



# **South Lanarkshire Leisure and Culture Limited**

## **Health and Safety Policy**

**May 2013**

**Issue: Four**

## South Lanarkshire Leisure and Culture Limited

### Health and Safety Policy Statement

South Lanarkshire Leisure and Culture Limited ("the Trust") is committed to developing and maintaining the highest possible standards of Health and Safety. This is important to ensure the safety of staff, customers and anyone else that may be affected by the Trusts activities.

It is the policy of South Lanarkshire Leisure and Culture Limited to comply with both the letter and spirit of the Health & Safety at Work etc. Act 1974 and all other relevant legislation, and to regard the provisions of this legislation as minimum requirements.

Employees of the Trust have a right to work in safe and healthy conditions. These conditions will be created and maintained by:

- The preparation of, and the adherence to, this Health and Safety policy.
- The Directors of the Trust fully appreciating that responsibility for Health and Safety is an integral function of effective day to day management.
- The Directors recognising the benefits of a fit and healthy workforce.
- Providing adequate Health and Safety training and information to all employees
- Developing an awareness of staff of the need to discharge their own Health and Safety responsibilities.

We believe that it is important for all personnel, whatever their position, to accept their personal responsibilities as detailed in this policy. We seek active co-operation between management and employees to promote a safe and healthy environment.

Customer safety is also integral to our philosophy. The Trust will ensure that there are effective up to date systems in place to ensure the Health and Safety of all customers.

Finally, we undertake to review and revise this policy as often as is required by changing legislation. All changes will be brought to the attention of all employees.

**Signed**



**Date**

**31 May 2013**

**Print Name**

**Gerry Campbell**

**General Manager**

**Signed**



**Date**

**31 May 2013**

**Print Name**

**Hamish Stewart**

**Chair of SLLC Board**

## **Introduction**

This document lays down our aims and objectives in the important area of health and safety. It sets out, in broad terms, how to implement these aims and objectives.

All employees must co-operate with this endeavour.

The Policy statement will be issued to all employees. It incorporates our general approach towards compliance with all UK and European Community based Health and Safety legislation (including the Management of Health and Safety at Work Regulations 1999).

## **Aims of the policy**

1. To conduct all of our undertakings as to avoid, or control to an acceptable level, risks to the health and safety of all of our employees.
2. This will also include all users of our services, all members of the general public who use our facilities and all others who work on, or visit our premises.
3. To create and maintain a positive health and safety culture within all areas of our organisation, so that there is a continuous, cost effective, improvement in our health and safety performance.

These aims will be pursued regardless of whether the particular services, which form part of the Trusts undertakings, are performed by our employees, or by outside contractors acting for us.

These aims will be borne in mind in all policy and operational decisions made by the Trust, especially in relation to the adequate provision of resources.

## **Objectives of the Policy**

The Trust expects, and requires, every area of service to work towards achieving the following objectives in relation to health and safety.

1. To comply always with the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 (as amended).
2. All other relevant statutory provisions, including Health and Safety Executive codes of practice and guidance and relevant fire safety legislation.
3. To effectively identify all significant hazards arising from our activities. Any incident or occurrences out with this remit will be identified & rectified as appropriate.
4. To assess all the resultant risks to health and safety of our employees, customers and other people.
5. To develop the appropriate preventative and protective measures necessary to control these risks.
6. To effectively plan, organise, implement, control, monitor and review the preventative and protective measures.

7. To establish, and where necessary implement, appropriate emergency procedures to be followed in situations of serious and imminent danger. In this respect to co-operate and co-ordinate with the emergency services.
8. To provide and maintain suitable and safe vehicles, plant, equipment and systems of work.
9. To provide employees with adequate health and safety training and supervision and to take account of employees' capabilities as regards health and safety matters when assigning tasks to them.
10. To provide employees with comprehensible information on health and safety risks identified by assessments and on the preventative and protective measures necessary to control these risks.
11. To avoid safety, health and fire risks in connection with the use, handling and storage of articles and substances.
12. To provide a safe place of work and a healthy working environment.
13. Where appropriate on health and safety grounds, to ensure that employees are provided with, and use, suitable personal protective clothing or equipment. Also to make adequate arrangements for the storage and maintenance of such personal protective clothing and equipment.
14. Where beneficial to the prevention of work related illnesses or ill health conditions, to provide employees with appropriate health surveillance and Occupational Health.

**Signed**  **Date** **31 May 2013**

**Print Name** **Gerry Campbell**  
**General Manager**

**Signed**  **Date** **31 May 2013**

**Print Name** **Hamish Stewart**  
**Chair of SLLC Board**

## **Section Two**

### **Organisational Responsibilities**

#### **2.1 Board Members**

- 2.1.1 The Board accepts their collective role in providing health and safety leadership in the Trust.
- 2.1.2 Each member of the Board accepts their individual role in providing health and safety leadership.
- 2.1.3 All Board decisions will reflect our commitment to achieving the objectives set out in this Health and Safety Policy statement.
- 2.1.4 The Board will seek to engage the active participation of employees in improving health and safety.
- 2.1.5 A member of the Board is nominated as the Health and Safety Director (Ms Angela Beggan) who will liaise with the Health and Safety Officer (Trust) and oversee the implementation of the Health and Safety Policy.

#### **2.2 General Manager**

- 2.2.1 Shall ensure that there is an effective policy for health and safety within the organisation.
- 2.2.2 Shall ensure that the relevant risks are assessed and will make available sufficient resources to allow for the appropriate control of these risks.
- 2.2.3 Shall ensure the implementation of the policy and fully support all persons who carry out that policy
- 2.2.4 Shall have the responsibility of discharging the Trust duty, under Section 2(3) of the Act, of bringing the General Statement of Health and Safety Policy and the Organisation and Arrangements for the carrying out of that policy to the notice of the employees.
- 2.2.5 Shall ensure that the Health and Safety Policy of the Trust is understood at all levels.
- 2.2.6 Shall co-operate fully in the training of the Health and Safety Officer and arrange for consultation on health and safety matters as appropriate.
- 2.2.7 Shall include health and safety performance information in the annual report
- 2.2.8 Shall ensure that adequate communication channels are maintained to provide information concerning health and safety.

## **2.3 Health and Safety Team**

- 2.3.1 To co-ordinate the implementation of health and safety requirements in conjunction with Departmental Heads and Managers.
- 2.3.2 To provide advice and guidance on health and safety requirements within his/her level of competence.
- 2.3.3 To seek advice, as necessary, from the fully qualified Health and Safety Advisor(s) on behalf of the Trust.
- 2.3.4 Shall advise all levels of management and appropriate employees on matters of health and safety.
- 2.3.5 Shall investigate serious accidents, dangerous occurrences and similar incidents and prepare reports for submission to the Board, the General Manager and the enforcing authority, as necessary, and make recommendations to prevent recurrence.
- 2.3.6 Shall be consulted on Health and Safety implications of all specifications and contract documents.
- 2.3.7 Shall advise on necessary personal protective equipment.
- 2.3.8 Shall be consulted at the planning and subsequent stages of the construction of new property and the revitalisation, adaptation or extension of property.
- 2.3.9 Shall recommend appropriate training of employees and assist with its implementation.
- 2.3.10 Shall advise on the display of material and publicity regarding health and safety.
- 2.3.11 Shall monitor both employees and contractors in compliance with this policy.
- 2.3.12 Shall ensure that the Managers have undertaken risk assessments and implemented safe systems of work.

## **2.4 External Health and Safety Advisors**

- 2.4.1 To provide updates and guidance on legislation and sound practice in health and safety management.
- 2.4.2 To provide verbal support to the Health and Safety Officer.
- 2.4.3 To provide guidance on documentation and systems required.

## **2.5 Managers, Officers and Supervisory Staff**

- 2.5.1 One person in each facility shall be nominated as the Site Safety Co-ordinator.

- 2.5.2 Shall fully familiarise themselves with the Health and Safety Policy of the Trust and ensure that all people in their charge comply with the policy at all times.
- 2.5.3 Shall ensure that all accidents are recorded, that they are investigated and accident reports are completed properly and returned to the Health & Safety Officer in the Human Resource Department and the Health and Safety Unit within Corporate Personnel.
- 2.5.4 Shall ensure that those for whom they are responsible are aware of the procedures to be adopted in the event of fire or other foreseeable emergencies.
- 2.5.5 Shall ensure that those for whom they are responsible know the location of First Aid facilities.
- 2.5.6 Shall ensure, in so far as reasonably practicable, that adequate supervision is available at all times for employees in their charge.
- 2.5.7 Shall devise safe working practices for tasks under their control and will ensure that only safe working practices are used, in order to provide maximum safety for all people in their charge.
- 2.5.8 Shall brief employees on health and safety procedures and policies.
- 2.5.9 Shall maintain good housekeeping standards in their facilities at all times.
- 2.5.10 Shall ensure that any health and safety issue, which cannot be resolved by them, is raised quickly with the Health and Safety Officer.
- 2.5.11 Shall ensure all qualifications remain current and relevant.

## **2.6 All Employees**

- 2.6.1 Shall make themselves familiar with the Health and Safety Policy of the Trust
- 2.6.2 Shall, at all times, make full and proper use of safe systems of work, safety equipment and protective clothing and make full use of the appropriate safety devices.
- 2.6.3 Shall report to their Line Manager any hazard, defect, malfunction or any shortcoming, with regards to health and safety and to warn others that may be affected.
- 2.6.4 Shall take reasonable care for the health and safety of themselves and that of other people who may be affected by their acts or omissions.
- 2.6.5 Shall co-operate with the Trust so as to enable it to carry out its own duties and responsibilities.
- 2.6.6 Shall not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare.

- 2.6.7 All accidents must be reported immediately in accordance with the Trust reporting procedure.
- 2.6.8 Shall seek the advice of their Line Manager before carrying out any work or handling any substance or equipment with which they are unfamiliar and which they believe may be hazardous or dangerous.
- 2.6.9 All employees are encouraged to offer suggestions on ways to improve health safety and welfare matters. Such suggestions can be made to their Line Manager or to the Health and Safety Officer (Trust)

## **2.7 New Employees**

- 2.7.1 In addition to the provisions of section 2.6 (inclusive) above, new employees shall:-
  - a) Receive sufficient information, instruction and training to enable them to avoid hazards and to contribute positively to their own health and safety at work.
  - b) Ensure that they have read and fully understand instructions in the event of a fire or other serious or imminent danger.
  - c) Familiarise themselves with the Trust incident/accident (incl. near misses) reporting procedure.

## **2.8 Health and Safety Working Group**

- 2.8.1 The Health and Safety Improvement Group invites representatives from each section of the Trust to participate. Its functions are:-
  - a) To annually report to the Board on Health and Safety performance.
  - b) The study of accidents and notifiable injury, diseases and dangerous occurrence statistics and trends, so that reports can be made to management on unsafe and unhealthy conditions and practices, together with recommendations for corrective actions.
  - c) Examination of safety audit reports on a similar basis, as above
  - d) Consideration of reports and factual information provided by Enforcing Authority Inspectors. (Health & Safety Executive)
  - e) Consideration of reports that the Health and Safety Officer may wish to submit.
  - f) Assistance in the development of safety rules and safe systems of work.
  - g) To monitor the effectiveness of the safety content of employee training.
  - h) To monitor the adequacy of safety, health, welfare communication and publicity in the workplace.



- i) The provision of a link with the enforcing authority.

### **Section Three**

#### **Health and Safety Arrangements**

- 3.1 The Health and Safety Manual provides a system of procedures to control the principal hazards within the Trust operation.
- 3.2 The procedures are in place to control hazards to customer, staff, contractors and anyone who may be affected by our business.
- 3.3 Documented procedures are developed where it is agreed the absence of such procedures may affect safety.
- 3.4 The Trust has adopted the South Lanarkshire Council Occupational Health and Safety Management System (Guidance Notes) as supplementary information to the current Trust procedures.
- 3.5 The Trust is answerable to the Health and Safety Executive for all actions regarding Health & Safety issues.

#### **3.6 Contractors**

- 3.6.1 All contractors and /or sub-contractors undertaking any work on behalf of the Trust will be required to carry out such works in a safe and proper manner and at all times in full compliance with the Health and Safety at Work etc. Act 1974 and, in addition to any other Act or Regulation currently in force pertaining to such work or undertakings.
- 3.6.2 The responsibility for compliance with 3.6.1 (above) will be that of the facilities and in particular the Facility Manager.