



Health and Safety Policy

Board approved and accepted 26 February 2015

Updated and Approved November 2020

Version 4

Health and Safety Policy Statement


It is the policy of West Dunbartonshire Leisure to take all reasonably practicable steps to ensure the health, safety and welfare at work of all its employees. WD Leisure also acknowledges its responsibilities in respect of persons other than its own employees.

A high standard of health and safety performance is one of WD Leisure's primary objectives and is recognised as an integral part of service delivery.

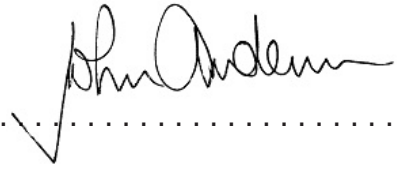
The standard will be achieved by:-

- a) Creating and maintaining a positive Health and Safety culture which secures the commitment and participation of **all** employees.
- b) Meeting its responsibilities to employees, non-employees and the environment in a way which recognises that the legal requirements are the minimum standard.
- c) Adopting a planned and systematic approach to the implementation of WD Leisure's Health and Safety Policy to ensure:
 - i) The provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health;
 - ii) Arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
 - ii) The provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of its employees;
 - iv) So far as is reasonably practicable, as regards any place of work under WD Leisure's control, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks;
 - v) The provision and maintenance of a working environment for employees that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.
- d) Identifying and assessing the risks associated with all activities of WD Leisure with the aim of eliminating or controlling the risks, so far as is reasonably practicable.
- e) Allocating adequate resources to meet the requirements of WD Leisure's Health and Safety Policy.
- f) Planning for health and safety including the setting of realistic short, medium and long term objectives, deciding priorities and establishing adequate performance standards.

- g) Monitoring and reviewing performance on a regular basis to ensure that high standards are maintained.
- h) Developing a system of joint consultation with health and safety representatives and providing them with facilities and assistance to enable them to carry out their functions.

Signed: Tony Waclawski
Board of Directors (Chair) 26/02/2015

For and on behalf of West Dunbartonshire Leisure.

Signed: John Anderson
General Manager 26/02/2015

For and on behalf of West Dunbartonshire Leisure.

Organisational Responsibilities

2.1 Board of Directors

- 2.1.1 The Board will detail the organisation through which the policy will be implemented and delegate the responsibility for the implementation of the policy to the General Manager.
- 2.1.2 The Board accepts their collective role in providing health and safety leadership in the organisation.
- 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 Effective resources are in place for the achievement of the policies concerned with health, safety and welfare.
- 2.1.5 The allocation of resources necessary to maintain sound and efficient health and safety arrangements.
- 2.1.6 The Board will seek to engage the active participation of employees in improving health and safety.
- 2.1.7 The Board accept that effective two way communication is essential including reviewing health and safety performance and achievement of strategic targets.
- 2.1.8 One of the Board is nominated as the health and safety director who will liaise with the health and safety co-ordinator and the General Manager to oversee the day to day management of health and safety in the organisation.

2.2 General Manager

- 2.2.1 Is responsible for ensuring, so far as is reasonably practicable, the health, safety and welfare of all WD Leisure employees.
- 2.2.2 Will ensure that there is an effective policy for health and safety which is kept up-to-date within WD Leisure.
- 2.2.3 Will have the responsibility of discharging WD Leisure's duty, under Section 2(3) of HASAWA, 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 all employees.
- 2.2.4 Will ensure that adequate resources are made available to enable the WD Leisure policy to be implemented.
- 2.2.5 Will ensure that health and safety is an integral part of the overall management culture

and developing a positive attitude to health and safety amongst employees by visibly demonstrating their own commitment to achieving a high standard of health and safety performance.

- 2.2.6 Will recognise trade union appointed safety representatives and arrangements for a health and safety committee.
- 2.2.7 Will liaise with the WD Leisure H&S Co-ordinator and oversee the management of health and safety in the organisation.
- 2.2.8 Will include health and safety performance information in the annual report.

2.3 Area/Section Managers

2.3.1 Area/Section Managers will be responsible for the implementation of WD Leisure's Health and Safety Policy within their area of control and, so far as is reasonably practicable, for:

- a) Implementing the WD Leisure Health and Safety Policy and ensuring that all relevant statutory requirements are met.
- b) Developing a positive attitude to health and safety among their employees by visibly demonstrating their commitment to improving the health and safety performance of their team.
- c) Monitoring the effectiveness of the Health & Safety Management System within their area of control.
- d)
 - i) Identifying and assessing the risks within their area of control.
 - ii) Taking action to eliminate or control the risks so far as is reasonably practicable.
 - iii) Ensuring the implementation of procedures identified as required by risk assessment to deal with situations presenting serious and imminent danger including nominating a sufficient number of competent persons to implement those procedures.
- e) Ensuring machinery and equipment is safe and without risk to health and properly maintained and that maintenance and inspection records are kept up to date and are available for inspection.
- f) Taking appropriate action to remedy any defects or deficiencies reported to them by their employees.
- g) Arranging the safe use, handling, storage, conveyance and disposal of articles and substances.

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- h) Ensuring that information on all relevant safety matters is supplied to employees under their control, in particular, information about hazards which may be encountered in the course of their duties and precautions which must be taken to avoid them.
 - i) Ensuring that employees under their control receive sufficient induction, instruction and training to enable them to undertake their duties in a safe and competent manner.
 - j) Ensuring that employees under their sphere of responsibility are issued with and wear any Personal Protective Equipment (PPE) and that there is a sufficient supply of that PPE.
 - k) Ensuring adequate supervision of employees by competent personnel.
 - l) Ensuring that workplaces under their control are safe, without risk to health and are regularly inspected to ensure that safe conditions are maintained.
 - m) Ensuring a working environment which is safe and without risk to health.
 - n) Ensuring facilities and arrangements for welfare are adequate.
 - o) Consulting and co-operating with Safety Representatives appointed by recognised Trade Unions.
 - p) Co-operating with the Health and Safety Committee in accordance with legislation and WD Leisure's Health & Safety Policy.
 - q) Ensuring all accidents to persons under their control are investigated and reporting of such accidents in accordance with WD Leisure Health & Safety Management System.
 - r) Will appoint a responsible person within their sphere of responsibility to keep appropriate records of accidents or incidents and subsequent notification to the WD Leisure Health and Safety Co-ordinator.
 - s) Will ensure that any health and safety problem, which cannot be resolved by themselves, is raised quickly with the WD Leisure Health and Safety Co-ordinator who will liaise with WDC Health & Safety Advisor if required.

2.4 Employees with Supervisory Responsibility

2.4.1 Employees with Supervisory Responsibility, so far as is reasonably practicable, are responsible for ensuring the implementation of this policy by undertaking the following within their area of control:

- a) Ensuring that all activities undergo a suitable and sufficient assessment of the risk(s) and that risk control mechanisms are developed, used, effective, current and valid;

- b) Ensuring that, where appropriate, direct controls are in place, used, current, effective and valid;
- c) Ensuring that, where appropriate, safe systems of work are developed, implemented, monitored for effectiveness and used by employees under their sphere of responsibility;
- d) Ensuring the procurement of plant and equipment that is fit for purpose and suitable for the task or activity being undertaken;
- e) Ensuring that a programme of inspection and planned preventative maintenance to meet statutory requirements for plant and equipment is developed, implemented and monitored for effectiveness and use;
- f) Ensuring that where substances are purchased, stored, used and disposed of that they are undertaken in accordance with the manufacturers safety data sheet and any relevant specific risk assessment;
- g) Ensuring that employees under their sphere of responsibility receive the appropriate induction, information, instruction and training necessary to carry out their tasks in a manner that does not constitute a risk to their health, safety and welfare;
- h) Ensuring the supervision of employees under their sphere of responsibility is undertaken in line with the risk(s) associated with the task being undertaken;
- i) Ensure that close liaison with any contractors is maintained in all matters regarding health & safety.
- j) Ensuring that workplace inspections are undertaken randomly and at predetermined frequencies commensurate with the task and risk(s) associated with those tasks;
- k) Ensuring that, where appropriate, accident investigations are undertaken to determine the basic and underlying cause(s) and to determine the risk control mechanisms to prevent a recurrence;
- l) Ensuring that employees under their sphere of responsibility are issued with and wear any Personal Protective Equipment (PPE) and that there is a sufficient supply of that PPE;
- m) Ensuring that, where appropriate, employees are informed, instructed trained and supervised in the use of PPE;
- n) Ensuring that appropriate action is taken on the discovery or identification of a breach in risk assessments, safe systems of work, WD Leisure policy or legislation.

2.5 All Employees

- 2.5.1 Will ensure they are familiar with the organisation's safety policy and co-operate with WD Leisure in meeting its statutory duties
- 2.5.2 At all times make full and proper use of the appropriate safe systems of work, safety equipment and personal protective equipment and make full use of appropriate safety devices.
- 2.5.3 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.
- 2.5.4 Will take reasonable care for the health and safety of themselves and of other people who may be affected by their acts or omissions.
- 2.5.5 Will co-operate with WD Leisure so as to enable it to carry out its own duties and responsibilities.
- 2.5.6 Will not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare by WD Leisure.
- 2.5.7 Will be encouraged and supported to take immediate action, within their capabilities and training, to intervene in any situation which in their judgement is dangerous or may become dangerous.
- 2.5.8 All accidents, dangerous occurrences and near misses are immediately reported to their line manager.
- 2.5.9 Will be fully conversant with Normal Operating Procedures and Emergency Procedures applicable to the area in which they are working.

2.6 New Employees

- 2.6.1 In addition to the provisions of section 2.5 (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 WD Leisure's accident and near misses reporting procedure.

2.7 Non Employees

This section would cover for example Volunteers & Self Employed individuals.

- 2.7.1 Prior to engaging in any services all appropriate activities will undergo a suitable and sufficient risk assessment and that appropriate risk control mechanisms are developed, used, effective, current and valid.
- 2.7.2 In addition to the provisions of section 2.5 (inclusive) above, non employees shall:-
 - i) Be inducted in all relevant health and safety requirements.
 - ii) Ensure that they have read and fully understand instructions in the event of fire or other serious or imminent danger as outlined in the appropriate risk assessment.
 - iii) Familiarise themselves with WD Leisure's accident and near misses reporting procedure.

2.8 WDLT Health and Safety Co-ordinator

- 2.8.1 Monitoring the implementation of the WD Leisure Health and Safety Policy and reporting to the Board of Directors on matters requiring action;
- 2.8.2 Advising line management to enable them to meet their health and safety responsibilities on such matters as;
 - a) The design and use of plant and equipment;
 - b) Identifying unsafe plant, working conditions and practices; and
 - c) Making recommendations to correct defects found during safety inspections.
- 2.8.3 Assisting in the formulation and implementation of safe systems of work, Health, Safety and Welfare Standards and Codes of Practice;
- 2.8.4 Recommendations for suitable personal protective equipment (PPE);
- 2.8.5 Checking compliance with all statutory requirements affecting health and safety;
- 2.8.6 Monitoring fire registers, safety records and accident reports;
- 2.8.7 Updating line management on new regulations, codes of practice and guidance notes relevant to their area of operation;
- 2.8.8 Promoting health and safety education programmes to develop higher safety awareness at all levels;
- 2.8.9 Sourcing, developing and delivering safety training programmes for all levels of employees and, specialised training where required;

- 2.8.10 Disseminating information on accident prevention;
- 2.8.11 The further investigation of, where necessary, accidents at work to;
- a) Establish basic and underlying causes;
 - b) Recommend remedial action to prevent recurrence;
 - c) Monitor performance; and
 - d) Examine trends
- 2.8.12 Providing meaningful information on accidents statistics;
- 2.8.13 Liaising with external agencies such as: Health and Safety Executive, Fire & Rescue Service, British Safety Council, Safety Organisations, Institution of Occupational Safety and Health, Insurance Company/Broker etc;
- 2.8.14 Keeping abreast of modern techniques and developments in health and safety;
- 2.8.15 To liaise with WDC Health & Safety Advisor with regards to ensuring WD Leisure meets its Health and Safety responsibilities;
- 2.8.16 Work in close harmony and collaboration with all levels of management, employees and their representatives with the objective of ensuring a safe and healthy workplace in line with WD Leisure Health and Safety Policy;
- 2.8.17 To report to the senior management team/board on health and safety performance as required.
- 2.8.18 To maintain the Health & Safety Management System.
- 2.8.19 To provide regular Health & Safety Bulletins/Updates and guidance on sound practice in health and safety management.
- 2.8.20 Will 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.
- 2.8.21 To attend the Safety Committee meetings on a quarterly basis and to organise appropriate paperwork for meetings.
- 2.8.22 The WDLT Health and Safety Co-ordinator will produce an annual Health & Safety Plan, identifying aims and objectives for the current year and devised to reduce any identified risk within the organisation.

2.9 WDC Health and Safety Advisor

- 2.9.1 Attends, in an advisory capacity, WD Leisure Safety Committee meetings on an ex-officio basis.
- 2.9.2 Provides the WDLT H&S Co-ordinator with advice and guidance on health and safety law, when requested.

2.10 Health and Safety Committee

2.10.1 The Health and Safety Committee is a means of encouraging worker involvement in health and safety with its objectives to have representatives:

- championing health and safety in facilities;
- promoting health and safety proactively on site;
- participating in health and safety continuous improvement; and
- generally encouraging everyone to work safely.

2.10.2 The Health and Safety Committee will facilitate employee consultation on health and safety and facilitate involvement in the strategic management of health and safety to drive improvements. The management of health and safety is not a Health and Safety Representatives responsibility but it is a management responsibility to be implemented through appropriate management meetings.

2.10.3 The Health and Safety Committee will report to the Board of Directors on a six-monthly basis on the progress of Health & Safety matters relating to the organisation.

2.11 Review

2.11.1 The Health and Safety Committee will review the policy on an annual basis. If it is determined that any change is necessary, a new draft policy will be presented to the board of directors for approval.

Health and Safety Arrangements

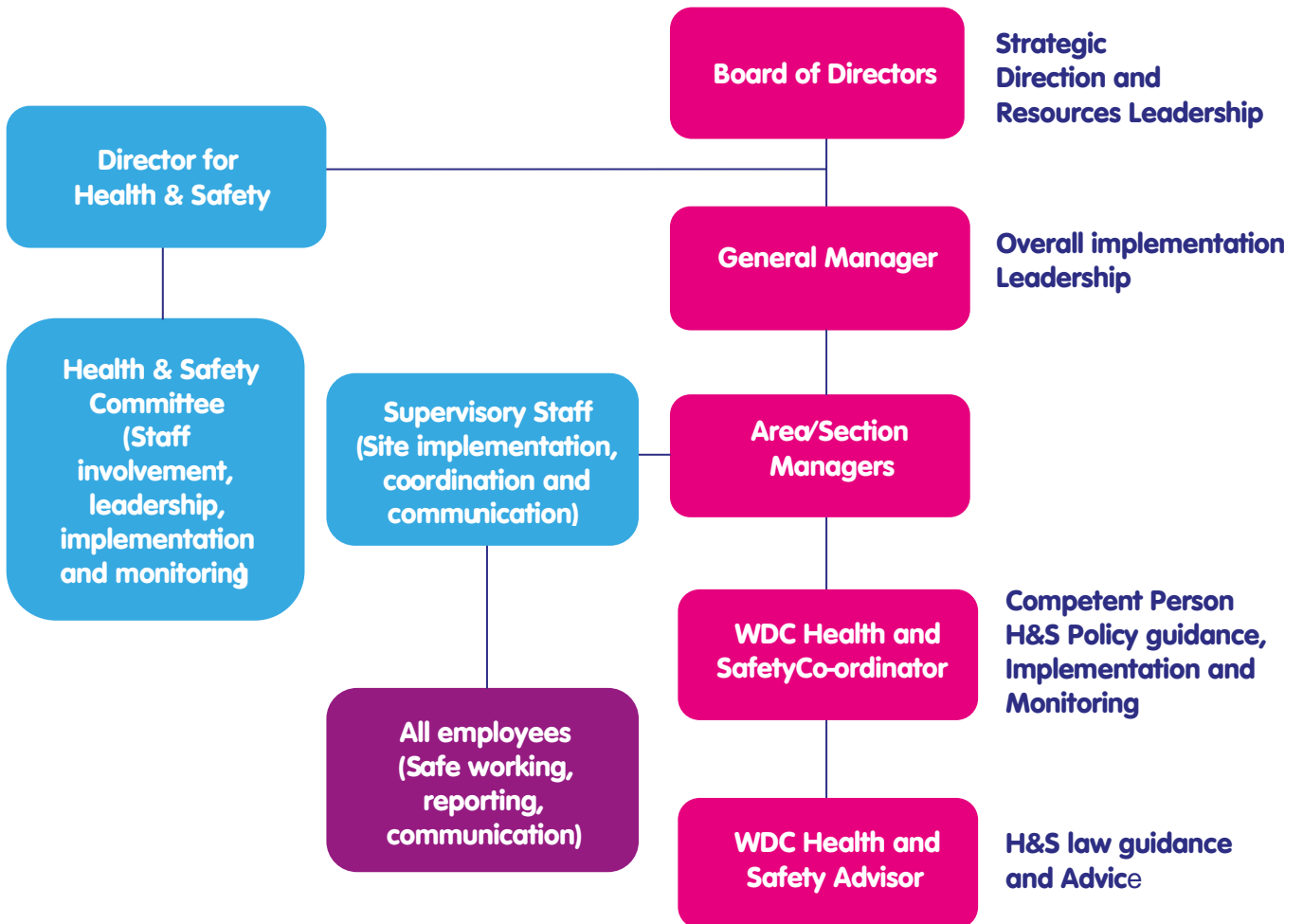
3.1 This health and safety pack provides a system of procedures to control the principal hazards within WD Leisure's operation.

3.2 Procedures are in place to control hazards to customers, 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 These procedures are contained in the attached health and safety operating procedure pack.

Health and Safety Organisation Chart



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Addendum to the WDLT Health & Safety Policy

Approved 26 November 2020

COVID-19 Health and Safety Policy Update October 2020

Addendum to WDL Health and Safety Policy

As a result of the COVID-19 outbreak this addendum has been issued as a supplement to the Health and Safety Policy

Aim of this Adden

To put in place additional measures to:

- Protect employees, visitors and customers from risk of infection of COVID-19
- Provide employees, visitors and customers with COVID-19 secure facilities
- Provide employees, visitors and customers with facilities where they feel comfortable and not at risk of infection

Government Guidelines

This policy is based on the Scottish Government's guidelines as set out in 'Coronavirus (COVID-19): returning to work safely', published 31 August 2020

1. Carry out a Risk Assessment
2. Develop cleaning, hand washing and hygiene procedures
3. Help people work from home where possible
4. Maintain 2 m physical distancing where possible
5. Where people cannot be 2 m apart, manage transmission risk

Risk Assessment

Assessments will be carried out to assess the risks and to put in place measures to eliminate or mitigate those risks

Cleaning, Handwashing and Hygiene Procedures

- Encourage staff and customers to follow the guidance on hand washing by placing signage in toilets and elsewhere in facilities
- Hand sanitiser provided at entrance areas and other various locations in facilities
- Frequent cleaning and enhanced disinfection of high touchpoint areas
- Provide protective equipment where necessary and appropriate

Working from Home

Where possible enabling employees to work from home, taking into account the requirements of the business, safety of personal data and employee wellbeing

- Discuss home working arrangement with each employee to establish their requirements
- Ensuring they have the right equipment to work from home
- Making sure that there is adequate communication with all employees who are working at home
- Considering their physical and mental wellbeing

Maintain 2m Physical Distancing where Possible

- Where possible and appropriate undertake as many tasks electronically as possible
- Display signage to remind people to observe physical distancing
- Place floor decals where appropriate to remind people to keep a 2 m distance
- Not having face to face work stations
- Increase in use of online meetings where appropriate

Where 2m Physical Distancing is not Possible

- Face coverings or face masks must be worn
- Consider the use of screens if necessary as outlined in appropriate Risk Assessments

Emergency Situations

There may be emergency situations e.g. fire evacuation where it may be difficult to observe physical distancing or where it is unsafe to do so. Once the emergency is over, people involved should wash or sanitise their hands

Procedures

A: Persons who are or may be ill:

People who have COVID-19 symptoms, or suspect they may be or have been in contact with someone who has coronavirus, may not enter WDL premises until they have followed NHS advice and undertaken the necessary period of quarantine.

In respect of employees, normal absence notification procedures apply. Any employee who suspects they have COVID-19 symptoms should advise management immediately and follow NHS guidance.

1. In respect of visitors or customers who appear to have COVID-19 symptoms, procedures will be implemented for their isolation, care and appropriate release (i.e. home/hospital)
2. Any employee who has been in contact with another person who appears to have COVID-19 symptoms must advise management immediately and take all measures to ensure they do not become ill, washing their hands and not touching their face. They should follow NHS guidance and where advised to do so, isolate at home
3. Where an employee becomes ill with COVID-19 symptoms at work, they must leave the facility immediately and advise management that they are doing so
4. Any area of facilities where a potentially ill customer or employee has spent time will be cleaned and sanitised

B: In compliance with the Government's Test and Protect policy, anyone who exhibits symptoms of coronavirus (new continuous cough, fever or change in/loss of smell or taste) should isolate at home and contact the NHS to book a COVID-19 test

Failure to Comply with this Policy

Customers and Employees

Where a customer or employee fails to follow this policy or the Government guidelines:

- They should be formally asked to follow the policy or the guidelines
- Where they continue to refuse a reason should be sought as to why they are not following the policy
- If reasonably feasible (e.g. medical exemption), that reason should be accommodated
- Where it is not feasible, that should be explained to the customer and they should be advised that further failure to follow the policy may result in refusal of admittance and for employees, further instances of failure to follow the policy or the Government guidelines may result in disciplinary action being taken

Further Actions

1. Communicate this policy to all employees, casual workers and volunteers.
Publish on WDL website
2. Review this policy every six months. Consider any updates to the Coronavirus (COVID-19): returning to work safely guidelines