

Anstruther Improvements Association

Dreel Halls

Health & Safety Policy

Policy Statement

This document is the Health and Safety Policy of Anstruther Improvements Association, owner and manager of Dreel Halls. This policy is to provide healthy and safe conditions, equipment and systems of work for our employee, volunteers, hirers and users by ensuring the Hall and its equipment is maintained in a safe condition, and by providing such training and information as is necessary to staff, volunteers and users.

It is the intention of Anstruther Improvements Association to comply with all health and safety legislation, and to act positively, where reasonably practicable, to prevent injury, ill-health or any danger arising from its activities and operations.

Anstruther Improvements Association considers the promotion of the health and safety of its employees at work and those who use the premises, including contractors who may work there, to be of great importance. Anstruther Improvements Association 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, Anstruther Improvements Association will seek to encourage its employees, volunteers, contractors and users to engage in the establishment and observance of safe working practices.

Employees, volunteers, hirers, users, contractors and visitors are expected to recognise that there is a duty on them to comply with the practices set out by Anstruther Improvements Association, with all safety requirements set out in the Conditions of Hire, and with safety notices on the premises, and to accept responsibility to do everything they can to prevent injury to themselves or others.

January 2025

Organisation of Health and Safety

Anstruther Improvements Association has overall responsibility for health and safety at Dreel Halls.

The Trustees and Community Development Worker of Anstruther Improvements Association have day to day responsibility for the implementation of the policy.

It is the duty of the employee, volunteers, hirers, users and visitors to take care of themselves and others who may be affected by their activities, and to cooperate with Anstruther Improvements Association in keeping the premises safe and healthy.

Should anyone using the Hall come across a fault, damage or other situation that might cause injury and cannot be rectified immediately, they should inform one of the Trustees or the Community Development Worker of Anstruther Improvements Association as soon as possible, so that the problem can be dealt with. Where equipment is damaged a notice should be placed on it warning that it is not to be used, and a Trustee should immediately be notified.

The following items are maintained and regularly reviewed by Anstruther Improvements Association:

- First Aid box
- Reporting of accidents
- Fire precautions and checks
- Risk assessments and inspections
- Information to contractors
- Information and instructions to hirers and users (User Guide)
- Insurance

Arrangements and Procedures

Introduction

Anstruther Improvements Association has drawn up this policy to make clear procedures and areas of responsibility in ensuring the health and safety of its employees, contractors, volunteers, hirers and users.

Anstruther Improvements Association wishes to ensure the safety of everyone using Dreel Halls, and precautions will be taken where possible to achieve this. It is its intention 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.

All hirers and users must play their key roles in maintaining a healthy and safe environment by operating in a way that does not compromise the objectives of this policy. Employees, hirers and visitors will be expected to recognise that there is a duty on them to comply with:

- the practices set out by Anstruther Improvements Association
- all safety requirements set out in the Conditions of Hire, Health & Safety Policy and Dreel Halls User Guide
- safety notices on the premises

and to accept responsibility to do everything they can to prevent injury to themselves or others.

Anstruther Improvements Association has carried out a fire risk assessment, and there is an Emergency Fire Action Plan provided to each hirer and kept in the ground floor kitchen.

Safety Rules

All hirers will be expected to read the whole of the Conditions of Hire and should sign the Booking Form as evidence that they agree to the hire conditions. All new hirers will also be given information by Alan Stewart about safety procedures at Dreel Halls which they will be expected to follow (e.g. fire evacuation procedures, use and moving of equipment), and will be shown the location of the User Guide, first aid equipment and accident book.

Hirers must have identified a competent person who will have responsibility for ensuring that activities undertaken in Dreel Halls during any hire period are conducted in compliance with current legislation, the Conditions of Hire, Anstruther Improvements Association's policies, Dreel Halls User Guide and any approved working procedures.

The competent person will:

- Be over the age of 21
- Have access to a working mobile phone at all times during each hire period
- Not be engaged in any duties which prevent them from exercising effective general supervision
- Be present on the premises for the entire duration of the hire
- Take charge in case of fire or other emergency to ensure that all persons at Dreel Halls can escape unimpeded through the fire exits and meet at the assembly point
- Instruct all users under their control how to exit the building in the event of fire or other emergency
- Instigate all accident investigations within their area of responsibility, complete the accident report book (located in kitchen cupboard) and inform a Trustee or the Community Development Worker
- Ensure that all control measures arising from risk assessments are implemented, and that their respective user groups receive adequate instruction on all safety rules, procedures and safe working methods
- Ensure that proper safety precautions have been taken with regard to equipment, processes, substances, articles and working methods
- Impart to all users under their control, the responsibilities they have to themselves and others whilst in Dreel Halls. They are required to give personal leadership in carefully integrating safety into all aspects of Dreel Halls' use
- Be responsible for ensuring that accident reporting procedures are properly followed. Note that certain types of accident or injury must also be reported on a separate HSE form in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
- Ensure that where relevant there is an adequate ratio of competent adults to children throughout the entire duration of the hire
- Ensure that, whenever required, floors are adequately protected with a suitable covering
- Ensure that all rubbish is removed from the property at the end of each hire period
- Ensure that the facilities which have been used during each hire period are left in a clean and tidy condition prior to leaving the premises.

All individuals entering Dreel Halls must comply at all times with the following rules:

- No smoking is permitted anywhere in Dreel Halls at any time
- No obstruction of the emergency exit doors is caused
- No activities are allowed which involve danger to the public
- No obvious fire hazards are allowed on the premises
- No unauthorised heating appliances are to be used
- No hazardous substances (as regulated by the Control of Substances Hazardous to Health Regulations 2002 (COSHH)) are to be used or stored in Dreel Halls, except as approved by Anstruther Improvements Association and stored in the cleaner's cupboard

- No highly flammable or explosive substances (including fireworks) shall be brought onto or used in any part of the premises
- No internal decorations of a combustible nature (e.g. polystyrene, cotton, etc.) shall be undertaken or erected without the permission of Anstruther Improvements Association
- No use of smoke machines is permitted at any time

The following practices must be followed to minimise risks:

- Make sure that all emergency exit doors are clear and unlocked as soon as Dreel Halls is to be used, and throughout the hiring. This includes unbolting the right-hand main door, top and bottom.
- If upstairs is to be used, ensure that the hold open device on the ground floor kitchen-WC corridor door is **not engaged**
- 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 or at height until they are properly secured, and another person is present
- Do not leave portable electrical appliances operating while unattended
- Do not bring onto the property any gas appliances or cylinders
- Do not bring onto the property any portable electrical appliances which have not been Portable Appliance Tested and certified
- Any food served must be cooked or prepared in accordance with food hygiene standards
- Do not attempt to lift or move heavy or bulky items (eg. stacked tables or chairs) – use the trolley provided for chairs
- Do not attempt to carry or tip a water boiler when it contains hot water. Leave it to cool
- Do not allow children or animals into the kitchen. Avoid overcrowding in the kitchen and do not allow running
- Wear suitable protective clothing when handling cleaning or other toxic materials
- Report any evidence of damage or faults to equipment or the building's facilities to a Trustee or the Community Development Worker
- Report every accident in the accident book, and to a Trustee or the Community Development Worker
- Be aware of, and seek to avoid, the following risks:
 - i) creating slipping hazards on polished or wet floors – mop spills immediately and use the 'Caution: wet floor' free-standing sign to alert users to the hazard
 - ii) creating tripping hazards by not taping down and securing trailing wires or cables
 - iii) creating tripping hazards such as buggies, umbrellas, mops and other items left in the entrance hall, lower or upper halls, corridors and kitchen
 - iv) causing or creating any obstruction of the emergency exits
 - v) use adequate lighting to avoid tripping in poorly lit areas
 - vi) risks to individuals while in sole occupancy of the building
 - vii) risks involved in handling kitchen equipment, eg. cooker, water heater, knives, etc.

viii) creating toppling hazards by piling up equipment, eg. in cupboards.

Fire Precautions and Checks

The Emergency Fire Action Plan is kept in the ground floor kitchen and a copy is sent to hall hirers upon booking. There is no landline at Dreel Halls, hence it is a strict requirement that hirers/the competent person have access to a working mobile phone throughout the entire hire period.

Contractors

Anstruther Improvements Association will check with contractors (including self-employed persons) before they start work that:

- the contractors are competent to carry out the work, eg. have appropriate qualifications, references, experience etc.
- contractors have adequate public liability insurance cover
- contractors are aware of any hazards which might arise (eg. electricity cables)
- contractors do not work alone in potentially hazardous situations and, in particular, on ladders at height (if necessary a volunteer should be present)
- contractors have their own health and safety policy for their staff
- the contractor knows which Trustee of Anstruther Improvements Association is responsible for overseeing that their work is as asked, and to a satisfactory standard
- any alterations or additions to the electrical installations or equipment must conform to the current regulations of the Institute of Electrical Engineers.

First Aid

The First Aid box is situated in the cupboard in the north west corner of the ground floor kitchen, clearly marked on the door. No qualified First Aider is provided by Dreel Halls. Hirers, users and contractors are advised to consider and resolve their own First Aid requirements. A defibrillator provided by East Neuk First Responders is located on the wall of CarpetSun Ltd, 2 Rodger Street KY10 3DU, [///gambles.plant.bumps](http://gambles.plant.bumps).

Insurance

The company providing the Hall's Employer's Liability and Public Liability insurance cover is NFU Mutual, Alastair McAloon, NFU Office, Hardham Business Park, Mill Lane, Pulborough RH20 1LA.