# GLENROTHES ART CLUB (SCIO)

Caledonia House

Pentland Park

Saltire Centre

Glenrothes

KY6 2AL

Tel: 01592 56 21 09

Email: glenrothesartclub@gmail.com



**Health and Safety Policy**

**Policy Statement**

**Glenrothes Art Club is a Scottish Charitable Incorporated Organisation encouraging and facilitating the practice of arts and crafts.**

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# GENERAL STATEMENT

**This is the Health and Safety Policy Statement of:**

**Glenrothes Art Club (SCIO)**

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Health and Safety at Work etc Act 1974

Our statement of general policy is:

* to provide adequate control of the health and safety risks arising from our work activities
* to consult with our members on matters affecting their health and safety
* to provide and maintain safe equipment
* to ensure safe handling and use of substances
* to provide information, instruction and supervision for employees
* to ensure all employees are competent to do their tasks, and to give them adequate training
* to prevent accidents and cases of work-related ill health
* to maintain safe and healthy working conditions
* to review and revise this policy as necessary at regular intervals.

# RESPONSIBILITIES AND ARRANGEMENTS FOR HEALTH & SAFETY MANAGEMENT

**2.1 The Board**

1. The Health and Safety at Work Act 1974 places a statutory duty on all employers to ensure, so far as is reasonably practicable, the safety, health and welfare of all its employees at work and other people who may be affected by their activities, e.g. members, users, volunteers, members of the public.
2. The Board as has overall and final responsibility for health and safety matters and for ensuring that health and safety legislation is complied with.
3. The Board will periodically review the operation of its health and safety policy. And will ensure:
* members and volunteers as appropriate receive sufficient information, training and supervision on health and safety matters
* a risk assessment is undertaken, and the results written up and made available to all
* accidents are investigated and reported to The Board
* there are arrangements in place to monitor the maintenance of the premises and equipment
	+ 1. Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

………………………………………………… (The Health and Safety Officer).

**2.2 All members and volunteers as appropriate**

2.2.1 All members and volunteers as appropriate have to:

* co-operate with The Board on health and safety matters
* 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 to an appropriate person (as detailed in this policy statement).

**2.3 Training**

2.3.1 The Board will organise training for appropriate use of equipment, and any special training needed to ensure safe systems of work.

# BUILDINGS

**3.1** The Board has a responsibility to provide a safe and healthy environment for members and users.

**3.2** All the members and users of Glenrothes Art Club buildings are responsible for spotting hazards or potential hazards. If a hazard is seen, it should be removed or dealt with as soon as possible, or if not, reported to the Board.

**3.3** **Examples of Hazards**

3.3.1 Things Out of Reach:

 Chairs or other furniture must not be used to stand on for the purpose of replacing light bulbs, reaching for things off top of cabinets, etc. A properly maintained, undamaged step ladder must be used.

1. Damaged Equipment:

 Regular checks must be carried out on furniture and equipment for damage which leaves sharp edges protruding or other hazards. Any damaged furniture must be reported for repair or condemnation straight away and must be removed from use.

1. Damage to Fabric of Building, Windows, etc:

 All such damage must be reported immediately to the Board.

1. Misplaced Furniture, Equipment or Supplies:

 Any furniture, equipment or supplies left in an inappropriate place, for example obstructing a gangway, must be removed immediately and placed in an appropriate, safe place.

# GOOD HOUSEKEEPING

**4.1 Aisles & Gangways**

 Aisles & gangways must be kept clear from obstructions and materials must be stored in safe areas. Under no circumstances must goods or materials be stacked immediately in front of or obstructing fire doors, fire exits, fire alarms or fire equipment.

**4.2 Smoking**

 Smoking is not allowed within Glenrothes Art Club buildings.

**4.3 Ventilation**

 The Board will endeavour to provide a well ventilated building.

**4.4 Temperature**

 A minimum temperature of 160C must be maintained. Efforts will be made so far as is reasonably practical to ensure the workplace temperature does not rise to an uncomfortable level. A thermometer will be provided in such a position as to be easily seen.

**4.5 Lighting**

 Adequate lighting must be provided. If lights are found to be out of order, the fault must be corrected as soon as reasonably possible.

**4.6 Noise**

 The Board will endeavour to ensure that noise in its building is kept to as low a level as is practicable.

**4.7 Equipment Storage and Usage**

* Equipment must not be left lying around but must be suitably stored
* No wires must be left trailing across floors

**4.8 Electrical Equipment**

4.8.1 Broken, ineffective or damaged electrical equipment must be reported. Electrical equipment should be used in accordance with instructions.

# WELFARE ARRANGEMENTS

**5.1** **Toilet and Washing Facilities**

 The Board will ensure that suitable and enough toilets and washing facilities are provided for all in accordance with the minimum requirements of Health & Safety legislation.

* The toilet will be in a separate, lockable room
* Washing facilities will include a supply of clean hot and cold water, soap and suitable means of drying.

**5.2** **Drinking Water**

 An adequate supply of drinking water will be provided for all.

**6 HOLDING OR CARRYING MONEY OR VALUABLES FOR THE ORGANISATION**

6.1 Members who carry money for the organisation have the right to be accompanied by another person.

6.2 Large amounts of cash, over and above petty cash should not be kept on the premises.

6.3 Visits to the bank should not be at a regular time.

6.4 Under no circumstances should staff put themselves at risk on account of the property of the organisation. If money is demanded with threats, it should be handed over.

# 7 FIRE SAFETY

**7.1 General**

7.1.1 It is not only the responsibility of the Board, but of members and users to be aware of fire hazards, to know the location of fire exits and the assembly point. Everyone must know the fire drill instructions.

7.1.2 Access to escape doors, extinguishers and other fire fighting equipment must not be obstructed.

**8 FIRE PROCEDURE**

8.1 If The Fire Alarm is given:

* Evacuate the building immediately by the nearest exit
* Ensure any visitors leave the building
* Do not put yourself at risk
* Assemble in front of the building
* Do not re-enter the building for any reason until the Fire Officer or fire brigade confirm that it is safe to do so.

8.2 If You Discover A Fire

* Raise the alarm.
* Evacuate the building immediately as above.

# 9 HYGIENE

9.1 All areas must be kept clean and tidy.

9.2 Toilets must be washed regularly and kept clean.

9.3 All wash basins should be provided with hot water, soap, clean paper towels or hand dryers.

9.4 Bins should be emptied and sanitised regularly.

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# 10 FIRST AID AND ACCIDENT REPORTING

**10.1 First Aid**

10.1.1 First Aid provision will always be available in an appropriate and accessible First Aid Box.

10.1.2 A record of all first aid cases treated will be kept in the Accident Book, which will be kept with the First Aid Box.

**11 ACCIDENTS AND EMERGENCIES**

11.1.1 All incidents which resulted or nearly resulted in personal injury to themselves or others, must be reported to the Board and make sure the accident is recorded in the Accident Book.

11.1.2 It is the responsibility of the Board to ensure that any necessary follow-up action is taken to reduce the risk of the accident or near accident recurring.

11.1.3 The Board is responsible for reporting incidents which come within the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR), to the Local Authority Environmental Health Department. RIDDOR covers the following incidents:

1. fatal accidents
2. major injury accidents/conditions
3. dangerous occurrences
4. accidents causing more than 3 days incapacity from work
5. certain work-related diseases.

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# 12 HAZARDOUS SUBSTANCES (COSHH)

1. Under the 1992 COSHH (Control of Substances Hazardous to Health) Regulations employers have a duty to assess the risks related to hazardous substances e.g. chemicals, noxious fumes etc. In accordance with the Approved Code of Practice this assessment will be carried out and written down by a nominated competent person.
2. The person responsible for carrying out this assessment will be the Board
3. Following this assessment, in accordance with the Approved Code of Practice (ACOP) :
* In the first instance take action to remove any hazardous substances
* If this is not possible, action shall be taken to find a substitute for the hazardous substance
* If this is not possible, such substances shall be enclosed within a safe environment
* If none of the above are possible, protective equipment will be issued to ensure the safety of members and users.

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# 13 LIFTING AND HANDLING

1. Members and users should avoid manual lifting where at all possible. Correct manual lifting and handling reduces the effort required and prevents strain and risk of injury.

	* 1. Members and users should not put themselves at risk by attempting to lift heavy loads which could be taken apart or divided into smaller quantities.
2. Aids to reduce the risk of injury (e.g. trolleys) must always be used if available.

**14 REVIEW**

This policy will be reviewed at least annually by the Board.

Signed:...................................................................... (on Behalf of Board of Management)

Date:..........................................

Review date:…………………………….…….

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