

Kilmarnock Leisure Centre Trust



Galleon Centre

Health and Safety Policy

The Galleon Centre
99 Titchfield St
Kilmarnock
Ayrshire
KA1 1QY

January 2012

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1.1 Summary

The Kilmarnock Baths were situated in the central area of the town, and first opened in 1940 had been gradually deteriorating over the years and some seventeen years ago the Kilmarnock Town Council realised that a replacement would be required.

After much debate between Local and Central Government it was realised that the Council's capital allocation from Central Government would not permit the size of the building that was now needed and that some form of borrowing would be necessary to finance the project. To this end a Charitable Trust was setup and it was established that they would contract a private firm to build a complex at a cost of 4.5 million pounds, which could be repaid to a lending bank over a defined period.

Fortunately a site was available in Titchfield Street opposite the old baths, which was leased to the Trust by the District Council.

Work was started on the site in February 1986 and was completed in April 1987. A competition was organised for people of the District to select a name for the new leisure complex and it was decided that it would be called The Galleon Centre, the name reflecting the fact that the Gallion Burn formally ran through the site. The Centre opened to the public for the first time on 15 May 1987 and is available for use each day, Monday-Friday 6.45am, Saturday 6.45am and Sunday from 9.00am.

As well as providing facilities for swimming it houses an ice rink, bowling hall, two sports halls, squash courts, a sauna/solarium suite, a superb fitness room and two bars. It is therefore a complex for the whole family to enjoy.

1.2 Introduction

The Galleon Centre has developed this manual as part of our Health & Safety Management System to provide the necessary tools and guidance to ensure that Health & Safety is managed effectively, efficiently and consistently across the organisation.

All completed risk assessments, inspection records and other relevant Health & Safety documentation must be retained in the Health & Safety Folder and be accessible to the General Manager and Deputy General Manager at all times.

Key Contacts

We use a company called 'Law at Work Ltd' to provide our business with 24 hour support for Health & Safety assistance.

Health & Safety Advisory Service

This provides unlimited access to specialist Health & Safety Advisors by telephone and e-mail 24 hours a day, 365 days a year.



0870 240 3589



advice@lawatwork.co.uk

1.3 Health & Safety Policy Statement



The Kilmarnock Leisure Centre Trust recognises and accepts its legal duty as an employer to ensure, as far as is reasonably practical, the health, safety and welfare of all its staff and all customers at its facility. Furthermore the Kilmarnock Leisure Centre Trust is committed to providing a safe working environment as part of its core aims and objectives. Such an environment will enable an efficient and effective delivery of service to all our customers.

Authority to implement this policy is delegated to the General Manager, Deputy General Manager, Operations Manager and all line management. However it is only with maximum involvement of all staff at all levels that we can ensure that the policy is effectively applied.

The Kilmarnock Leisure Centre Trust will pay particular attention to:

- (a) The provision and maintenance of plant equipment and systems of work that are safe, and without risks to health.
- (b) Providing safe working practices and procedures on all aspects of the service through regular revision and updating of its Centre Operating Manuals.
- (c) Provide access to Centre Operating Manuals to all staff, including establishing, monitoring and reviewing performance standards.
- (d) Provide comprehensive and up to date COSHH data and assessments on all substances hazardous to health.
- (e) Provide a healthy working environment.
- (f) Provide adequate welfare facilities.
- (g) Provide, so far as practical, health and safety training to all staff and to record details of such training.
- (h) Provide access for health and safety inspections by the Authorised Safety Officer and to respond to all comments and suggestions.

- (i) Providing adequate personal protective equipment and clothing including eye protection, ear protection, respiratory equipment, gloves, boots and overalls where appropriate.
- (j) Recognition of safety representatives, their role and contribution to facility operations via the Health and Safety Committee meetings.
- (k) Identifying and assessing the risks associated with the activities of the Centre with the aim of eliminating or controlling the risks, as far as is reasonably practical.

The (KLCT) will take such steps as appear to them to be necessary or desirable to bring to the notice of every employee, their duties under sections 7 and 8 of the Act which are:

- to take reasonable care for your own health and safety and that of others who may be affected by your acts or omissions at work, and
- co-operate with management so far as is necessary to enable them to comply with any statutory requirement imposed on them
- not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare, in pursuance of any of the relevant statutory provisions

A copy of this will be issued to all employees. It will be revised, added to or modified from time to time and will be supplemented by further procedures relating to the work of particular facilities or staff where applicable.

The Galleon Centre management employs Law At Work (UK) Ltd for Health and Safety advice and providing a process of Risk Management for the Galleon Centre Management will use this as proof of continued improvement.

Signed _____ Date _____
Chair, Kilmarnock Leisure Centre Trust

Signed _____ Date _____
General Manager, The Galleon Centre

Section 2

Organisation and Responsibilities

2.1 Responsibilities – The Galleon Centre General Manager

The General Manager has ultimate responsibility for ensuring the health, safety and welfare at work of all The Galleon Centre employees and will ensure, through effective delegation to Managers and others, the effective implementation of the health and safety policy.

This will be achieved by:-

Ensuring that adequate resources are made available to enable The Galleon Centre policy to be implemented.

Ensuring that health and safety is an integral part of the overall management culture and by developing a positive attitude to health and safety among employees by visibly demonstrating commitment to achieving a high standard of health and safety performance.

Appointing a competent person to assist the organisation to apply the provisions of health and safety legislation.

Ensuring the establishment and maintenance of health and safety management systems within all areas, which will ensure the assessment of risks and the effective planning, organisation, control, monitoring and review of the preventative and protective measures necessary to control the risks.

Ensuring that all employees are informed and made aware of their responsibilities and duties under the Health and Safety Policy.

Ensuring that any training programmes required for compliance of this policy are provided.

Ensuring that the effectiveness of the Health and Safety Policy and of the procedures in place are monitored on an annual basis or when there are any significant changes to the working environment.

The General Manager is also responsible for ensuring that those with delegated health and safety responsibilities carry them out effectively and in compliance with The Galleon Centre health and safety policy.

Co-operating at all times with the employees in conjunction with the relevant manager to provide and maintain a safe and health working environment.

Ensuring that disciplinary action is taken on those employees who persistently breach The Galleon Centre health and safety policies and procedures in conjunction with the relevant Manager/Supervisor.

Ensure that at least two fire evacuation drills are carried out every year.

Ensure all accidents are correctly investigated and recorded within the accident book, and that information passed on to senior management.

Ensure the testing of the fire alarm system weekly and quarterly.

2.2 MANAGEMENT CONTROL RESPONSIBILITIES

DEPUTY GENERAL MANAGER

HAVING RESPONSIBILITY WITHIN GALLEON CENTRE FOR ENSURING THAT:

HEALTH AND SAFETY - The objectives outlined within the Safety Policy and Management Control system are fully understood and observed by persons under your control.

The responsibilities for Health and Safety defined within the Health and Safety Management Control System are fully understood, and implemented as appropriate, by all persons under your control.

Changes in the Health and Safety Policy and Management Control System are brought to the attention of all persons under your control.

Safe systems of work are developed, implemented and controlled.

Suitable risk assessments are carried out covering all processes and activities carried out by Galleon Centre, with adequate records maintained.

COMMUNICATION AND CONSULTATION - Adequate communication channels are maintained so that information concerning safety matters, including the results of risk assessments, which may affect any or all employees is communicated to them.

Matters concerning safety raised by any employee are thoroughly investigated, and where necessary, effective action taken. Matters which cannot be effectively remedied are referred to the General Manager for advice and guidance.

Regular departmental meetings are held where any matters relating to Health, Safety or Welfare may be discussed.

FINANCE AND PLANNING - Adequate funds, materials, equipment and human resources are provided to meet all safety requirements.

TRAINING - A training programme exists to instruct persons under your control in the requirements of the Health and Safety Policy and in the safe systems of work relevant to their place of work and work activity.

All persons under your control are adequately trained to carry out their Health and Safety responsibilities as identified within the Health and Safety Management Control System.

Persons under your control are adequately trained to carry out any task required of them in a safe manner.

ACCIDENTS AND ILL HEALTH - All accidents, ill health or near miss incidents arising from the work activity are adequately investigated, recorded and reported as detailed in the Accident and Incident Reporting Procedure.

WELFARE - Adequate welfare facilities are provided and maintained to a satisfactory standard.

HOUSEKEEPING - A safe means of access and egress to the place of work is provided.

The workplace is maintained in a clean and tidy condition with effective cleaning schedules implemented.

WORK ENVIRONMENT - Adequate provisions are made with respect to heating, lighting and ventilation.

Sufficient work space is available to allow work activities to be carried out safely.

FIRST AID - Adequate first aid provisions are available and maintained under the control of a competent person.

There is the required number of trained and qualified first aid personnel available.

MAINTENANCE OF PREMISES, PLANT AND EQUIPMENT - Premises, plant and equipment are maintained in a safe condition and where necessary the appropriate records kept and all maintenance contracts are recorded and monitored.

HAZARDOUS SUBSTANCES - Any hazardous or dangerous substances that are used, transported, stored and/or handled are done so correctly and in accordance with established rules and procedures.

PERSONAL PROTECTIVE EQUIPMENT (PPE) - All items of personal protective equipment are suitable for their application, adequately maintained, in good condition and readily available.

STATUTORY CERTIFICATES

All statutory certificates required are in situ and are available for inspection.

- Passenger/Goods Lifts
- Mobile Elevating Platform
- Hot Water Storage Cylinders
- Expansion Vessels
- Hot Water Boilers
- Portable Hydraulic Crane
- Personnel Hoist Pool Lift
- Air Receiver Compactor Room
- Periodic Inspection Report Forum Electrical Installation
- Emergency Testing Periodic Inspection & Testing
- Legionella Control Certificates & Procedures

The above list is not exhaustive and will be increased/decreased dependant on legislation.

2.3 MANAGEMENT CONTROL RESPONSIBILITIES

OPERATIONS MANAGER

HAVING RESPONSIBILITY WITHIN GALLEON CENTRE FOR ENSURING THAT:

HEALTH AND SAFETY - The objectives outlined within the Safety Policy and Management Control system are fully understood and observed by persons under your control and reviewed at adequate intervals.

The responsibilities for Health and Safety defined within the Health and Safety Management Control System are fully understood, and implemented as appropriate, by all persons under your control.

Changes in the Health and Safety Policy and Management Control System are brought to the attention of all persons under your control.

Safe systems of work are developed, implemented and controlled.

Suitable risk assessments are carried out covering all processes and activities carried out by Galleon Centre, with adequate records maintained.

COMMUNICATION AND CONSULTATION - Adequate communication channels are maintained so that information concerning safety matters, including the results of risk assessments, which may affect any or all employees is communicated to them.

Matters concerning safety raised by any employee are thoroughly investigated, and where necessary, effective action taken. Matters which cannot be effectively remedied are referred to the General Manager for advice and guidance.

Regular departmental meetings are held where any matters relating to Health, Safety or Welfare may be discussed.

FINANCE AND PLANNING - Adequate funds, materials, equipment and human resources are provided to meet all safety requirements.

TRAINING - A training programme exists to instruct persons under your control in the requirements of the Health and Safety Policy and in the safe systems of work relevant to their place of work and work activity.

All persons under your control are adequately trained to carry out their Health and Safety responsibilities as identified within the Health and Safety Management Control System.

Persons under your control are adequately trained to carry out any task required of them in a safe manner.

ACCIDENTS AND ILL HEALTH - All accidents, ill health or near miss incidents arising from the work activity are adequately investigated, recorded and reported as detailed in the Accident and Incident Reporting Procedure.

CONTINGENCY PLANNING - Effective contingency planning arrangements are in place to control potentially serious hazards or situations of imminent danger.

MONITORING - The Health and Safety monitoring activities are carried out at the recommended frequencies.

WELFARE - Adequate welfare facilities are provided and maintained to a satisfactory standard.

HOUSEKEEPING - A safe means of access and egress to the place of work is provided.

The workplace is maintained in a clean and tidy condition with effective cleaning schedules implemented.

WORK ENVIRONMENT - Adequate provisions are made with respect to heating, lighting and ventilation.

Sufficient work space is available to allow work activities to be carried out safely.

FIRST AID - Adequate first aid provisions are available and maintained under the control of a competent person.

There is the required number of trained and qualified first aid personnel available.

MAINTENANCE OF PREMISES, PLANT AND EQUIPMENT - Premises, plant and equipment are maintained in a safe condition and where necessary the appropriate records kept.

HAZARDOUS SUBSTANCES - Any hazardous or dangerous substances that are used, transported, stored and/or handled are done so correctly and in accordance with established rules and procedures. Full COSHH assessments must be recorded for all substances deemed as hazardous.

PERSONAL PROTECTIVE EQUIPMENT (PPE) - All items of personal protective equipment are suitable for their application, adequately maintained, in good condition and readily available.

2.4 MANAGEMENT CONTROL RESPONSIBILITIES

OFFICE MANAGER

HAVING RESPONSIBILITY WITHIN GALLEON CENTRE FOR ENSURING THAT:

HEALTH AND SAFETY - The Health and Safety Policy Statement is brought to the attention of all employees and is displayed in prominent locations.

The objectives outlined within the Safety Policy and Management Control System are fully understood and observed by persons under your control.

Changes in the Health and Safety Policy and Management Control System are brought to the attention of all persons under your control.

Suitable risk assessments are carried out covering all processes and activities carried out by Galleon Centre, with adequate records maintained.

All relevant registers, notices and documents are maintained and available for inspection.

COMMUNICATION AND CONSULTATION - Adequate communication channels are maintained so that information concerning safety matters, including the results of risk assessments, which may affect any or all employees is communicated to them.

Matters concerning safety raised by any employee are thoroughly investigated, and where necessary, effective action taken. Matters which cannot be effectively remedied are referred to the General Manager for advice and guidance.

Regular departmental meetings are held where any matters relating to Health, Safety or Welfare may be discussed.

RESOURCE PLANNING - Adequate materials, equipment and human resources are provided to meet all safety requirements.

TRAINING - A training programme exists to instruct persons under your control in the requirements of the Health and Safety Policy and in the safe systems of work relevant to their place of work and work activity.

All persons under your control are adequately trained to carry out their Health and Safety responsibilities as identified within the Health and Safety Management Control System.

Persons under your control are adequately trained to carry out any task required of them in a safe manner.

ACCIDENTS AND ILL HEALTH - All accidents, ill health or near miss incidents arising from the work activity are adequately investigated, recorded and reported as detailed in the Accident and Incident Reporting Procedure.

CONTINGENCY PLANNING - Effective contingency planning arrangements are in place to control potentially serious hazards or situations of imminent danger.

MONITORING - The Health and Safety monitoring activities are carried out at the recommended frequencies.

WELFARE - Adequate welfare facilities are provided and maintained to a satisfactory standard.

HOUSEKEEPING - A safe means of access and egress to the place of work is provided.

The workplace is maintained in a clean and tidy condition with effective cleaning schedules implemented.

WORK ENVIRONMENT - Adequate provisions are made with respect to heating, lighting and ventilation.

Sufficient work space is available to allow work activities to be carried out safely.

FIRST AID - Adequate first aid provisions are available and maintained under the control of a competent person.

STORAGE - All storage areas and facilities are suitable for their purpose, adequately maintained, clearly defined with adequate means of access and egress provided.

MAINTENANCE CONTRACTS – Maintenance contracts recommended and monitored to ensure legislative compliance.

2.5 MANAGEMENT CONTROL RESPONSIBILITIES

DUTY MANAGERS (DRYSIDE, ICE, HEALTH SUITE & POOL)

HAVING RESPONSIBILITY WITHIN GALLEON CENTRE ON DUTY ROTA FOR ALL DEPARTMENTS WITH SPECIFIC RESPONSIBILITY FOR DRYSIDE, ICE RINK, HEALTH SUITE AND SWIMMING POOL AS DESIGNATED

HEALTH AND SAFETY - The objectives outlined within the Safety Policy and Management Control system are fully understood and observed by persons under your control and reviewed at adequate intervals.

The responsibilities for Health and Safety defined within the Health and Safety Management Control System are fully understood, and implemented as appropriate, by all persons under your control.

Changes in the Health and Safety Policy and Management Control System are brought to the attention of all persons under your control.

Safe systems of work are developed, implemented and controlled.

Suitable risk assessments are carried out covering all processes and activities carried out by Galleon Centre, with adequate records maintained.

COMMUNICATION AND CONSULTATION - Adequate communication channels are maintained so that information concerning safety matters, including the results of risk assessments, which may affect any or all employees is communicated to them.

Matters concerning safety raised by any employee are thoroughly investigated, and where necessary, effective action taken. Matters which cannot be effectively remedied are referred to the Deputy General Manager for advice and guidance.

Regular departmental meetings are held where any matters relating to Health, Safety or Welfare may be discussed.

FINANCE AND PLANNING - Adequate funds, materials, equipment and human resources are provided to meet all safety requirements.

TRAINING - A training programme exists to instruct persons under your control in the requirements of the Health and Safety Policy and in the safe systems of work relevant to their place of work and work activity.

All persons under your control are adequately trained to carry out their Health and Safety responsibilities as identified within the Health and Safety Management Control System.

Persons under your control are adequately trained to carry out any task required of them in a safe manner.

ACCIDENTS AND ILL HEALTH - All accidents, ill health or near miss incidents arising from the work activity are adequately investigated, recorded and reported as detailed in the Accident and Incident Reporting Procedure.

CONTINGENCY PLANNING - Effective contingency planning arrangements are in place to control potentially serious hazards or situations of imminent danger.

MONITORING - The Health and Safety monitoring activities are carried out at the recommended frequencies.

WELFARE - Adequate welfare facilities are provided and maintained to a satisfactory standard.

HOUSEKEEPING - A safe means of access and egress to the place of work is provided.

The workplace is maintained in a clean and tidy condition with effective cleaning schedules implemented.

WORK ENVIRONMENT - Adequate provisions are made with respect to heating, lighting and ventilation.

Sufficient work space is available to allow work activities to be carried out safely.

FIRST AID - Adequate first aid provisions are available and maintained under the control of a competent person.

MAINTENANCE CONTRACTS – Maintenance contracts are recommended and maintained to ensure legislative compliance.

STORAGE – All storage areas and facilities are suitable for their purpose, adequately maintained, clearly defined with adequate means of access and egress provided.

FIRE - Suitable arrangements have been made for life safety and property protection in the event of a fire occurring.

HAZARDOUS SUBSTANCES - Any hazardous or dangerous substances that are used, transported, stored and/or handled are done so correctly and in accordance with established rules and procedures.

GUARDING OF MACHINERY, PLANT AND EQUIPMENT - All machinery, plant and equipment is well maintained, adequately guarded and inspected/tested as necessary with appropriate records kept.

2.6 MANAGEMENT CONTROL RESPONSIBILITIES

BAR & CATERING STEWARD

HAVING RESPONSIBILITY WITHIN BAR AND CATERING AREAS FOR ENSURING THAT:

HEALTH AND SAFETY - The Health and Safety Policy Statement is brought to the attention of all employees and is displayed in prominent locations.

The objectives outlined within the Safety Policy and Management Control System are fully understood and observed by persons under your control.

Changes in the Health and Safety Policy and Management Control System are brought to the attention of all persons under your control.

All relevant registers, notices and documents are maintained and available for inspection. Environmental Health legislation is appropriately applied in the Bar & Catering Department.

COMMUNICATION AND CONSULTATION - Regular meetings are held where any matters relating to Health, Safety or Welfare may be discussed.

Matters concerning safety raised by any employee are thoroughly investigated, and where necessary, effective action taken. Matters which cannot be effectively remedied are referred to the Duty Manager for advice and guidance.

TRAINING - Persons under your control are adequately trained to carry out any task required of them in a safe manner.

ACCIDENTS AND ILL HEALTH - All accidents, ill health or near miss incidents arising from the work activity are adequately investigated, recorded and reported as detailed in the Accident and Incident Reporting Procedure.

MONITORING - The Health and Safety monitoring activities are carried out at the recommended frequencies.

WELFARE - Adequate welfare facilities are provided and maintained to a satisfactory standard.

HOUSEKEEPING - A safe means of access and egress to the place of work is provided.

The workplace is maintained in a clean and tidy condition with effective cleaning schedules implemented.

2.7 MANAGEMENT CONTROL RESPONSIBILITIES

SENIOR CENTRE ATTENDANTS

HAVING RESPONSIBILITY WITHIN THE GALLEON CENTRE FOR ENSURING THAT:

HEALTH AND SAFETY - The Health and Safety Policy Statement is brought to the attention of all employees and is displayed in prominent locations and reviewed at adequate intervals.

The objectives outlined within the Safety Policy and Management Control System are fully understood and observed by persons under your control.

Changes in the Health and Safety Policy and Management Control System are brought to the attention of all persons under your control.

All relevant registers, notices and documents are maintained and available for inspection.

COMMUNICATION AND CONSULTATION - Regular meetings are held where any matters relating to Health, Safety or Welfare may be discussed.

Matters concerning safety raised by any employee are thoroughly investigated, and where necessary, effective action taken. Matters which cannot be effectively remedied are referred to the Maintenance Supervisor for advice and guidance.

TRAINING - Persons under your control are adequately trained to carry out any task required of them in a safe manner.

ACCIDENTS AND ILL HEALTH - All accidents, ill health or near miss incidents arising from the work activity are adequately investigated, recorded and reported as detailed in the Accident and Incident Reporting Procedure.

MONITORING - The Health and Safety monitoring activities are carried out at the recommended frequencies.

WELFARE - Adequate welfare facilities are provided and maintained to a satisfactory standard.

HOUSEKEEPING - A safe means of access and egress to the place of work is provided.

The workplace is maintained in a clean and tidy condition with effective cleaning schedules implemented.

STORAGE - All storage areas and facilities are suitable for their purpose, adequately maintained, clearly defined with adequate means of access and egress provided.

HAZARDOUS SUBSTANCES - Any hazardous or dangerous substances that are used, transported, stored and/or handled are done so correctly and in accordance with established rules and procedures.

2.8 MANAGEMENT CONTROL RESPONSIBILITIES

YOUTH ACTIVITY CO-ORDINATOR

HAVING RESPONSIBILITY WITHIN THE GALLEON CENTRE KIDS CLUBS FOR ENSURING THAT:

HEALTH AND SAFETY - The Health and Safety Policy Statement is brought to the attention of all employees and is displayed in prominent locations.

The objectives outlined within the Safety Policy and Management Control System are fully understood and observed by persons under your control.

Changes in the Health and Safety Policy and Management Control System are brought to the attention of all persons under your control.

All relevant registers, notices and documents are maintained and available for inspection.

COMMUNICATION AND CONSULTATION - Regular meetings are held where any matters relating to Health, Safety or Welfare may be discussed.

Matters concerning safety raised by any employee are thoroughly investigated, and where necessary, effective action taken. Matters which cannot be effectively remedied are referred to the Duty Manager, Health Suite for advice and guidance.

TRAINING - Persons under your control are adequately trained to carry out any task required of them in a safe manner.

ACCIDENTS AND ILL HEALTH - All accidents, ill health or near miss incidents arising from the work activity are adequately investigated, recorded and reported as detailed in the Accident and Incident Reporting Procedure.

MONITORING - The Health and Safety monitoring activities are carried out at the recommended frequencies.

WELFARE - Adequate welfare facilities are provided and maintained to a satisfactory standard.

HOUSEKEEPING - A safe means of access and egress to the place of work is provided.

The workplace is maintained in a clean and tidy condition with effective cleaning schedules implemented.

STORAGE - All storage areas and facilities are suitable for their purpose, adequately maintained, clearly defined with adequate means of access and egress provided.

2.9 Responsibilities – The Galleon Centre Employees

Employee's duties under section 7 of the Health and Safety at Work Act include co-operating with their employer to enable the employer to comply with the statutory duties for health and safety.

Employees will therefore:

Inform their supervisor of any situation or condition at work, which he or she considers to be unsafe, unhealthy or could become unsafe or unhealthy.

Have a regard for their own safety and welfare and that of others that may be affected by their actions or omissions at work.

Not indulge in any activities that could create a hazardous or unsafe condition, which could compromise either, themselves, other employees or equipment supplied by The Galleon Centre for use in the workplace.

Adhere to the procedures and safe working practices, which are described in the Health and Safety Policy.

Properly use, maintain and store the personal protective equipment supplied by The Galleon Centre for their safety, health and welfare.

Ensure that any third party workers who are engaged in activities in their employer's workplace are made aware of and work within the health and safety policies and procedures that are in force.

Immediately report any accident, incident or dangerous occurrence, regardless of severity, to their supervisor so that it can be investigated and all reasonable and practicable measures can be taken to remove or minimise the cause(s).

Not indulge in any form of horseplay.

Not drink any form of alcoholic beverage in the workplace or enter the workplace in an intoxicated condition or consume alcohol while going about company business or when in the charge of a company vehicle.

Not ingest, inject or take in any manner whatsoever any form of drugs either prescribed or not, which could in any way affect their own ability to function in a safe manner. If this is the case the employee must inform the relevant Line Manager immediately.

Will inform their supervisor and the person responsible for First Aid arrangements if they are taking any form of medication whether prescribed or not.

Employees

All employees of the Galleon Centre, irrespective of function, work location or working environment, have a personal responsibility under Sections 7 and 8 of the Health and Safety At Work (etc) Act 1974 to co-operate fully with management, supervisors and fellow employees to ensure the effective implementation of the Centre's Safety Policy.

All employees must co-operate in the implementation of the Galleon Centre's Safety Policy by:

- Acting with due care for their own safety and that of any other person, including any member of public, who may be affected by their acts, or omissions.
- Co-operating, with managers and supervisors so far as is necessary, to enable the Centre to comply with any health and safety legislation or other relevant legislation which may be in force.
- In accordance with Risk Assessment procedures and safe working practices, use correctly and for its intended purpose, all work equipment and personal protective equipment provided, in accordance with training and instructions received.
- Reporting any injury, dangerous occurrence, or disease contracted, to their immediate supervisor to allow the incident to be recorded and where necessary, investigated.
- Bringing to the attention of their immediate supervisor, any shortcomings in respect of the Centre's health and safety arrangements they observe or become aware of.
- Stopping any work activity where the employee genuinely believes there is a risk of serious injury or imminent danger to themselves or others.
- Read the Galleon Centre Health and Safety Policy as a means of undertaking the Health and Safety at Work Act. Any areas requiring clarification must be brought to the attention of your immediate supervisor or Health and Safety Committee representative.
- Attend departmental meetings using Health & Safety Agenda item as a communication process for improving Health & Safety in the Galleon Centre.
- Acknowledge the need and be committed to a continuous improvement programme.
- Maintain all areas of the Galleon Centre to a satisfactory standard.
- Complete the necessary documentation, ensuring the standards of Health & Safety, and cleanliness are attained.

- Attend training workshops regarding Health & Safety.
- Comply with all procedures in site in the Galleon Centre relative to: -
 - COSHH
 - RIDDOR
 - Electricity at Work
 - Manual Handling
 - Display Screen Equipment
 - Risk Assessments
 - Noise at Work
 - Plant & Equipment
 - Emergency & Evacuation
 - First Aid
 - Fire Safety
 - Contractors
 - Violence at Work
 - Housekeeping
 - Working at height

This list is not exhaustive and will be updated regularly to ensure the Health and Safety of all persons working or visiting the Galleon Centre.

2.10 Responsibilities – The Galleon Centre – Law At Work Ltd

The Galleon Centre maintains a contract with an external Health & Safety consultancy firm, Law at Work Ltd, which provides professional and technical support to the organisation.

This service complements the available internal resources, thus assisting the organisation to discharge its duty as set out in the Management of Health & Safety at Work Regulations 1999, as amended, to appoint an adequate number of competent persons to achieve and maintain legal compliance.

The Health & Safety service includes the provision of:-

- External auditing of the Health & Safety system
- Helpline for all Health & Safety related queries 24/7
- Specialist consultancy and training support as required

2.11 Safety Culture

The Galleon Centre will ensure that Health & Safety is an integral part of the overall management culture and will seek to develop a positive attitude to Health & Safety amongst staff by: -

- Visibly demonstrating a clear commitment to improving Health & Safety performance;
- Promoting co-operation by recognising that all staff have an important contribution to make to effective Health & Safety management and

- providing opportunities for participation and involvement in Health & Safety activities, e.g. Health & Safety committees, risk assessment;
- Ensuring the communication of necessary information throughout the organisation;
 - Securing the competence of employees from the start of their employment with the organisation; and
 - Implementing systems, which will identify Health & Safety training needs arising from recruitment or changes in staff, procedures, or systems of work.
 - Raising Health and Safety issues on agendas for each departmental meeting, communication of risk assessment and reviews.

To ensure the Safety Culture is visible at the forefront of the organisation, the General Manager will attend Health & Safety Committee meetings and personally undertake Health & Safety training and, where necessary, periodically review and update their level of awareness of Health & Safety.

2.12 Planning

The General Manager will prepare a Health & Safety plan, which will outline specific Health & Safety objectives with realistic timescales for their accomplishment. These objectives will be developed in consultation with Law At Work Ltd Health & Safety Managers.

These objectives will be set out following an initial review, which will: -

- Compare existing arrangements against requirements of relevant legislation dealing with Health & Safety management issues;
- Establish performance standards after a thorough analysis of the needs of the organisation and of existing and potential risks; and
- Assess the effectiveness of existing resources devoted to health and safety.

Section 3

General Arrangements

3.1 Information, Instruction and Training

The Galleon Centre recognises and accepts that for Health & Safety training to be successful its role within the organisation must be understood. Health & Safety training is provided not just to satisfy legal requirements, but also to drive and support the organisation's Health & Safety management system. The Health & Safety training will ensure the competency of management and key personnel by providing a robust support structure for company policy.

The Health & Safety training provided is specifically aimed at providing employees with the knowledge, skills and attitudes to perform their duties successfully. This should, however, be supplemented by hazard specific training provided by services, such as on-the-job instruction, formal training and by written instructions.

All employees will be asked to sign their training record to confirm that they have received such information, instruction and / or training. Such records will be held by the Office Manager.

The Galleon Centre recognises that additional or special training may be required on an ongoing basis. Such training may include:

- Fire Safety Awareness
- Manual handling
- First aid
- COSHH
- Use of Work Equipment

3.2 Communication and Consultation (internal and external)

3.2.1 Internal

The Galleon Centre communicates with employees as necessary on Health & Safety issues by one or more than the following:

- Written instructions/information by email
- One to one meetings
- Group meetings
- Notice Boards

All employees receive a copy of our Health & Safety policy and any subsequent amendments. Employees are required to sign documentation to confirm that they have read and understand the policy and the duties it places upon them. The signed documentation is held on their training/information record.

3.2.2 External

Our Health & Safety Advisors are:

Law at Work Ltd
G1
1 George Square
Glasgow
G2 1AL

0870 240 3589
advice@lawatwork.co.uk

The Local Environmental Health Department Offices are:

Environmental Health
East Ayrshire Council
Council Headquarters
London Road
Kilmarnock
KA3 7BU

01563 576000

HSE – Employment Medical Advisory Service (EMAS)

EMAS
375 West George Street
Glasgow
G2 2LW

Tel: 0141 275 3000
Fax: 0141 275 3100

3.3 Cleanliness

We expect all employees/contractors/visitors to work in a safe and tidy manner.

Toilets, washing facilities and drinking areas are provided for your comfort and convenience. Please keep them clean and sanitary.

Keep rooms clean. Do not let debris, food scraps, etc. accumulate.

Spillage of any liquids should be cleaned up immediately.

All debris and waste must be disposed of safely and as soon as it is practically possible to do so.

At no time should waste, materials or equipment be a danger to you, other employees, guests or any other third person.

Materials and equipment should be safely stored and the area regularly inspected that it is not becoming untidy.

3.4 Waste Disposal

For unusual types of waste review the risk assessment and the COSHH risk assessment.

Non hazardous waste should be disposed of into a skip or appropriate container as soon as practical and should not be allowed to build up and create a hazard.

Sharp debris should be dealt with appropriately before any handling takes place.

3.5 Safe stacking and storage

All materials, products, equipment and debris on our premises should be stored in a manner that does not create or cause a hazard.

Safe passage should be maintained at all times.

Materials should be kept away from doorways and fire exits.

Materials when not being used should be stored safely.

3.6 Marking and Keeping clear passageways, Exits etc.

All exits and passageways are to be kept clear at all times unless there has been prior notification to management and all those affected have been informed for their own safety.

All fire exits should be adequately lit, and be suitably marked with the correct signage.

3.7 Visitors & Members of the Public

They do not understand the risks to themselves and others created by our work, extra care should be taken.

All visitors are requested to report to an employee. An employee must accompany visitors. The employee is then responsible for their Health & Safety. The accompanying employee must ensure that visitors follow correctly our Health & Safety rules, for example by making correct use of personal protective equipment and responding correctly to the arrangements for fire evacuation. All visitors and contractors are required to sign in and out of each site. All external contractors will receive a copy of our Health and Safety Policy.

3.8 Welfare Provisions

We provide suitable toilet and washing facilities and request that employee ensure that they maintain these facilities in a suitably hygienic condition.

Supplies of drinking water are available – all cold water taps provide water suitable for drinking unless they are specifically marked to the contrary.

3.9 First Aid and Medical Attention

Sufficient numbers of trained persons and equipment to deal with accidents and injuries will be provided by each premise.

To this end The Galleon Centre will provide information and training on first aid to employees to ensure that statutory requirements and the needs of the organisation are met.

First aid requirements will be identified through the risk assessment process to ensure the adequacy and appropriateness of first aid personnel, equipment and facilities. It is company policy that sufficient numbers of first aid personnel and equipment to deal with accidents and injuries will be provided by each premise (at least 1 First Aider per 50 employees). Where the number of staff employed is less than 50 or the risk is low then a “trained Emergency First Aider” (formerly known as the Appointed Person) may be nominated to take charge of the situation in the absence of a First Aider.

It should be noted that the Health & Safety (First Aid) Regulations 1981 only place a legal responsibility on employers to provide first aid for their employees.

Additionally, each of our premises should also ensure they are equipped to meet the first aid requirements of persons other than employees, e.g. clients/visitors/contractors.

In all cases a sufficient number of first aiders or emergency first aiders should be designated, taking into account annual leave and sickness absence etc. All first aiders and emergency first aiders will be appropriately trained by an accredited organisation.

3.10 Accident and Incident Reporting and Investigation

The Galleon Centre’s incident reporting procedure must be followed and all accident and/or incidents to employees and others affected by The Galleon Centre operations must be recorded in the accident book. The Galleon Centre will ensure compliance with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 95). Fatalities, major injuries, notifiable diseases and dangerous occurrences must be reported to the HSE Incident Contact Centre as soon as possible on the appropriate form.

All sites are responsible for investigating all accidents, dangerous occurrences or near misses with the objective of identifying the cause and the appropriate steps needed to prevent a recurrence.

When reportable accidents are reported to the Health & Safety Executive, they may decide to carry out their own investigation. In such cases, General Manager and a Health & Safety Manager from Law At Work Ltd will liaise and assist them.

3.11 Aids & Employment

Person to person transmission of the AIDS virus does not normally occur during normal working activities. However it is recognised that some groups of employees, due to the nature of their work may be at risk from Sharps Injuries etc. The Centre will seek to ensure that such risks are kept to a minimum via safe working procedures.

A procedure has been established for reporting Needlestick/Sharps Injuries and must be followed in every case. This is not only in relation to the transmission of the HIV Needlesharp virus but also to guard against Hepatitis B.

The Centre will however encourage employees who have been diagnosed as HIV positive to obtain counselling advice and support from a responsible person. Disclosure of such information will be treated in the utmost confidence and employment rights will not be affected

3.12 Working at Height

The Galleon Centre shall comply with all aspects of the Work at Height Regulations 2005. The risk assessment process will identify how the potential work at height risks arise and how they impact on those affected. This information will then be used to make informed decisions on how the identified risks will be managed.

All work at height shall be properly planned by a competent person(s).

Work at height will not be carried out where it is reasonably practicable to carry out the work safely otherwise than from height **(AVOID)**.

A suitable and sufficient assessment of the risks associated will be carried out with each job task that involves work at height.

Steps will be taken to prevent, so far as is reasonably practicable, falls from height **(PREVENT)**.

Steps will be taken to mitigate the distance and consequences of a fall where it is not reasonably practicable to prevent a fall **(MITIGATE)**.

A Safe System of Work (SSoW) will be produced for each work at height task covering all aspects of the job, including the lead up to the job, the job itself and the necessary tidying up.

All employees who are to undertake the task will be informed of the risk assessment findings and are personally responsible for ensuring that they understand and comply with the protective measures.

3.13 Personal Protective Equipment

We seek, so far as reasonably practicable, to ensure the adequate control of risks by means other than through the provision of PPE and clothing. However, the nature of the operations means that the use of such protection is required in a variety of circumstances. Employees are provided free of charge with PPE and clothing on a personal basis. Employees are instructed in the correct usage and also as necessary, in correct storage and maintenance.

Employees are required to sign that they have received the various items of PPE required for their job. Employees are reminded that failure that failure to use correctly the PPE / clothing with which they have been provided will result in disciplinary action being taken.

When PPE is to be provided as a control measure, Line Managers will:

- a) carry out an assessment of proposed PPE to determine whether it is suitable
- b) take any necessary measures to reduce/eliminate any risks found as a result of the assessment
- c) ensure that where two (or more) items of PPE are used simultaneously, that they are compatible and are as effective used together as they are separately
- d) arrange for adequate accommodation for correct storage of the PPE
- e) train staff in the safe use of appropriate PPE for all risks identified
- f) implement steps for the maintenance, cleaning and repair of PPE
- g) replace PPE, which has been provided to meet a statutory obligation, as necessary and at no cost to the employee
- h) keep appropriate records of PPE relating to assessment, issue and training
- i) inform every employee of the risks which exist
- j) re-assess as necessary if substances used or work processes change.

3.14 Safe Operating Procedures

The Company recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes ensuring that safe operating procedures are developed, understood and followed.

Employees are reminded that failure to follow safe operating procedures correctly will be viewed as serious and will result in disciplinary action.

Where necessary, safe operating procedures will be developed to supplement risk assessment. All our contractors provide risk assessments and method statements.

3.15 Contractors & Sub-Contractors

The Galleon Centre requires the prospective service provider to furnish adequate and appropriate information to indicate their competence to perform the work safely and without risks to health. This may, for example require the contractor or sub-contractor to provide a method statement, supporting risk assessment, certificates of competence of their employees and / or certifications of plant / equipment to be used during the contract.

Contractors and sub-contractors must report to reception and must be met by a designated employee. This person is responsible for ensuring that the contractors are provided with the information and instruction necessary to protect them from the risks arising out of our activities.

The following points illustrate how we will manage our contractors and sub-contractors:

a) Pre Contractor Selection

The relevant manager who arrange contracts for work to be carried out require to follow the 4 Step process before contractor selection to ensure that appropriate contractors are selected to do work on the unit safely:

Step 1 - ensure that the work that the company wants the contractor to do is clearly identified and documented, including the identification of relevant **risk assessments** that apply to the area/equipment/activity in question. The line manager must ensure that the contractor is made aware of any particular hazards, risks and control measures i.e. in relation to fire safety, asbestos, visitors/employees etc..... (i.e. the contents of relevant risk assessments);

Step 2 - ensure that suitable and competent contractors are selected (i.e. they have sufficient skills and knowledge) to do the work without risks to health and safety. To do so the line manager must obtain relevant health and safety information from any prospective contractor BEFORE they are selected. This will be achieved by requesting documented H&S evidence from contractors interested in winning the contract by asking the contractor to complete a '**Contractors Competence Questionnaire**'.

Step 3 – The relevant manager must satisfy themselves that the contractors have a robust health and safety management system in place, this will be based on the written documentation supplied together with the answers given to the '**Contractor Competence Questionnaire**'.

Step 4 – If the company is satisfied that the contractor is competent we must record this on the '**Register of Approved Competent Contractors & Suppliers of Services**'. This will save doing the same detailed checks next time the contractor is used by the company as long as it is within one year of the approval.

b) Post Contractor Selection

The relevant manager is required to follow the 3 Step process once a contractor has been selected to ensure that the job is planned safely. This will include receiving the contractor's documentation for all risk assessments and method statements relating to the job.

Step 1 – The relevant manager must ensure that they have received the contractors signed copy of their risk assessment(s) and method statement relating to the job they have been contracted to do;

Step 2 – The relevant manager must meet with the Contractor to establish clear lines of communication, co-ordination and co-operation. The manager must also ensure that any high risk activities are properly managed and controlled to a medium risk or lower. Managers must liaise closely with all employees and other relevant persons on site that may be affected by contractors work.

Step 3 – The relevant manager must ensure that the contractor works within the parameters identified in their method statement and risk assessments in the form of frequent supervision and spot checks on their working activities. Any serious failures or incidents must be recorded and where necessary, contractors should be asked to leave the site should any unsafe acts be observed/reported. This will also lead to them being removed from the '**Register of Approved Competent Contractors & Suppliers of Services**'.

3.16 Risk Assessments

The Galleon Centre is required to assess the risks to employees and others who may be affected by our operations in order to comply with The Management of Health & Safety at Work Regulations 1999. The risk assessment process will identify how the risks arise and how they impact on those affected. This information must then be used to make informed decisions on how the identified risks will be managed.

Departments will be responsible for developing and implementing a risk management strategy in relation to Health & Safety. This strategy shall include the implementation of a programme of risk assessments, which will be carried out on all activities to identify potential hazards, evaluate the risks from these and implement control measures to minimise the risks.

Only trained, competent personnel will be involved in the risk assessment process that has been developed by The Galleon Centre and they shall be coordinated by the General Manager, Deputy General Manager and Operations Manager. Records of the completed risk assessments are retained by the Department Heads in master format, but should be accessible to the General Manager and Deputy General Manager.

FOR INFO The risk assessment process will identify all persons at risk (including contractors/sub-contractors) and subsequently the controls to protect them.

- Record the significant findings.
- Involve employees in the process. (so far as reasonable practicable)
- Inform employees (of the risks identified and the precautions which they should take to ensure that the risks remain adequately controlled)
- Assess any additional risks, which may arise in relation to young persons, disabled persons, pregnant woman / nursing mothers.
- Confirm that the risks are adequately controlled (or to identify and implement control improvements with appropriate priority.)
- Review the assessments wherever there is a reason to do so

3.17 Hazardous Substances

The Galleon Centre will ensure that no work is carried out which is liable to expose any employees or others to any product, chemical or substance hazardous to health unless a suitable and sufficient assessment of the risks created by that activity and of the steps needed to reduce the risks has been made.

Exposure to hazardous products, chemicals or substances will either be prevented or, where this is not reasonably practicable, adequately controlled.

Measures introduced to control exposure will be maintained, examined and tested to ensure their continued effectiveness. Personal protective equipment will be provided only as a last resort means of controlling exposure to hazardous substances. Information, instruction and training will be given to employees exposed to substances hazardous to health.

Departments shall maintain a COSHH register, if necessary, to establish whether there are substances that are potentially hazardous to health at work, and if so then a written assessment will be required together with an in-depth study of the process/activity. The assessment must be suitable and sufficient and cover the risks created by the work and should identify the steps which need to be taken to control the risks.

Employees will be provided with all necessary, information, instruction and training to protect them from the risks associated with the hazardous substance in use. In particular employees will be expected to follow safe working procedures and safe systems of work including the correct use of any PPE and clothing. Employees must report if they are suffering aches, headaches pains or any other symptoms, which may be attributed to their use of hazardous substances at work.

Also refer to all relevant COSHH assessments and risk assessments.

3.18 Manual Handling and Lifting

The Galleon Centre recognises that manual handling is one of the most common causes of absence through injury in the workplace and must be avoided, so far as is reasonably practicable. Where it is not possible for services to eliminate or mechanise manual handling, they must undertake assessments to determine the level of risk. Suitable controls will be introduced to reduce the risk of injury to the lowest extent reasonably practicable, including training, mechanical aids, automation, redesigning the system of work or even the workplace itself. In most cases manual handling assessments should be incorporated into **generic risk assessments**, however, a specific manual handling assessment will be carried out when required.

All employees suffering from an acute injury or long term ill health condition likely to be aggravated by manual handling or lifting, must report this condition immediately to their Line Manager.

3.19 Office Activities, inc use of Display Screen Equipment

The Health & Safety (Display Screen Equipment) Regulations 1992 place a duty on employers to ensure that there is provision of a working environment that is suitable and safe for the use of display screen equipment. Other duties are to assess the work area and provide suitable equipment, training, information and eye and eyesight testing. The Galleon Centre will make sure that a system of administration is in place for the effective implementation of the regulations.

Departments are required to undertake a formal risk assessment of the workstations within their site. These assessments should combine both the identification of risk and evaluation of its extent. Generally any risks arise when the work, workplace and working environment do not take account of user requirements.

Employees must report if they are suffering aches, pains, headaches or any other symptoms, which may be attributable to their use of display screen equipment at work.

3.20 Stress

The Galleon Centre recognises that whilst a degree of pressure can be a positive force at work, excessive pressure can have a negative effect on health and on performance at work. The organisation is committed to promoting good health at work and to provide suitable support mechanisms for employees suffering from the negative effects of stress.

The Galleon Centre will identify stressful jobs and situations, through the risk assessment process and other appropriate means, with the objective of reducing harm from workplace stress, as far as is reasonably practicable.

The organisation will provide suitable information to employees and managers in relation to stress. The stress information provided would include guidance on: recognising the symptoms of stress; the effects of stress at work; effective communication; handling difficult situations; time management and good employee relations. Where members of staff are suffering from stress, the organisation will provide the necessary mechanisms to promote a return to full health as quickly as possible.

Members of staff are encouraged to refer themselves to their Line Manager, the General Manager or the Deputy General Manager.

All referrals will be dealt with in confidence.

3.21 New & Expectant Mothers

A new or expectant mother is defined as an employee who is pregnant, who has given birth within the previous 6 months or who is breastfeeding. Given birth is defined as an employee who has delivered a living child or after 24 weeks of pregnancy, a still born child.

The Galleon Centre will assess the risks to all New & Expectant mothers within the organisation and will review and update the assessment where necessary. We appreciate that many expectant mothers do not wish to disclose their pregnancy until 12 weeks of the pregnancy has passed, however we would strongly encourage any expectant mother to inform us at the earliest possible time to ensure that we can assess the relevant working activities and alter where appropriate.

3.22 Home Working

The Galleon Centre recognises that there is a requirement for some employees to work from home and take cognisance of this. An assessment of the risks to employees whilst working at home will be carried out in order to reduce the risks to the employee. This assessment only includes work activities carried out within the home or any equipment provided by The Galleon Centre for working in the home and not domestic areas or features of the employee's home.

Areas to consider:

- Manual Handling

- Use of Work Equipment
- Display Screen Equipment
- New & Expectant Mothers
- Accident Reporting & Investigation

3.23 Vehicles and Occupational Road Risk

The Galleon Centre operations involve the use of road vehicles. We ensure that all our employees who drive for work purposes hold a valid UK license and have appropriate insurance (if necessary when using a personal vehicle). This information shall be requested every 12 months and held in the employee's personnel file. Employees must inform their Line Manager immediately following any change to driving licenses including penalty points or disqualification.

Disciplinary action will be taken against any other person found to be driving without authorisation. Disciplinary action will be taken against any authorised driver who is driving a vehicle whilst under the influence of alcohol or drugs and/or driving in an unsafe manner.

A risk assessment will be carried out on the use of vehicles for work purposes.

3.24 Alcohol and Drugs

The Galleon Centre recognises that the provision of a safe and healthy working environment may be affected by those who misuse alcohol and drugs and that it may affect their performance, conduct and relationships at work. Against this background the organisation will promote the health and wellbeing of employees to minimise problems at work arising from the effect of alcohol or drugs.

3.25 Smoking

The Galleon Centre is committed to the health and welfare of all of its employees and believes that their personal well-being is essential for its efficiency and effectiveness. The Health & Safety Policy seeks to guarantee employees the right to work in air free of tobacco smoke.

Exposure to second hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

Smoking is prohibited in all areas of the business including vehicles used for work purposes. Drivers of personal cars are currently permitted to smoke unless they are carrying passengers in which case all parties, including the driver, will not be permitted to smoke

3.26 Violence

The Galleon Centre recognises the importance of including appropriate arrangements for dealing with 'violence in the workplace' as an integral part of its Health & Safety policy.

The organisation will meet the duties placed on it under the Management of Health & Safety at Work Regulations 1999 by ensuring that a system is in place to identify and assess the risks from violence in the workplace.

Where significant risks are identified, appropriate control measures will be implemented to reduce the risks to the lowest level reasonably practicable. Control measures will include training where it is deemed appropriate.

Employees are encouraged to report incidents of violent behaviour (Verbal or Physical) to which they have been subjected to their Line Manager, the General Manager or the Deputy General Manager who will discuss/investigate the incident and, where possible, take action to prevent a recurrence. The action taken or proposed action should be recorded.

3.27 Work Equipment

The Galleon Centre shall comply with all aspects of the Provision and Use of Work Equipment Regulations 1998. The legislation covers work equipment whether The Galleon Centre or employee owned, hired or leased. It covers work equipment used in all workplaces where the Health & Safety at Work Act applies including offices and common parts of shared buildings e.g. lifts and external sites.

Line Managers in conjunction with the General Manager and the Deputy General Manager shall make arrangements for assessing the suitability of work equipment with respect to:

- its initial integrity;
- the place where it will be used; and
- the purpose for which it will be used.

In addition, Line Managers in conjunction with the General Manager and the Deputy General Manager shall make arrangements for suitable maintenance, inspection, information, instruction and training. They shall also make specific provision for conformity with European Community requirements, specific dangers, markings and warnings.

3.28 Fire Safety

The Galleon Centre believes that the correct approach to fire safety is specifically one of fire prevention i.e. to prevent fires breaking out. However, it would be dangerous to assume that fires can never happen. Therefore it is the organisation's intention to ensure that:-

- fire can be detected in a reasonable time and people can be warned reliably;
- people who may be in the building can get out quickly and safely;
- staff in the building know what to do if there is a fire;

- all premises have suitable and sufficient emergency procedures; and
- there are adequate supplies of fire fighting equipment available.

The minimisation of property damage is important but not if it jeopardises the safety of staff or members of the public. **The safety of life must override all other considerations at all times.**

The Galleon Centre has identified six key components to ensure that the policy is effectively implemented in respect of fire safety, and these are:-

- Guidance Notes on fire safety
- Fire risk assessments
- Fire safety training
- Fire evacuation procedures
- Accommodation of disabled people (where necessary)
- Incident reporting procedures

In accordance with the Fire (Scotland) Act 2005 The Galleon Centre will ensure that a fire risk assessment is carried out.

3.29 Electricity

Work on electrical equipment and systems can be hazardous and the organisation will reduce the risks, so far as is reasonably practicable. The onus of the Electricity at Work Regulations 1989 is on the employer to assess the work activities which utilise electricity, or which may be affected by it, and to define all foreseeable associated risks.

Management will therefore ensure that electrical equipment and systems are properly constructed, installed and maintained and that installations are suitable for the environment in which they are used.

The site must have their Fixed Electrical Installation System tested every 3 years and all PAT testing throughout the organisation must be carried out on an annual basis.

It is company policy that in all company locations where a duty of care exists that, as far as is reasonably practicable:

- all fixed electrical installations are installed and maintained in a safe condition;
- all portable electrical appliances are supplied and maintained in a safe condition;
- all employees are responsible for inspecting their workstation to check for any defect and to report to their line manager;
- all persons responsible for checking, inspecting and testing electrical equipment and installations are competent;

- all persons who use electrical appliances can do so safely without risk of harm from electricity;
- that there will be sufficient resources available to control all risks from electricity

3.30 Safety Signs and Signals

All safety signs and any safety signals used within The Galleon Centre will comply with the Health & Safety (Signs and Signals) Regulations 1996.

3.31 Monitoring, Audit and Review of Safety Performance

The effectiveness of the The Galleon Centre Occupational Health & Safety Policy will be monitored in the following ways: -

Accidents at the following levels of severity will be analysed by Operations Managers, the Deputy General Manager and the General Manager with a view to determining and eliminating their causes: -

- Major injury/dangerous occurrence/industrial disease.
- Lost time accidents (3 days or more).
- Other injury.

Regular and systematic inspections will be carried out to ensure that the requirements of the organisation's Occupational Health & Safety Policy are being met; this will be achieved by carrying out a General Risk & Compliance Audit. Our nominated Health & Safety Manager from Law At Work Ltd will carry out the audit.

Employees are reminded that they have a duty to report immediately to their manager, any defect or safety concern of which they become aware. The Galleon Centre will review our safety performance on a regular basis and draw upon all available information to establish plans for ongoing legislative compliance and improved Health & Safety risk control.

The purpose of the monitoring system is to provide information about our Health and Safety performance for management review.

Where agreed performance standards and/or specified objectives are not met, action is taken in order to ensure that the likelihood of accidents/incidents happening is minimised.

It should be noted that the Health and Safety monitoring system supplied by Law At Work Ltd is not intended to be used in isolation. Instead, it should be used to complement the arrangements relating to the premises, equipment and work activities as described in our Management Control System. Examples of such arrangements are listed below:

- A comprehensive system for the inspection of plant, machinery and medical equipment, as well as the building fabric and facilities is necessary, to form part of a complete monitoring system

- These inspections and examinations form part of the arrangements for planned preventive maintenance of plant, machinery and equipment. Many of these are legal requirements, including, for example, the thorough examination and inspection of pressure systems, lifting equipment and ventilation equipment etc.
- Working procedures, safe systems of work, risk assessments and the results of compliance audits are regularly reviewed to validate existing controls or to identify areas requiring revision.

When establishing monitoring activities, reference should be made to the relevant Safe Working Guidance contained within the Management Control System, the contents of the Risk Assessment reports and any applicable manufacturer's recommendations.

The Health and Safety monitoring system is split into two sections; Active Monitoring and Reactive Monitoring. In order for the monitoring system to be effective, it is essential that both types of monitoring are used.

Active Monitoring

The active monitoring system is designed to provide information about the Company's Health and Safety performance **before** an accident, ill health or incident occurs.

This is done by those of us with responsibilities for particular areas and/or topics using a series of monitoring checklists tailored to our individual requirements.

Different methods of monitoring are applicable depending upon the nature of our activities or locations involved. Monitoring may be carried out remotely, i.e. from reports and minutes of meetings, or directly through visual inspections.

Monitoring is undertaken at intervals as recommended on the individual checklist sheets. Further guidance relating to the frequency of monitoring is given later in this section.

Where situations or activities are observed which are likely to result in an accident/incident, prompt and effective action is required. This remedial action should not only consider steps necessary to remove the immediate likelihood of an accident/incident, but should also consist of measures to prevent such a situation recurring in the future.

Reactive Monitoring

The reactive monitoring system is designed to provide information about our health and Safety performance **after** an accident, ill health or incident occurs.

The reactive monitoring system applies to records of accidents, ill health, damage and/or near miss incident. Reactive monitoring requires the reporting of the following:

- injuries and cases of ill health
- other loss events e.g. damage to plant, machinery, equipment or property
- incidents (including all those which have the potential to cause injury, ill health or loss)
- hazards
- weaknesses or omissions in performance standards.

The reporting of serious injuries and ill health is achieved through formal procedures. However, the reporting of minor injuries relating to employees, contractors, visitors and the general public on our premises as well as the reporting of other loss events, incidents and hazards is promoted by:

- training which clarifies the objectives and reasons for identifying all relevant events
- establishing a culture which emphasises an observant and responsive approach and the critical importance of enforcing systems of control before harm occurs, and which encourages open honest communication
- Cross referencing fire reports, insurance claims, maintenance records, accident and health records to identify any unreported events.

Where situations or activities are identified which resulted in an accident/incident, a thorough investigation followed by effective action will take place. The investigation will focus on the root causes of the accident/incident, with the corrective action aimed at removing these cause in order to prevent recurrence.

Monitoring Frequencies

The frequency at which particular locations and/or activities should be monitoring depends upon several different factors, including:

- mandatory monitoring requirements with defined maximum intervals
- the degree of risk associated with the particular location/activity
- the likelihood of accidents/incidents occurring
- individual Company requirements

3.32 Review

This policy or any revision of it will be drawn to the attention of every employee of the organisation and new employees as they are recruited. The contents of documents produced under this policy will be brought to the attention of all employees to whom the contents are relevant.

This policy and any documentation produced under it will be added to or modified as required and will be reviewed when necessary.

2.2 Responsibilities – The Galleon Centre Managers & Supervisors

Managers & Supervisors have the following H&S responsibilities within their respective areas:

- Provide information, instruction, training and supervision to enable employees to perform their work safely and efficiently.
- Work with the employees to provide and maintain a safe and healthy working environment.
- Ensure staff have all necessary safety devices and protective equipment and are supervised in their correct use.
- Ensure equipment is properly maintained, and that any unsafe equipment is identified and withdrawn from use.
- Ensure accidents are recorded correctly.
- Ensure risk assessments required by legislation are carried out and updated as required.
- Ensure sales and admin staff trained in the organisations fire and evacuation procedures.
- Ensure training/information records are maintained and up to date for all department employees.
- Ensure regular H&S Audits are carried out and any hazards acted upon.
- Ensure the testing of the fire alarm system weekly and quarterly.
- All staff must be trained in the company's Fire Procedures and evacuations.
- Carry out two fire evacuations per year.
- Ensure disciplinary action is taken on those employees who persistently breach the company's health and safety policies and procedures.

Maintain training/information records for all staff.

