

Stanley Nairne Memorial Trust
Health & Safety Policy Statement

for the

STANLEY NAIRNE CENTRE, DALGUISE, DUNKELD

The Stanley Nairne Centre ("The Centre") is owned and managed by the Stanley Nairne Memorial Trust ("The Trust") and operates as a Self Catering Residential Centre.

While the overall Health and Safety of any Group using the Centre is the responsibility of the Leader or Organisation which made the booking, the Trust will, in respect of their obligations for Health and Safety of the Centre, make best efforts to -

- manage and control potential health and safety risks, arising from the Trust's responsibilities for the overall management and maintenance of the Centre and to maintain the Centre as a safe and healthy environment for staff, User Groups and visitors;
- provide appropriate briefing and information on Health and Safety matters to Leaders of all Groups using the Centre;
- clarify with Leaders of Centre's User Groups **their** specific responsibilities for matters affecting health and safety when using the Centre.
- undertake risk assessments as it deems necessary and carry out any required actions as soon as is practicable. If the Trust believe that for any reason the centre is unsafe as a result of such an assessment or for any other reason, they will not allow the Centre to be let until the matter is rectified or made safe. In the event of having to cancel a booking in such a situation, all deposits paid by the User Group will be refunded in full.
- ensure that the Caretaker has appropriate and adequate training in Health and Safety to carry out his obligations under this policy.
- review and revise this Health & Safety Policy at regular intervals.

The trust expects that the leaders of User Groups will

- co-operate with the Trust and their Caretaker on site on all matters affecting health and safety,
- ensure that members of their Groups do not interfere with anything provided to safeguard their safety or take any action that may put their Group, the Caretaker or any future user of the Centre at risk,
- take appropriate care of the health and safety of their Group when staying at the Centre,
- inform the trust of anything they encountered during their stay within the Centre or its grounds that had an adverse or potential adverse effect on the health and safety of their group. This would include the completion of the accident book for any accidents or near misses that occurred during their stay.

Explanatory Notes to accompany the Policy/

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1. The Trusts responsibilities for Health and Safety of the Centre are limited to ensuring that the building and its fittings and fixtures are maintained to a high standard and provide a safe environment for Groups who book the Centre as a hard let. The Trust has no responsibility for health and safety issues arising from programmes conducted by Groups using the Centre, for the safety of equipment etc brought in by Groups using the Centre, or for the Groups when they are outside the property owned by the trust.
2. The Caretaker notes any potential hazards on a weekly basis, arranging repairs and maintenance as required.
3. The Trust ensures that the following safety checks are carried out and appropriate records kept:
 - Annual Electrical Portable Appliance Testing
 - Annual Fire Alarm, Smoke Detectors and Safety Lighting Checks
 - Annual Check and Service of Fire Extinguishers
 - Annual Test of Gas appliances and pipe work
 - Weekly Visual Check of Fire Extinguishers
 - Fortnightly Fire Alarm Test

All Annual Checks are carried out by reputable tradesmen and the more regular test by our caretaker.
4. On the arrival of each Group, the Caretaker meets the Group Leader to confirm fire safety arrangements and other Safety including familiarisation of alarm sound and evacuation routes.
5. No Smoking is permitted in the bedrooms and in addition since 26 March 2006, the whole building has been, by law, a non-smoking area.
6. Responsibility for dealing with injury or illness is the responsibility of the Group using the Centre. To assist them a first aid kit stocked by the Trust and located in the Kitchen is available for use by groups for the treatment of minor injuries. In addition, full details of the nearest Doctor's surgery are displayed in the dining room and the pay phone gives immediate and free access to call the emergency services. All such incidents must be recorded in the Accident Log Book which is located in the First Aid Box.
7. Apart from their obvious legal requirements the Trust has an interest in creating an environment where User Groups can have an enjoyable, productive and safe visit to the Centre. We would advise all users not only to familiarise themselves with the requirements of safe use of the centre but also that of its environment and surroundings. We would recommend that within the Centre particular attention is paid to safe use of the kitchen.

We hope you have found this document helpful but if you require further assistance on Health and Safety or indeed any other matter relating to your use of the Centre do not hesitate to contact the Caretaker, the SSC Office or the Secretary of the Trust