



HEALTH AND SAFETY POLICY

General Statement of Policy

Health and Safety is the responsibility of everyone who works for Pillar Kincardine. It is the policy of Pillar Kincardine to take all reasonable and practicable steps to safeguard the health and safety of all employees while at work and to protect other persons from hazards to health and safety arising out of Pillar Kincardine’s activities. Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all of our employees and to provide such information, training and supervision, as they need for this purpose. We also accept our responsibility for the health and safety of our members, volunteers, and other people who may be affected by our activities.

The allocation of duties for safety matters, and the particular arrangements which we will make to implement the policy, are set out below.

The policy will be kept up to date, particularly as Pillar Kincardine changes in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year.

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Responsibilities

1. Overall and final responsibility for health and safety in the organisation lies with the Board of Directors.
2. The Service Manager has overall responsibility for this policy being carried out at the premises used by Pillar Kincardine. This includes, but is not limited to:
 - i. Fire Precautions
 - ii. Electrical Equipment
 - iii. Garden Safety
 - iv. Health & Safety Awareness
3. Monthly safety checks of movable equipment in the office are the responsibility of the Office Manager.

4. Staff leading members' activities have the responsibility to ensure that these are carried out in a safe manner and that risk assessments have been carried out where appropriate.
5. Responsibility for ensuring that risk assessments have been carried out and documented lies with the Service Manager.
6. From time to time, as Pillar Kincardine carries out its functions in a variety of settings and supports people on a range of outings, situations will occur that we have not encountered before. While staff will be responsible for taking all reasonable steps to prepare in advance of outings and activities, the Board of Directors will support staff where they have to make health and safety decisions to safeguard themselves, members or the public where unplanned situations occur.
7. All employees have the responsibility of working towards a healthy and safe workplace, and to take reasonable care of themselves, members and others affected by our activities.
8. Whenever an employee notices a health or safety problem, which they are not able to put right, they must immediately take steps to ensure their own and any member's safety and inform the Service Manager at the earliest opportunity.
9. The Service Manager is the consultation link between staff and the Board of Directors.

General Arrangements

Accidents

Despite our best efforts, sometimes accidents occur. If they do then we need to be aware of how to deal with them. We will endeavour to train all staff in basic First Aid. Staff should assess the situation and call for assistance if necessary. Staff should call 999 in an emergency or NHS 24 (111) for appropriate advice if the need is for more than basic First Aid.

- First Aid box is in: The Pillar Kincardine bathroom and the kitchen at 42-46 Barclay Street.
- Basic emergency cleaning equipment to deal with blood, vomit etc is kept in the cupboards in the same kitchen.
- Trained first aiders are:
 - Kirsty Greenhowe
- Appointed person responsible for first aid box:
 - Crossroads Co-ordinator at 42-46 Barclay Street.
- Staff should record all accidents in the 'accident book' and ensure that they are reported to the Service Manager who will review reports and ensure that any necessary management action is taken.

General Fire Safety

- Staff should ensure that they are acquainted with the fire safety procedures at any of the venues where Pillar Kincardine conducts its business. As far as practicable staff should ensure that members are also acquainted with fire safety procedures at any venues they attend.

- Should any member of staff have cause to feel that fire safety arrangements at any venue used by Pillar Kincardine are not adequate then they should address their concerns to the Service Manager who will, if appropriate, discuss the matter with the 'landlord'.
- The fire safety instructions for the office are posted on the wall next to the light switch by the building entrance.

Advice and Consultancy

Currently 'Crossroads Caring Scotland' is the organisation that has overall responsibility for our office at 42-46 Barclay Street, Stonehaven. Advice and consultation regarding fire safety in the building will be sought, in the first instance, via Crossroads Caring Scotland.

Health and Safety Awareness and Competence

The Service Manager must ensure that staff have an appropriate awareness of health and safety risks and of their own roles and responsibilities and also have the necessary competence to perform tasks which can impact on health and safety.

The Service Manager is responsible for ensuring that staff, where necessary, have training so that staff can achieve the required awareness/competence.

Risk Assessments

Pillar Kincardine will endeavour to assess the risks to the health and safety of staff, members and others arising from its activities.