



The Village Club, 20-22 Glasgow Road, Blanefield, Glasgow, G63 9BN
scdt@strathblane.online

Health and Safety Policy

Statement of intent

The policy of SCDT is to provide and maintain safe and healthy working conditions and environment for all our volunteers and users, plus any other people who are directly affected by our activities, such as members of the public at our events.

Responsibility

Overall and final responsibility for health and safety at all events and activities organised by SCDT lies with the board of SCDT. 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.

For our monthly board meetings the responsible person is the meeting Chair.

For all other events the responsible person will be named in advance and their name will be noted on all relevant risk assessments. All volunteers involved will be made aware of who is responsible for health and safety.

General arrangements

A risk assessment will be carried out before every activity or event. This will include assessing risk as it relates to all aspects of the activity or event including: equipment; venue; volunteers; attendees. Appropriate precautions will be taken to minimise hazards at all events and activities.

SCDT may also run regular events at the same venue or using the same equipment, such as our monthly board meetings. In this case we will carry out a general risk assessment for the event/activity/equipment/venue. All general risk assessments will be reviewed at least once a year.

We will have a trained first aider present at all events which are open to the public.

We will make sure all volunteers and staff at events and activities are aware of the location of fire exits.

All volunteers and staff will be made aware of the precautions they need to take as noted on the relevant risk assessment.

No volunteer or employee will run an event or activity on their own, and at least two volunteers or employees should stay at an event until it is finished and the last attendees have left.

SCDT will hold Public Liability Insurance to cover all its activities and events.

Review

This policy will be reviewed every year

Policy update record

DATE OF CHANGE	VERSION	CHANGED BY	COMMENTS
14.02.22	V0.1	The Board	Approved by Board
16.05.22	V1.0	F Munn	Put in standard format