



## **Stonehaven Tolbooth Association (Tolbooth Museum)**

A Scottish Charitable Incorporated Organisation  
SC043279

### **HEALTH AND SAFETY STATEMENT**

Stonehaven Tolbooth Association (STA) is committed to a safe environment for all staff, contractors, volunteers and trustees. It will promote standards of health, safety and welfare within the organisation and will ensure compliance with all relevant statutory provisions. STA will ensure that suitable and sufficient risk assessments are carried out, that procedures and safe systems are implemented in accordance with all current statutory provisions and that all reasonable and practical measures are taken to avoid risk. Safe practices will be adopted and continuous improvement will be sought through regular audits and reviews.

Appropriate instruction and training will be provided together with adequate resources to ensure that the successful management of health and safety is carried out within the organisation and that this policy is collectively implemented. This policy, together with arrangements and procedures, will be reviewed regularly and revised and updated as necessary.

To support our Health & Safety statement we are committed to the following duties:

- Undertake regular, recorded risk assessment where appropriate
- Create a safe environment by putting health & safety measures in place as identified by the assessment
- Ensure that all staff, contractors, volunteers and trustees are aware of, understand and follow the organisation's regards to health & safety
- Assign health and safety responsibilities to the presiding Chair
- Ensure that normal operating procedures and emergency operating procedures are in place and known by all staff, contractors, volunteers and trustees
- Provide access to adequate first aid facilities
- Report any injuries or accidents sustained during any STA activity or whilst on premises operated by STA
- Ensure that the statement is reviewed regularly and monitored for effectiveness.

#### **AS STAFF/CONTRACTOR/VOLUNTEER/TRUSTEE YOU HAVE A DUTY TO:**

- Take reasonable care for your own health & safety and that of others who may be affected by what you do or not do
- Co-operate with STA on health & safety issues
- Correctly use all equipment provided by the organisation
- Not interfere with or misuse anything provided for your health, safety or welfare.