






Health & Safety 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	Comments received from client. Document amended	C. Warden J. Dixon M. Fraser	08.08.2022
1_03	Amendments to 'scope', 'organisational chart' and 'roles and responsibilities'	C. Warden J. Dixon	08.09.2022
1_04	Updated 'organisational chart'	A. MacDonald	09.06.2022
1_05	Final draft issued to sportscotland	A. MacDonald	16.06.2023
1_06	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

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Introduction

The main purpose of health and safety law is to prevent unsafe acts or situations which may arise, thus reducing the likelihood of accidents occurring and preventing injury or loss of life. Safety legislation provides clear information and guidance for us, it has been formulated to assist and protect us all. Risk occurs, it is an inevitable factor, but it must be managed to create a safe working environment.

We take health and safety seriously and we understand our duties as an employer. It is our intention to fully embrace all aspects of health and safety law applicable to us.

We intend to manage and conduct out activities safely to avoid any harm or persons who may be affected either directly or indirectly by our activities.

Our Health and Safety Management System and documentation has been prepared following the Health and Safety Executive defined guidelines as set out in the guidance note 'HSG65' and utilities agreed principles to achieve our intentions: a safe place of work. It follows the Plan, Do, Check, Act, concept of risk management.



About us

sportscotland is the national agency for sport in Scotland. Our vision is an active Scotland where everyone benefits from sport. In an active Scotland we will all find ways to be physically active every day. Keeping moving at home and at work. Taking an active approach to getting around. Choosing to be active in our leisure time.

Policy statement

We promote a health working environment. We strive to work in a way that minimises the risk of injury or ill health to employees, members of the public and others affected by our operations. To achieve this, we have adopted the HSG65 (Managing for Health & Safety) model for our Health and Safety Management System (Plan, Do, Check, Act) as mentioned in the introduction.

These are the steps we're taking to achieve those goals:

We shall:

- As a minimum, meet the relevant regulatory requirements;
- Keep our employees and contractors up-to-date on this policy and all relevant supporting information; and the policy will be reviewed at least annually, or more often if needed because of legislative changes or business development;
- Promote pro-active and clear health and safety policies;
- Commit to active, open communication and consultation between all our people, sub-contractors and stakeholders;
- Health and safety will be integrated into our communications wherever appropriate;
- Work with all our employees to develop a positive health, safety and environmental culture;
- Systematically identify hazards and risks to our employees, contractors, other people, and the environment;
- Make sure that we all know how to deal with accidents or near misses – this includes the systems for reporting, investigation, corrective preventative and learning actions in regards to any accidents, incidents and potential losses;
- Define roles and responsibilities for health and safety within job descriptions or profiles;
- Ensure that all our employees have the support and resources they need to be fully competent to carry out their required duties;
- Recognise that successful health, safety and environmental management contributes to successful business performance; and
- Commit to an ongoing review process and make sure that we have the resources available so that we can make the effort to continue improving our health, safety and environmental standards.

Scope

The following arrangements have been prepared for the following premises:

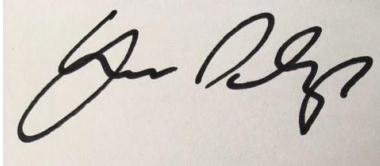
- Aberdeen ASV (Aberdeen Sports Village)
- Caledonia House, Edinburgh
- Dundee RPC (Regional Performance Centre for Sport)
- Emirates, Glasgow
- Glenmore Lodge National Centre, Aviemore
- Great Glen House, Inverness
- Inverclyde National Centre, Largs
- Oriam, Edinburgh
- Scottish Avalanche Information Service (Glenmore Lodge)
- Scottish Institute of Sport, Stirling
- Templeton, Glasgow
- University of Edinburgh
- University of Stirling

This policy applies to all managers, employees, contractors, visitors, members of the public and any others who may be affected by the activities of **sportscotland**.

Policy review

This policy and the arrangements contained within, will be reviewed at least annually and 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

Organisation

Responsible Person(s)

Forbes Dunlop

Title: Chief Executive Officer

forbes.dunlop@sportscotland.org.uk

07817 791 053

Rachel Barrington

Title: Director of Operations

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07824 837 642

07

Jo Dixon

Title: Head of Human Resources

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07817 287 269

Miriam Fraser

Title: Health and Safety Officer

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07817 790 843

Barry Fleeting

Title: Head of Centre, National Centre: Inverclyde

barry.fleeting@sportscotland.org.uk

07814 256 050

Shaun Roberts

Title: Principle, National Centre: Glenmore Lodge

shaun.roberts@sportscotland.org.uk

07917 598 663

Competent Advisors

Amalgamate Safety Risk Management Ltd

Suite 6

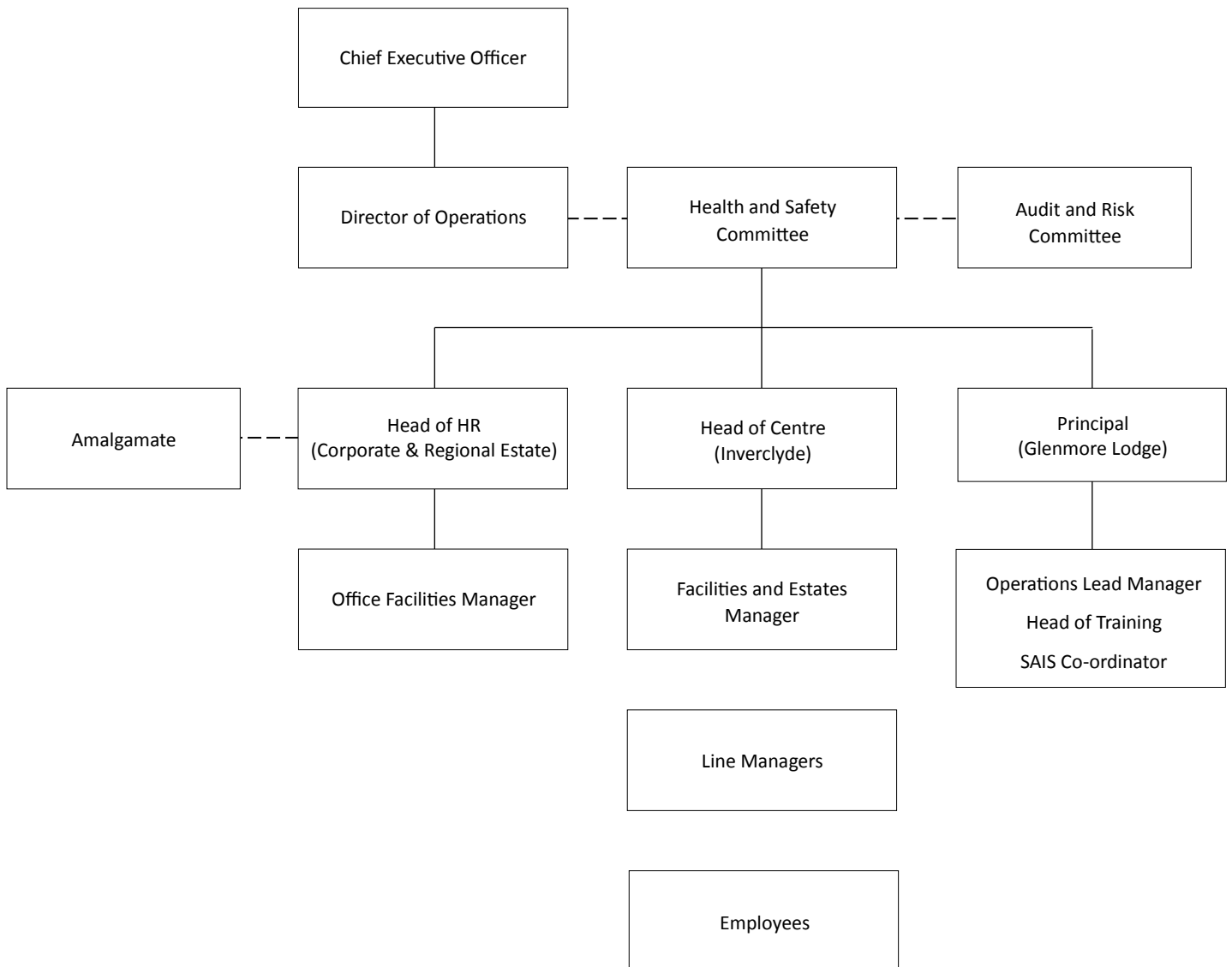
101 Portman Street

Glasgow

G41 1EJ

0141 224 0181

Organisational chart



Duties 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.

Duties include:

- Agree **sportscotland's** strategy for health and safety;
- Oversee the management of health and safety through ongoing development;
- Appoint a Competent Safety Advisor;
- Provide the resources necessary to support the implementation of our health and safety strategy; and
- Set performance standards for health and safety within **sportscotland** and review the monitoring of them.

Delegated responsibility

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, to ensure that all work activities are compliant with legislation, and developing a culture where employees are fully engaged with health and safety matters and are empowered to take action to minimise health and safety risks.

Together, they will:

- Ensure that health and safety arrangements are properly planned, managed, understood and accepted at all levels, and that effective control measures and monitoring arrangements are in place;
- Deliver and demonstrate effective communication and instruction to all employees with regards to their health and safety;
- Ensure open communication and consultation between employees and key stakeholders, including the Board, with regards to health and safety;
- Ensure that there are competent resources available to manage health and safety;
- Ensure that the organisation fully understands the risks relevant to us, and that those risks are assessed appropriately;
- Regularly monitor health and safety performance and maintain statutory audit/inspection records where required;

- Take prompt corrective action whenever unsafe acts are noticed or reported;
- Investigate and record all accidents, incidents and near misses, including those resulting in only minor injuries, and take appropriate remedial action to prevent re-occurrence;
- Where applicable, report any injuries and work-related ill-health in accordance with the requirements of the Reporting Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR); and
- Liaise directly with our Competent Safety Advisor where required.

Head of HR / Head of Centre / Principal

The management of health and safety across the organisation sits with:

- Head of Human Resources – Corporate and Regional Estate
- Head of Centre – National Centre: Inverclyde
- Principal – National Centre: Glenmore Lodge and Scottish Avalanche Information Service

They will oversee, direct and monitor the health and safety of employees within their areas of the business and ensure that the Health and Safety Policy is being implemented. They are also responsible for allocating the appropriate resource to implement the policy.

This group will report into the Health and Safety Committee, as well as reporting into the Audit and Risk Committee.

Leadership Team

The Leadership Team will oversee, direct and monitor the health and safety of our employees and ensure that the Health and Safety Policy is being implemented across the organisation.

They will be responsible for:

- The endorsement of the Health and Safety Policy;
- Endorsing a strategy for the policy's implementation; and
- Ensuring that health and safety arrangements and initiatives are communicated effectively, and that employees are participating in the policy's implementation.

Health and Safety Operational Group

i.e., Office Facilities Manager (Corporate and Regional Estate)

Facilities and Estates Manager (Inverclyde)
Operations Lead Manager (Glenmore Lodge)
Head of Training (Glenmore Lodge)
Health and Safety Officer
SAIS Co-ordinator (Scottish Avalanche Information Service)
Trade Union (PCS) representative

The group have, as far as is reasonably practicable, a responsibility to oversee and manage health and safety in each of their respective functions. They are responsible for:

- Implementing the policy and its arrangements:
- Ensuring that the appropriate resources are made available for implementing the policy within their designated areas:
- Ensure that suitable and sufficient risk assessments have been undertaken for their operational activities, and that these are regularly maintained;
- Ensuring that health and safety is planned, organised, monitored and regularly reviewed;
- Implementing measure designed to eliminate, reduce and control risk;
- Ensuring that safety performance standards are being maintained; and
- Implementing any health and safety training arrangements within their designated areas:

Line managers

Line managers will be responsible for:

- Overseeing health and safety and ensuring that **sportscotland** activities are adequately supervised:
- Ensuring that the organisation's activities are undertaken in a safe manner;
- Advising the relevant Leadership Team member (i.e., Head of Service) of any health and safety issue that is beyond their authority or control and that cannot be dealt with at their level;
- Assisting with health and safety training, and providing instruction and information on health and safety matters; and
- Identifying and highlighting health and safety risks, and reporting any near misses, dangerous occurrences, accidents, injuries or work-related illnesses.

Employees

All employees have a personal responsibility for managing their own health and safety.

They must:

- Familiarise themselves with the policy and the procedures it contains, and co-operate in implementing its contents;
- Seek to understand and comply with all instructions, working procedures and safety rules which apply to their work. Some rules have a general application, like those pertaining to fire risks and emergencies;
- Work with due care and attention at all times. Whilst it is the management's responsibility to provide and maintain a safe working environment, it is equally employee's responsibility to work safely and use any equipment properly and, in many cases, there is a legal obligation to do so:
- Report any hazards seen, and if appropriate, make suggestions for their elimination or control;
- Report any equipment defects;
- Ensure that their work area is kept clean and tidy;
- Report all accidents, injuries, dangerous occurrences and 'near misses', no matter how trivial;
- Raise any health and safety matters with their line manager; and
- Report any unsafe practices.

Health and Safety Committee

sportscotland, as per best practice, has an established Health and Safety Committee. The Committee will be made up of both management and employee representatives.

The Committee will consider standing items such as:

- Developing a health and safety plan that reflects **sportscotland's** priorities and strategic plans while controlling risk and developing methods to continually improve health and safety standards throughout the business;
- Supporting the Chief Executive Officer in implementing the plan and providing regular updates on health and safety performance and management actions;
- Reviewing health and safety performance including:
 - The effectiveness of the policy and arrangements;
 - Statistics on accident records, ill health and sickness absence;
 - Accident investigations and subsequent actions;
 - Inspections of the workplace by enforcing authorities;
 - Health and safety training;
 - Emergency procedures; and

- Changes in the workplace affecting the health and safety of employees.
- Considering new safety laws and good practice, its implications and actions required to ensure compliance;
- Actively promoting worker participation in the management of health and safety; and
- Promoting a positive attitude toward safety risk management and compliance.

First aiders and fire wardens

Appropriate numbers of designated first aiders and fire wardens are available at each site. The number of persons trained takes into account employee absences to ensure that a suitable number is always available. Lists are retained locally at each site.

First aiders

The appointed first aiders are responsible for the first aid provision within each site. The first aiders will:

- Be appropriately trained by an approved provider;
- Have a good understanding of what to do in most emergency situations;
- Call the emergency services if required; and
- Maintain and check facilities and equipment.

Fire wardens

sportscotland will ensure that an adequate and appropriate number of fire wardens are appointed to cover all areas of the premises at each site. In case of emergencies, fire wardens will:

- Understand the area of the workplace that they are responsible for;
- Ensure that they are clearly identifiable by their high visibility vests;
- Assist in the emergency evacuation of persons where required;
- Clear their area of employee and visitors, and report to the fire marshal assembly point; and
- Take further instruction from the lead fire marshal for that incident.

Competent Safety Advisors

Amalgamate will be responsible for the identification, control and monitoring of all policies, processes, risk assessment and safe operating procedures (SOP). They will be responsible for ensuring that the Safety Management System is compliant.

They will also be responsible for the review and ongoing maintenance of any policies and procedures. In addition, they will also be responsible for reviewing all location processes, procedures, and records required to comply with the relevant compliance standards. They will ensure that all site documents comply with the document management processing including being uniform in appearance and content.

Where safe operating procedures and good practice fall outside of the advisor's competence, they will record and note the relevant compliance standard and authority to ensure continuity of principles within this policy. These areas include Glenmore Lodge training delivery and Scottish Avalanche Information Service field operations.

Document management procedures

Document management

The document's owner shall allocate a name to the document being created, in line with the agreed system, and dependent upon the process.

Prefixes

Prefix	Document
PS_	Policy Statement
HSP_	Health & Safety Policy
SOP_	Safe Operating Procedure
RA_	Risk Assessment

Document naming and revision

After the relevant prefix, the specific type of document will be given, then a number to denote the version, e.g., RA_LoneWorking_1_01 would denote the first draft of a Lone Working Risk Assessment. This will start at _1_01 when it is the first draft of a document, and its revision status will progress as revised versions are created (i.e., to 1_02 then 1_03).

When a document is finalised it should be named 2_01 to show that it is an approved and authorised document, e.g., RA_LoneWorking_1_03 becomes RA_LoneWorking_2_01.

Documents will be named in this way during the drafting and approval stages to ensure their control at all times.

Approved documents

Once a document is approved, any subsequent revisions (for example, as part of updates or annual reviews of the documents) will progress in numerical steps, e.g., from 2_01 to 2_02, then to 2_03.

Document approval and issue

Documents issued in a draft format will be issued "For Comment" to all relevant parties. The documents will be amended to reflect those comments and the status updated accordingly. On agreement, the document will be issued to the relevant owner for final review. When the final review is completed, the document will be marked as "Approved" and have its "Revision Status" amended prior to issue.

Document review

All documents which form part of the SMS shall be reviewed on an annual basis.

If the document required to be changed, then it shall be changed and follow the route for up-issue and approval.

All new employees will be fully briefed on this document upon completion and reviewal.

Procedure changes

All additional changes to a document shall be identified using tracked changes. All changes to a document shall be identified and controlled.