



# GLENLOUGH COMMUNITY CENTRE

## HEALTH AND SAFETY POLICY

### Health & Safety Policy Statement

The Management Committee of Glenlough Community Centre recognises that it has a duty to ensure, so far as it is as reasonably practical, the health, safety and welfare of all its members of staff and appropriate User Groups. It is the Committee's duty to reduce the risk of personal injuries and hazards to health and safety of staff and others to the minimum.

### Levels of Responsibility

The Management Committee of Glenlough Community Centre are directly responsible for all Health and Safety Regulations. It is therefore their duty to ensure said regulations are enforced and that all procedures and codes of practice are observed.

### Codes of Practice

#### 1 Management Committee

- 1.1 To be alert to possible hazards including obstructions to the means of entrance and exits in the Centre.
- 1.2 To make sure that all equipment is maintained in good working condition and is used correctly.
- 1.3 To secure safe arrangements for the use, handling and transport of articles and substances.
- 1.4 To ensure employees and user groups who operate equipment and appliances have sufficient knowledge and competence and are provided with precise instructions as to correct methods.
- 1.5 To see that protective clothing and equipment is worn or used as appropriate.
- 1.6 To strive to ensure that employees and User Groups avoid risks.
- 1.7 To provide First Aid equipment and First Aid Training to relevant personnel and that all employees and User Groups are aware of this service.

#### 2 Individual Employees & User Groups

- 2.1 To take reasonable care to avoid injury to themselves and to others by their activities.
- 2.2 To co-operate with the Management Committee in meeting statutory requirements and assist in the fulfilment of regulations and codes of practice by abiding by guidelines laid down.

### Conclusion

The Management Committee of Glenlough Community Centre recognise the need for the implementation of the Health and Safety Policy. It therefore asks co-operation and support in such measures as Fire Drill, Exercises, Health and Safety Training Programmes and that employees and User Groups observe all regulations enforced by the Management Committee.