






# Maintenance 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 A. MacDonald M. Fraser	18.10.2023
1_02	Comments received from Health and Safety Operational Group Document amended	M. Fraser	27.10.2023

## Document creation / approval

	Signature	Title	Date
Prepared by: Christopher Warden (Amalgamate – Safety Risk Management Ltd)		Health & Safety Consultant	18.10.2023
Approved By: Jo Dixon on behalf of the H&S Committee	DocuSigned by:  880E63E8056342B...	Head of Human Resources	07-Nov-23   11:46:06 GMT
Approved By: Scott Baxter on behalf of PCS Union	DocuSigned by:  1455ED4FC7E1447...	Trade Union Representative	07-Nov-23   11:48:19 GMT

## Contents

Version control .....	2
Introduction .....	5
Scope .....	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 Committee, and Estates Committee.....	10
Building Operations Managers.....	10
Gas safety.....	12
Definitions.....	12
Arrangements statement.....	12
Contractor selection and control .....	13
Landlord record keeping .....	14
Information to tenants.....	14
Gas safety training .....	15
Gas leaks.....	15
Noise at work .....	16
Arrangements statement.....	16
Noise assessment.....	17
Reducing noise exposure .....	18
Hearing protection.....	19
Health surveillance.....	19
Training and information.....	20
Permit to work .....	21
Permit to work types .....	21
Hot works.....	22
Confined space works .....	22
Live electrical works.....	22
Working at height works.....	22
Deep excavation works greater than 1 metre.....	22
Permit to work process.....	23
Requesting a permit.....	23
Permit to work request review .....	23

Permit to work request approval .....	23
Permit to work issued .....	24
Permit to work acceptance.....	24
Permit to work acceptance.....	24
Permit to work hand back/closing .....	25
Retention of records.....	25
Pressure systems .....	27
Definitions.....	27
Compliance .....	27
Safe operating limits .....	28
Written Scheme of Examination.....	29
Work equipment.....	31
Arrangements statement.....	31
Lifting Operations and Lifting Equipment.....	34
Arrangements statement.....	34

## **Introduction**

**sportscotland** has a wide range of property assets and all buildings require maintenance to ensure that they are in a good condition and that they meet the needs of the building users.

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, where appropriate, be consulted with and involved at every relevant stage.

## Scope

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

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

## Policy statement

The aim of this policy is to develop the maintenance management of **sportscotland's** buildings so that capital investment is protected, asset life cycle and service output costs are optimised, and to ensure the safety of employees and visitors.

The key objectives of this policy are to:

- Ensure building assets are adequately maintained;
- Ensure that **sportscotland** has the necessary information for monitoring the maintenance, condition and performance of building assets; and
- Improve the efficiency and effectiveness of maintenance.

Property is a core resource, and as such it needs to be:

- Fit for purpose – property actively contributing to effective service delivery in terms of condition, suitability, accessibility, design and layout;
- Efficient – in the way that property performs and in the way that property is used; and
- Sustainable – both in environmental and financial terms.

Maintenance guidelines at site levels will be established to ensure that property assets are maintained in an appropriate condition to support service delivery. These maintenance guidelines shall be implemented in line with legislative requirements and current good practice.

The condition of properties will be assessed in detail by means of a condition survey at least once every five years undertaken by competent and suitably qualified surveyors. Additional surveying may be undertaken as and when further information is required.

Maintenance work will fall into one of two categories – planned and reactive – with the aim being to:

- Ensure the majority of work is undertaken as planned rather than reactive works;
- Target expenditure towards the highest priority works identified through condition surveys; and
- Ensure that reactive repairs are completed in accordance with the agreed priority given to the order.

Planned maintenance projects will be tied into programmes of similar projects to ensure best value is achieved from resources.

**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

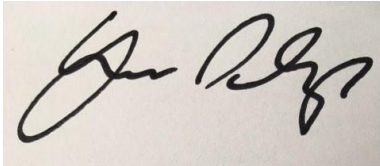
Work etc. Act 1974, Management of Health and Safety at Work regulations 1999, Gas Safety (Installation and Use) Regulations 1998; Gas Safety (Management) Regulations 1996 and all subsequent regulations.



## 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: 7 November 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 Maintenance Policy;
- Ensure that adequate resource is made available to comply with legislation and policy;
- Facilitate audits to ensure that the statutory provisions outlined in this policy are being maintained;
- Ensure that arrangements are clearly communicated to all relevant employees, especially those with the responsibility to manage maintenance systems;
- Ensure a robust, efficient and effective reporting system in place; and
- Regularly review the Maintenance Policy and arrangements.

### **Health and Safety Committee, and Estates Committee**

They will:

- Advise and support local teams;
- Keep up to date with changes in legislation; and
- Seek assurances standards are being met.

### **Building Operations Managers**

i.e., Office Facilities Manager (Corporate and Regional estate)  
Facilities and Estates Manager (Inverclyde)  
Operations Lead Manager (Glenmore Lodge)

They will:

- Ensure that the provisions set out in this policy are carried out fully;
- Ensure the maintenance operators and contractors are given the necessary information, instruction and training;

- Ensure that all statutory maintenance, inspection and certification works are carried out in accordance with provisions set out in the relevant legislation;
- Ensure that initial planning is carried out by those with appropriate knowledge and expertise (i.e., the right equipment and resources are chosen for the task);
- Ensure that all work is risk assessed and the appropriate safe system of work is developed for all maintenance works being carried out;
- Ensure all maintenance works are planned appropriately and carried out by operatives with necessary skills, knowledge and experience to carry out the tasks being requested;
- Ensure that maintenance work is being carried out safely and in accordance with the supplied risk assessment and working methodology;
- Report any accidents, incidents or near misses on the Accident/Incident Report Form (AIRF); and
- If RIDDOR applies, report the incident directly to the senior management team.

## Gas safety

### Definitions

**Gas appliance** – means an appliance for the heating, lighting, or other purposes for which gas can be used. In general, portable or mobile appliances are not covered, except the use of portable or mobile space heaters (e.g., LPG cabinet heaters).

**Gas fittings** – means pipework, valves (other than emergency controls), regulators and meters and fittings etc. designed for use by consumers of gas.

**Flue** – means a passage for conveying the products of combustion from a gas appliance to the external air.

### Arrangements statement

**sportscotland** recognises when gas is used correctly and with respect, it is a safe and economical fuel. To make sure we remain safe from the possible dangers of gas, we will adopt the following:

- Ensure appliances have been checked for safety annually by a competent engineer;
- Any work on any gas system must be undertaken by a Gas Safe Registered engineer; and
- The responsible engineer must be suitably trained and must be registered to carry out work on commercial gas installations.

Where **sportscotland** have responsibility over a premises, or are considered landlord, we will:

- Ensure that a current gas safety certificate is available for all appliances;
- Ensure the safety certificate shows that the appliances have been checked for safety by a competent engineer who is on the Gas Safe Register;
- Ensure a plan of the gas system is available and a copy is displayed in the vicinity of the gas meter; and
- Ensure that gas safety is managed in accordance with the current gas safety regulations and Approved Code of Practice (ACOP).\*

Under these regulations and ACOP, there are additional prescriptive requirements for landlords. Landlords must carry out an annual safety check on gas appliances (not gas pipework) and must have a regime of on-going maintenance in place. In addition to the requirement for a competent Gas Registered Contractor to service our catering equipment, boilers, gas fires, Combined Heating and Power (CHP) systems and any other gas equipment you would need formal gas safety certificates. An annual gas tightness test of all pipework must be undertaken by a Gas Safe Registered Engineer.

Where fossil fuel appliances (including gas) are used, we will ensure that carbon monoxide detection is in place. This will be an alarmed system. Carbon monoxide detection shall be installed in accordance with a risk assessment process specific to the site and in accordance with the advice received by a Gas Safe Engineer.

If employees notice any of the following tell-tale danger signs, they should switch off the appliance immediately and notify the appropriate person:

- Soot around the appliance;
- A yellow or orange lazy flame; or
- Excessive condensation in the room where the appliance is installed.

If employees suspect a gas leak or an escape of gas, they shall call the Gas Supplier and the Emergency Services immediately.

Invisible, odourless and tasteless – carbon monoxide (CO) lives up to its name as the silent killer. Exposure to relatively low levels of this highly poisonous gas can cause brain damage or death. Carbon monoxide can be produced when a gas appliance has been incorrectly installed, poorly maintained, or a flue or chimney has become blocked. Symptoms of carbon monoxide poisoning are similar to those of viral infections and include drowsiness, weakness, headaches, nausea and pains in the chest.

If employees experience or witness any of these symptoms when using, or working in the vicinity of a gas appliance, they must stop using the appliance until it has been checked by a competent engineer. Employees should seek medical assistance, highlighting the possibility of carbon monoxide poisoning.

### **Contractor selection and control**

**sportscotland** will define a detailed scope of works for the annual gas servicing and maintenance contract and will follow through a rigorous tendering and contractor selection process (see Control of Contractors Policy). Contractors will be required to demonstrate compliance with the competency requirements of the Regulations and will be, as a minimum, Gas Safe Registered.

A formal system of contractor monitoring will be established and maintained to ensure the gas safety management system continues to operate in compliance with the agreed scope of works and with documented procedures and that any non-conformances, ineffective arrangements and problem areas are quickly identified and actioned upon.

### **Landlord record keeping**

Under current legislation Landlord Gas Safety Records must be kept for a period of two years. The organisation will establish and maintain a formal system for recording all activity in relation to gas servicing, maintenance, repairs, installations, emergencies and all other relevant gas safety management data.

In relation to the annual gas safety inspection programme, the organisation will hold the following records as a minimum:

- Inspection records, findings and actions;
- Reports and communications from gas contractors;
- No access reports and actions (audit trail);
- Tenant correspondence and requests for access;
- Properties beyond 12 months;
- Intermediate safety checks on properties (voids);
- External audit reports;
- Maintenance and repair records;
- Emergency situations and actions taken; and
- Letters of complaint.

### **Information to tenants**

On an annual basis (and when there are new tenants), **sportscotland** will outline the pertinent issues of gas safety to tenants by way of written communication. This will include:

- Emergency contact numbers and reporting procedures;
- **sportscotland's** commitment to gas safety;
- The tenants responsibilities under their Tenancy Agreement;
- Key health and safety risks;
- The importance of the annual safety check and the need for access to premises;
- Key points on the safe use of gas and gas appliances including action to be taken if a gas leak is suspected;
- The requirement to ensure that all gas related work must be carried out by a Gas Safe registered engineer;
- Allowing access to enable the landlord gas safety check to be undertaken;
- Immediately reporting any concerns with gas appliances, flues or installation pipework, turning off gas appliances with hazardous situations and keeping them turned off until check have been carried out by a competent person;

- Not undertaking, arranging or allowing work on gas installations in any of **sportscotland's** properties by persons who are not Gas Safe Registered or without **sportscotland's** express permission;
- Being responsible for finding out what their obligations are and maintaining their own appliances in a safe order and good state of repair;
- Operate appliances in a safe manner and in accordance with manufacturer's instructions; and
- Tenants must not uncap a gas supply capped off by **sportscotland**.

### **Gas safety training**

**sportscotland** ensure that adequate information, instruction and training is given to Gas Safety (Installation and Use) Regulations 1998. All 'relevant' employees will attend a suitable training course on a regular basis.

All employees will be trained on induction, which includes covering the Maintenance Policy at induction and on regular intervals.

### **Gas leaks**

- If you smell gas or suspect a gas leak, call the National Gas Emergency Service immediately on 0800 111 999; and
- **sportscotland** will normally shut down the gas supply to an individual property where a leak is found and will not carry out any further works. It is recognised as good practice to follow up a report of a gas leak by instructing the gas contractor to attend.

## **Noise at work**

### **Arrangements statement**

Prolonged exposure to noise at work can cause hearing loss, which is often permanent. Hearing loss caused by work is preventable, but once someone's hearing has gone, it will not come back.

Noise is measured in decibels (dB). The current UK regulations state key limits to noise exposure. These are:

Lower exposure action values:

- Daily or weekly exposure of 80dB;
- Peak sound pressure of 135dB.

Upper exposure action values:

- Daily or weekly exposure of 85dB;
- Peak sound pressure of 137dB.

Wherever exposure exceeds these levels, certain actions are required. Where exposure is very varied, average exposure may be calculated over a week rather than a day.

- Exposure Limit Value – 87dB(A) (exposure averaged over a day or a week);
- 140dB(C) Peak Sound Pressure.

This is the maximum sound exposure permitted for any individual and takes hearing protection into account, e.g., it is the actual sound exposure of the individual, "at the ears", following any attenuation from hearing protection.

Noise sources more than peak sound pressure values will need specific assessment by a competent person, and specific controls measures should be implemented.

To ensure we prevent or reduce risks to health and safety from exposure to noise at work and that our procedure will be clearly understood throughout the organisation, we will:

- Assess the risks to employees from noise at work;
- Act to reduce noise exposure and the risks arising from noise at work;
- Provide employees with hearing protection, where required, if noise exposure cannot be reduced by other methods;
- Make sure that the legal limits on noise exposure are not exceeded;
- Provide employees with information, instruction and training;
- Carry out health surveillance where levels indicate it is required; and



- Review this procedure at least annually or more frequently if significant changes occur.

To fulfil our responsibilities outlined above, we will:

- Identify all operations where there is a noise risk and who is likely to be affected;
- Ensure that the risks from noise at work are assessed by a competent person, where we have identified a potential problem;
- Take the necessary action to reduce the noise exposure that produces these risks, ensuring that the legal limits of noise exposure are not exceeded;
- Provide employees, visitors and contractors with suitable hearing protection where noise exposure cannot be reduced enough by using noise control techniques;
- Provide people with adequate information, instruction and training to understand the noise risks that they may be exposed to and how to use noise control techniques and the hearing protection provided;
- Carry out health surveillance where the noise risk assessment has identified there is a risk to health;
- Engage with the Health and Safety Officer for further information regarding noise at work and dB levels; and
- Review, and amend as necessary the noise risk assessment on an annual basis, when significant changes or accidents occur or when we have any reason to believe the assessment is no longer valid.

### **Noise assessment**

A noise risk assessment is required wherever it is likely that exposure will occur at or above the Lower Exposure Action Value.

As a guide to this, the following may be considered:

- If noise is intrusive but normal conversation is possible, likely noise level is approx. **80dB**;
- If you have to shout to talk to someone 2m away, likely noise level is approx. **85dB**;
- If you have to shout to talk to someone 1m away, likely noise level is **90dB**.

The decibel scale used to measure noise is logarithmic. An increase in 3 dB equates to a doubling of sound. The increase from 80 to 85 dB is almost a four-fold increase in sound level.

For example, a tractor, a power mower and a hand drill are each likely to generate at least 90dB(A). A chain saw may be well over 100dB.

A formal, documented risk assessment should be carried out if any individual works in an area exceeding 80 dB on a regular basis, e.g., 4 hours or more, most days or if noise levels exceed 85dB, even if exposure is infrequent or irregular.

If a risk assessment is deemed not to be necessary this should be recorded, for example as part of the premises general risk assessment.

Risk assessment requires:

- Assessment of the level and type of noise; this may come from manufacturer's data for individual pieces of equipment, or from sound level measurement, especially where multiple pieces of equipment operate in an area simultaneously. Additional noise e.g., from background music should also be included;
- Identification of who might be affected;
- The likely exposure time of those individuals, taking into account working patterns, noise exposure during breaks, etc;
- Assessment of indirect risk, e.g., the risk of individuals not hearing warning alarms due to the noise level; and
- Consideration of additional risk factors such as the presence of vibration.

The risk assessment should include an action plan which documents the measures already in place to reduce the risk from noise exposure and any further measures planned.

The noise risk assessment can be a stand-alone document or can be incorporated into the overall risk assessment document for the premises where this is more appropriate.

### **Reducing noise exposure**

Measures should be put in place to reduce risks from noise exposure to as low a level as reasonably practicable, even if noise levels are below the Lower Exposure Action Value. Consideration should be given as to whether further reductions are practical.

Wherever noise levels may exceed the Lower Exposure Action Level (e.g., personal exposure exceeding 80 dB), assistance should be sought from the Building Operations Manager or Health and Safety Officer to assist with risk assessment and noise reduction.

Formal measures to reduce noise exposure must be introduced if the Upper Exposure Action Value is exceeded, e.g., personal exposure is above 85dB. Provision of hearing protection is not an adequate solution in these circumstances. PPE is the last resort or should be used in conjunction with other measures such as engineering controls.

Personal noise exposure MUST NOT exceed the Exposure Limit Value of 87dB (this measurement takes into account the effect of hearing protection (e.g., PPE)). Measures to reduce noise exposure may include:-

- Replacing tools and equipment with alternatives which create lower levels of noise. Ensuring all equipment is properly maintained;
- Reducing exposure by reducing time exposed to noise; and
- Shielding or enclosure (of either a piece of equipment or the operator).

Detailed guidance on ways of reducing noise exposure can be found in; “Controlling Noise at work: the Control of Noise at Work Regulations 2005. Guidance on Regulations”.

### **Hearing protection**

Hearing protection can be used as an additional measure once noise has been reduced as far as is reasonably practicable by other means; or as an interim measure pending noise reduction. It must not be used as the sole method of protection if personal noise exposures exceed the upper action value (85dB).

Hearing protection should be made available on request if noise exceeds the lower action value (80dB).

Any area where noise levels exceed 85 dB (or peak sound level of 137dBC) must be designated as ‘Hearing Protection Zones’ and marked with appropriate signage. Within these areas, wearing of hearing protection will be compulsory, even though exposure may only be for short periods of time.

Hearing protection provided must be suitable for the levels and type of noise individuals are exposed to. Guidance on choosing suitable hearing protection can be found in “Controlling Noise at work: the Control of Noise at Work Regulations 2005. Guidance on Regulations”.

Hearing protection should be stored properly, kept well maintained and regularly inspected by a competent person. Pre-use checks must be carried out by the user. Any defects reported and defective equipment replaced before starting or resuming work.

### **Health surveillance**

Health surveillance must be carried out for employees who are regularly exposed to noise above the upper exposure action value (85 dB).

Health surveillance will also be offered to those exposed above the Lower Exposure Action Value if they are at increased risk e.g., if they report a known sensitivity to noise damage or a family history of early deafness.

Where health surveillance is required, it will usually be carried out annually for the first two years then at 3 yearly intervals.

Health surveillance will be carried out by the Health and Safety Officer, or a person delegated by the Director of Operations/Head of Human Resources. All individual records will be held in confidence. Where appropriate, a summary of results for groups of employees will be reported back to a relevant manager to indicate the effectiveness of noise management systems.

### **Training and information**

All employees who are exposed to noise above the Lower Exposure Action Value should be given training to include:

- The adverse effects of noise;
- The results of risk assessments;
- The measures required to reduce harmful noise exposure;
- The need for hearing protection;
- The correct use etc of hearing protection;
- The need for health surveillance; and
- The responsibilities on employees.

Alternatively, the provision of information may be achieved by distributing leaflets or pocket cards. Measures must be in place to ensure that new employees receive appropriate training prior to exposure to noise.

## Permit to work

### Permit to work types

Certain high-risk activities that require additional controls measures to ensure that dangerous situations are avoided, a hazardous works permit to work must be obtained by the contractor from **sportscotland**.

A hazardous works permit to work is required for the following:

- Hot works;
- Confined space works;
- Live electrical works;
- Working at height works;
- Deep excavation works greater than 1 metre; and
- Asbestos works.

The contractor's work should be accepted with a permit to work prior to any work commencing. This will be their confirmation that their work has been reviewed, approved, risks have been identified, and control measures have been set. It will also limit the contractor's scope to a specific area, work type, date and time.

This permit will give them proof that they have been authorised to be in that specific area. It will also allow **sportscotland's** management team know what works are being undertaken in the building in the event of an emergency evacuation.

Permits to work provide **sportscotland** with control over contractors, and limits the risks of contractor's over-stepping their responsibilities when on the premises. Any contractor found overstepping their scope, or taking unnecessary risks not outlined in their RAMs/permit to work, will have their permit to work terminated, and will not be allowed to continue their works on the premises.

It is the responsibility of both the Contractor Sponsor and the Buildings Operations Manager to advise the contractor about types of work for which a permit to work is required.

A contractor is not permitted to commence work until they are in possession of a signed permit appropriate to the type of work. Unless it forms part of their contract to do so, employees must not carry out any of the above detailed types of work, no matter how insignificant these tasks may seem and irrespective of the employees work experience, prior to joining **sportscotland**.

### **Hot works**

A hot works permit is required for the following:

- Oxy-acetylene or oxy-propane cutting;
- All types of welding;
- Brazing/soldering;
- Propane or butane gas/aerosol torches;
- Use of any grinding equipment in areas where there is a risk of fire; and
- Any other operation producing heat, sparks or flames where there is a risk of fire.

### **Confined space works**

Confined space entry permit is required for work in any vat, tower, tank, flue, pipe, duct, pit or similar place, open or closed, where there is likely to be risk of:

- A dangerous or toxic liquid, gas, fume, vapour, dust;
- A deficiency of oxygen; or
- A fire or explosion.

### **Live electrical works**

All work on electrical installations is subject to control by a permit to work, irrespective of the voltage concerned. All work is to be carried out by:

- A professional, qualified electrical engineer;
- A contractor approved by the National Inspection Council for Electrical Installation Contracting (NICEIC); or
- A member of the Electrical Contractors Association (ECA).

### **Working at height works**

A working at height permit is required for the following:

- Roof access, roof work or work on a fragile roof;
- Window cleaning above the ground floor;
- Any construction or maintenance work where there is a risk of falling; and
- Working above plant, processes, persons or vehicles.

### **Deep excavation works greater than 1 metre**

A permit to work is required for deep excavations and is subject to control by a permit to work. **sportscotland** will provide the below relevant information before work begins:

- Ground conditions;
- Underground structures or water courses; and
- The location of existing services.

### **Asbestos works**

Building or maintenance work on materials containing asbestos is prohibited, unless a permit to work has been issued.

### **Permit to work process**

#### **Requesting a permit**

All work must be properly planned with sufficient time allocated to prepare for the task. Requests for all permit types must be made at least 5 working days prior to the activity starting. Emergency unplanned activities requiring a permit will be assessed and supported on an individual basis.

#### **Permit to work request review**

Risk assessments and method statements prepared by the contractor for all permit to work requests must be checked and accepted by the Contractor Sponsor, to ensure that they are suitable and sufficient for the task. This should be carried out prior to issuing the permit to work to site management to be approved of and signed (see Control of Contractors Policy).

The type of permit to be requested will depend on the activity of the works, and the hazards presented in carrying out the works.

Contractors are to be responsible for preparing RAMs which cover all activity and include the sub-contractor RAMs, to confirm their acceptance. RAMs submitted solely by a third party will not be accepted.

#### **Permit to work request approval**

Once the permit details, RAMs, asbestos register (if applicable) and the safe working methods have been agreed, the Contractor Sponsor will formally request the permit. The appropriate authorised person, normally the Building Operations Manager, can commence and complete the permit approval process as the permit issuer. They have overall control over contractors working on the premises, and should ensure they do not conflict with other works ongoing on the premises.

They must sign and date the permit as approved.

### **Permit to work issued**

The Building Operations Manager will be responsible for completing the permit approval process as the permit issuer.

Contractors will be issued with an email notification to confirm permit approval by the Building Operations Manager 24 hours prior to the works for planned activities. Emergency arrangements will be dealt with on a case-by-case basis.

Once issued all individuals involved in undertaking the task must adhere to the conditions within the permit and must not deviate from the method statement.

If the work activity requires the permit to be amended, the current work must be safely terminated, and the permit closed. Risk assessments and method statements for the revised task should be agreed prior to a new permit being issued.

### **Permit to work acceptance**

Before work can commence, the permit must be formally accepted by the contractor. The contractor must agree to the conditions within the permit itself and any associated documentation/arrangements. The contractor is then able to commence with the work under the permit. A permit is not valid until the contractor acceptance has been completed.

### **Permit to work acceptance**

On arrival, the contractor must follow **sportscotland's** procedures for managing contractors, together with the agreed methods of work. Prior to starting work the contractor must attend an agreed location to sign in, and obtain relevant identification.

All contractors working will be expected to have attended a Contractor Induction.

The permit to work issued is not simply permission to carry out high hazard and complex or dangerous work, but is essentially part of a procedure that provides planning and instructions on how a potentially high hazard complex and dangerous work can be carried out safely. Permits specify the work to be done and precautions to be taken and provide a clear record that all foreseeable hazards have been considered.

The issue of a permit does not, by itself, make the work safe. This can only be achieved by those preparing for and those carrying out the work. The permit is a document that authorises competent people with the appropriate skills, experience and knowledge to carry out specific work, limited by a specific area.



### **Permit to work hand back/closing**

Once the work/activity is complete or when the permit expires (whichever is first), the permit must be handed back to the Building Operations Manager. Handing back provides an opportunity for the work/activity to be reviewed by the Contractor Sponsor, the Building Operations Manager and the contractor. It also provides confirmation that the work/activity has been completed and that site has been handed back in a safe condition. Any issues with the work area that need to be addressed should be recorded by this process.

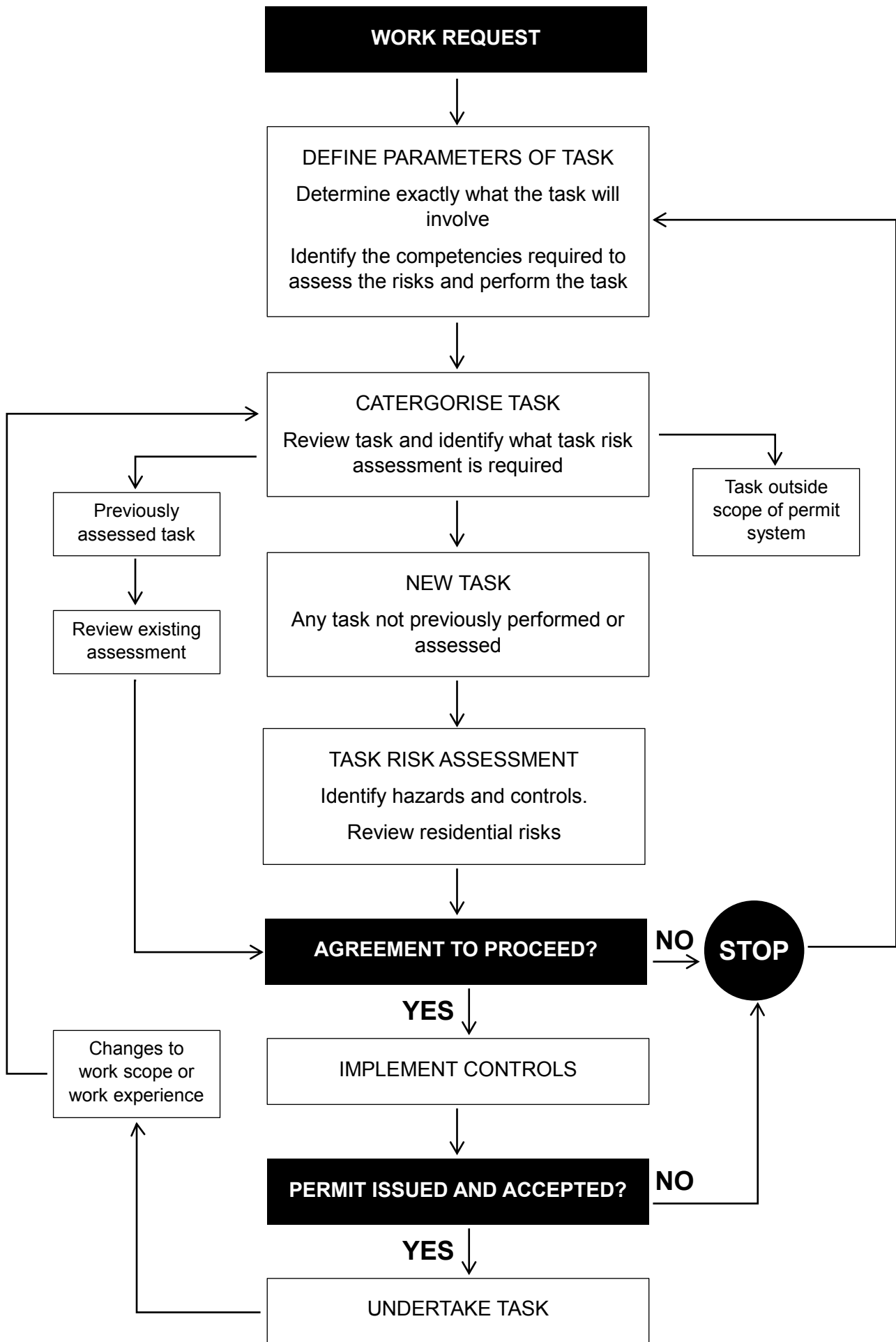
Failure of the contractor to return permits to the permit issuer will result in corrective action being taken. To ensure the area has been handed back in a safe condition a visual check of the work area must be completed by the Contractor Sponsor and the Building Operations Manager.

The permit then must be formally closed by the Building Operations Manager.

### **Retention of records**

The original signed copy should be filed together with any associated unique supporting documentation and retained for a minimum of three years.

Permits and access request forms and the associated risk and method statements should be retained by the issuing authority for at least 30 days after completion, and then archived for a period of 3 years.



## Pressure systems

### Definitions

The Regulations define three types of systems:

- a) A system comprising a pressure vessel, its associated pipework and protective devices. There must be at least one pressure vessel in the system for the Regulations to apply under this definition.
- b) Pipework with its protective devices to which a transportable pressure vessel is, or intended to be, connected.
- c) A pipeline with its protective devices.

The Regulations also emphasise the term Relevant Fluid:

- a) The pressure must be greater than 0.5 bar above atmospheric (except for steam).
- b) Either the fluid should be a gas or a mixture of gases under the actual conditions in that part of a system, or a liquid which would turn into a gas if system failure occurred.

The Regulations give specific examples of systems which are exempted and excluded, and often this is to do with the size and pressure of a system as well as whether there is a Relevant Fluid.

For instance, the following are not regarded as a Pressure System:

- A domestic kettle;
- A domestic fridge;
- A pneumatic tyre;
- A fully-flooded pressurised water system or hydraulic system; or
- A braking system on a vehicle.

### Compliance

Pressure systems have the potential to cause significant injury or damage people and to property in the event of an unexpected release of stored energy because of system or component failure. Therefore, the correct installation, maintenance, examination, testing and use of pressure systems is vital.

Compliance with this policy and associated procedure helps safeguard all persons using **sportscotland** premises. It also protects all **sportscotland** property and equipment against an uncontrolled release of stored energy from the failure of a pressure system, or a component.

It is **sportscotland**'s policy and aims to support the implementation of the principles of HSE Guidance "HSG253 – The Safe Isolation of Plant and Equipment". In doing so, the risks associated with working on pressure systems will be more effectively managed.

**sportscotland** accepts its responsibility to:

- Ensure that pressure systems are installed by a competent person;
- Install new pressure systems in positions which would minimise injury and damage in the event of unexpected releases of stored energy;
- Establish safe operating limits of pressure systems prior to use and ensure that they are clearly marked on the system;
- Have a competent person draw up a written scheme of examination for systems where steam or fluid is stored, including its pipe work, at above 0.5 bar;
- Ensure that a competent person carries out all such maintenance, thorough examinations and tests as prescribed in the written scheme of examination;
- Ensure that all systems not subject to a written scheme of examination are maintained in accordance with the manufacturer's recommendations;
- Carry out without undue delay any repairs identified by any reports on the condition of the systems or from any fault reporting system;
- Provide operators with adequate and suitable instruction on the safe operation of pressure systems and any emergency procedures; and
- Retain all relevant records, for example, manufacturer's safety information, written schemes, examinations reports, modifications and examination postponements at the location of the pressure system to which it refers.

### **Safe operating limits**

The regulations distinguish between systems that are essentially fixed in a permanent location (installed) and systems that are normally and frequently moved from place to place (mobile).

Regulation 7 prohibits the responsible person of the installed system, or mobile system has determined safe operating limits (SOL's). Safe operating limits for small simple systems are basically the upper limits of pressure and temperature at which the plant was designed to be operated safely.

The competent person shall review and reassess the safe operating limits when the plant is examined. Safe operating limits must be reassessed when the plant is examined.

## Written Scheme of Examination

The typical contents of a written scheme of examination include:

- The identification number of the item of plant or equipment;
- Those parts to be examined;
- The nature of the examination required;
- Any necessary preparatory work to enable the item to be examined safely;
- Specify what examination is necessary before the system is first used, where appropriate;
- The maximum interval between one examination and the next;
- The critical parts of the system which if modified or repaired should be examined by a competent person before the system is used again;
- The name of the competent person certifying the written scheme of examination;
- The date of certification.

Examples of pressurised systems likely to require a written scheme of examination are:

- A compressed air receiver and associated pipework where the product of the pressure times the internal capacity of the receiver is greater than 250 bar litres;
- A pressure cooker and autoclave;
- A steam boiler, associated pipework and protective devices and steam heating devices;
- A portable hot water/steam cleaning unit;
- A fixed LPG storage system supplying fuel for heating; or
- A vapour compression refrigeration system where the installed power exceeds 25kW.

Examples of pressurised systems unlikely to require a written scheme of examination are:

- An office hot water urn;
- A machine tool hydraulic system;
- A hand-held tool;
- Portable oxy-fuel gas welding sets;
- A compressed air receiver and associated pipework where the product of the pressure times the internal capacity of the receiver is less than 250 bar litres;
- A portable LPG cylinder;
- A tyre used on a vehicle; or
- Any pipeline and its protective devices in which the pressure does not exceed 2 bars above atmospheric pressure.

The first examination under the written scheme for new plant will be carried out before the complete system is taken into use for the first time.

## Work equipment

### Arrangements statement

Equipment used at work for a variety of purposes can pose a number of risks to both users of the equipment and to others in the vicinity of work being carried out. The Provision and Use of Workplace Equipment Regulations (PUWER) 1998 was introduced to reduce and control the risks to health and safety from work equipment. The regulations cover the operation of work equipment including starting and stopping, programming, setting, transporting, repairing, modifying, maintaining, servicing and cleaning work equipment.

Although PUWER applies to all lifting equipment, the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) provide more detailed information about the specific hazards and risks associated with lifting equipment and lifting operations.

**sportscotland** acknowledge our duties as stipulated in law. Under PUWER we will ensure that equipment provided for use at work is:

- Suitable for the intended use;
- Safe for use, maintained in a safe condition and inspected to ensure it is correctly installed and does not subsequently deteriorate;
- Used only by people who have received adequate information, instruction and training;
- Accompanied by suitable health and safety measures, such as protective devices and controls. These will normally include guarding, emergency stop devices, adequate means of isolation from sources of energy, clearly visible markings and warning devices; and
- Used in accordance with specific requirements, for mobile work equipment and power presses.

We will satisfy these duties by adopting the following procedures:

- Ensure the equipment is constructed or adapted to be suitable for the purpose it is used or provided for;
- Take account of the working conditions and health and safety risks in the workplace when selecting work equipment;
- Ensure work equipment is only used for suitable purposes;
- Ensure work equipment is maintained in an efficient state, in efficient working order and in good repair;
- Where a machine has a maintenance log, keep this up to date;
- Where the safety of work equipment depends on the manner of installation, it must be inspected after installation and before being put into use;

- Where work equipment is exposed to deteriorating conditions liable to result in dangerous situations, it must be inspected to ensure faults are detected in good time so the risk to health and safety is managed;
- Ensure that all people using, supervising or managing the use of work equipment are provided with adequate, clear health and safety information. This will include, where necessary, written instructions on its use and suitable equipment markings and warnings;
- Ensure that all people who use, supervise or manage the use of work equipment have received adequate training, which should include the correct use of the equipment, the risks that may arise from its use and the precautions to take;
- Where the use of work equipment is likely to involve a specific risk to health and safety (e.g., woodworking machinery), ensure that the use of the equipment is restricted to those people trained and appointed to use it;
- Take effective measures to prevent access to dangerous parts of machinery. This will normally be by fixed guarding. Where routine access is needed, interlocked guards (sometimes with guard locking) may be needed to stop the movement of dangerous parts before a person can reach the danger zone. Where this is not possible, such as with the blade of a circular saw, it must be protected as far as possible and a safe system of work used;
- Take measures to prevent or control the risks to people from parts and substances falling or being ejected from work equipment, or the rupture or disintegration of work equipment;
- Ensure that the risks from very hot or cold temperatures from the work equipment are managed to prevent injury;
- Ensure that work equipment is provided with appropriately identified controls for starting, stopping and controlling it, and that these control systems are safe;
- Where appropriate, provide suitable means of isolating work equipment from all power sources (including electric, hydraulic and pneumatic energy);
- Ensure work equipment is stabilised by clamping or otherwise to avoid injury; and
- Take appropriate measures to ensure maintenance operations on work equipment can be carried out safely while the equipment is shut down, without exposing people undertaking maintenance operations to risks to their health and safety.

When providing new work equipment for use at work, you must ensure it conforms with the essential requirements of any relevant product supply law. You must check it:

- Has appropriate conformity marking 'UKCA' and is labelled with the manufacturer's details;
- Comes with a Declaration of Conformity;
- Is provided with instructions in English; and



- Is free from obvious defects and that it remains so during its working life.

When providing mobile work/plant equipment, we will ensure that:

- Where employees are carried, the equipment is suitable for that purpose;
- The risks from rolling over are minimised, and any person being carried is protected in the event of fall or rollover. This should include protection against crushing, through the provision of a suitable restraint and a rollover protection system;
- Self-propelled equipment can be controlled safely with braking devices, adequate driver vision and, where necessary, lighting; and
- Measures are taken to prevent any risks from drive shafts that power accessories attached to mobile work equipment, by using adequate guards.

## Lifting Operations and Lifting Equipment

### Arrangements statement

Lifting Operations and Lifting Equipment Regulations (often abbreviated to LOLER) place duties on people and organisations who own, operate or have control over lifting equipment. This includes **sportscotland**'s employees who use lifting equipment, whether owned by them or not. In most cases, lifting equipment is also work equipment so the Provision and Use of Work Equipment Regulations (PUWER) will also apply (including inspection and maintenance). All lifting operations involving lifting equipment must be properly planned by a competent person, appropriately supervised and carried out in a safe manner.

The failure and/or misuse of lifting equipment can potentially cause serious personal injury, significant damage to property and loss of time and money. Failure of any load-bearing part of any lifting equipment is reportable to the Health and Safety Executive as a Dangerous Occurrence under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (2013) (RIDDOR).

**sportscotland** acknowledge our duty to manage the safety of all lifting equipment within the organisation to minimise the risk and consequences of any accident or incident. We shall carry out a risk assessment of all lifting equipment and operations. Employees using lifting equipment shall receive appropriate training from a competent person and training records retained. It is the policy of **sportscotland** that:

- All lifts, hoists, lifting equipment, cradles and escalators must have a planned preventative maintenance (PPM) programme defined with a contract in place;
- Adequately trained personnel are available to deal with lift failure and retrieval of trapped personnel. This can be through trained employees or through contractors;
- All passenger lifts and escalators are clear signage stating that the equipment must not be used in the event of a fire;
- All lifts shall have an emergency alarm system to allow help to be summoned in an emergency;
- All lifts have a clear notice stating the maximum capacity both in person numbers and in overall weight;
- All lifts are maintained by a competent contractor in accordance with manufacturer's recommended schedules;
- Maintenance records must be kept for a minimum of 5 years;
- All lifting operations must be planned, supervised and carried out in a safe manner by people who are competent;
- All new lifting equipment should be UKCA marked and be supplied with a Declaration of Conformity and instructions in English; and

- On receipt of an inspection report or service report it shall be the duty of the duty holder to track remedial works to completion with the service engineer.

In order to comply with current UK legislation, it is our duty to ensure the following:

- Passenger lifts, disability hoists, escalators and cradles must be examined by a competent engineer at least every 6 months and a certificate of inspection produced for retention;
- Goods lifts and other lifting equipment (that does not permit the transportation of people) must be examined by a competent engineer at least every 12 months and a certificate of inspection produced for retention;
- Lifting tackle, cable safety systems and eye bolts must be examined by a competent engineer at least every 12 months and a certificate of inspection produced for retention;
- Lifting equipment is only used when a valid certificate is in place to confirm that the equipment is safe to use;
- All lifts and lifting equipment must be serviced in accordance with manufacturer's recommended schedules by a competent person and records of all works must be maintained; and
- All lifts and lifting equipment must have adequate signage to indicate emergency process and the safe working load (SWL).