



Colintraive and Glendaruel Development Trust

Health, Safety and Environmental Policy

- Colintraive and Glendaruel Development Trust are committed to protecting the health and safety of all. This includes all people using or visiting our premises – office, polytunnel sites, Stronafian Community Forest.
- We plan, manage, conduct and supervise all our activities in compliance with legislation and best practice
- We want to ensure that all workers, including contractors, volunteers, members of the public and employees have a clear understanding of their responsibilities along with that of the charity
- All statutory notices are located in the office.

Colintraive and Glendaruel Development Trust will

- Create and maintain a positive health and safety culture which involves staff, colleagues, participants and volunteers
- Meet our responsibilities to our employees, participants, members of the public and volunteers
- Adopt a systematic approach to implement the health and safety policy b
 - Providing and maintaining tools and equipment without risk to health
 - Ensure the safety and where practicable, remove the risks to health regarding use, handling, storage and transportation of articles and substances
 - Provide information, training and supervision to reasonably ensure the health and safety at work of employees
 - Maintain any place of work in a condition which is safe and without risk to health
 - Provide and maintain access and egress that is safe and without risk
 - Provide and maintain a safe working environment, without risks to health and adequate as regards facilities and arrangements for welfare at work.
- Identify and assess risks associated with all activities and public access with the aim of controlling or eliminating the risks as far is reasonably practicable
- Provide training, resources and equipment to ensure the health and safety policy is implemented
- Plan for health and safety and monitor and review risk assessments

OFFICE (at Colintraive Village Hall) RISK ASSESSMENT (reviewed in 2023) carried out by Sara Maclean and To be read in conjunction with Colintraive Village Hall Risk Assessment, CGDT Site Specific Risk Assessment for polytunnel sites, and Stronafian Forest Risk Public Access Assessment.

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to minimise the risk?	Action by whom?	Action by when?	Done?
Slips and trips	Staff, volunteers and visitors may be injured if they trip over objects or slip on spillages	Maintaining good housekeeping. All areas well lit. No trailing leads and cables. Work areas kept clear. Adequate provision of equipment for spillages control				
Electrical shock from faulty hardware and donated appliances	Staff, volunteers and visitors may be at risk from electrical shock	Labelling faulty switches and visual inspection of appliances	Arrange for Portable Appliance Testing and replace cracked switch / socket housings Do not accept 'donated' electrical appliances.	Hall committee	ASAP	December 2013
Inadequate storage of cleaning materials	Staff, volunteers and visitors - Chemical contamination from cleaning chemicals		Provide lockable storage in compliance with COSHH	Hall committee	ASAP	
Heavy furniture	Staff, volunteers and visitors at risk from manual handling injury	Advice to use multi-person lifts				