



Culbokie Community Trust – Health and Safety Policy

Introduction

The Culbokie Community Trust (CCT), Board of Directors has overall responsibility for health and safety in the organisation, and for ensuring that it fulfils all its legal responsibilities. It recognises that it is the duty of Board members and volunteers to uphold this policy and to provide the necessary funds and resources to put it into practice.

Policy Statement

The Culbokie Community Trust (CCT), Board of Directors is committed to ensuring that all its activities are safe, and it will do whatever it can to provide for the health, safety and welfare of all members, volunteers and attending members of the public, ensuring that risks are minimised at all times.

It will observe the Health and Safety at Work Act 1974 (“HASAWA”) and all relevant regulations and codes of practice made under it.

This policy will be reviewed every 3 years by the board.

Responsibilities

The CCT Board Chairperson is responsible for the implementation and monitoring of health and safety policies and recommending changes where necessary.

Overall and final responsibility for health and safety at all events and activities organised by CCT lies with the board. This responsibility will be delegated to a named volunteer for each event or activity. This volunteer will be responsible for ensuring that this policy is upheld.

All accidents or unsafe incidents will be investigated by the Chairperson on behalf of the Board as soon as possible and then to be reported to the board at the next available committee meeting.

The Chairperson is responsible for:

- Assessing the risk to the health and safety of volunteers, members and visitors and identifying what measures are needed to comply with its health and safety obligations.
- Ensuring that venues or vehicles used for trips are safe and without risk to health including safe ways of entering and leaving.
- Ensuring that equipment is safe and well maintained.
- Providing information, instruction, training and supervision to volunteers in safe working methods and procedures as required.
- Encouraging volunteers and members to co-operate in ensuring safe and healthy conditions and systems by effective joint consultation.
- Investigating accidents.
- Establishing emergency procedures as required.

Volunteer Responsibilities

All CCT Volunteers will ensure that:

- They are aware of the contents of this safety policy.
- They comply with this policy.
- They take care of themselves and others who may be affected by their actions or omissions.
- They will report all accidents, or unsafe situations, and any near misses (things which could have led to an accident), to the named volunteer or another board member, in attendance, at once.
- They are aware of all risk assessments and fire procedures for the area in which they are working.
- If they identify anything which they think could be in any way unsafe, they will report it.

Risk Assessments

The Chairperson will ensure that all premises and tasks are assessed in line with the current relevant legislation. Assessments will be reviewed at least annually and updated when there is a change to:

- the event activities,
 - any change in legislation,
 - any change of premises,
 - any significant change in work carried out,
- or any other reason which makes the original assessment not valid.

First Aid and Accidents

The lead volunteer will ensure that first aid cover, including first aid kits, is available or mitigated at all events and activities where identified during risk assessments.

First aid kits carried by first aiders and those in fixed locations will be checked every 3 months to ensure contents are suitable and in date.

All accidents will be recorded on the appropriate form, reported to the lead volunteer and an electronic record will be held in the H&S folder.

Training

To comply with legislation and to promote the health, safety and welfare of volunteers, health and safety training will be provided when training needs are identified during risk assessments.

Resolving health and safety problems

Any volunteer with a health and safety concern must first tell the named volunteer.

If, after investigation, the problem is not corrected in a reasonable time, or the responsible board member decides that no action is required but the volunteer is not satisfied with this, the volunteer may then refer the matter to the board chairperson. This must be in writing.

If the volunteer is still dissatisfied, the matter will be entered on the agenda for the next meeting of the board.

**This Policy was adopted at a meeting of the Culbokie Community Trust on
27th November 2023**

Date that next review is due: November 2024

Appendix: Accident Record Form

Culbokie Community Trust – Accident Record form

1. Name:	2. Date of Birth:
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3. Date and time of accident:

4. Description of how the accident occurred:	5. Place accident occurred:
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6. Record of any injury:	7. Record action taken:
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8. Name of any witnesses:

9. Name of contact:		10. Time:	
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11. Name of First Aider(s):

12. Other relevant facts:

13. Lead volunteer's signature:		14. Date:	
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Please see notes on next page to assist in filling out this form.

Culbokie Community Trust – Accident Record form - completion

How to fill out this form

The accident report is a formal record of an accident where an individual, volunteering on behalf of Culbokie Community Trust, has suffered an injury.

Please enter only **factual** information. If further investigation is required, you may be asked to give a statement.

The Accident Form

1. First name and surname of the injured volunteer.
2. Date of birth of the injured volunteer.
3. Date and time that the accident occurred.
4. Please enter a brief explanation of how the injury occurred. Please do not speculate and enter known facts only.
5. Enter details, as best as you can, of the place where the accident happened.
6. Describe any injury sustained.
7. Describe what action was taken at the time, e.g., first aider attended; emergency services called; family member contacted; no action needed as injured person was able to continue; injured person made their own way home,
8. List the names of any witnesses to the accident.
9. Name of contact who was alerted to the accident. If not required, please inset 'Not required'.
10. If contact made, please record the time this happened.
11. If a First Aider attended, what was their name?
12. Use this space to record any other facts that you think have been missed. If no further facts, please enter 'No further facts'.

Once you have completed the form, the lead volunteer must sign and date it then send it to the CCT Chairperson at (chair@culbokie.org) who will arrange for it to be filed.

If further investigation is required, this form will be used as part of the investigation documentation.