



CALLANDER COMMUNITY DEVELOPMENT TRUST

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Health & Safety Policy Statement

Our Health & Safety Policy sets out a proactive approach and commitment to personal welfare. Callander Community Development Trust has a responsibility to its workforce and the public to ensure their safety and wellbeing as far as is practicable. We have used guidance from the Health and Safety Executive, adapted specifically to suit our spaces and needs, to ensure all appropriate precautions are being taken to reduce all forms of risk in our workplace.

This document details our policy and ethos, which must be carried out and monitored by our Health & Safety officer, the Operations Manager, who will report to the Board of Trustees. In turn, the Trustees will set out a clear direction and take responsibility for a positive safety culture which promotes safe and healthy working.

We recognise that our workers, predominantly volunteers, are of critical importance to the organisation. We are committed to ensuring that we have a thorough and robust approach to sustaining their wellbeing and providing a comfortable workplace. Likewise, we want to maintain safe and appealing environments for our visitors, both resident and tourist, to further our community engagement objectives.

Our health and safety documents, including this policy as well as risk assessments, action plans, posters and training checklists will be functional and concise. We will ensure all personnel are aware of what is expected of them, and what they should expect from us, keeping open lines of communication about this via the Operations Manager.

We will stay up to date with any changes in legislation or regulation, communicate them to all personnel and make sure they are reflected in our policy and practices.

We will ensure that any training or qualification gaps are filled where appropriate, particularly for the Operations Manager but also for any willing staff and volunteers, including refresher training.

Our risk assessments will be reviewed annually by the Operations Manager. The Board of Trustees will meet monthly to discuss any issues relating to Health & Safety with the Operations Manager, who will relay any incidents or updates, and implement actions to address them.

Whilst the Board of Trustees hold accountability for this policy and protocols therein, health and safety is the responsibility of everyone in the organisation. All personnel, staff and volunteers, have a legal duty to take reasonable care of their own health and safety and that of others who might be affected by their acts or omissions. All personnel must also co-operate as far as necessary to ensure Callander Community Development Trust can fulfil and comply with their statutory obligations.

Signed: _____ **Frank Park** _____ (Chairperson)

Date: _____ **25.06.2024** _____



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Health & Safety Policy

Purpose

The policy outlines Callander Community Development Trust's responsibilities in relation to health and safety, specifically regarding its workplace premises at 43 and 55 Main Street, Callander.

Note that for the Trust's short-term let property, compliance with health & safety legislation is implied with the award of a short-term let licence from the Scottish Government, granted in September of 2023.

Organisational responsibilities

The Board of Trustees have overall responsibility for ensuring our compliance with health and safety legislation as regards our workplace premises (43 and 55 Main Street, Callander), with day-to-day management delegated to the Operations Manager, who will ensure that:

- Our Health and Safety policy documentation is implemented, monitored, developed, communicated effectively, reviewed, and amended as required.
- Personnel (staff and volunteers) understand the allocated responsibilities for health and safety defined in this policy.
- Suitable and sufficient funds, people, materials, and equipment are provided to meet all health and safety requirements.
- Adequate insurance cover is provided and renewed.
- Competent persons are appointed to provide health and safety assistance and advice.
- An adequate system of maintenance exists and operates to keep premises and work equipment in a safe condition.
- They communicate and consult with staff on health and safety issues.
- An effective training programme is established to ensure staff are competent to carry out their work in a safe manner.
- The monitoring activities required by this system are undertaken.
- Effective contingency plans are in place with a designated competent person in charge of the planning and control measures for situations involving imminent danger.
- Adequate training, information, instruction, and supervision is provided to ensure that work is conducted safely.
- Health and safety objectives are set, and their achievement is measured and reported in the annual report.



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Moreover, for any trips, excursions or events that are organised by the Trust, including hiring out of electric bikes under the CCDT E-Bike Share Scheme:

- A thorough risk assessment and/or contingency plan and/or health and safety waiver is made and approved by the Operations Manager in advance of the event, depending on its nature.
- Adequate insurance cover is arranged.
- Personnel are informed of their responsibilities regarding health and safety risks as identified in the risk assessment.

CCDT has a number of subsidiary groups, each of whom have their own Health & Safety procedures in place – with one exception: Greener Callander. This is a gardening group made up of entirely volunteers and who follow risk assessments both for regular activities and their annual plant sale, which are defined by CCDT, and reviewed annually by the Board.

Management responsibilities

The Operations Manager will ensure that in their areas of control:

- They actively lead the implementation of our Health and Safety Policy.
- They supervise their personnel to ensure that they work safely, providing increased supervision for new workers.
- Safe systems of work are developed and implemented.
- Risk assessments are completed, recorded, and regularly reviewed covering all processes and activities where a risk to health and safety exists. The significant findings of these assessments are brought to the attention of staff, contractors, volunteers, visitors, and members of the public who may be affected.
- Adequate resources are allocated to implement the safety policy and meet all safety requirements.
- Accidents, ill health and 'near miss' incidents at work are investigated, recorded, and reported.
- They communicate and consult with personnel on health and safety issues.
- They encourage personnel to report hazards and raise health and safety concerns.
- Safety training for personnel is identified, undertaken, and recorded to ensure staff are competent to carry out their work in a safe manner.
- Issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented and communicated to personnel.
- Welfare facilities are provided and maintained in a satisfactory state.
- Premises and work equipment are maintained in a safe condition.
- Statutory examinations are planned, completed, and recorded.



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- Any safety issues that cannot be dealt with are referred to the Operations Manager for action.
- Health and safety rules are followed by all.
- The monitoring and checking activities required by this system are completed.

Personnel responsibilities

All personnel (staff and volunteers) are responsible for acting in a safe manner whilst at work. By understanding their responsibilities and following our safety rules, they will help the Trust comply with their legal duties and contribute to the safe running of our workplace.

All personnel have the responsibility:

- To take reasonable care of their own safety.
- To take reasonable care of the safety of others affected by what we do or fail to do.
- Not to interfere with or misuse, intentionally or recklessly, anything provided in the interests of safety.
- To co-operate so that individuals and the Trust can fulfil our legal duties e.g., comply with our safety rules.
- To report any hazardous defects in equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay.
- To set a good personal example in relation to health and safety.

First aid personnel have the responsibility to:

- Administer First Aid in accordance with the current legislation and approved code of practice.
- Record all accidents that are reported to them in the Accident Book.
- Re-stock first aid boxes at regular intervals and when necessary.

Fire Marshals have the responsibility to carry out the duties for which they are trained when emergency evacuation of the workplace is required.

Responsibility for health and safety

The Operations Manager is responsible for the day to day health and safety for the Trust, with overall responsibility falling to the Board of Trustees. However, everyone in the organisation has responsibilities in relation to health and safety, as set out in this policy.

Responsibilities of the Trust

The Trust is responsible for ensuring that personnel health and safety is protected in all activities at work. In particular, the Trust is responsible for the following:

Safe premises and place of work



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The Trust will ensure that the premises are safe, and that all hazards are removed where possible. If it is not possible to remove a hazard, clear signage will be displayed advising workers and any other visitors to the premises of the nature of the hazard and the precautions that should be taken.

Competent and safe fellow workers

The Trust will ensure that all personnel receive the appropriate training so that they are competent in all their work duties. If any individual acts in a manner that is likely to put others in danger appropriate disciplinary action will be taken.

A safe system of work

The Trust will ensure that all processes of work are safe. If there are any hazards the Trust will endeavour to remove them. If that is not possible appropriate signage will be displayed advising personnel and any other visitors to the premises of the nature of the hazard and the precautions that should be taken.

Ensuring that there is safe and adequate equipment

The Trust will ensure that all equipment is regularly inspected and maintained, in accordance with a maintenance schedule. All repairs will be carried out at the earliest opportunity. If any equipment is judged to be damaged or unsuitable for use for any reason it will be put out of action, with clear signage.

Responsibilities of the worker

The worker (whether staff or volunteer) is responsible for ensuring that their actions do not cause danger to themselves or to anyone else. The primary responsibilities of the worker include the following:

Not to tamper with any equipment

Workers should not carry out any alterations to equipment which might compromise health and safety. Workers who do tamper with equipment are likely to face disciplinary action, which could include summary dismissal.

To take reasonable care of their own health and safety

Workers are expected to act responsibly and to take care of their own health and safety. This includes wearing any necessary protective clothing and not acting in a dangerous manner. All workers must take care that their actions do not endanger any other employees or visitors to the company.

To use equipment appropriately

Workers should use equipment for the purpose for which it is provided, and no other purpose. If any equipment is damaged or unfit for purpose in any way the employee is required to inform the Operations Manager immediately.

To follow appropriate systems of work



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All workers should follow the systems of work that have been specified by the Trust. There should be no deviation from these systems without prior permission from the Operations Manager.

Personal protective equipment (PPE)

The Trust is responsible for supplying workers with any personal protective equipment (PPE) that is required.

If a worker does not have the appropriate PPE for a specific task, then the worker should inform the Operations Manager immediately and not perform that task until the PPE is available.

The worker is responsible for taking care of the PPE that has been issued. If any PPE is damaged the Operations Manager should be informed immediately.

A worker is required to return all PPE that has been issued on leaving the Trust.

Chemicals and other substances

All chemicals and other substances that are hazardous to health must be stored and used in accordance with the manufacturers' instructions. Such materials will have a COSHH (Control of Substances Hazardous to Health Regulations 2002) label on them, and the guidance on this label must be followed in full.

Risk assessments

The Operations Manager is required to carry out regular risk assessments of the area and activities under their management. These risk assessments should be carried out annually at least, and some risk assessments will require more regular completion.

The risk assessments should be recorded in writing, with an agreed target date for any actions that have been identified.

If there are any risks that cannot be eliminated all personnel working in that area must be made aware.

Manual handling

All who are involved in any lifting or carrying must have received training from the Operations Manager in how to properly lift heavy boxes or furniture.

Accidents

Although every effort will be made to ensure a safe environment it is accepted that accidents can occur.

If an accident does occur this must be reported immediately to the Operations Manager. It must also be recorded in the accident book.



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If any of the following occur, they must be reported to the Health and Safety Executive under the RIDDOR procedures (see www.riddor.gov.uk):

- Fatal accidents
- Specified injuries
- Accidents resulting in a period of absence of more than seven days
- Injuries to the public where they must be taken to hospital.

In addition, some work-related diseases and dangerous occurrences must be reported to the Health and Safety Executive.

Following any accident, the situation will be investigated to determine whether changes need to be made to equipment, training, or systems to work so that a similar situation can be prevented in the future.

Health and Safety Committee

The Board of Trustees have overall responsibility and will perform the duties of a Health and Safety Committee.

This Committee will meet with the Operations Manager monthly.

The Committee will be responsible for:

- reviewing all accidents and other incidents relating to health and safety
- reviewing health and safety training
- addressing any other incidents that have been brought to their attention.

Document version control

Version number	Change or update	Author or owner	Date
1.0	First version	Sharon Bell	21/12/23
2.0	Updated version	Freddy Bowen-Bate	10/05/24
3.0	Amendments requested by Board	Freddy Bowen-Bate	13/06/24
	Approved at Board Meeting		25/06/24