

Abernethy Old Kirk Association (AOKA)

"Preserving the Old Kirk for the benefit of the community"

Health & Safety Policy for Abernethy Old Kirk, Nethy Bridge, PH25 3DA

Policy:

The health and safety policy will be displayed on the Kirk vestry noticeboard.

Organisation:

Control and Accountabilities

All the Directors are accountable for the safety of people who are charged by the Association and for ensuring that volunteers who lead particular activities are aware of their responsibilities and competent to discharge them. They are also responsible for ensuring that contractors are competent and briefed.

Employees are responsible for safety within their sphere of work and for the safety of all other persons likely to be affected. They discharge this by assisting in the preparation of risk assessments and ensuring that agreed precautions are implemented.

Volunteers who lead particular activities are responsible for ensuring health and safety within the activity.

They discharge this by assisting in the preparation of risk assessments and ensuring that agreed precautions are implemented.

Information regarding the hiring/use of the Kirk building

1. The AOKA representative will brief the kirk hirer/user in advance.
2. An AOKA representative will ensure that the organiser knows where emergency doors, keys, signs, fire extinguishers etc. are situated.
3. At the close of the event, the hirer/user must ensure that the heating is turned off, lighting switched off and all doors locked.
4. Fire Safety Rules:
 - a. No naked flames/candles/matches/heat sources etc.
 - b. No flammable materials permitted.
 - c. No electrical items to be brought in unless P.A.T. certified and use approved by Property Manager.
 - d. Fire extinguishers to be clearly visible and maintained.
 - e. Aisles and exit routes to be kept clear.
 - f. Hirers to be made aware of positions of fire extinguishers and safe assembly area i.e. beside summerhouse new kirk yard.
 - g. Safety instructions to be announced prior to each event.
 - h. Stewards to be allocated for each exit during each event in case of emergency.
 - i. One person in overall control in an emergency instructing people towards safe assembly area.
5. Seating layout and crowd management/evacuation:

The kirk has normal front facing seating capacity of 370. The hirer/user should allocate stewards to go directly to each door in an emergency to ensure that the door is opened. The stewards should stay by each door until the kirk is evacuated. The hirer/user should arrange for one person to be responsible for taking overall control in an emergency. That person should move to the front near the pulpit in an emergency and instruct people to remain seated until directed to move, thus giving stewards the time to get to exit doors. People to be requested to assemble beside summerhouse in new kirk yard thus keeping kirk access clear for fire services/ambulances.
6. Electrical lighting:

Porch light and vestry exit lights to be kept switched on during dim light periods. Exterior lights to be on during dim light periods.

7. First Aid:
First Aid box is in vestry, all accidents to be recorded in accident book which is located in the vestry.
8. Heating:
Ensure all heaters are switched off as soon as possible to save expense. No heaters to be brought in unless approved by Property Manager and P.A.T. certified. No unauthorised persons to access electrical cupboard.
9. Competence:
All the Directors must read, sign and hold a copy of the health and safety policy and obtain health and safety advice as necessary, either from a qualified member of the association or by using a consultant. Employees and volunteers will be given such briefing and training as is necessary to ensure competence.
10. Planning and Implementing:

Risk assessment and implementation of precautions:
A risk assessment will be undertaken for each activity. A list of major activities will be displayed on the vestry noticeboard. Directors and volunteers will assist in the preparation of risk assessments. Principal precautions will be detailed within risk assessments. All the Directors will ensure that a master register of risk assessments is kept in the vestry and ensure that Directors and volunteers who lead activities have a relevant copy. Copies of risk assessments will be available in the vestry.
11. Monitoring Performance:

Inspections: All the Directors will inspect the workplaces/activities of Directors and voluntary leaders twice each year.

Investigations: Directors and voluntary leaders will report accidents and near misses to the other Directors. The Directors will carry out investigations and ensure that a record is entered in the accident book. They will also ensure that reportable accidents/incidents are notified to the enforcing authority (Reporting of Incidents and Dangerous Occurrences Regulations).
12. Disabilities:
 - a. The Old Kirk has welcomed people with disabilities for many years.
 - b. The kirk has no sound amplification systems or loop system.
 - c. Wheelchair access is through main doors. A central floor area has been designated for wheelchairs. The kirk does not possess wheelchairs.
 - d. Large print hymn books are available for the visually impaired.

13. Compliance:

The hirer/user of the Old Kirk is required to sign the Health and Safety Policy Statement to show understanding and compliance with its objectives. Blatant disregard for the health and safety of persons/building may result in the stoppage of the event.

14. Review:

The Chairman, on behalf of all the Directors, will submit an annual report to the members at the AGM.

Signed: Chairman..... Print name.....
Date.....

Signed: Vice Chairman..... Print name.....
Date.....

Signed: Company Secretary..... Print name.....
Date.....

Signed: Property Manager..... Print name.....
Date.....

Signed:..... Print name.....
Date.....

Signed:..... Print name.....
Date.....

Signed:..... Print name.....
Date.....

Signed:..... Print name.....
Date.....

March 2012