



## **HEALTH & SAFETY POLICY**

### **Introduction**

Cove Burgh Hall (“CBH”) is a charitable company that owns and runs the Cove Burgh Hall (“Hall”) for the beneficial use of the local community. The health, safety and welfare of all those present in the Hall are paramount at all times. This policy applies to ensure that health and safety priorities are integrated into its operation and management.

### **Legal Context**

CBH recognises that it has a duty of care under common law towards individuals and organisations to avoid carelessly causing personal injury or damage to property. CBH also has statutory duties under the Health and Safety at Work Act 1974 and the Control of Asbestos Regulations 2012.

To meet these obligations the Board has agreed this policy, and, under the direction of the Board, the Building Team Leader (“BTL”) shall have overall management responsibility for ensuring compliance by all persons in the Hall.

### **Procedures**

#### **1. Duty of Care:**

- CBH shall seek to ensure all persons in the Hall are familiar with the CBH Health & Safety policy and shall apply the following procedures to ensure the health and safety of all persons in the Hall;
- Notwithstanding the obligations of CBH, all persons in the Hall should take reasonable care for the health and safety of themselves and other persons who may be affected by their acts and omissions and should report any concerns they discover that is considered a risk to the health and safety in the Hall.

#### **2. Incident Reporting:**

- An “incident” is any happening that results in injury to a person or damage to property or a perception that Hall operations could lead to such happening;
- Incident Reporting Forms are kept in the kitchen (see attachment 1);
- When an incident occurs, the person involved (or someone aware of the facts) should complete parts A,B and C of the report;
- Should the person reporting the incident consider it appropriate, the person should also contact the appropriate emergency services;
- The Form should then be given to the BTL (or any other CBH representative to hand);
- The BTL shall review the incident expeditiously, with particular emphasis on identifying if any remedial actions are required to avoid a repeat of the incident (and shall record the findings in part D of the Form);
- The BTL shall report the review findings back to the person reporting the incident and shall undertake any remedial action identified;

- The BTL shall report all incidents to the Board and, notwithstanding the remedial actions undertaken to address a particular incident, the Board shall regularly review all incident reports to identify any further remedial actions required.

3. **First Aid Box:**

- A first aid box is maintained in the kitchen for use by any person requiring such;
- It should be noted the first aid box is for the treatment of minor injuries and that anything of a more serious nature should be treated by contacting emergency services;
- Where the box is used, the person using it should complete an Incident Report Form as above.

4. **Equipment Storage:**

- As at the date of this policy, CBH has confirmed that all equipment in the Hall is stored in a safe and secure way;
- Hirers are reminded of their obligation under the conditions of let to ensure all equipment used by them that has been agreed be stored in the Hall, together with all CBH equipment used during the let is returned to the storage point and secured as found;
- Where a Hirer wishes to store further equipment in the Hall, such storage shall require the approval of the BTL (not to be unreasonably withheld), and, if approved, the BTL (not the Hirer) shall allocate a storage area and store the said equipment in a secure way in the first instance.

5. **Hall Cleaning:**

- CBH shall maintain a programme of cleaning of all parts of the Hall and at a frequency that ensures the Hall is relatively free from dirt and all surfaces are relatively free from injurious bacteria;
- Where cleaning takes place, suitable warning signs shall be placed as appropriate to ensure persons are aware of any potential hazard;
- Hirers are reminded of their obligation under the conditions of let to ensure the Hall is left in a clean and tidy condition.

6. **Fire Safety**

- All matters relating to fire safety are incorporated in the CBH Fire Safety Policy rather than here.

7. **Hirers:**

- Hirers are reminded of their obligations under the conditions of let to ensure compliance with Health & Safety laws.

8. **Working at Height:**

- Where any work in the Hall involves working off the floor, suitable ladders or scaffolding should be used at all times;
- Users are welcome to use the available CBH ladders and scaffolding but do so at their own risk;
- As necessary, a second person should be to hand to steady laddering or scaffolding.

9. **Contractors:**

- Where CBH uses contractors to undertake work in the Hall, CBH shall consult with the potential contractor to ensure the work to be done is undertaken in a safe and secure way and that the contractor has undertaken the risk assessments required by law;
- In such consultation, CBH shall be guided by the HSE publication “Using Contractors” (<http://www.hse.gov.uk/pubns/indg368.pdf>);
- No contract for work by a contractor shall be placed except in writing and after Health & Safety matters are satisfactorily covered.

10. **Car Park:**

- Users are welcome to use the car park at their own risk, but;
- Cars should only be parked in the designated marked parking bays;
- Only a car exhibiting a disabled sticker should use the disabled parking space;
- Extreme care should be taken in parking a car by checking for surrounding cars, pedestrians and Hall lighting;
- The maximum speed of cars in the car park of 5mph should be observed at all times as per the signage.

11. **Walkways:**

- All users should ensure that no obstructions or other potential trip hazards are left on walkways or passages;
- The BTL shall walk round all parts of the Hall (both inside and out) to check that all walkways and passages are free from obstructions, and if any obstructions are found remove them and discuss the matter with the user thought to have caused such obstruction.

12. **Asbestos:**

- The areas of the Hall having asbestos have been identified (the ceiling tiles in the Main and Small Halls) and confirmed safe in their current condition;
- CBH shall fulfil its obligation of duty to manage such asbestos pursuant to the provisions of the Control of Asbestos Regulations 2012;
- An asbestos register shall be maintained (can be viewed in the alcove under the fire alarm control panel) and
- CBH will ensure that where the asbestos tiles are to be removed, modified or repaired only suitably qualified contractors shall be used; and
- CBH shall ensure all contractors working in the Hall are aware of the existence of the tiles; and
- Where any work on the tiles is undertaken a risk assessment shall first be undertaken and the work executed in such a way as to cause no risk to contractors or the public;
- The asbestos register shall be updated accordingly as any changes in the management of the asbestos occurs.

13. **Sale of Alcohol:**

- Where alcohol is to be sold at an event run by CBH the provisions of the Licencing Act (Scotland) 2005 shall be applied; and
- An appropriate Licence will be obtained in respect of such sale and displayed in accordance with legislation; and
- No person under age will be allowed within the environs of the place of sale;
- Alcohol will only be sold during the licencing hours;

- CBH reserves the right to refuse sale to any person considered unfit; and
- Where alcohol is to be sold by a Hirer, the provisions of the conditions of let shall apply.

**14. Availability**

This policy, and contact details of CBH representatives can be viewed in the CBH Library and [www.coveburghhall.uk](http://www.coveburghhall.uk)

**15. Monitoring and Review**

The Board shall review this policy annually (or at other times as required) and amend as necessary.

<b>Policy</b>	Health & Safety
<b>Signed by Chair on behalf of Board</b>	
<b>Date/Version</b>	Approved by Board March 17, 2014
<b>Review Date</b>	March 2016
<b>Associated Policies</b>	Conditions of Let, Fire Safety, Data Protection



**INCIDENT REPORTING FORM**

Report by:.....

Date of Incident:.....

**A – NATURE OF INCIDENT**


**B – INJURY(IES) TO PERSON(S)**


**C – DAMAGE TO PROPERTY**


**D – CBH REVIEW OF INCIDENT (WITH DETAILS OF ANY REMEDIAL ACTION REQUIRED)**


Incident acknowledged by CBH by:.....

Completion of any remedial action confirmed by:.....

Date:.....