




Consultation and Communication Policy

Version control

The version history must reflect the current status of a document, i.e., whether it is in its draft or approval status. The table shall reflect the date issued / approved, who by, the current version, and a brief statement outlining the amendments made.

Rev:	Status / amendments	By	Date
1_01	Draft created	C. Warden	15.07.2022
1_02	Amendments made following client's commented	C. Warden	09.11.2022
1_03	Final draft issued to sportscotland	A. MacDonald	16.06.2023
1_04	Comments received from Health and Safety Committee. Document amended	J. Dixon M. Fraser	31.07.2023

Document creation / approval

	Signature	Title	Date
Prepared by: Christopher Warden (Amalgamate – Safety Risk Management Ltd)		Health & Safety Consultant	16.06.2023
Approved By: Jo Dixon on behalf of the H&S Committee	DocuSigned by:  889E63E8056342B...	Head of Human Resources	16.08.2023
Approved By: Scott Baxter on behalf of PCS Union	DocuSigned by:  1455ED4FC7E1447...	Trade Union Representative	16.08.2023

Contents

Version control	2
Introduction	4
Scope	5
Definitions	6
Policy statement.....	7
Policy review	9
Roles and responsibilities	10
Chief Executive Officer	10
Director of Operations and the Head of Human Resources.....	10
Health and Safety Operational Group.....	10
Line managers	10
All employees.....	11

Introduction

Health and safety arrangements, rules and procedures, have been introduced to prevent accidents occurring thus protecting people against harm. However, effective methods of communication and consultation is vital in achieving a positive health and safety culture, to ensure up to date information is available when required, but also that out workers are fully involved with out management of health and safety.

The purpose of this policy is to ensure that employees, contractors, clients and visitors have access to suitable communication arrangements to ensure clarity in the health and safety practices while on **sportscotland** premises. Good/clear communication and consultation is an integral part of our operations. It is a two-way process and not a one-off exercise.

Whilst the ultimate responsibility is vested in the Chief Executive Officer, the success of this policy will require the involvement and commitment of everybody within the organisation. **sportscotland** will ensure that adequate resources are made available to fulfil this policy and employees will be consulted with and involved at every relevant stage.

Scope

The following arrangement have been prepared for all **sportscotland** premises as detailed in the Health and Safety Policy.

This policy applies to all managers, employees, visitors, and contractors who may be affected by the activities and temporary works at **sportscotland**.

Definitions

Communication – This is dynamic, two-way process based on listening, responding and understanding. Communication should be open, informative, purposeful, based on mutual respect, and taking into account the needs of particular audiences.

Consultation – the HSE states that ‘Consultation involves you not only giving information to your employees but also listening to them and taking account of what they say before making any health and safety decisions.’ It includes seeking views, listening and responding, and is adapted to the needs of particular audiences.

Policy statement

sportscotland will consult with their recognised Trade Union (PCS), employees and others, and will involve them in the decision-making process and development of our safety arrangements.

This Health and Safety Management System is made available to all employees. All employees will be made familiar with the contents. We have devised our policies and guidance to ensure safe working practices are documented. Information relevant to each job role or employee role will be communicated.

We have appointed various levels of management to implement, manage and assist with safety arrangements and procedures daily. Their duties include the communication of safety information to employees and others to ensure our policies, procedures and rules are being followed and standards are being maintained.

Health and safety policies will have a version number that increases by one for every change made within each policy, ensuring the latest version is in circulation and control is given to ensuring the continuity within **sportscotland**.

It is inevitable that visitors and contractors will spend time at our premises. It is our intention to communicate any rules or procedures relevant to the safety of these persons.

To communicate and consult effectively, we will:

- Include a representative of our recognised Trade Union (PCS) in our Health and Safety Operational Group;
- Provide regular, accurate, up-to-date information;
- Use straightforward, accessible language, only using technical terms where absolutely necessary;
- Take account of the needs of particular audiences;
- Make full use of the range of communication methods available, particularly IT;
- Respond efficiently and effectively to requests for information, enquiries and complaints;
- Clearly communicate decisions;
- Use information from individuals, groups and communities to inform decision-making, and shape improvements to our services.

We will display the following on our health and safety notice board:

- The 'Health and Safety Law – What You Should Know' poster;
- Our current Certificate of Employers' Liability Insurance; and

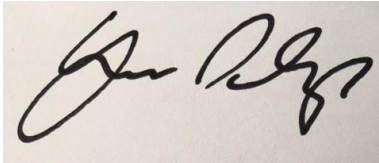
- Our Health and Safety Policy Statement (Statement of Intent).

sportscotland's policies and procedures will adhere fully with all current UK legislation in relation to health, safety and welfare including (but not limited to) the Health & Safety at Work etc. Act 1974, Management of Health and Safety at Work Regulations 1999 and all subsequent regulations.

Policy review

This policy and the arrangements contained within, will be reviewed at least annually by the Health and Safety Committee and will be updated as necessary. The Senior Management Team endorses this policy and is fully committed to its implementation.

Signed on behalf of **sportscotland**

A handwritten signature in black ink, appearing to read 'Forbes Dunlop', is centered on a light-colored rectangular background.

Name: Forbes Dunlop
Position: Chief Executive Officer
Dated: 16 August 2023

Roles and responsibilities

Chief Executive Officer

sportscotland's Chief Executive Officer is ultimately responsible for the health and safety of employees and others affected by our activities.

The Chief Executive Officer has delegated executive responsibility for health and safety to the Director of Operations. The delegated role is supported by the Head of Human Resources.

Director of Operations and the Head of Human Resources

Together, they will:

- Be responsible for implementing the Consultation and Communication Policy;
- Ensure adequate resources are made available to implement this policy, such as effective communication measure to convey **sportscotland's** policy and standards to all employees, visitors and contractors;
- Demonstrate an active positive commitment to engage **sportscotland** employees;
- Ensure that communication and consultation engagement is being cascaded down from senior management via line managers to such employees, contractors or visitors depending on the context; and
- Regularly review the Consultation and Communication Policy and its arrangements.

Health and Safety Operational Group

They will:

- Ensure effective consultation procedures and practices are in place and are used appropriately;
- Be approachable and open to receive feedback from others;
- Ensure that line managers are effectively passing on information from employees to Site Operations Managers, who will in turn feed issues and concerns up the ladders to senior management; and
- Feedback consultation and communication issues and concerns to the Director of Operations and the Head of Human Resources.

Line managers

They will:

- Ensure sufficient information, instruction and training is provided to employees in order to enable them to comply with this policy;

- Be accessible, approachable and promote open and responsive communication;
- Communicate strategic decisions clearly and on time;
- Demonstrate high level communication skills;
- Develop and operate effective two-way communication systems;
- Provide advice and support to employees in relation to communication;
- Promote the use of straightforward, accessible language;
- Adapt communication and information to the needs of particular audiences;
- Positively encourage visitors and employees to give their views on issues which affect them;
- Demonstrate that consultation affects decision making;
- Implement opportunities for appropriate consultation;
- Encourage visitors and employees to participate in formal and informal consultations;
- Ensure that those involved in consultation receive appropriate feedback;
- Ensure that consultation is tailored to the needs of particular audiences; and
- Provide advice and support to employees in relation to effective consultation.

All employees

They will:

- Familiarise themselves with the policy and the procedures it contains, and co-operate in implementing its contents;
- Contribute to open communication;
- Keep themselves and others informed and up-to-date;
- Actively participate in formal and informal consultations;
- Feel free to raise any matter for general consultation via their line manager; and
- Refer all concerns regarding matters of consultation via their line manager.