



Roseisle Hall Health and Safety Policy

1. Introduction

This document sets out a general statement of policy relating to Health and Safety. It sets out specific responsibilities allocated to Trustee members. It also sets out certain general arrangements that apply to most or all activities.

- All users of the hall have responsibilities to take care of the health and safety of themselves and others, and to co-operate with the Trustees.
- This Health and Safety policy is to be available to all hall users, with a copy displayed on the notice board in the kitchen.

2. Statement of Policy

2.1 To ensure the health, safety and welfare of persons using the hall facilities, the Hall Trustees will:

- Provide adequate control of the Health and Safety risks arising from the operation of the hall.
- Consult with hall users on matters affecting their health and safety.
- Provide and maintain a safe building and equipment.
- Ensure safe handling and use of substances in the maintenance and operation of the hall.
- Provide information and instruction to hall users, appropriate to ensuring their safety and wellbeing.
- Maintain systems to minimise the risk from accidents in and around the hall.
- Maintain the hall, to minimise risks to health and safety.

2.2 The allocation of duties for safety matters and the arrangements to implement this policy are set out below.

2.3 The Policy will be kept up to date, particularly if our activities change in nature and/or size. To ensure this, the Trustees will review the policy and its operation every year after the AGM. Any issues arising in relation to health and safety will be discussed by the Trustees.

3. Responsibilities

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- 3.1 The overall responsibility for all Health and Safety matters in the Hall rests with the Trustees.
- 3.2 The following persons are responsible for safety in particular areas or activities –

Area/activity	Name
First Aid Box	Richard Gould
Accident recording and reporting	Richard Gould
Fire Safety	Hilary Stewart
Portable electrical appliances	Richard Gould
Maintenance issues	Richard Gould
Risk Assessment	Hilary Stewart/Lisa Shaw

Contact via roseislehall.secretary@gmail.com

- 3.3 All hall users are required to co-operate with the Trustees and responsible persons appointed to achieve a safe environment.
- 3.4 All organisers of functions and activities being undertaken in the hall, or its grounds are responsible for ensuring that their endeavours do not so far as is reasonably practicable place persons at risk of injury or ill health. Details of any hazardous activities and any appropriate control measures employed to minimise the risk from these hazards are to be given to the committee, for consideration, before the event takes place.
- 3.5 Any person with a concern about health, safety and welfare issues relating to the operation of the hall must without delay inform the appointed responsible person. If they are not contactable, they are to inform another member of the committee as soon as possible.
- 3.6 Any accidents, incidents or near misses are to be recorded in the Accident Book.
- 3.6 The Committee is to hold sufficient meetings to ensure that interested persons are consulted on all matters affecting their health and safety. To this end “Health and Safety issues” will be an agenda item at all Trustee meetings.

4. General arrangements

- 4.1 The First Aid Kit is kept in the First Aid Box in the kitchen. The Accident Book is kept by the main hall door.
- 4.2 Notices regarding Health and Safety matters are displayed on the Notice Board in the kitchen.