

# **Scammonden Activity Centre**

## **Health and Safety Policy**

### **General Statement of Policy**

The Management Committee of Scammonden Activity Centre are committed to providing and maintaining a safe environment for visitors to enjoy their stay in the building.

### **The Organisation for carrying out the policy**

Responsibility for Health and Safety within the Centre rests with the Management Committee.

Duty wardens will make visitors aware of the health and safety policy.

All visitors to the centre have a responsibility to take all reasonable care of themselves and others.

Any member of the management committee, duty warden or visitor to the centre must report to the management committee any health and safety problem.

Visitors can report problems to the duty warden

### **The Arrangements for Health and Safety**

#### **Fire and emergency evacuation**

The building is covered by a fire alarm system.

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

If the fire alarm system activates indicating that a fire is present the leader in charge should implement the evacuation plan and call the fire brigade.

Visitors to 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 should be adhered to by all visitors. (Appendix B of the fire risk assessment)

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 leader in charge of the visiting party 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 by their party.

## **Use of electricity**

All items connected to the centres supply should be properly maintained and be PAT tested.

## **Bouldering Wall**

Use of the Bouldering wall should only be undertaken in line with the Centre's general risk assessment for the wall.

The Bouldering wall should only be used under the supervision of a competent person and after that person has carried out a further risk assessment which takes into account the abilities of each individual user. The risk assessment should include suitable restrictions on the height above ground to which each individual is allowed to climb.

## **Outdoor Activities**

Visitors undertaking activities outside the centre must carry out their own risk assessments for that activity taking into account the ability of the persons taking part, weather conditions and the terrain.

## **Use of the Reservoir**

Use of Scammonden Water Reservoir for any activity should not be undertaken without the permission of the Principle of Huddersfield Scout Sailing or their nominee.

## **Children and Young persons**

Visitors to the centre should adhere to the principles of the care of children and young people contained in the Policy of the Scout Association.

## **Reporting of Health and Safety problems**

Any visitor, member of the committee or duty warden identifying a health and safety problem which cannot be immediately put right should bring this to the attention of the management committee. Visitors can do this by informing the duty warden

## **Monitoring the Policy**

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

The committee will receive and review any problems highlighted to them by members of the committees and users of the centre.

They will undertake an annual review of the Policy, Organisation and Arrangements for Health and Safety.

Quarterly Health and Safety inspections will be carried out.

Reviews of Risk assessments will take place annually, following an incident or near miss or when significant changes occur.

Graham Smith

Activity Centre Management committee Chairman

1st January 2010