



Health and Safety Policy

Introduction

This document is the Health and Safety Policy of **The Pathhead and District Community Association SCIO**. It refers to use of the Pathhead Community Hall.

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for our employee(s), volunteers, committee members and hirers.
- b) Keep the village hall and equipment in a safe condition for all users.
- c) Provide such training and information as is necessary for staff, volunteers and users.

It is the intention of the Pathhead District Community Association to comply with all Health and Safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

Pathhead and District Community Association SCIO considers the promotion of the health and safety of its employees at work and those who use its premises, including contractors who may work there, to be of great importance. The management committee recognises that the effective prevention of accidents depends as much on a committed attitude of mind to safety as on the operation and maintenance of equipment and safe systems of work. To this end, it will seek to encourage employees, committee members and users to engage in the establishment and observance of safe working practices.

This policy covers those areas of the hall, dayroom, stage and bar (Pathhead Sports and Social Club) for public access or use, including equipment for public use. Any areas which have restricted access (behind the bar and the PSSC cellar) or equipment restricted to use by particular groups (e.g. stage lighting), shall be covered by individual Health and Safety Assessments and Policies.

Safe Use of the Hall

Employees, hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the committee, with all safety requirements set out in the hiring agreement and with safety notices on the premises and to act sensibly and accept responsibility to do everything they can to prevent injury to themselves or others.

Information on health & safety matters can be found on the website WWW.PATHHEAD.INFO and of the main notice board opposite the hall toilets. Individual guidelines will be posted in particular areas, e.g. the kitchen

Although continuing efforts are made to improve facilities, the Trustees and Committee recognises that in a few places standards can temporarily fall below that which we aim for as part of the Health and Safety policy. In particular this is due to ongoing vandalism or misuse that can result in safety issues that cannot always be found or addressed immediately.



Pathhead & District Community Association SCIO
The Community Hall
11 Main Street
Pathhead
EH37 5PZ
www.pathhead.info

The hall is a multi-user venue run by volunteers. Several organisations with regular access have keys as well as committee members. It is not always possible to check for health and safety issues between events. In light of these issues therefore all users must:

- take particular care before commencing activities;
- must assess whether the hall facilities are safe for their activity;
- must review the Health & Safety Policy & abide by the Safety Rules;
- must review and follow all guidelines provided;
- be sure they use publically available equipment, e.g. cookers, in-line with the Hall guidelines
- access that the weather or other external matters do not impact the safety of the event;
- report any issues or concerns to the committee;
- only use publically available equipment or spaces;

If on arrival a user believes there is a health and safety issue that impacts their event, they must make an assessment on whether it is safe to continue with that event.

Should anyone using the hall come across a fault, damage or other situation which might cause injury and cannot be rectified immediately they should inform any of the trustees, or Neil Dumbleton, or the Bookings Secretary, or a member of the Sports and Social Committee Staff as soon as possible so that the problem can be dealt with.

Where equipment is damaged or fabric of the building is damaged a notice should be placed on it warning that it is not to be used, or it is a danger to users and details recorded in the damages form.

All accidents should be reported in the same manner. If any items in the first aid box, that should be reported as well.

Organisation of Health and Safety

The Trustees of the Pathhead District Community Association SCIO has overall responsibility for health and safety at Pathhead Community Hall.

It is the duty of all employees, hirers and visitors to take care of themselves and others who may be affected by their activities and to co-operate with the management committee in keeping the premises safe and healthy, including the grounds.

Certain areas of the hall have restricted access (behind the bar and the PSSC cellar) and certain equipment is restricted to use by particular groups (e.g. stage lighting). These shall be covered by individual health and Safety Assessments and Policies.

Safety Checks

The trustees and members will carry out regular safety checks. It is noted that the hall is a multi-user venue run by volunteers. Several organisations with regular access have keys as well as committee members. It is not always possible to check for health and safety issues between events.



The trustees will ensure:

- (a) A full written health and safety and fire safety review will be carried out yearly. This will record the state of the building, furnishings, access, electrical and other equipment. A note of the health and safety status and any issues will be reported to the Trustees and members. An action plan will be made to fix issues and risk assessments/immediate action taken where necessary. The action plan will be reviewed at committee meetings.
- (b) Checks and tests for gas safety, heating safety, fixed wiring safety, fire extinguishers operation, and for portable appliance safety (PAT) will be made in line with current safety guidelines, legislation and good practice by suitably certified organisations. Any issues will be reported to the Trustees and members. An action plan will be made to fix issues and risk assessments/immediate action taken where necessary.
- (c) regular spot checks will be carried out monthly prior to committee meetings. These will include:
 - checking fire alarms,
 - a visual inspection of fire extinguishers,
 - a basic inspection of the hall for safety issues, cleanliness etc.
- (d) spot checks will be made after some events (usually chosen at random). These will include:
 - basic inspection of the hall for safety issues, cleanliness etc,
 - basic inspection of toilets,
- (e) checks are made following a reports from users.

Basic Safety Rules

The following practices **must** be followed in order to minimise risks:

- **Make sure that** all emergency exit doors are clear and unlocked as soon as the hall is to be used and throughout the hiring;
- **Do not** operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc;
- **Do not** work on steps, ladders until they are properly secured & **another person is present**;
- **Do not** leave portable electrical or gas appliances operating while unattended;
- **Do not** allow flexes or cables to be stretched across floors so they become a tripping hazard;
- **Do not** use any portable electrical appliances that have not been Portable Appliance Tested;
- **Do not** attempt to move heavy or bulky items and **do not** stack more than five chairs;
- **Do not** attempt to carry or tip a water boiler (urn) when it contains hot water. Leave it to cool;
- **Do not** allow children in the kitchen or near portable heaters, cookers, kettles etc;
- **Do not** leave food in the fridge or in cupboards after an event;]
- **Do not** use equipment you are not trained to use;
- **Do not** smoke;
- **Do not** prepare and cook food in the hall, unless you are appropriately qualified;
- **Do not** use portable heaters unless provided by the Hall.
- **Do** wear suitable protective clothing when handling cleaning or other toxic materials;
- **Do** keep chemicals and cleaning equipment out of the reach of children;
- **Do** clean floors and surfaces after an event;
- **Do** dispose of rubbish, especially following any breakages;
- **Do** follow hall guidelines;



- **Do** ensure all fire exits are clear and not blocked throughout an event. This includes ensuring both front double doors are open.
- **Do** check access to the hall especially in bad weather

Be aware and seek to avoid the following risks:

- Blocking access to exits during an event, e.g. by placing tables in front of doors;
- Creating slipping hazards on stairs, polished or wet floors – mop spills immediately;
- Creating tripping hazards such as buggies, umbrellas, mops and other items left out;
- Causing problems though inadequate lighting, i.e. tripping in poorly lit areas;
- Leaving external wedges doors open, especially if there are young children at an event;

This is not a complete list and other Do and Don'ts should be considered by each user.

Please take special care if you are working alone in the hall or setting up for an event by yourself. Please ensure that someone knows you are here and when you expect to finish.

Please take special care letting people you do not know into the hall or who are not part of your event.

Please take special care during events for children.

Further Information

The committee have provided a number of leaflets and guidelines to provide advice and guidance on working in the hall. Please refer to our

- **food hygiene advice if using the kitchen.**
- **guidelines on using electrical equipment.**
- **guidelines on the use of fire extinguishers.**
- **guidelines on what to do in the event of an accident**
- **guidelines for reporting issues, breakages or damage to the hall.**

Addition information can be found at WWW.PATHHEAD.INFO and of the main notice board opposite the hall toilets. Individual guidelines will be posted in particular areas, e.g. the kitchen

Change Record

Date	Change / Approved by	Comments
6/1/21	NHD	Formatting
10/12/20	Committee	Policy approved by the Committee



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30/11/20	Trustees, BC	Policy approved by the Treasurer and The Trustees
28.1.20	ND	Updated
2017	ND	Original