

Glenmore Lodge Safety Advisory Committee (GLSAC)

Terms of Reference

Purpose

The role of the Glenmore Lodge Safety Advisory Committee is to provide some external and independent support to the management team and instructional staff. This is with the specific focus around the Training delivery of the National Centre.

The Committee members will collectively provide a range of activity experience but will be appointed for their general expertise in outdoor safety matters rather than a specific technical expertise e.g. as a rock-climbing instructor.

Scope

Although GL is managed by sportscotland as a part of the Scottish Sports Council Trust Company the requirement is for a Safety Advisory Committee which will advise the Principal and Head of Training at Glenmore Lodge on matters relating to safety and wellbeing. In particular it would be helpful if the Committee could focus on issues relating to the instructional and activity facilities side of Glenmore Lodge rather than the general issues of Health and Safety.

The independent members will:

- Provide an impartial, independent view of the safety management and culture of Glenmore Lodge.
- Consider safety issues arising from course and activity provision (including regular reviews of accident statistics, near misses and accident inquiries).
- Conduct an annual interview with a range of instructors or a representative of the instructional team, in order to facilitate open debate on issues relating to safety which have arisen, or may arise, in the relevant area of the Centre's operation.

There are several functions that the Committee will fulfil including:

- Being an open conduit providing a direct communication line for instructors to access support where they have concerns that they do not wish to share with management. This to be including whistle blowing.
- Supporting Glenmore Lodge in respect of any incident.
- Maintaining the role of critical friend.

Independent advice is given on an advisory basis without liability which remains with the Principal, the senior training staff at Glenmore Lodge and Sportscotland.

Membership

The Chair of Safety Committee will be appointed by the Principal. The Chair and the Principal will then appoint a Committee of not less than 7 members which will include at least 4 independent members plus the Principal, Head of Training and Chief

Instructor. The composition of the independent members should aim to both compliment the knowledge and skill set of existing members and provide appropriate cover of areas that are needed at the time; this to include knowledge of GL Training areas of delivery. The independent members of the Committee will ideally have membership for a 4-year term and would turn over on a phased basis. New members would start in the May meeting with the intention to overlap at that meeting with the outgoing member.

Safety Committee Membership:

		Start Date	Term renewal date
Chair, Independent Member	[REDACTED]		May 2023
Independent Member	[REDACTED]		May 2022
Independent Member	[REDACTED]		May 2021
Independent Member	[REDACTED]		May 2020

Glenmore Lodge will be represented by:

Principal
 Head of Training
 Chief Instructor



Co-opting Additional Members

The Committee will co-opt members who may be required from time to time to deal with specific issues which may arise and/or in relation to industry trends. The number of co-options will be as agreed by the committee. This could include an instructor or an independent person with specialist knowledge.

Conflict of Interest

Conflict of interests are inevitable. They should be declared and discussed openly. To facilitate this, it will be a standard agenda item for each meeting. In the meeting it will be managed by the Committee and noted in the record of the meeting

Meeting Arrangements

The Committee will meet as required, but not usually more than twice per year and will make recommendations to the Principal and Head of Training on areas of safety relating to the instructional activities of Glenmore Lodge.

The Head of Training will be the first point of liaison between the independent members of the Committee and Glenmore Lodge.

The Principal, Head of Training and Chief Instructor are *ex officio* members of GLSAC. To avoid any conflict of interest it is anticipated that there will be occasion when discussion or interview will take place without those *ex officio* members being

present. In particular this may be appropriate when the Committee interviews members of the instructional team.

There will be a business element to the day which will include standing items including:

- Interviewing an instructional staff member or the Staff Representative (This to be on a rotational basis)
- Reviewing accident statistics
- Discussing safety concerns
- Outstanding Actions

There will be Developmental / Discussion element to the day. This part of the meeting used to develop thinking around a safety related topic that would be pre-agreed. This would give the Committee a broad remit to consider learning that could benefit safety at Glenmore Lodge. This could come from current topics of interest within Glenmore Lodge or more broadly from the sector. These elements could be usefully led as sessions by Committee members and /or external expertise. By way of example, topics could include:

- Decision making in remote environments
- PPE and its management within stores
- Learning that could be disseminated from a national report
- How best to learn from accidents
- Lessons learnt from other sectors or industries: aviation, diving or paragliding

Reporting

A Summary Report of the regular meetings including Actions will be recorded and distributed to the Committee. This will be done by GL or the Chair or another nominated member of the Committee.

The Chair will provide an annual or more frequent if required, written report to the Glenmore Lodge Health and Safety Committee. Contribution / reports may be asked of any Committee member as felt appropriate to the subject and their and area of expertise.

ToR Review Period

This ToR will be reviewed on every 2 years or additionally as required.



May 2019