






Health and Safety Training 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	23.08.2022
1_02	Amendments made following client's comments	C. Warden	13.09.2023
1_03	Minor changes made following client's comments	C. Warden	29.11.2022
1_04	Minor wording changes	C. Warden	11.08.2023
1_05	Final draft issued to sportscotland	A. MacDonald	11.08.2023
1_06	Comments received from Health and Safety Operational Group Document amended	M. Fraser	24.10.2023

Document creation / approval

	Signature	Title	Date
Prepared by: Christopher Warden (Amalgamate – Safety Risk Management Ltd)		Health & Safety Consultant	11.08.2023
Approved By: Jo Dixon on behalf of the H&S Committee	DocuSigned by:  889E63E8056342B...	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

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Introduction

Training means helping people to learn how to do something, telling people what they should or should not do, or simply giving them information. Training isn't just about formal 'classroom' courses.

Effective training contributes towards making employees competent in health and safety; can help **sportscotland** avoid the distress that accidents and ill health cause; and can help avoid the financial costs of accidents and occupational ill health, such as damaged products, lost production and demotivated employees.

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 and others who may be affected by the activities of **sportscotland**.

Policy statement

sportscotland regard the promotion of health and safety for our employees and visitors to be of the utmost importance to our operations. It is therefore the policy of **sportscotland** to ensure, so far as is reasonably practicable, that all employees receive information, instruction and training in order to carry out their work safely.

We intend to identify all training needs within **sportscotland**, and manage this accordingly. It is vital that employees receive suitable and sufficient training enabling them to work safely and avoid unnecessary risk.

During the induction process and at periodic intervals thereafter, we will consider the training needs of employees and organise appropriate training. We will provide the necessary time, funding and resources to accomplish any training needs that are deemed necessary.

All new employees will be subject to our health and safety induction process during their probation period by the Health and Safety Officer. The induction process is designed to help new employees understand our fundamental safety arrangements. This will involve welfare, fire and general safety awareness training. Additional training sessions on the key mandatory subjects will be completed and recorded.

Following completion of initial induction training, a health and safety training needs evaluation will be conducted appropriate to the job and activities each employee is likely to participate in. Training, instruction and supervision will then be organised to help safely integrate the employee into our workplace and activities.

To help us manage training, we will maintain records of training competencies. The records will be periodically reviewed to ensure competencies are achieved and maintained; this may involve refresher training for certain subjects.

Anyone conducting training must themselves be 'competent'. This means they have the necessary skills, knowledge, attitude, training, experience and an awareness of the legal requirements and best practice standards associated with the equipment or tasks being undertaken.

External certification from an accredited body is therefore going to provide the best training and defence in law, should we need to defend the training or competence of employees following an incident or accident. Where training has been given by employees with no qualifications but some experience, we are far less likely to be able to demonstrate competence to insurers or enforcement authorities.

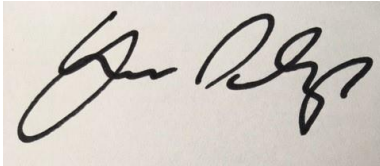
We will decide what training can be undertaken 'in-house' and what requires external delivery.

sportscotland expect their employees to cooperate with the organisation and their co-workers in relation to health and safety. **sportscotland** also expect their employees to take reasonable care of their own health and safety and that of others who may be affected by their actions at work.

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 Health and Safety Training Policy;
- Ensure that adequate resource is made available to comply with legislation and policy;
- Ensure proposed arrangements in place are adequate for their intended purpose;
- Ensure that arrangements are clearly communicated to all employees;
- Ensure a robust, efficient and effective reporting system is in place; and
- Regularly review the Health and Safety Training Policy and arrangements.

Health and Safety Committee

They will:

- Identify emerging training requirements for all employees via the Risk Register and support each department with advice, support and implementation; and
- Keep up to date with significant changes in health and safety law and best practice and react to this appropriately through refresher or re-training.

Human Resources, and Learning and Development

They will:

- Keep up to date with significant changes in health and safety law and best practice and react to this appropriately through refresher or re-training;
- Plan training in advance to minimise disruption to the day to day running of the organisation and maximise effectiveness of the training;
- Identify vulnerable groups such as young persons and plan training around existing policies;

- Create and maintain a training management system of planned and achieved training to track progress;
- Consult with training providers and awarding bodies to ensure training meets all current regulations and criteria; and
- Ensure all individual requirements are identified and taken in to consideration before training begins.

Line managers

They will:

- With the assistance of the Health and Safety Operational Group, assess all employee roles and work activities through risk assessments to identify mandatory and desired training requirements to ensure a safe working environment;
- Identify employees with specific skills and experience suited to certain training;
- Identify vulnerable groups such as young persons and plan training around existing policies;
- Ensure privacy and data protection guidelines are followed;
- Ensure training for temporary or part time employee/contractors is appropriate and sufficient;
- Ensure all individual requirements are identified and taken in to consideration before training begins;
- Ensure training is relevant to safe systems of work (SSOW) and current equipment;
- Discuss delivered training with employees to verify all areas of concern where covered, this is to help identify and communicate any gaps or omissions;
- Monitor employee compliance with training outcomes; and
- Revisit instructions and training for infrequent tasks prior to commencement.

All employees

They will:

- Familiarise themselves with this policy and the procedures it contains, and co-operate in implementing its contents;
- To disclose any individual requirements that if not taken into account when planning training may reduce the effectiveness or ability of the individual to participate fully in the training;
- Participate in training requirement assessment process and fully disclose any information which may be important in deciding suitability for a specific task;
- Attend mandatory training and participate fully;

- Revisit instructions and training for infrequent tasks prior to commencement; and
- Participate fully in planned emergency drills to ensure familiarity with processes.