

DORNOCH SOCIAL CLUB - HEALTH & SAFETY POLICY

Preamble

- Our policy is to provide healthy and safe working conditions, equipment and systems for all our volunteers and facility users.
- We will provide necessary information and instructions to ensure that volunteers and other users are able to carry out their activities safely.
- This policy will be kept up to date, particularly as our facilities and the activities taking place in them change and develop.
- DADCA's Board has overall responsibility for the policy.

1. No Smoking

Dornoch Social Club is a public building there is a strict no-smoking policy in operation. This means that no one is permitted to smoke on the premises.

2. Chewing gum

Chewing gum is an anti-social activity when the gum is disposed of inside a building. For this reason no one is permitted to chew gum on the premises.

3. Running

Running in any part of the building is an extremely unsafe practice and accidents can be caused through it. Because of the hazards involved, it is expected that all users of the building will exercise good common sense and not run, particularly in the event of fire - walk to the nearest exit.

4. First Aid

The First Aid box is located in the Kitchen. Each time it is used an entry must be made in the Accident/Incident Book located within or near the first aid box. Articles used from the first aid box should be noted and replaced as soon as possible.

5. Reporting Injuries/Obtaining Treatment

You must seek immediate medical treatment for any injury you receive, no matter how slight it may seem to be. The accident/occurrence must be reported to the Management Committee, and a record retained in the Accident Book.

6. Emergencies

(i) Evacuations

In an emergency, (e.g. fire) occupants of the premises should evacuate the building in accordance with the evacuation procedure provided. Fire notices are displayed throughout the building and must be read and understood by all users of the building. Groups are responsible for maintaining a register to ensure an accurate roll call.

(ii) Fire Drill

A fire drill will be carried out once a year normally at the AGM and a record of fire drills will be retained. It is vital that all users of the building read and understand the fire notice relating to emergency procedures.

(iii) Fire Equipment

There are 4 main fire points in the building (adjacent to each Fire Exit and in the Kitchen). There is one hose reel, 4 extinguishers, 3 emergency exits and emergency lighting which will come on in the event of a power failure. The fire equipment is serviced annually by Chubb Fire Services.

(iv) Equipment

Equipment faults should be reported immediately to the Management Committee. Users of the hall must not tamper with or attempt to fix faults on machinery, particularly electrical equipment. It is the responsibility of the Management Committee to oversee and arrange the maintenance of electrical installations, appliances and equipment. Users of the hall should be aware of the dangers of trailing wires and these hazards should be kept clear of feet and chairs.

7. Ventilation

It is the responsibility of Management Committee to ensure suitable and sufficient ventilation at all times (using natural ventilation where possible, i.e. open windows).

8. Temperature

It is the responsibility of Management Committee to ensure that the building is adequately heated. It should be remembered that comfort depends on air temperature, radiant heat, air movement and humidity as well as the particular activity engaged on.

Heating in the main hall is supplied by thermostatically controlled ceramic wall heaters; instructions for their use will be given to all hall users as and when required.

9. Lighting

It is the responsibility of Management Committee to ensure that lighting will be sufficient to enable people to use the premises and move about safely. Lighting and light fittings must not create a hazard. The Hall committee are committed to reducing the carbon footprint of the hall and to this end all light fittings are now installed with low energy CFL bulbs.

10. Seating

All seating, furniture and furnishings have fire retardant properties, and the label stating these said properties must be left attached.

11. Review and Checks

Health and Safety checks and Risk Assessments will be conducted on an annual basis by the Management Committee and should be done in consultation with the regular users of the hall. However, it is the duty of the committee members and users of the hall to report any health and safety hazard immediately to the Management Committee.