Food Hygiene

- Rules for hirers
- Procedures for reporting concerns

First Aid

- Location of first aid box
- Responsibility for checking contents of first aid box

Fire

- Regular testing and maintenance of fire alarm system
- Fire action plan
- Procedure for checking signs and exits
- Fire extinguishers and blankets: checking
- Fire risk assessment