



# Kilmuir Community Trust (SCIO)

## Health and Safety Policy

### Statement of Intent

The policy of the Kilmuir Community Trust is to provide and maintain safe and healthy working conditions and environment for all our staff, volunteers and users, plus any other people who are directly affected by our activities, such as members of the public at our events.

### Public liability Insurance

Kilmuir Community Trust has public liability insurance with Zurich Insurance.

### Board ( Charity Trustees) Responsibilities

The Board recognises its duty to staff, tenants, volunteers and others who may be affected by any activities and aims to protect them from risks to their health and safety.

The above will be achieved by ensuring the board do the following:

- Identify and assess risks which staff and others are likely to be exposed to
- Introduce specific measures as appropriate to minimise these risks
- Adopt safe working practices
- Maintain systems to effectively implement, monitor, review and improve health and safety on an on-going basis
- Receive instruction and training to enable all staff, tenants and volunteers to perform their work safely and effectively
- Ensure appropriate Employers and Public Liability insurance cover is in place

### Employees/Volunteers Responsibilities

For every potential employee or volunteer working on the building, all have a responsibility to take reasonable care for the health and safety of their self and any other person who may be affected by their actions.

- All employees/volunteers should:
- Work safely and efficiently
- Use and equipment provided according to instructions
- Report and record all incidents on the premises that have or may lead to injury or damage
- Make suggestions to improve health and safety in the workplace
- Ensure agreed measures are introduced to reduce or manage identified health and safety risks



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### Tenants Responsibilities

All tenants to the Kilmuir Community Trust premises also have a responsibility to take reasonable care for the health and safety of their self and any other person who may be affected by their actions. Tenants should co-operate with the Kilmuir Community Trust premises efforts to comply with statutory requirements in the field of health and safety.

All tenants should:

- Work safely and efficiently
- Use and equipment provided according to instructions
- Report and record all incidents on the premises that have or may lead to injury or damage
- Make suggestions to improve health and safety in the workplace
- Ensure agreed measures are introduced to reduce or manage identified health and safety risks

### Risk Assessment

Risk assessments of Kilmuir Community Trust premises will be carried out annually by the Chairperson. Responsibility for observing the decisions made in the risk assessment lies with all staff, tenants and volunteers.

The Chairperson will check at quarterly intervals that the action/s have been taken and the risks have been removed/reduced.

Risk assessments of each activity will be carried out by the person who is planning that activity. That person is responsible for liaising with the Chairperson to ensure hazards are dealt with as outlined in the risk assessment.

### First Aid and accidents

The First Aid Box for Kilmuir Community Trust is kept in the hallway entrance. The Chairperson is responsible for checking the contents every quarter.

At least one employee/volunteer of Kilmuir Community Trust will have up to date first aid training.

All accidents are to be recorded in the Accident Book, which is located in the kitchen.



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### Fire Safety

The Chairperson is responsible for ensuring the installation and maintenance of fire extinguishers and the clear marking of escape routes. Fire extinguishers will be maintained once a year.

A fire alarm check will be carried out every month and a fire drill for a new staff, tenants and volunteers will be part of their induction.

In the event of a fire the most senior member of staff at that present time is responsible to ensure all occupants of the building are safely vacated from the premises.

On discovery of a fire the routine is as follows:

- On discovery of a fire you must raise the alarm and ensure the most senior person present knows to ensure they can get everyone out of the building safely
- The person discovering the fire must phone the fire brigade
- All occupants of the building should assemble outside next to the recycling bins in the Kilmuir Hall Car Park, which is a reasonable distance from the hall.

The most senior staff present will check and ensure everyone is present.

There is a no smoking policy for all rooms on the premises.

### Behaviour Management

All employees, volunteers, tenants and visitors to the building are expected to behave in a professional manner, ensuring their actions do not put themselves or others at any harm or risk.

Anyone who displays abusive or violent behaviour will be asked to leave the premises.

### Reasonable level of risk

Kilmuir Community Trust will take steps to avoid unnecessary risk and very high levels of risk. However, some activities inherently involve some risk.

**Contact:**

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