



## Management of Health and Safety Policy (v1.1)

### Introduction

The Pennyghael Community Hall SCIO recognises that it has a responsibility to ensure that all reasonable precautions are taken to provide and maintain conditions which are safe, healthy and comply with all statutory requirements and codes of practice.

Therefore, the Pennyghael Community Hall SCIO will ensure that;

- systems of work are safe
- arrangements are made for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- information, instruction, training and supervision is provided to ensure the health and safety at work of employees, volunteers and the health and safety of Pennyghael Community Hall users
- Pennyghael Community Hall is maintained in a safe condition
- a safe means of access to and from Pennyghael Community Hall is provided

### Organisation and Responsibilities

Pennyghael Community Hall SCIO will ensure that there are sufficient resources available to provide any health and safety equipment, personal protective equipment and training where appropriate.

Pennyghael Community Hall SCIO will encourage all employees, volunteers and users of Pennyghael Community Hall to take responsibility for health and safety matters.

One Pennyghael Community Hall SCIO trustee, the Health and Safety Trustee (H&S Trustee) has responsibility to ensure health and safety policy is implemented, and report to other trustees at a regular trustee meeting or more frequently if required. The H&S Trustee will monitor the health and safety policy on a regular basis, and ensure safety records are maintained, accidents are investigated and will keep a watching brief on changing safety legislation.

Working with employees and volunteers the H&S Trustee will have and/or delegate responsibility to:

- ensure that every employee is given induction training at Pennyghael Community Hall, including the precautions and procedures appropriate to their specific jobs
- ensure that all employees and volunteers are made aware of any health and safety procedures in place
- ensure all employees and volunteers understand the health and safety policy and risk assessments
- investigate all accidents with a view to prevention of further occurrence
- ensure good housekeeping standards are applied
- ensure equipment maintenance is carried out in a timely manner
- ensure accidents are recorded.

Employees and Volunteers have a responsibility to do everything they can to prevent injury to themselves, their fellow employees/volunteers, Pennyghael Community Hall users. They are expected to;

- co-operate fully on health and safety matters
- follow health and safety policies and procedures
- report any incidents which have or may have led to injury or damage
- not interfere with anything provided to safeguard their health and safety
- take reasonable care of their own health and safety
- report all health and safety concerns

(continued on page 2)

Pennyghael Community Hall  
Management of Health and Safety Policy

(continued from page 1)

**Health and safety risks arising from our work activities**

The H&S Trustee, together with other staff and trustees, will undertake risk assessments from time to time. The H&S Trustee will review findings, decide what further action, if any, needs to be taken and report to the Trustees as he/she deems necessary. Action required to remove and/or control risks will be approved by Trustees.

**Safe equipment**

Any problems found with equipment should be reported to the H&S Trustee.

**Safe handling and use of substances**

Employees and Trustees will be responsible for identifying all substances which need a COSHH (*Control of Substances Hazardous to Health Regulations 2002*) assessment and will undertake the COSHH assessments, ensure that all actions identified in the assessments are implemented and ensure that all employees are informed about the COSHH assessments.

**Accidents, first aid and work related ill health**

Two first aid boxes are kept in the hall foyer and in the kitchen

A defibrillator is available on the outside wall of Pennyghael Community Hall.

All accidents and cases of work-related ill health are to be recorded in the accident book.

All accidents will be investigated, and a report will be made to the H&S Trustee who is responsible for bringing issues to the attention of Trustees as he/she deems appropriate.

**Emergency procedures – fire and evacuation**

Emergency evacuation procedures have been prepared and are available for inspection.

Escape routes are checked monthly and alarms are tested monthly.

Agreed at the Trustees Meeting on 20<sup>th</sup> July 2021

Last Reviewed: 22<sup>nd</sup> June 2021

Last Revised: 30<sup>th</sup> March 2022 on appointment of H&S Trustee (v1.1)