



| leisure

**HEALTH, SAFETY AND
WELLBEING POLICY**

HSWP: HSWP001

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POLICY AND PROCEDURE	Health, Safety and Wellbeing Policy
POLICY NUMBER	HSWP001
DATE OF FIRST ISSUE	March 2023
REISSUE DATE	New Policy
ISSUE NUMBER	1
APPROVING COMMITTEE	The Board of Management
DATE OF APPROVAL	24th February 2023
RESPONSIBLE PERSON	Chief Executive
REVIEW DATE	March 2024

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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



Documents Policy Refers to

DOCUMENT NUMBER (if applicable)	DOCUMENT TITLE

HISTORY OF AMENDMENTS		
DATE	VERSION, PAGES OR SECTIONS AFFECTED	SUMMARY OF CHANGES
October 2022	Change to the Health & Safety Policy issue 13 to include Wellbeing. Amendment to Organisational structure, roles and responsibilities and aims and objectives.	Full document review. This is a new document, HSW Policy issue number 1.



Foreword by the Chief Executive

Health, safety, and wellbeing, as with all other aspects of KA Leisure's undertakings, must be properly managed and effective.

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

KA Leisure employees have the right to work in safe and healthy conditions. These conditions will be created and maintained by the preparation of, and adherence to, this Health, Safety and Wellbeing (HSW) policy. The Board of Directors and senior managers fully appreciate that responsibility for HSW 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 an integral to other philosophy.

KA Leisure will undertake to provide adequate HSW training and information to all employees to enable them to improve their knowledge and awareness of HSW and to discharge their own HSW 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 to 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.

Chief Executive Malcolm McPhail	Signature: 	Date: 22/03/23
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Introduction

This Health, Safety and Wellbeing (HSW) policy is produced in accordance with the requirements of Section 2(3) of the Health and Safety at Work etc. Act 1974 and Regulation 5 of the Management of Health and Safety at Work Regulations 1999.

The policy expands how KA Leisure will fulfil its legal duties through our policy statement and strategic commitment to the HSW of our employees and others who may be affected by our work activities, as well as outlining roles and responsibilities within our organisation.

This policy provides a framework that details our organisational arrangements for managing HSW of our employees. This document consists of 4 sections:

- Section 1: Policy statement, aims and objectives.
- Section 2: Organisation and Responsibilities.
- Section 3: Health, Safety and Wellbeing Arrangements.
- Section 4: Measuring, Monitoring and Reviewing.

This policy applies to all activities that are undertaken by KA Leisure and applies to KA Leisure employees, contractors, customers, or visitors to our facilities.

The policy will be issued to all employees, uploaded onto the KA Gateway system, displayed on noticeboards throughout our facilities and available on our website.

SECTION ONE:

POLICY STATEMENT, AIMS AND OBJECTIVES

1.1 Policy Statement

KA Leisure recognise that our employees are central to the delivery of our services, and we are fully committed to ensuring the HSW of employees and those that work in or visit our facilities or may be affected by our activities.

KA Leisure continually strives to deliver innovative programmes throughout North Ayrshire through collaboration with our key partners. We recognise that investing in employee wellbeing can lead to increased resilience, better employee engagement, reduced absence and higher performance and productivity, thus we are committed to supporting the health and wellbeing of our employees.

At the center of this is our HSW policy. It is built on KA Leisure's strategic values, legislation, guidance and recognised good practice.

1.2 Aims of the Policy

It is the aim of KA Leisure to:

- 1) Conduct all our undertakings to avoid, or control to an acceptable level, the risks to the HSW of all our employees, users of our services, all members of the general public who are

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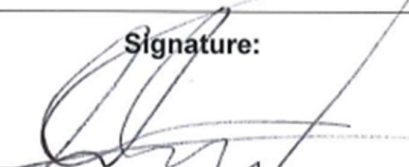
exposed to our activities and all other people who work on, or visit, our premises.

- 2) Create and maintain a positive HSW culture within all areas of our organisation, so that there is continuous improvement in our health and safety performance which is cost effective.

1.3 Objectives of the Policy

KA Leisure expects, and requires, every one of its sections to work towards achieving the following objectives in the field of HSW, to:

- 1) Comply with the Health and Safety at Work etc. Act 1974 and all associated legislation, health, and safety Approved Codes of Practice (ACOP), guidance and other relevant standards associated with our business.
- 2) Effectively identify all significant hazards arising from our activities, to assess all the associated risks to the HSW of our employees, customers, and others.
- 3) Ensure effective control of associated risk through commitment, cooperative effort, communication, and monitoring at all levels.
- 4) Accidents, incidents and near misses will be recorded, investigated and the appropriate action taken to reduce the likelihood of recurrence.
- 5) Establish, and where necessary implement, appropriate emergency procedures to be followed in situations of serious and imminent danger. In this respect to cooperate and coordinate with the emergency services.
- 6) Provide equipment including vehicles, which is suitable for the task, fit for purpose and suitably maintained.
- 7) Provide training to ensure employees at all levels have the knowledge and skills required to safely perform their roles and responsibilities.
- 8) Integrate the management of HSW into all aspects of work and consider it to be of equal importance.
- 9) Develop and implement robust monitoring, audit, and review arrangements at all levels within the organisation.
- 10) Continue to provide occupational health support to employees for the purpose of statutory health, surveillance, health monitoring, counselling, and general support.
- 11) Continually improve our HSW performance by raising awareness and learning lessons through early reporting and investigation of all HSW events.
- 12) Deliver appropriate HSW information and events to employees across all our facilities.
- 13) Maintain and improve the Royal Society for the Prevention of Accidents (ROSPA) Gold Medal Award and Gold Leisure Award.

Chief Executive	Signature:	Date:
Malcolm McPhail		22/03/23

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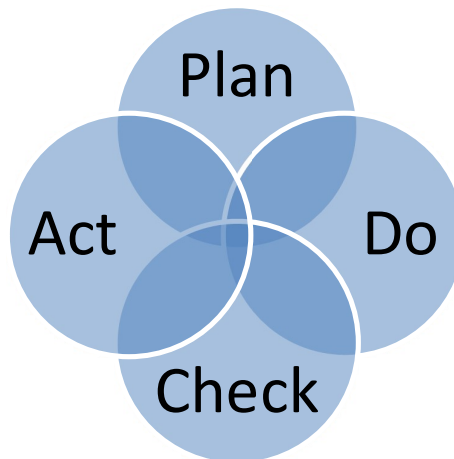
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SECTION TWO: ORGANISATION AND RESPONSIBILITIES

2.1 Organisation

KA Leisure has adopted the Health and Safety Executives (HSE) publication “Managing for Health and Safety” (HSG65). This provides a framework for the promotion of a positive health and safety culture and drive for continual improvement within our organisation. KA Leisure follows the Plan, Do, Check, Act model as shown below.



Plan

This is achieved through preparing the HSW policy, roles and responsibilities and a strategy for managing HSW and measuring performance against our aims and objectives.

Do

Includes profiling KA Leisure’s health and safety risks, risk assessment and preventative measures to be implemented. Involving employees, communications and the provision of adequate resources and training.

Check

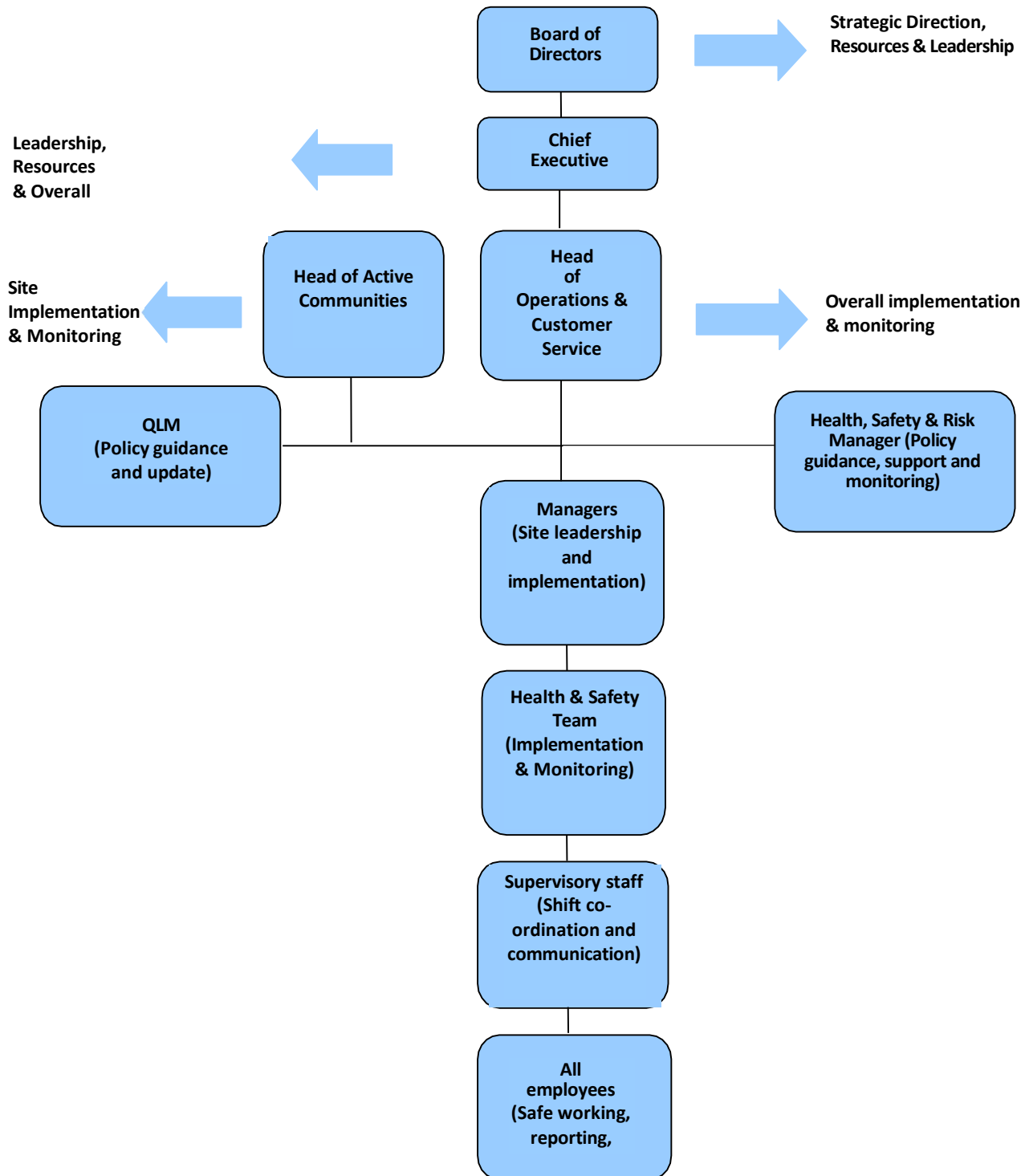
Measuring health and safety performance through proactive and reactive approaches, performing audits and inspections, investigating accidents and incidents.

Act

Reviewing performance to learn from accidents and incidents, plans, documents, risk assessments and controls to update when necessary.



2.2 HSW Organisational Structure





2.3 Roles and Responsibilities

2.3.1 Employees

All employees have an important role to play in effective health and safety management and in helping to develop a positive HSW culture. All employees have a responsibility to:

- Take all reasonable care, while at work, for their own and other people's health and safety and for their own health and wellbeing.
- Co-operate with their manager, senior management or contact in respect of their health and safety duties and follow all instructions, control measures, training, procedures and so on (written and verbal) to protect their own and other people's health and safety.
- Familiarise themselves with the HSW policy.
- Highlight hazards or conditions that may adversely affect the health, safety, and wellbeing of any person within KA Leisure facilities or participating within organized activities.
- 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.
- Follow relevant arrangements (e.g., risk assessment controls, safe systems of work, procedures and so on) always to avoid health and safety risks and consult their line manager on any areas of concern.
- Report all accidents/incidents, dangerous occurrences, near misses and occupational health/illness in line with reporting procedures and inform line manager.
- Be aware of the First Aid provision at the workplace and understand the fire and emergency evacuation and fire prevention procedures, the position of fire alarms and equipment and participate in drills as required.
- Only use that which has been provided by KA Leisure in the interests of health, safety, or welfare, for the purpose for which it was designed, in a safe, appropriate, and reasonable manner.
- Report, and **do not** use, any defective equipment.
- Set a good personal example in respect of HSW and demonstrate our values and behaviours.
- Make suggestions to improve HSW.
- Seek approval from line manager for any personal electrical equipment i.e., kettle, radio, etc. to be used in KA Leisure facilities. Any approval would be subject to Portable Appliance Testing (PAT) testing, where appropriate.

2.3.2 Visitors and Others

All visitors and others must comply with all statutory health and safety requirements and KA Leisure safe working practices and procedures whilst on KA Leisure premises or participating in activities. They must also take reasonable care for themselves and for others who may be affected by their actions or omissions. All visitors and others must:

- Refrain from interfering with or misusing anything provided in the interests of health, safety, fire, or welfare.

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- Ensure safe practice using work items and personal protective equipment provided in accordance with information, instruction, and training.
- Co-operate fully with the policies and procedures in place in respect of fire and emergency evacuation.
- Report any accidents/incidents or near misses to a member of KA Leisure.

2.3.3 Supervisory Staff

Supervisory staff have line management responsibilities for the employees under their control and should endeavour to manage effectively within their area of responsibility, ensuring that employees are properly trained and utilising all controls provided. They are expected to identify the main hazards and risks within their areas and either deal with them immediately or notify a more senior manager where he or she considers that controls are not effective or that new hazards/ risks are identified. Supervisory staff are required to:

- Promote the HSW of employees and customers ensuring compliance with the Company's policies and procedures and health and safety legislation.
- Familiarise themselves with the HSW policy and ensure that all people in their charge always comply with the policy.
- Ensure that 'suitable and sufficient' risk assessments for all significant hazards to be carried out, recorded, and communicated to all persons likely to be affected within their control and for the review and revision at least annually or sooner if changes occur.
- Ensure that safe working practices for tasks under their control are devised and will ensure that only safe working practices are used to provide maximum safety for all people in their charge.
- Ensure adequate information and training on HSW matters is provided to employees and others under their control.
- Ensure that employees and others in their charge are aware of the procedures to be adopted in the event of fire or other foreseeable emergencies.
- Ensure that people in their charge know the whereabouts of first aid facilities.
- Ensure, where reasonably practicable, adequate supervision is always available for employees and others in their charge.
- Monitor both employees and contractors to ensure that they comply with this policy.
- Ensure that any equipment provided to employees is fit for purpose, maintained, tested, and examined as per our work equipment process.
- **Do not** use or allow the use of any defective equipment and ensure defective equipment is taken out of use, clearly labelled, and reported to their line manager.
- Always maintain good housekeeping standards in their site.
- Ensuring that incidents (which include accidents, near-misses, and property damage) and occupational ill health are reported and investigated, where necessary, so that appropriate action can be taken to prevent a recurrence.
- Liaise with the Health, Safety and Risk manager on any matters relevant to their area(s) of control and assist in any risk assessment procedures.



- Will ensure that any health and safety problem, which cannot be resolved by them, is raised quickly with their manager.

Supervisory staff must undertake training as necessary to enable them to better understand and appreciate the responsibilities placed upon them.

2.3.4 Senior Managers

Senior managers are expected to manage their area and deal with employees, plant, equipment, materials, processes and HSW budgets etc. Managers should ensure that all employees under their control are aware of their responsibilities under this policy. Senior Managers are responsible for:

- Demonstrating visible management commitment to HSW, leading by example, and fostering a positive HSW management and culture.
- Ensuring that all their employees are aware of their responsibilities under this policy.
- Promoting the HSW of employees and customers ensuring compliance with the company's policies and procedures and health and safety legislation.
- Ensuring that 'suitable and sufficient' risk assessments for all significant hazards to be carried out, recorded, and communicated to all persons likely to be affected within their control and for the review and revision at least annually or sooner if changes occur.
- Ensuring that safe working practices for tasks under their control are devised and will ensure that only safe working practices are used to provide maximum safety for all people in their charge.
- Ensuring adequate information and training on HSW matters is provided to employees and others under their control.
- Ensuring that employees and others in their charge are aware of the procedures to be adopted in the event of fire or other foreseeable emergencies.
- Ensuring that people in their charge know the whereabouts of first aid facilities.
- Ensuring, where reasonably practicable, adequate supervision is always available for employees and others in their charge.
- Monitoring both employees and contractors to ensure that they comply with this policy.
- Ensuring that any equipment provided to employees is fit for purpose, maintained, tested, and examined as per our work equipment process.
- Ensuring timely reporting of any defects or work environment concerns.
- Always maintaining good housekeeping standards within their sections/sites.
- Ensuring that incidents (which include accidents, near-misses, and property damage) and occupational ill health are reported and investigated, where necessary, so that appropriate action can be taken to prevent a recurrence.
- Considering HSW implications at the planning stage of any new equipment purchase or design or change in processes and/or services.
- Ensuring that communication arrangements are in place to brief and inform employees on health and safety matters as required and to have HSW, and improvements as a standing



agenda item at team meetings.

- Taking appropriate corrective action following audits, inspections, and observations – thus ensuring continuous improvement.
- Monitoring HSW performance and consider opportunities for improvement.
- Consulting and seeking advice from the Health, Safety and Risk manager on HSW matters, when required.
- Ensuring that any HSW problem, which cannot be resolved by them, is raised quickly with their line manager.

Senior managers must undertake training as necessary to enable them to better understand and appreciate the responsibilities placed upon them.

2.3.5 Health, Safety and Risk Manager

The Health, Safety and Risk Manager advises the Chief Executive, Board of Directors, SMT and all other staff on policy and compliance issues as per Regulations 6 and 7 of the Management of Health and Safety at Work Regulations 1999; and on all other matters affecting health and safety at work. The manager also leads to improve the health, safety, wellbeing, and risk culture of KA Leisure and to achieve the aims and objectives with which to fulfil the values of the policy. The Health, Safety and Risk manager is responsible for.

- Advising the SMT on the implementation of the HSW policy and all areas of health, safety, wellbeing, and risk.
- Demonstrating visible management commitment to HSW, leading by example, and fostering a positive HSW management and culture.
- Promoting the HSW of employees and customers ensuring compliance with the company's policies and procedures and health and safety legislation.
- Developing and implementing effective HSW and risk policies, procedures and practices throughout the company ensuring compliance with relevant legislation.
- Providing professional, technical, practical, and competent HSW advice, guidance and support as required.
- Advising managers of their responsibilities for HSW under relevant legislation.
- Undertaking a schedule of programmed workplace audits and inspections.
- Reviewing new or changes in legislation, Approved Codes of Practice (ACOPS), guidance notes or standards and other information relevant to KA Leisure and advise senior management, the Board and the Chief Executive and other employees as to their impact.
- Providing and delivering health, safety, wellbeing, and risk training sessions and advise managers on local health and safety training needs and competence.
- Establishing and maintaining procedures for reporting, investigating, recording, and analysing accidents and incidents ensuring all reportable events are completed in accordance with the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013.
- Ensuring serious accidents/incidents, dangerous occurrences and occupational ill health are reported and investigated, and an investigation report is submitted to the Board, the Chief Executive and the Health and Safety Executive (HSE), as necessary, and make

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recommendations to prevent recurrence.

- Monitoring HSW performance and consider opportunities for improvement.
- Assisting in the development and implementation of training programmes for employees in health, safety, wellbeing, and risk.
- Overseeing and reviewing risk assessments and assist managers and others in the risk assessment process.
- Liaising with and maintaining contact with relevant enforcement bodies or other external organisations as necessary on any health and safety matters.
- Participating in the consultation and communication with employees and trade unions, when required.
- Reviewing KA Leisure's HSW policy annually, or sooner as required.
- Undertaking training to continue to provide competent support and advice.

2.3.6 External Health and Safety Advice (QLM)

Quality Leisure Management (QLM) provides the leisure industry health and safety advice and are retained by KA Leisure to offer guidance and support.

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.

2.3.7 Head of Operations and Customer Service

As a member of the Senior Management Team (SMT), the Head of Operations and Customer Service is accountable to the Chief Executive for the implementation of the HSW policy and processes within their areas of responsibility and control. The Head of Operations and Customer Service is responsible for:

- Has overall responsibility for health and safety within KA Leisure.
- Providing and demonstrating clear and visible health and safety leadership and commitment that encourages employee involvement and the importance of sensible HSW management within our facilities and work activities.
- Promoting the HSW of employees and customers ensuring.
- Compliance with the company's policies and procedures and health and safety legislation.
- Developing and implementing effective HSW policies, procedures, and practices throughout KA Leisure, ensuring compliance with relevant legislation.
- Ensuring the HSW policy of KA Leisure is understood at all levels within the organisation.
- Identifying and having awareness of and maintaining attention on the key health and safety issues (significant risks) and ensuring risk control strategies are in place via managers.
- Advising managers of their responsibilities for HSW under any relevant legislation.
- Ensuring that they are consulted at the planning and subsequent stages of the construction of new property and the revitalisation, adaptation, or extension of property.



- Ensuring health, safety and wellbeing is discussed and appears as a standing agenda item at Leisure Management Team meetings and other business meetings.
- Advising on the display of material and publicity regarding HSW.
- Recommending appropriate training of employees and ensure its implementation.
- Participating in consultation and communication with employees and trade unions.
- Monitoring HSW performance and consider opportunities for improvement.
- Ensuring the provision of adequate resource for health and safety matters.
- Ensuring serious accidents/incidents, dangerous occurrences and occupational ill health are reported and investigated, and an investigation report is submitted to the Board, the Chief Executive and the Health and Safety Executive (HSE), as necessary, and make recommendations to prevent recurrence.
- Providing advice on sound health and safety practice and will advise upon the health and safety content of all specifications and contract documents.
- Consulting and seeking advice from the Health, Safety and Risk manager on health, safety, and risk matters, when required.
- Ensuring that HSW management and performance are formally evaluated, monitored, and reviewed at least on an annual basis for the organisation.

The Head of Operations and Customer Service must undertake training as necessary to enable him to better understand and appreciate the responsibilities placed upon him.

2.3.8 Head of Active Communities

As a member of the SMT, the Head of Active Communities is accountable to the Chief Executive for the implementation of the HSW policy and processes within their areas of responsibility and control. The Head of Active Communities is responsible for:

- Providing and demonstrating clear and visible health and safety leadership and commitment that encourages employee involvement and the importance of sensible HSW management within our facilities and work activities.
- Promoting the HSW of employees and customers ensuring
- Compliance with the company's policies and procedures and health and safety legislation.
- Developing and implementing effective HSW policies, procedures, and practices throughout KA Leisure, ensuring compliance with relevant legislation.
- Ensuring the HSW policy of KA Leisure is understood at all levels within the organisation.
- Identifying and having awareness of and maintaining attention on the key health and safety issues (significant risks) and ensuring risk control strategies are in place via managers.
- Advising managers of their responsibilities for HSW under any relevant legislation.
- Ensuring HSW is discussed and appears as a standing agenda item at team meetings.
- Assisting in the development and implementation of training programmes for employees in HSW.
- Advising on the display of material and publicity regarding HSW.



- Participating in consultation and communication with employees and trade unions.
- Ensuring that accidents/incidents, dangerous occurrences, near misses and occupational ill health are reported and investigated in a timely manner.
- Monitoring HSW performance and consider opportunities for improvement.
- Ensuring the provision of adequate resource for health and safety matters.
- Consulting and seeking advice from the Health, Safety and Risk manager on HSW matters, when required.

The Head of Active Communities must undertake training as necessary to enable her to better understand and appreciate the responsibilities placed upon her.

2.3.9 Chief Executive

The Chief Executive is ultimately responsible for the HSW of all employees, customers, contractors, and others who use or visit KA Leisure facilities or are affected by the activities undertaken. The Chief Executive has overall responsibility for:

- Ensuring that there is an effective policy for HSW which is kept up to date within the organisation.
- Ensuring the implementation of the policy and fully supporting all persons who carry out the policy.
- Ensuring that relevant risks are assessed and will make available sufficient funds to allow for the appropriate control of these risks.
- Ensuring that KA Leisure's duty, under Section 2(3) of the Health and Safety at Work etc. Act 1974, of bringing the general statement of HSW policy and the organisation and arrangements for the carrying out of that policy to the notice of the employees in their departments.
- Ensuring that HSW matters receive appropriate priority and are considered in the organisations decision making process, as part of strategic and business planning, and within business continuity and risk management activity.
- Providing clear and visible health and safety leadership and commitment and demonstrating our positive and active approach to HSW.
- Ensuring that arrangements are in place for communication and consultation with employees on HSW matters to allow employees to be involved and improve performance.
- Ensuring that adequate personnel and financial resources are made available to implement successful health and safety management and compliance commitments.
- Ensuring the adequate information and training of managers is available and is carried out within regular periods.
- Ensuring that HSW information is included within the annual report.

The Chief Executive shall undertake training as necessary to enable him to better understand and appreciate the responsibilities placed upon him.



2.3.2 Board of Directors

The Board of Directors also known as the Board, has overall responsibility for the HSW of employees and all those who use KA Leisure facilities or participate in activities organised by KA Leisure. The Board is responsible for:

- Ensuring that KA Leisure has a written policy and arrangements for health, safety and wellbeing and to seek assurance that those arrangements are in place and working.
- Ensuring decision making conforms with health and safety legislation, other requirements, and this policy.
- Promoting a positive HSW culture by setting an example and demonstrating good health and safety behaviours and attitudes.
- Engaging the active participation of employees in improving HSW.
- Ensuring that adequate personnel and financial resources are made available to implement successful health and safety management and compliance commitments.
- Ensuring effective mechanisms are in place for the provision of adequate information and training and for the communication and consultation with employees and their representatives on HSW matters.
- Directing, monitoring, measuring, and overseeing the effectiveness of the health and safety management system of KA Leisure in line with strategic and HSW priorities.
- Ensuring effective communication with the Chief Executive and senior managers to oversee the management of HSW within the organisation.

Members of the Board should undertake training as necessary to enable them to better understand and appreciate the responsibilities placed upon them.

2.3.11 The HSW Group

KA Leisure recognises trade unions and the need to establish a Health and Safety Group as specified in accordance with The Health and Safety at Work etc. Act 1974 Section 2(7) and The Safety Representatives and Safety Committees Regulations 1977. Members of the Group will consist of representatives from the SMT, line management, Trade Union and non-union health and safety representatives. On occasions, external specialists or others may be asked to attend specific meetings. The function of the Group is to:

- Promote the HSW of employees and customers ensuring compliance with the Company's policies and procedures and health and safety legislation.
- Assist in the review and development of HSW policies, risk assessment procedures, documentation, safety rules, safe systems of work and monitoring documentation.
- Review of accident/incident and notifiable injury, disease and dangerous occurrence statistics and trends, so that reports can be made on unsafe and/or unhealthy conditions and practices, together with recommendations for corrective action.
- Examination of safety audit or other reports on a similar basis.
- To continually review HSW performance within the company.

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- Assist in the development and implementation of training programmes for employees in HSW.
- Assist with the creation of risk assessments and safe working practices and ensure that only safe working practices are used within the organisation.
- Oversee the functioning of the policy and that the objectives as set are being addressed accordingly.
- Monitor the adequacy of health and safety communication in the workplace.

2.3.12 HSW Forum

The HSW Forum consists of employees from across all levels of the organisation. Its functions are to:

- Promote the HSW of employees and customers ensuring compliance with the Company's policies and procedures and health and safety legislation.
- Review of accident/incident and notifiable injury, disease and dangerous occurrence statistics and trends, so that reports can be made on unsafe and/or unhealthy conditions and practices, together with recommendations for corrective action.
- Examination of safety audit or other reports on a similar basis.
- Assist in the review and development of HSW policies, risk assessment procedures, documentation, safety rules, safe systems of work and monitoring documentation.
- Communicate decisions to the HSW Group.
- To be constructive in determining HSW considerations and work as part of a team to determine solutions.
- Assist in the development and implementation of training programmes for employees in HSW.
- Assist with the creation of risk assessments and safe working practices and ensure that only safe working practices are used within the organisation.
- To set an example for fellow employees in terms of putting HSW processes into practice.
- To positively engage fellow employees in HSW matters.
- To actively encourage and participate in developing a positive HSW culture.
- The HSW Forum continually seeks new and/or additional representation from across all business areas. Those who wish to be involved with the HSW 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 Health, Safety and Risk manager.

SECTION THREE:

HEALTH AND SAFETY ARRANGEMENTS

3.1 Management of HSW

KA Leisure has developed a HSW 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.



KA Leisure has developed a Health and Safety Management System which includes local arrangements to help manage the HSW of employees and others.

Local arrangements include:

- risk assessments/method statements – safe working practices,
- local health and safety procedures i.e., Normal Operating Procedures (NOPs), induction etc.
- health and safety training records,
- representation at the HSW forum

The policy is supported by a range of procedures that are designed to control hazards to staff, customers, contractors, and anyone who may be affected by our business. Procedures in relation to:

- Accident/Incident Reporting
- First Aid
- Control of Substances Hazardous to Health (CoSHH)
- Display Screen Equipment (DSE)
- Lone Working
- Manual Handling
- These are only some of the procedures developed and is not exhaustive.

Full details of the procedures are available on KA Gateway Enterprise
[Enterprise E-Learning Login - KA Leisure \(safetylearning.co.uk\)](https://safetylearning.co.uk)

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.

The Company has consultation arrangements in place with recognised Trade Unions. Scheduled meetings will take place with Trade Unions, where HSW matters across the business will be discussed. Trade Union representatives are invited to attend the Company's quarterly HSW meetings.

SECTION FOUR:

MEASURING, MONITORING AND REVIEW

4.1 Audit / Inspection

The implementation of this policy by each section/site will be audited by the Health, Safety and Risk Manager on a regular basis.

Audits will be undertaken in accordance with HSG65 model for health and safety

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management. This will include but not limited to the following:

- Health and Safety Management
- Accident/Incident Reporting
- Health and Safety Inspection
- Competency Training

4.2 Monitoring

The effectiveness of this policy will be reviewed by a program of monitoring undertaken by the Health, Safety and Risk Manager and QLM.

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