

GOLCAR SCOUT AND COMMUNITY CENTRE

HEALTH & SAFETY POLICY

General Statement of Policy

The management committee of Golcar Scout and Community Centre is committed to providing and maintaining a safe environment for all users to enjoy.

Organisation For Carrying Out The Policy

Responsibility for health and safety within the Centre rests with the management committee.

The committee will make users aware of the health and safety policy.

All users of the Centre have a responsibility to take reasonable care of themselves, others, and the premises/equipment provided.

All users must report health and safety concerns to the management committee.

The Arrangements for Health and Safety

Fire and Emergency Evacuation

If a user discovers a fire, they should operate the fire alarm system at the nearest fire alarm call point and evacuate the building. The person in charge should implement the evacuation plan and call the fire brigade.

If the fire alarm system activates automatically, indicating that there is a fire in the building, the person in charge should implement the evacuation plan and call the fire brigade.

Users of the Centre should familiarise themselves with the evacuation plan (Appendix A of the Fire Risk Assessment) for details of evacuation procedures.

The fire precautions indicated in the fire risk assessment (Appendix B of the Fire Risk Assessment) should be adhered to by all users.

Fire extinguishing equipment provided by the Centre should only be used:

- After raising the alarm and calling the fire brigade.
- By those trained to use it.
- If the fire is very small.
- If there is no danger to yourself in using the equipment.

General Health and Safety

The person in charge of the user group in the Centre is responsible for the general health and safety of their party. They should take into account the specific arrangements noted here when risk assessing the use of the Centre.

Use of Electricity

All items connected to the Centre's supply should be properly maintained and PAT tested.

Outdoor Activities

Users undertaking activities in the Centre grounds must carry out their own risk assessments for that activity, taking into account the ability of the participants, the weather, and the terrain.

Children and Young Persons

Users of the Centre should adhere to the principles of the care of children and young people as defined by their relevant governing body – Scout Association POR, OFSTED, etc.

Reporting of Health and Safety Problems

Any user who identifies a health and safety problem that cannot be immediately resolved should bring it to the attention of the management committee.

Monitoring of the Policy

Health and safety will be a fixed agenda item for management committee meetings.

The committee will receive and review any problems highlighted by users in a timely manner.

This policy will be reviewed periodically.

Health and safety inspections will be carried out periodically.

Risk assessments will be reviewed periodically, following an incident or near miss, or when significant changes occur.

Signed on behalf of the Centre Management Committee

Date: January 2026