

## **MORISON DUNCAN HALL MANAGEMENT COMMITTEE SCIO SCO51141**

### **HEALTH AND SAFETY POLICY**

Morison Duncan Hall Management Committee SCIO ("the Committee") actively works to comply with the requirements of Health and Safety legislation. The purpose of the policy is to establish general standards for health, safety and welfare of members of the community who enjoy the use of the Hall ("Hall users"), those who are employed by the charity, and also trustees and volunteers.

The Committee is committed to ensuring that health and safety matters are always of foremost importance.

The aims of this policy are to:-

- provide Health and Safety guidelines to ensure the maintenance of safe working practices for all concerned
- ensure that the organisation will have all necessary insurance in place for risks in connection with Hall activities
- encourage amongst Hall users, trustees, volunteers, and visitors individual responsibility and awareness for health, safety and welfare
- ensure that there are agreed arrangements for emergency procedures and accident/ incident reporting
- ensure that there is ongoing development of safe operational procedures for particular activities including risk assessments for specific events
- prevent accidents and injuries occurring as a result of involvement in activities organised by or at the Hall
- be prepared to deal with situations which may threaten life, health or property
- place responsibility for an annual health and safety audit on the management committee
- review this policy on a regular basis and amend as required.

### **RESPONSIBILITIES**

Responsibility for safety in all areas of activity rests with everyone using the Hall. This includes all Hall users and visitors, as well as the Committee of trustees, employees and others using or otherwise occupying Hall facilities.

The Committee will, as far as is reasonably practicable, pay particular attention to:

- arrangements for ensuring safety and absence of risk to health in connection with the use, handling, storage and transport of equipment and of dangerous substances.
- ensuring that the Hall and equipment used in the Hall or at outdoor events will provide a safe environment for everyone concerned
- provision and maintenance of a working environment for employees, volunteers and Hall users that is safe, without risk to health and adequate as regards facilities
- ensuring that safe working arrangements are used by contractors and others carrying out work at the Hall.

- where provision of food and drink is involved, ensuring that all volunteers comply with all food safety regulations
- ensuring that there is first aid equipment available and accessible at the Hall, and making regular checks to replace used items
- taking steps to keep the Defibrillator in good working order and available for use; arrange training in the use of the Defibrillator
- ensuring that all Hall users, volunteers and visitors are made aware of the Health and Safety Policy of the organisation.

All Hall Users making bookings will be asked to indicate that they are familiar with and will comply with, this Health and Safety Policy.

### **ACCIDENT REPORTING**

All accidents however minor will be recorded immediately in the Accident Book, which is in the first aid cupboard in the kitchen. Incidents recorded in this will be reviewed by the Committee to ensure any hazards are removed or mitigated.

### **FIRE PROCEDURES**

All fire procedures will be carried out regularly by the caretaker/Committee in line with the fire safety protocol. An annual audit of fire hazards will be undertaken and recorded. Fire evacuation procedures will be reviewed and training with Hall users/caretaker will be undertaken on a regular basis.

### **REVIEW OF HAZARDS AND POLICY**

An annual health and safety audit, which will include a review of this policy, will be carried out by the Committee..

(Signed) Chairperson A. Stewart 7y/16. (date) 20/02/24