 leisure	HEALTH and SAFETY OPERATING PROCEDURE Approved for issue by: Libby Cairns	SECTION: 1.1 PAGE: 1 of 12 ISSUE: Ten DATE: May 2019
TITLE: Health and Safety Policy		



HEALTH and SAFETY POLICY


May 2019

Issue: Ten

A Better Life

KA Leisure is a trading name of North Ayrshire Leisure Limited

North Ayrshire Leisure Limited is a Company Limited by Guarantee No.202978 and a recognised Scottish Charity No.SC029780.
Registered Office: 22 Quarry Road, Irvine KA12 0TH; Tel: 01294 315120; Fax: 01294 315140; email: info@kaleisure.com;
www.kaleisure.com

	HEALTH and SAFETY OPERATING PROCEDURE	SECTION: 1.1 PAGE: 2 of 12 ISSUE: Ten DATE: May 2019
	Approved for issue by: Libby Cairns	
TITLE: Health and Safety Policy		

SECTION ONE:

Health and Safety Policy Statement

Health and safety, as with all other aspects of K:A Leisure’s undertakings, must be properly managed and effective.

It is the policy of K:A Leisure 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 Company have a right to work in safe and healthy conditions. These conditions will be created and maintained by the preparation of, and adherence to, this health and safety policy. The directors/managers fully appreciate that responsibility for health and safety is an integral function of management, equal to responsibilities for all other business operations, and we recognise the benefits of a fit and healthy workforce.


Customer safety is also integral to our philosophy.

The Company will undertake to provide adequate health and safety training and information to all employees to enable them to improve their knowledge and awareness of health and safety and to discharge their own health and safety responsibilities.

I believe that it is important for all personnel, whatever their position, to accept their personal responsibilities as detailed in this policy and I seek active co-operation between management and employees to promote a safe and healthy environment for ourselves and for those who avail themselves of our service.

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:.....*E Cairns*.....Date:.....*31/5/19*.....
 Chief Executive

	HEALTH and SAFETY OPERATING PROCEDURE	SECTION: 1.1 PAGE: 3 of 12 ISSUE: Ten DATE: May 2019
	Approved for issue by: Libby Cairns	
TITLE: Health and Safety Policy		

Introduction

This document identifies 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 in this endeavour.

The policy statement will be issued to all employees. It incorporates our general approach towards compliance with all health and safety legislation (including the Management of Health and Safety at Work Regulations 1999 as amended).

Aims of the Policy

1. To conduct all of our undertakings so as to avoid, or control to an acceptable level, risks to the health or safety of all of our employees, all users of our services, all members of the general public who are exposed to our activities and all other people who work on, or visit, our premises.
2. 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 organisation's 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 organisation, especially in relation to the adequate provision of resources. It is recognised that managers and employees could render themselves liable under criminal health and safety law should they place requirements upon staff that are contrary to this policy.

Objectives of the Policy

The organisation expects, and requires, every one of its sections to work towards achieving the following objectives in the field of health and safety.


1. To comply always with the Health & Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 and all other relevant statutory provisions, including health and safety approved codes of practice and guidance and relevant fire safety legislation.
2. To effectively identify all significant hazards arising from our activities, to assess all the resultant risks to the health and safety of our employees, guests/customers and other people and to develop the appropriate preventive and protective measures necessary to control these risks.
3. To effectively plan, organise, implement, control, monitor and review the preventive and protective measures.

 leisure	HEALTH and SAFETY OPERATING PROCEDURE	SECTION: 1.1 PAGE: 4 of 12 ISSUE: Ten DATE: May 2019
	Approved for issue by: Libby Cairns	
TITLE: Health and Safety Policy		

4. 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.
5. To provide and maintain suitable and safe vehicles, plant, equipment, and systems of work.
6. To provide managers and 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.
7. To provide managers and employees with comprehensible information on health and safety risks identified by assessments and on the preventive and protective measures necessary to control these risks.
8. To avoid safety, health and fire risks in connection with the use, handling and storage of articles and substances.
9. To provide a safe place of work and a healthy working environment.
10. 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.
11. Where beneficial to the prevention of work related illnesses or ill health conditions, to provide employees with appropriate health surveillance.

Signed:.....*E Cairns*.....Date:.....*31/5/19*.....

Chief Executive

 leisure	HEALTH and SAFETY OPERATING PROCEDURE	SECTION: 1.1 PAGE: 5 of 12 ISSUE: Ten DATE: May 2019
	Approved for issue by: Libby Cairns	
TITLE: Health and Safety Policy		

SECTION TWO:


ORGANISATIONAL RESPONSIBILITIES

2.1 Board of Directors

- 2.1.1 The Board accepts their collective role in providing health and safety leadership in the organisation.
- 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 The Board who will liaise with the Chief Executive and senior managers to oversee the management of health and safety in the organisation.

2.2 Chief Executive

- 2.2.1 Will ensure that there is an effective policy for health and safety which is kept up-to-date within the organisation.
- 2.2.2 Will ensure that relevant risks are assessed and will make available sufficient funds to allow for the appropriate control of these risks.
- 2.2.3 Must ensure the implementation of the policy and fully support all persons who carry out that policy.
- 2.2.4 Will have the responsibility of discharging the Company's 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 in their departments.
- 2.2.5 Will ensure that the health and safety policy of the Company is understood at all levels.
- 2.2.6 Will co-operate fully in the training of managers and arrange for consultation on health and safety matters as appropriate.
- 2.2.7 Will include health and safety information in the annual report.


	leisure	HEALTH and SAFETY OPERATING PROCEDURE	SECTION: 1.1
		Approved for issue by: Libby Cairns	PAGE: 6 of 12 ISSUE: Ten DATE: May 2019
TITLE: Health and Safety Policy			

2.3 Business Manager (Leisure)

- 2.3.1 Promote the Health and Safety of employees and customers ensuring compliance with the Company's policies and procedures and health and safety legislation.
- 2.3.2 Develop and implement effective health and safety policies, procedures and practices throughout the Company ensuring compliance with relevant legislation.
- 2.3.3 Will ensure that the health and safety policy of the Company is understood at all levels.
- 2.3.4 Advise managers of their responsibilities for health, safety and welfare under any relevant legislation.
- 2.3.5 Provide guidance on documentation and systems required.
- 2.3.6 Will advise on the display of material and publicity regarding health and safety.
- 2.3.7 Will recommend appropriate training of employees and ensure its implementation.
- 2.3.8 Participate in consultation/communication with employees and trade unions.
- 2.3.9 Monitor and analyse injury and accident statistics and, in conjunction with relevant managers, review systems of operation.
- 2.3.10 Will investigate serious accidents, dangerous occurrences and similar incidents and prepare reports for submission to the Board, the Chief Executive and the Health & Safety Executive, as necessary, and make recommendations to prevent recurrence.
- 2.3.11 Will provide advice on sound health and safety practice and will advise upon the health and safety content of all specifications and contract documents.
- 2.3.12 Should be consulted at the planning and subsequent stages of the construction of new property and the revitalisation, adaptation or extension of property.

2.4 Business Manager (Physical Activity)

- 2.4.1 Promote the Health and Safety of employees and customers ensuring compliance with the Company's policies and procedures and health and safety legislation.
- 2.4.2 Develop and implement effective health and safety policies, procedures and practices throughout the Company ensuring compliance with relevant legislation.
- 2.4.3 Will ensure that the health and safety policy of the Company is understood at all levels.
- 2.4.4 Advise managers of their responsibilities for health, safety and welfare under any relevant legislation.
- 2.4.5 Will advise on the display of material and publicity regarding health and safety.
- 2.4.6 Participate in consultation/communication with employees and trade unions.
- 2.4.7 Assist in the development and implementation of training programmes for employees in the area of health and safety.

 leisure	HEALTH and SAFETY OPERATING PROCEDURE	SECTION: 1.1
	Approved for issue by: Libby Cairns	PAGE: 7 of 12 ISSUE: Ten DATE: May 2019
TITLE: Health and Safety Policy		

2.5 Company Health & Safety Coordinator


- 2.5.1 Promote the Health and Safety of employees and customers ensuring compliance with the Company's policies and procedures and health and safety legislation.
- 2.5.2 Develop and implement effective health and safety policies, procedures and practices throughout the Company ensuring compliance with relevant legislation.
- 2.5.3 Advise managers of their responsibilities for health, safety and welfare under any relevant legislation.
- 2.5.4 Provide guidance on documentation and systems required.
- 2.5.5 Participate in consultation/communication with employees and trade unions.
- 2.5.6 Monitor and analyse injury and accident statistics and, in conjunction with relevant managers, review systems of operation.
- 2.5.6 Will investigate serious accidents, dangerous occurrences and similar incidents and prepare reports for submission to the Board, the Chief Executive and the Health & Safety Executive, as necessary, and make recommendations to prevent recurrence.
- 2.5.7 Assist in the development and implementation of training programmes for employees in the area of health and safety.

2.6 External Health & Safety Advisors (QLM)

- 2.6.1 Quality Leisure Management (QLM) provide leisure industry health and safety advice and are retained by the Company to offer guidance and support.
- 2.6.2 QLM provide updates and advice on health and safety management practices and systems with the service including four visits per year, telephone and email support, newsletters and industry updates.

2.7 Managers


- 2.7.1 Promote the Health and Safety of employees and customers ensuring compliance with the Company's policies and procedures and health and safety legislation.
- 2.7.2 Will fully familiarise themselves with the safety policy of the Company and ensure that all people in their charge comply with the safety policy at all times.
- 2.7.3 Will undertake risk assessments and draw up safe systems of work for their areas of responsibility.
- 2.7.4 Will 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.
- 2.7.5 Will brief employees on health and safety procedures and policies.

	HEALTH and SAFETY OPERATING PROCEDURE	SECTION: 1.1 PAGE: 8 of 12 ISSUE: Ten DATE: May 2019
	leisure Approved for issue by: Libby Cairns	
TITLE: Health and Safety Policy		

- 2.7.6 Will ensure that people in their charge are aware of the procedures to be adopted in the event of fire or other foreseeable emergency.
- 2.7.7 Will ensure that people in their charge know the whereabouts of first aid facilities.
- 2.7.8 Will advise on necessary personal protective equipment.
- 2.7.9 Will ensure, where reasonably practicable, adequate supervision is available at all times for employees in their charge.
- 2.7.10 Will monitor both employees and contractors in compliance with this policy.
- 2.7.11 Will ensure that all accidents are recorded, that they are investigated and accident reports are completed promptly and returned to the Company Health & Safety Co-ordinator.
- 2.7.12 Monitor and analyse injury and accident statistics and, in conjunction with relevant managers, review systems of operation.
- 2.7.13 Will maintain good housekeeping standards in their sections/sites at all times.
- 2.7.14 Will ensure that any health and safety problem, which cannot be resolved by them, is raised quickly with their supervisor or manager.

2.8 Supervisory Staff

- 2.8.1 Promote the Health and Safety of employees and customers ensuring compliance with the Company's policies and procedures and health and safety legislation.
- 2.8.2 Will fully familiarise themselves with the safety policy of the Company and ensure that all people in their charge comply with the safety policy at all times.
- 2.8.3 Will undertake risk assessments and draw up safe systems of work for their areas of responsibility.
- 2.8.4 Will 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.
- 2.8.5 Will brief employees on health and safety procedures and policies.
- 2.8.6 Will ensure that people in their charge are aware of the procedures to be adopted in the event of fire or other foreseeable emergency.
- 2.8.7 Will ensure that people in their charge know the whereabouts of first aid facilities.
- 2.8.8 Will advise on necessary personal protective equipment.
- 2.8.9 Will ensure, where reasonably practicable, adequate supervision is available at all times for employees in their charge.

	leisure	HEALTH and SAFETY OPERATING PROCEDURE	SECTION: 1.1
		Approved for issue by: Libby Cairns	PAGE: 9 of 12 ISSUE: Ten DATE: May 2019
TITLE: Health and Safety Policy			


- 2.8.10 Will monitor both employees and contractors in compliance with this policy.
- 2.8.11 Will ensure that all accidents are recorded, that they are investigated and accident reports are completed promptly and returned to the Company Health & Safety Co-ordinator.
- 2.8.12 Will maintain good housekeeping standards in their site at all times.
- 2.8.13 Will ensure that any health and safety problem, which cannot be resolved by them, is raised quickly with their supervisor or manager.

2.9 Health and Safety Team

- 2.9.1 The Health and Safety Team consists of the designated Company Health & Safety Team Members and representatives from recognised Trade Unions. Its functions are:-
- 2.9.2 Promote the Health and Safety of employees and customers ensuring compliance with the Company's policies and procedures and health and safety legislation.
- 2.8.3 Assist with the development and implementation of effective health and safety policies, procedures and practices throughout the Company ensuring compliance with relevant legislation.
- 2.8.4 To continually review health and safety performance within the Company.
- 2.8.5 Review of accident and notifiable injury, disease and dangerous occurrence statistics and trends, so that reports can be made on unsafe and unhealthy conditions and practices, together with recommendations for corrective action.
- 2.8.6 Examination of safety audit or other reports on a similar basis.
- 2.8.7 Assist in the development and implementation of training programmes for employees in the area of health and safety.
- 2.8.8 Assist with the creation of risk assessments and safe systems of work.
- 2.8.9 Assist with the creation of safe working practices and ensure that only safe working practices are used.
- 2.8.10 Will brief employees on health & safety procedures and policies.
- 2.8.11 Monitor the adequacy of health and safety communication in the workplace.

2.9 Health, Safety & Wellbeing Forum

- 2.9.1 The Health, Safety & Wellbeing Forum consists of designated Company Health, Safety & Wellbeing Forum Members from across all areas of the business. Its functions are:-
- 2.9.2 Recognising positive behaviours and practise in relation to Health, Safety & Wellbeing.
- 2.9.3 To be constructive in determining Health, Safety & Wellbeing considerations and work as part of a team to determine solutions.

	HEALTH and SAFETY OPERATING PROCEDURE	SECTION: 1.1 PAGE: 10 of 12 ISSUE: Ten DATE: May 2019
	Approved for issue by: Libby Cairns	
TITLE: Health and Safety Policy		


- 2.9.4 To set an example for fellow employees in terms of putting Health, Safety & Wellbeing processes into practise.
- 2.9.5 To positively engage fellow employees in Health, Safety & Wellbeing matters.
- 2.9.6 To actively encourage and participate in developing a positive Health, Safety & Wellbeing culture.
- 2.9.7 The Health, Safety & Wellbeing Forum is continually seeking additional representation from across all business areas. Those who wish to be involved with the Health, Safety & Wellbeing Forum or become a representative for their respective site/area should contact their Line Manager as the first point of call, or alternatively contact the Company Health & Safety Co-ordinator.

2.10 All Employees

- 2.10.1 Will make themselves familiar with the Company's health and safety policy.
- 2.10.2 At all times make full and proper use of the appropriate safe systems of work, safety equipment and protective clothing and make full use of appropriate safety devices.
- 2.10.3 Will report to their line manager any unsafe systems of work which develop contrary to instructions, unsafe working conditions, damage to plant, machinery or equipment and will report accidents immediately.
- 2.10.4 Will take reasonable care for the health and safety of themselves and of other people who may be affected by their acts or omissions.
- 2.10.5 Will co-operate with the Company so as to enable it to carry out its own duties and responsibilities.
- 2.10.6 Will only use that which has been provided by the Company in the interests of health, safety or welfare, for the purpose for which it was designed, in a safe, appropriate and reasonable manner.

2.11 New Employees

- 2.11.1 In addition to the provisions of section 2.6 (inclusive) above, new employees shall:-
 - (a) Be inducted in all relevant health and safety requirements before working unsupervised.
 - (b) Ensure that they have read and fully understand instructions in the event of fire or other serious or imminent danger.
 - (c) Familiarise themselves with the Company's accident and near misses reporting procedure.

 leisure	HEALTH and SAFETY OPERATING PROCEDURE Approved for issue by: Libby Cairns	SECTION: 1.1 PAGE: 11 of 12 ISSUE: Ten DATE: May 2019
TITLE: Health and Safety Policy		

3 SECTION THREE:
HEALTH AND SAFETY ARRANGEMENTS

- 3.1 The Company has developed a Health and Safety Strategy, identifying key areas on which the Company has made a commitment through a systematic management approach, including setting specific objectives to improve health and safety performance.
- 3.2 The Company has developed a Health and Safety Management System which includes procedures to control the principal hazards for the Company's operation as a whole.
- 3.3 Procedures are designed to control hazards to customers, staff, contractors and anyone who may be affected by our business.
- 3.4 Documented procedures are developed where it is agreed that the absence of such procedures may affect safety.
- 3.5 Due to the importance of Health and Safety, action will be considered in terms of the Company's Disciplinary Procedures where any employee fails to follow safety procedures or standards.
- 3.6 The Company has consultation arrangements in place with recognised Trade Unions. When meetings take place with Trade Unions, Health and Safety matters across the business will be discussed. Trade Union representatives are invited to attend the Company's quarterly Health and Safety Team Meetings.

4.0 SECTION FOUR:

HEALTH AND SAFETY ORGANISATION CHART

