

CRAIG EBANK ASSOCIATION

GENERAL STATEMENT OF HEALTH AND SAFETY AND PROCEDURES

Note: All users of Premises must familiarise themselves with the contents of this document and comply with the guidance and procedures set out.

General Statement

The Association will take all reasonable steps to ensure the health, safety and welfare of its employees, members and users of its facilities.

The Association's principal aim is to reduce the risk of accidents to persons using the premises by ensuring that clear information is made available about such matters as, for example fire exits, evacuation procedures, safe working practices and first aid facilities.

The Association will seek to achieve that aim by:-

- Creating and maintaining as safe an environment as possible for its employees, members and users of its facilities;
- Meeting its responsibilities under the Health and Safety legislation;
- Adopting a planned and systematic approach to the maintenance of plant (heating system, gas installations, electrical supply and appliances etc) and ensuring safe working practices;
- Providing such information, instruction, training and supervision where necessary;
- Ensuring the provision and maintenance of safe access to and egress from the buildings;
- Identifying and assessing risks associated with all activities with the aim of eliminating or controlling the risks so far as reasonably practicable;
- Monitoring and reviewing all of the above issues on a regular basis.

Responsibilities of the Association

The Association, through its Board of Directors, will so far as reasonably practicable be responsible for ensuring the health, safety and welfare of all persons on its premises, by:-

- Determining the organisation through which the policy will be implemented and delegating responsibility to appropriate Committees/Task Groups, individuals and organisation/club leaders or other responsible persons;
- Ensuring that so far as possible adequate resources are made available to enable the Association to implement its policy;
- Ensuring that Health and Safety considerations are an integral part of the overall running of the Association and its activities;

- Providing information to all users about Health and Safety procedures; by ensuring that all users of the buildings receive copies of this Policy and any other relevant information and by ensuring that tradesmen or other representatives working in the premises are similarly notified.
- Undertaking all of the duties listed in the next section in respect of its own direct activities.

Responsibilities of Organisation Leaders and other Users

The Leaders of all organisations, clubs, groups etc using the premises are responsible, so far as reasonably practicable, for ensuring the health, safety and welfare of all their members, guests and members of the public while involved in any of their activities.

They will;

- Ensure that all of their leaders or other helpers are aware of their responsibilities for health and safety matters under the Health and Safety Legislation (see later pages);
- Ensure that all leaders, helpers, members, guests and visitors are aware of the arrangements for evacuating the building in the event of fire or other emergency;
- Ensure that all activities are adequately supervised and that regard is given to the duty to minimise risks at all times;
- Ensure that any representative using electrical or gas appliances have been properly instructed in their use and that they are subsequently cleaned, where necessary, and left in a safe condition;
- Maintain a register of all portable electrical appliances owned by their organisation (including make, type and serial numbers) and arrange for a competent person to carry out regular visual inspections of all electrical appliances for faults. Leads/flexes and plugs should be included;
- Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995, ensure that a record is made of all reportable injuries and dangerous occurrences resulting from their activities both within and outwith the premises. (see later pages for procedures);
- Provide a First Aid Box and ensure it contains the necessary contents *and consider identifying and training persons in its use*;
- Co-operate with the Association's aims by keeping passageways, fire exits and routes clear of obstructions at all times;

- Ensure that they and all persons for whom they are responsible obey any specific procedures, instructions, warnings or safe working arrangements intimated by the Church;

Monitoring

It shall be the responsibility of the Association, through nominated Office-Bearers, to monitor the effectiveness of the Health and Safety policy in relation to users of the premises.

The Board of Directors shall be responsible for carrying out periodic checks of the physical condition of the buildings and for taking appropriate corrective action. However, all users should co-operate in reporting any items requiring repair or maintenance for health and safety reasons.

It shall be the duty of all organisations (through their Leaders) or other users to obey any reasonable instructions given by responsible Office Bearers of the Association in order to ensure compliance with these procedures.

Non-compliance with these procedures or any reasonable request from the nominated Office-Bearers could result in use of the premises being restricted or terminated.

Accidents: Recording and Reporting

If there is an accident connected with any of your activities or while your organisation or group is operating on the premises the Accident Report Form **MUST** be completed and sent immediately to the Association's representative (see Accident Report Pad). The forms are available beside the First Aid Box located in the kitchen.

You should also record the incident in your own Organisation's Accident and Injury Log if you have one.

If the incident results in:-

- serious injury or death to one or more of your members or a member or members of the public;
- any other injury which results in the person injured requiring to attend hospital;
- a person at work (including self-employed persons) being incapacitated for his or her normal work for more than 3 days as a result of an injury caused by an accident at work;
- a specified major injury or condition **; or

- a dangerous occurrence **

then the following procedure MUST be followed, by Law-

(** - as defined by Health and Safety legislation).

1. **Notify the contact on the Accident Report Pad as soon as possible by telephone.**
2. **Notify Dundee City Council's Environmental and Consumer Protection Department as soon as possible by telephone - 01382 436260;**
3. **Complete the Accident Report Form as above.**
4. **Send a written report to the local authority within 10 days of the incident using Form F2508 (available from the Environmental and Consumer Protection Department);**
5. **Enter details of the incident in your own Organisation's Accident and Injury Log (if you have one) which must be readily available at all times.**

Evacuation of Premises

In the event of a fire or other emergency requiring the premises to be evacuated, the responsible person in charge must ensure that all rooms (including the kitchen and toilets) and the stage as well as the Church itself, if in use, are vacated.

Steps should be taken to ensure that no persons can re-enter the building subsequently without prior permission.

In the event of a fire, the Emergency Services should be called as soon as possible using the phone in the vestry if safe to do so or from the nearest available point.

If safe to do so you may use the fire extinguishers provided.

Arrange for evacuated persons to congregate a safe distance from the building and check to ensure that everyone is accounted for. Do not attempt to re-enter the building under any circumstances but inform the Emergency Services on arrival of any persons missing or otherwise unaccounted for.

Risk Assessments

It is the responsibility of all organisation leaders to ensure that the activities which they engage in or organise are safe for the participants and bystanders. A Risk Assessment should be carried out and steps taken to eliminate or at least minimise any risks identified.

Copies of any written Risk Assessments should be retained.

It is the responsibility of the leaders to ensure that all of their staff/helpers are familiar with the results of the risk assessment and the steps required to minimise any identified risk.

Particular care should be taken in relation to the preparation of food to be served whether it is prepared on the premises or brought in from elsewhere. Food hygiene considerations should be of the highest priority.