

This is the Health & Safety Policy Statement of Dollar Parish Church of Scotland Congregation.

The general policy of the Finance Board – Kirk Session Dollar Parish Church of Scotland Congregation is:

- to provide adequate control of the health and safety risks arising from all of the Congregation's activities;
- to consult with employees and any other relevant persons on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees, where required;
- to ensure all employees are competent to do their tasks, and to give them adequate training, if necessary;
- to prevent accidents, so far as reasonably possible;
- to maintain safe and healthy working conditions and premises

RESPONSIBILITIES & RISK ASSESSMENT

Responsibility for health and safety matters rests with the Finance Board – Kirk Session which will ensure that regular risk assessments (including fire safety assessments and gas safety assessments and electricity safety assessments) are undertaken for all of the Congregation’s properties. The Congregational Health and Safety Officers shall be responsible for dealing with health and safety matters arising on a day-to-day basis. Employees, volunteers and those using the Halls should take appropriate steps to protect their own health and safety and all potential risks or concerns should be reported to the as soon as possible.

ACCIDENTS & FIRST AID

- A first aid box is kept in the Vestibule of the Church Sanctuary and in the Kitchen of the East Burnside Hall.
- All accidents and case of work-related ill health will be recorded in an Accident Book. The book is kept by the Congregational Health and Safety Officers and is located beside the administrative filing cabinets in the Church Sanctuary Session Room.
- The Congregational Health and Safety Officers are responsible for reporting accidents to the Health & Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (“RIDDOR”) where there is an obligation to do so.

EMERGENCY PROCEDURES

Fire and Evacuation

The Congregational Health and Safety Officers are responsible for ensuring that fire risk assessments are undertaken and implemented and that appropriate fire safety measures and evacuation procedures are in place.

USE OF HALLS

All users of the East Burnside Hall, particularly non-Congregational groups, and the leaders thereof are reminded that they are required to take all reasonable steps to ensure that their activities are safe and the persons that they are responsible for are not subject to risk. In particular, all users and leaders should be aware of fire safety procedures. Rules that apply to use of the East Burnside Hall are issued by the Hall Management Group as a separate document to hall users or referred to in any letting agreement. Group leaders and members of groups are required to comply with these rules as a condition of using the Halls.

4th December 2023