



Health & Safety Policy

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H & S and Operations Officer
Fife Cultural Trust
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Health & Safety Policy Statement

Why we've produced this statement



In Fife Cultural Trust, we take health and safety very seriously. The Board and the Executive Team give our full support to this Policy and the implementation and maintenance of the highest standards of occupational health, safety and welfare across the organisation. Health and Safety is and will remain a key priority for the Trust.

What is our Health and Safety Vision?

Our vision is to carry out all our activities in such a way as to keep each other, those who work with us and the public safe from harm.

In order to deliver on our vision, we need the involvement and commitment of all employees, and positive leadership from Directors and managers. We also need the support of trade unions, employee representatives and our contractors, suppliers and partners.

What are our health and safety commitments?

We commit to:

- achieve and maintain high standards of occupational health, safety, and welfare
- comply with all relevant health and safety legislation
- promote strong health and safety leadership to ensure occupational health and safety is considered when we do our work
- promote effective consultation and co-operation with all employees and their representatives, our partners, suppliers, contractors and communities about the health and safety issues arising from our actions
- ensure health and safety is fully considered in all project management and design work, and risks are reduced to the lowest level possible with effective monitoring and control
- ensure an adequate number of trained employees and appropriate budget are provided to achieve high standards of health and safety compliance
- set clear health and safety targets and continue to improve by effective monitoring, inspection, audit and review
- promote a sensible and realistic attitude to risk management
- ensure that all our employees, and others working in our behalf, are provided with appropriate information, instruction, training and supervision to carry out their work safely and effectively
- encourage safe behaviour of our employees, contractors, and visitors to our buildings
- motivate employees to achieve high standards of health and safety behaviour

To enable us to meet these commitments, we require our contractors, partners, economic operators, consultants and voluntary groups to demonstrate the same level of commitment in matters of occupational health, safety and welfare.

What does this mean for you?

- we ask you to be responsible for your own health and safety and the health and safety of others who may be affected by what you do
- we ask you to take individual responsibility to follow health and safety procedures and work in accordance with instruction and training you have received
- you must co-operate with supervisors and managers on health and safety matters
- you must not misuse or recklessly interfere with anything provided to protect your health, safety and welfare
- we ask that you promptly report any unsafe conditions or practices
- you must use work equipment and personal protective equipment in accordance with instruction and training you have received
- we ask that you support us in achieving our health and safety targets
- you must play your part to maintain a safe and healthy workplace.

How we will measure our performance

Health and safety targets will be included as part of a range of performance measures for all Fife Cultural Trust services.

I believe successful implementation of our health and safety commitments will:

- protect the health, safety and welfare of all employees and others affected by our work activities
- deliver continuous improvement in health and safety performance
- allow employees to work more efficiently and therefore improve the quality of services provided

We all need to play our part in making Fife Cultural Trust a safe and healthy place to work. With your support, I am confident that we will achieve our aim.

Heather Stuart
Chief Executive

Date:

Section 2 - Organisation

2. Duties, Roles, Responsibilities and Accountability

2.1 Fife Cultural Trust Limited

The senior officer of the Company, the Chief Executive, supported by the Depute Chief Executive and 13 members of the Board of Directors, heads the Trust.

The Chief Executive and Depute are further supported by the Executive Team responsible for the strategic management of the Trust. They are:-

Head of Customer Services & External Relations.

Head of Business Development.

The Head of Customer Services & External Relations supported by the Team Leaders, Co-ordinators and Facility Managers is responsible for the management of the following facilities

THE HERITABLE PROPERTIES

Asset Name	Address	Town
Cupar Library, Duncan Inst.	33 Crossgate	Cupar
Colinsburgh Library	Main Street	Colinsburgh
Elie Library	Siward Lane	Elie & Earlsferry
Lundin Links Library	Crescent Road	Lundin Links
Laing Museum	120 High Street	Newburgh
St Andrews Library	Church Square	St Andrews
St Monans Library	Hope Place	St Monans
Pittenweem Old Town Hall, Library	Cove Wynd	Pittenweem
Ladybank Library	23 Commercial Road	Ladybank
Buckhaven Library/ Museum	3 College Street	Buckhaven
Burntisland Library / Museum	102 High Street	Burntisland
Cardenden Library	Carden Avenue	Cardenden
East Wemyss Library	School Wynd	East Wemyss
Cadham Library	12 Cadham Centre	Glenrothes
Glenwood Library	Glenwood Centre	Glenrothes
Kennoway Library	1 - 3 Bishops Court	Kennoway
Sinclairtown Library	Loughborough Road	Kirkcaldy
Templehall Library	Beaully Place	Kirkcaldy
Leslie Library	289 High Street	Leslie
Markinch Library	Markinch Primary School	Markinch
Thornton Library	7 - 11 Strathore Road	Thornton
Dunfermline Carnegie Library	Abbot Street	Dunfermline
Abbeyview Library	38 Abbeyview	Dunfermline
Cowdenbeath Library	41 High Street	Cowdenbeath
Crossgates Library	49 Main Street	Crossgates
Kelty Library	Cocklaw Street	Kelty
Kincardine Library	2 Keith Street	Kincardine
Valleyfield Library	Chapel Street	High Valleyfield

Rosyth Library	Parkgate	Rosyth
Dalgety Bay Library	Regents Way	Dalgety Bay
Kirkcaldy Museum, Art Gallery & Library	Memorial Gardens	Kirkcaldy
St Margarets Cave Centre	Chalmers Street	Dunfermline
Methil Heritage Centre	272 High Street	Methil
Anstruther Library	Cunzie Street	Anstruther
Auchtermuchty Library	High Street	Auchtermuchty
Crail Town Hall Library	Municipal Bldgs	Crail
Bowhill Centre, Library	Station Road	Cardenden
Kinghorn Library	Rossland Place	Kinghorn
Adam Smith Centre	Bennochty Road	Kirkcaldy
Aberdour Community Centre Library	9 Shore Road	Aberdour
Carnegie Halls	East Port	Dunfermline
St Andrews Museum	Doubledykes Road	St Andrews
Lochgelly Centre Theatre & Library	Bank Street	Lochgelly
Libraries, Arts, Museums & Archives HQ	East Fergus Place	Kirkcaldy
Lochore Library, Benarty Centre	Flockhouse Ave	Ballingry
Newport Library & Heritage Centre	3 Scott Street	Newport-on-Tay
Tayport Library	17 Queen Street	Tayport
Cupar Museum Store	St Catherine Street	Cupar
Falkland Library	Back Wynd	Falkland
Forth House Museum (Stores 1 & 2)	Abbotshall Road	Kirkcaldy
Inverkeithing Museum (Store)	Queen Street	Inverkeithing
St Margarets House	St Margarets Street	Dunfermline

THE LEASEHOLD PROPERTIES

Asset Name	Address	Town
Roths Halls & Library	Roths Square	Glenrothes
Archives Centre Carleton House	Balgonie Road	Markinch
Freuchie Library	Lumsden Memorial Hall	Freuchie

THE COMMUNITY LICENSED PROPERTIES

Asset Name	Address	Town
Newburgh Library, Tayside Institute	90/92 High Street	Newburgh
Pitteuchar Library	Glamis Centre	Glenrothes
Dunfermline Museum	Viewfield Terrace	Dunfermline
St Monans Windmill & Salt Pan Site	Coal Farm	St Monans
Schools Library Service Auchterderran	Woodend Road	Cardenden
Cultural Partnerships Auchterderran	Woodend Road	Cardenden
Kirkcaldy Temporary Library	180-182 High Street	Kirkcaldy

THE PPP Licensed PROPERTIES

Asset Name	Address	Town
Oakley Library	Station Road	Oakley
Duloch Library	Nightingale Place	Dunfermline

The Head of Business Development is responsible for the Management and Development of Business Planning Activities and to provide Strategic Service Support for Organisational Change Initiatives.

The Executive Team and HR Advisor provide specialist support in the safe recruitment and management of all staff within the Company. The Safety and Facilities Section provides specialist support in Health & Safety management, maintenance, building management, I.T, performance management and Health and Safety training.

The ongoing operational review of Health and Safety is managed by the Chief Executive supported by the Executive Team through the co-ordination of the Health & Safety Officer and working groups. The Chief Executive's principal link is through the Head of Business Development, who has the strategic lead on Health and Safety issues.

The Chief Executive & Executive Team hold an update meeting with the Health & Safety and Operations Officer every 8 weeks to review key issues and progress.

The Health & Safety and Operations Officer acts as the liaison officer between the Trust and Fife Council to ensure a fully integrated system of communication and the dissemination of information relating to safe working practices and the constant review of same.

The Health & Safety and Operations Officer also works closely with the Corporate Occupational Health and Safety Team of Fife Council through the agreed Service Level Agreement (SLA), to ensure the Trust meets its statutory obligations in relation to changes in regulation and maintaining a safe working environment. The Company employs approximately 359 contracted staff supported by casual staff.

The full management structure of Fife Cultural Trust Limited is shown in **Appendix 2**.

2.1.2 Health and Safety management within the Trust is designed to create a positive culture that permeates all levels of operation.

2.1.3 This positive culture of Health and Safety awareness will be maintained within the workforce through experience, training, information; instruction, and guidance to equip employees to recognise sources of potential harm to themselves and / or others.

All staff have to be aware of 5 key questions:

- 1 Is there a hazard?
2. If so, are there operational procedures to manage the risks associated with the hazard?
3. Are people aware of the hazards and procedures?
4. Do they comply with the procedures?

5. Do procedures need reviewing in the light of experience?

These questions are displayed in staff areas within the Trusts Facilities.

The different levels of management have a clear responsibility for health and safety in the work place.

2.2 The Chief Executive, Depute Chief Executive, and the Board of Directors

The Chief Executive and the Board of Directors have a specific responsibility to ensure the provision of the following and are accountable for failure to do so:-

- (a) Implement this Policy and ensure the duties described within it are carried out by those delegated the duty.
- (b) Ensure that specific regulations and advice issued nationally by Government and the Health and Safety Executive, locally by the Trusts Health and Safety Consulting Body and Fife Council Environmental Health Service or other relevant external or internal agencies is taken on board and integrated where required into the Trusts Health and Safety Policy and practices and adhered to.
- (c) Ensure that where co-operation on matters of health and safety with Fife Council or others is required that action is taken to ensure effective management of said areas of cooperation.
- (d) Ensure, at the planning and programming stages of all projects and activities that adequate provision and resource is made for health, safety and welfare arrangements.
- (e) Ensure that safe working practices are adopted and take appropriate action if this is not the case.
- (f) Ensure that risk assessments are made for all hazardous activities and that appropriate action is taken to control the associated risk.
- (g) Ensure that plant and equipment is safe and suitable for the purpose for which it is provided and that it is regularly maintained. This duty applies equally to plant and equipment that is hired or leased.
- (h) Ensure that all new staff are given suitable induction training and that a record of this training is kept.
- (i) Ensure that all staff receive suitable and adequate, instruction, information, training and supervision to enable them to carry out their duties in a safe, informed and competent manner.
- (j) Ensure that new or lease/hire equipment bought for or used by the Company is suitable for its purpose and is operated in accordance with the manufacturer's instructions.

2.3 The Executive Team

- The Executive Team are responsible for the strategic development of the Company in all aspects.
- As such they have a responsibility for supporting the Chief Executive and the Board of Directors in achieving their specific responsibilities as outlined in 2.2 - 1.
- Furthermore they are responsible for the following and are accountable for failure to do so:

2.3.1 Head of Business Development

The burden of responsibility lies with the Head of Business Development as the position is directly linked to the effective and efficient operation of the trusts 64 facilities.

Further to the duties outlined in section 2.3, **the** Head of Business Development is also responsible for ensuring the following and is accountable for failure to do so:-

- (a) That the company's Health and Safety Policy is implemented throughout the facilities and that the duties described within this Policy are carried out as described.
- (b) That the Senior Managers answerable to the post holder are properly managed, supported and resourced and that they fulfil their responsibilities and duties in keeping with this policy.
- (c) Ensure that all employees within the facilities are adequately instructed, informed, trained, supervised, accredited or licensed as necessary to allow them to carry out their work in accordance with safety instructions and procedures.
- (d) Ensure that suitable and sufficient records are kept within each operational facility.
- (e) That adequate provision and resource is made for health, safety and welfare arrangements at the planning and programming stages of all projects/activities.
- (f) That adequate provision and resource for health, safety and welfare arrangements are in place and being managed, for all employees, contractors, self employed, visitors and others as may be affected by the working practices of the Trust.
- (g) That mechanisms exist for the effective communication of instructions directly to employees formally, and informally, on matters concerning their health and safety.
- (h) That suitable and sufficient structures, systems and mechanisms exist for the effective management of Health & Safety across the Trusts Facilities.

- (i) That review procedures are in place and being applied.
- (j) That all managers and staff designated responsibilities under the requirements of this Policy are cooperating and carrying out the duties accordingly.
- (k) In conjunction with the Health and Safety and Operations Officers be a point of contact with Fife Council Corporate Occupational Health and Safety Team.
- (a) To work with Fife Council in line with the Health and Safety Service Level Agreement (SLA)
- (k) To fulfil his or her own duties as an employee under the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999.

2.3.2 Head of Customer Services & External Relations

Further to the duties outlined in 2.3, the Head of Customer Services & External Relations is responsible for ensuring the following and is accountable for failing to do so.

- (a) That Health & Safety is given equal consideration in all aspects of the strategic development of the Trust.
- (b) That as plans are developed, systems for recognising significant impacts on health and safety provision are developed in tandem.
- (c) That changes to the Trusts structure caused by planning and development are reviewed to ascertain any latent effects they may have.
- (d) Managing the same responsibilities as the Operations Manager for the personnel in his section as listed in section 2.4.2 – 1 parts (a) through (r).
- (e) To fulfil his or her own duties as an employee under the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999.

2.3.3 Customer Services Team Leader

The Customer Services Team Leader has the following responsibilities and is accountable for failure to apply them :-

- (a) Ensuring that all facilities are operated safely.
- (b) Ensuring that the Health & Safety requirements of all operational posts within the Trust are clearly described or identified.
- (c) Ensuring that Health & Safety is given equal recognition in the training/induction process for each job.
- (d) Managing the same responsibilities as the Health & Safety Officer for the personnel in their section as listed in section 2.4.2 – 1 parts (a) through (r).

- (e) To fully support the Customer Services Team Leaders on a daily basis in the full implementation of all matters relating to health and safety in keeping with the requirements of the Trust's Health & Safety Policy.
- (f) To proactively apply the requirements of the Health & Safety Policy.
- (g) To make management decisions on the effective application of health and safety in the workplace. This includes all the requirements as listed.
- (h) To take an active part in all meetings, workgroups and liaison exercises relating to the effective application of health and safety in the workplace.
- (i) To actively support the effective function of health and safety in the workplace and to encourage a positive culture in the workforce.
- (j) To fulfil their own duties as employees under the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999.
- (k) Ensure that all employees within their facilities are adequately instructed, informed, trained, supervised, accredited or licensed as necessary to allow them to carry out their work in accordance with safety instructions and procedures.
- (l) Ensure that suitable and sufficient records are kept within each operational facility

2.4 Operational/Facilities Management

2.4.1 Health & Safety and Operations Officer

The Health & Safety Operations Officer has the following responsibilities and is accountable for failure to apply them :-

- (b) In conjunction with the Executive Team ensure that the management of Health and Safety is adequately resourced.
- (c) Contribute to the development, implementation and promotion of a health and safety culture across the Trust through the provision and development of health and safety policies and procedures to meet the requirements of the Company as defined in section three of the Policy Arrangements and Procedures.
- (d) Facilitate the development, management and maintenance of occupational health, safety and well-being through systems of audit, inspection and monitoring to achieve a high level of awareness and expectation throughout the Trust.
- (e) Provide advice and guidance on matters relating to Health and Safety at Work, to Directors, the Chief Executive Officer, Managers and Employees and provide comprehensive and practical advice to operational managers on best practice.

- (f) In conjunction with the Head of Business Development, ensure the delivery of a comprehensive training programme in Health & Safety to meet the requirements of the organisation and its employees.
- (g) Act as the principal liaison officer between the Company and the organisations that support and monitor it.
- (h) Manage any existing agreements and contractual obligations for consultancy and support put in place by the Trust.
- (i) Keep the Company advised of current Health and Safety requirements, new legislation, applicable codes of practice, guidance and best practice recommendations.
- (j) Manage and co-ordinate the efforts of the Health and Safety working Group and facility-based safety teams throughout the Trust.
- (k) Organising and reviewing the Health and Safety Policy and associated policies biennially.
- (l) Carry out or oversee investigative procedures as required.
- (l) In conjunction with the Head of Business Development be a point of contact with Fife Council Corporate Occupational Health and Safety Team.
- (m) To work with Fife Council in line with the Health and Safety Service Level Agreement (SLA)
- (n) To fulfil his or her own duties as an employee under the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999

2.4.2 Customer Services Team Leaders & Facility Managers

The Customer Services Team Leaders & Facility Managers have the responsibility to ensure the provision of the following and are accountable for failure to do so:-

- (a) Ensure the Policy is implemented correctly across the workforce and carry out duties as described.
- (b) Support the Executive Team in ensuring that specific regulations and advice issued nationally by Government and the Health and Safety Executive, locally by the Company's Health and Safety Consulting body and Fife Council Environmental Health Service or other relevant external or internal agencies is taken on board and integrated where required into the Policy and practices and adhered to.
- (c) Ensure that all employees within their facility/s are adequately instructed, informed, trained, supervised, accredited or licensed as necessary to allow them to carry out their work in accordance with safety instructions and procedures. Records are kept within each operational facility.
- (d) Ensure records relating to certificated training required to maintain Health and Safety standards are sent to be logged centrally on a data base by HQ unit.

- (e) Ensure, at the planning and programming stages of all projects or activities, that adequate provision and resource is made for health, safety and welfare arrangements and that these are made available to all employees, contractors, self employed, visitors and others as may be affected by the project.
- (f) Convey instructions directly to employees formally, and informally, on matters concerning their health and safety.
- (g) Review all safety and health recommendations received from individual employees at all levels.
- (h) Ensure that risk assessments are made for all hazardous activities involving risk, and that suitable and adequate controls are put in place to manage remaining risk.
- (i) Ensure that workable operational procedures are drawn up and reviewed on a regular basis.
- (j) Ensure that, where required, documentary evidence is kept of health and safety issues particularly those associated with staff competence and training, operational procedures and accident or incident reporting and investigation.
- (k) Ensure that all accidents occurring during the operation of the facilities are recorded and investigated and the findings acted upon. That all such records are collated and maintained and that these records are regularly reviewed and any trends established and acted upon.
- (l) Continually monitor health and safety performance within the facilities and liaise, as necessary, with the Fife Council Environmental Health Service or other relevant external or internal agencies, the Executive Management Team and the Health and Safety Committee
- (m) Ensure that there is a mechanism for the provision of equipment and plant that is safe and suitable for the purpose for which it is provided, and that it is regularly maintained. This duty applies equally to plant and equipment which is hired or leased. Monitor same.
- (n) Ensure that there is a mechanism in place that ensures the withdrawal from service of all equipment and plant known or discovered to be hazardous, unsafe or improperly used. This duty applies equally to plant and equipment that is hired or leased, or brought into the establishment. Monitor same.
- (o) Put in place and monitor procedures to ensure that new or lease/hire equipment is operated in accordance with the manufacturers instructions. Ensure that users, including contractors, are trained in the use of said equipment and a record of this training is kept.
- (p) Put in place and monitor procedures to ensure that suitable personal protective equipment is supplied when required and that employees receive sufficient instruction, information training and supervision in its use, storage and maintenance and that records are kept.

- (q) Put in place and monitor procedures to ensure the availability and circulation of adequate information and publicity of all types necessary for Health and Safety for all staff.
- (r) To fulfil his or her own duties as an employee under the Health and Safety at Work etc Act 1974 and the Management of Health and

2.4.3 Facility Management

NOTE

This section relates to all Facility Management including all stand in or acting personnel. E.g. Front of House Managers, Facility Support Managers, Supervisors, or Heads of Departments.

Facility Management are required to ensure that, so far as it is reasonably practicable, places of work are safe and free from risk to health.

They have the responsibility to apply the following and are accountable for failure to ensure their application:-

- (a) Assist the Customer service team Leader, Customer Services Co-ordinators and Health & Safety Operations Officer, to effectively manage and continually monitor the health and safety performance of that facility and to report any matters of concern.
- (b) Ensure that they are fully familiar with and apply the requirements of all procedures, instructions, safety plans etc. which are relevant to facilities or activities under their control at any given time.
- (c) Ensure that all equipment and plant is suitable for the intended use, is properly maintained and is only operated by trained competent persons.
- (d) Withdraw from service all equipment and plant known or discovered to be hazardous, unsafe or improperly used.
- (e) Ensure when personal protective equipment is required that the appropriate equipment is supplied and used. Also that the equipment is maintained and stored correctly.
- (f) Arrange, undertake and monitor the training and supervision of new workers and trainees.
- (g) Review procedures, ensuring that they are updated and that new risk assessments, procedures and safe systems of work are produced, all as required.
- (h) To take an active part as required in all meetings, workgroups and liaison exercises relating to the effective management of Health and Safety in the workplace.
- (i) To actively support the effective management of health and safety in the workplace and to encourage a positive culture within the workforce.
- (j) Ensure that all employees within their facilities are adequately instructed, informed, trained, supervised, accredited or licensed as necessary to allow

them to carry out their work in accordance with safety instructions and procedures.

- (k) Ensure that suitable and sufficient records are kept within each operational facility.
- (l) To fulfil their own duties as employees under the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999.

2.4.4. Cross Working Trust Staff

NOTE

This section relates to all Staff within the organisation who have the function of co-ordinating activities in parts of the Trusts Facilities or work, projects or events across all or in parts of the Trusts facilities as part of their remit in such a way that there is an interaction between other bodies or parties in the workforce or associated to the Company. e.g. Shows, concerts, voluntary bodies, clubs and organisations etc.

Cross Trust staff have the responsibility to apply the following and are accountable for failure to do so:

- (a) To ensure that those assisting or cooperating in a project or associated process are adequately instructed, informed, trained, supervised, accredited or licensed as necessary to allow them to carry out the work being asked of them in accordance with safety instructions and procedures.
- (b) To assist in the development of Safe Operational Procedures and the production of safety documents relevant to their area of expertise/responsibility. Ensure that they are fully familiar with and apply the requirements of all procedures, instructions, safety plans etc. which are relevant to the work or project being undertaken at the time.
- (c) Ensure that all equipment (electrical or otherwise) is suitable for the intended use is properly maintained and only operated by trained competent persons.
- (d) Withdraw from service all equipment and plant known or discovered to be hazardous, unsafe or unfit for purpose.
- (e) Ensure when personal protective equipment is required that the appropriate item is supplied and used. Also that the equipment is maintained and stored correctly.
- (f) To ensure that the management of health & safety is given equal importance in the organisation of events, projects or other undertakings.
- (g) To participate in health & safety meetings as required in the course of their work.
- (h) To fulfil their own duties as employees under the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999.

2.4.5 Trust Employees

All employees have the following general duties and responsibilities and are accountable for failure to abide by them.

- (a) To take reasonable care of their own health and safety and the health and safety of others.
- (b) To co-operate with their employer to enable the employer to comply with Health and Safety Law.
- (c) To use equipment, materials and substances only in accordance with instructions and training.
- (d) Not to interfere with any materials or processes that are in place in the interest of health and safety.
- (e) To report hazardous situations and shortcomings in arrangements for health and safety using the appropriate channels of communication.
- (f) To abide by the instructions and rules as set out in the Trusts Policies and Procedures.
- (g) To conduct their job in a way that contributes to a positive culture of health and safety awareness with risk assessment at its heart.

2.5 The Health & Safety Management Committee

The above structure has the following functions:-

- (a) To make relevant comments to the Chief Executive Officer and Executive Team if any unsatisfactory situation is observed.
- (b) To advise the Chief Executive Officer of situations or activities which are potentially hazardous to the health and safety of employees and users of buildings and activity areas.
- (c) To liaise with nominated contacts from the Trust's Health and Safety consulting groups as required.
- (d) To develop standardised documentation and systems of work for use across the Trust.
- (e) To co-ordinate within the Trusts facilities all aspects of health and safety procedures.
- (f) To maintain a shared database of documentation and information for use across the Trust.

2.6 Management of Property and Facilities

In addition to the general responsibilities above the Health & Safety and Operations Officer , Customer Services Team Leader & Co-ordinators have a

specific responsibility to ensure that the following duties are carried out, and continually monitor the effectiveness of them and are accountable for failure to do so :-

- (a) Ensure routine inspections are carried out to identify unsafe fixtures, furnishings and apparatus, unsafe plant, working conditions and practices. Monitoring reports on such inspections and taking action to remedy any defects or hazards found.
- (b) Ensure that a Fire Risk Assessment for each facility or premises is conducted and kept under regular review.
- (c) Ensure that all fire-fighting and general first aid equipment is regularly inspected and maintained with all records kept. Ensure a safe working environment is maintained by ensuring procedures and check mechanisms are put in place, advising on and making management decisions on specific matters.
- (d) Report on the health, safety and welfare of the workforce. Reports of a major nature or with information of particular importance will always be written and copies retained, along with correspondence or other records of communication with other sectors (e.g. requests for repairs on grounds of safety).
- (e) Ensure the Health & Safety File in each facility is maintained, accurate and up to date at all times.

2.7 Competent Support and Consultancy

The Trust will engage with Fife Councils Corporate Health & Safety Team with the appropriate generic skills to assist monitor through audit and advice, to help guide the Trust in the effective management of Health & Safety to ensure the Trust is transparent in this function and where necessary engage outside professionals to assist. The support from Fife Council is set out within a Service Level Agreement which is refined and agreed annually.

Section 3 - Arrangements and Procedures

2.8 Arrangements and Procedures

The following arrangements and procedures will be put in place to ensure the health, safety and welfare of all staff, self employed persons, contractors, volunteers, visitors and others legally present on Trust facilities.

2.8.1 Risk Assessments

1. All Facilities including outside events and offices operated by the Trust will have a risk assessment of all areas and activities as required by health and safety legislation.
2. **Reference for guidance to be found in:-**

- **A Guide to Risk Assessment Requirements – HSE**
 - **5-Steps to Risk Assessment – HSE**
 - **Fife Council Corporate Occupational Health & Safety recording format.**
3. **N.B.** Risk Assessments must be reviewed if:-
- (a) There is a change in legislation.
 - (b) There is a change in control measures.
 - (c) There is a significant change in the works carried out.
 - (d) There is a transfer to new technology.
 - (e) The original assessment is no longer valid.
 - (f) There is a change in equipment.
 - (g) The time period for review has arrived.
4. All risk assessments must be recorded and records maintained in the safety file of each facility section or department.
5. The results of all risk assessments will be communicated to and made available to all staff.
6. All risk assessments will identify all the controls put in place to manage the risks associated to a particular area or activity including all and any protective and preventative measures.

2.8.2 Specific Operational Policies and Procedures

1. The Trust will take appropriate action to ensure the effective planning, implementation, monitoring and review of any preventative or protective measures identified as a result of risk assessments and will, as far as is reasonable and practicable form action plans as necessary to deal with hazards by order of priority, in full recognition of its statutory duty to meet any absolute or practicable requirements.
2. Following due risk assessment process, the hierarchy of risk management will be applied and procedures will be produced to deal with the residual risk. These procedures will accompany the risk assessment documentation and will be filed in Facility Operational Procedures Files for use by staff and copies made and kept in the Facility's Health and Safety File.

The procedures will be compiled on a site by site basis with examples of best practice being shared through the Health and Safety Management Working Group Database. Procedures will cover all operational and public activities. This may include all or some of the following:-

N.B. All documents and procedures issued by the Trust in relation to health and safety are regarded as supplements of this Policy to include:-

- (a) COSHH assessments. (Control of Substances Hazardous to Health Regulations)
 - (b) DSE assessments. (Display Screen Equipment Regulations)
 - (c) Manual handling assessments.
 - (d) Provision of PPE. (Personal Protective Equipment Regulations)
 - (e) All written procedures for safe systems of work.
 - (f) All Facilities Safe Operating Procedures
 - (g) Fire safety, fire prevention and emergency evacuation procedures.
 - (h) Appointment and election of safety representatives, safety committees and safety teams.
 - (i) All inspection, testing and maintenance programmes.
 - (j) Visitor and contractor control systems.
3. Further systems and procedures will be maintained to ensure:
- (a) That all Facilities meet statutory requirements.
 - (b) That any statutory requirements relating to particular equipment is met. (e.g. P A Testing and Load testing/Motors & scissor lifts).
 - (c) That all self employed persons, contractors and volunteers who work or intend to carry out work on the Trusts facilities are made aware of all and any safety procedures, hazards and risks associated to the area of the facility or the activity, work or operation they will be involved in.
 - (d) Fire fighting appliances, detection systems and alarms are regularly tested, inspected, and maintained and that a log of all such action is maintained.
 - (e) That control of COSHH will be a coordinated mechanism using procurement contracts to minimise the number and type of chemicals stored and used on the Trusts facilities.
 - (f) That the inspection regimes for soft and hard wire testing are carried out within the required time schedule.
 - (g) That all other monitoring regimes administered over by the Landlord are carried out as per the stated timetable. e.g. Legionella monitoring and maintenance of asbestos registers.
 - (h) That all maintenance contracts for other equipment is carried out in keeping with the agreed time table.

2.8.3. Visitors to Trust Facilities

1. Care must be taken over visitors. They are a particularly vulnerable group as they are unaware of the safety arrangements for the facility and may therefore be at greater risk.
2. A procedure for visitor admission to the facilities will be implemented.
3. The nature of the activities in the Company facilities is such that visitors may be singular or in groups and may be looked after by an individual employee or group of employees. Whether it be singular or multiple visitors the responsibilities of the person/s in charge are the same.
4. It must be ensured that:-
 - (a) Visitor/s, sign in on arrival.
 - (b) Are given an identification badge.
 - (c) Are accompanied and supervised by the staff they are visiting.
 - (d) The staff they are visiting are responsible at all times for the safety of the visitor/s.
 - (e) The responsible members of staff are also charged with ensuring the visitor/s are made familiar with any safety instruction or advice they require whilst in the facility.
 - (f) The responsible staff must ensure that the visitor/s sign out on leaving the facility.

2.8.4 Reporting and Investigating Accidents and Dangerous Occurrences

1. The Trust is obliged to comply with the requirements of the Health and Safety at Work etc. Act 1974, the requirements of the Management of Health and Safety at Work Regulations 1999 and the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) Regulations 1995.
2. The Trust Accident Investigation and Reporting Procedure (OHSC-01) and associated guidance OHS-C-01.G1 provide instructions and guidance to assist in the consistent and appropriate approach towards the reporting and investigation of accidents. It is the responsibility of all managers and staff involved in the procedure to comply with the Trusts statutory requirements for reporting and investigating accidents. To assist in the application of these procedures, and to encourage a culture of hazard spotting and “near miss” reporting, all staff will receive appropriate training and induction into the Trusts Reporting and Investigating Accidents and Dangerous Occurrences Procedures.
3. **All** accidents and incidents, including acts of violence, will be recorded on Form HS1 2008 and investigated. HS1 2008 should also be used to record “near misses”
4. Details of accidents in the categories of Death must be reported immediately to the Health and Safety Executive (HSE) and then forwarded, to the Health & Safety Operations Officer and the relevant Team Leader as soon as possible following the incident even if it means using emergency contact protocols.

Under RIDDOR all other accidents and incidents have ten days to be reported to the HSE.

Reports of all accidents in these categories must be copied and sent to a central point for compilation and comparison as per procedure. (**See Appendix 3 Accident Reporting Flowchart**).

5. Details of accidents involving a major injury must be reported immediately as per procedure.
6. All other “non-reportable” incidents “**near misses**” must be recorded and notified electronically; directly to the Trusts Health & Safety Operations Officer and copied to Trust HQ Co-ordinator and support officer in Occupational Health and Safety. The Health & Safety Operations Officer will oversee the collating of details of all accidents and incidents and monitor any trends for the Trust.
7. Further investigation into incidents may be required. In most cases this will be organised by the Area Leisure Manager of each Facility who will ensure the Form HS2 2008 is completed before forwarding a copy to the Health & Safety Operations Officer.

Depending on the seriousness of an incident, the Health & Safety Operations Officer may carry out the investigation. Fife Council’s Corporate Occupational Health and Safety section or others such as the Health and Safety Executive, EHO or SEPA may be involved. Furthermore the afore mentioned organisations have the right to initiate an investigation into any incident relating to their area of authority whether or not it has resulted in injury.

Quarterly reports will be considered by the Executive Team and regular reports on Health and Safety issues will also take place to the Board as part of the update report by the Chief Executive Officer which goes to every Board meeting.

2.8.5 Provision and Use of Protective Clothing and Equipment

1. Protective clothing will be provided as required under the PPE Regulations. Items will be provided for staff use and, where necessary, for clients. Each facility will have particular requirements, identified through risk assessment.
2. Where an employee requires personal equipment, Personal Protective Equipment (PPE) will be issued on the basis of a rolling replacement programme, logged against that member of staff. PPE remains the property of the Trust and will be returned in the event of a member of staff leaving employment.
3. Shared PPE equipment will be monitored and maintained by a designated Management Support Person who will be responsible for ensuring the equipment is cleaned and maintained to the required level.
4. All PPE (for staff and clients) will be purchased, used and retired in accordance with good practice particularly with regard to standardised documentation and logging procedures.

2.8.6 Emergency Procedures

1. The Facility Managers supported by the Health & Safety Operations Officer

will ensure that all Emergency Procedures relevant to the operation of the Facility are drawn up, implemented and constantly reviewed. These documents will be made available to all staff and retained in the Facility's Health and Safety File.

2.8.7 Training

1. To comply with the general duty to provide such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health, safety and welfare of staff, health and safety training will be provided as follows.
 - (a) All health and safety training will be identified through the **Risk Assessment** process, performance appraisal meetings, meetings dealing with Health and Safety issues, monitoring, individual or team requests to Customer Service managers, through the work group structure that oversees all Health and Safety issues or through the Trusts Corporate Occupational Health and Safety Team.
 - (b) Any health and safety training identified will be treated as a priority.
 - (c) The Facilities Managers and Customer Services Team Leader will be responsible for ensuring that this training is carried out.
 - (d) The Health & Safety and Operations Officer will oversee the application of the health & safety training matrix, manage the annual training programme, and assist with all requests made for training.
2. Training requirements as identified will be delivered as follows:-
 - (a) At inductions
 - (b) Repeat training at regular intervals.
 - (c) On transfer or promotion to new duties.
 - (d) On introduction of new technology.
 - (e) On changes in systems of work.
 - (f) When training needs are identified during risk assessments.

2.8.8 Health and Safety Inspections

1. The Facilities Managers, Customer Services Team Leader and Health & Safety Operations Officer will continuously carry out and log inspections of operations.
2. The facilities will be annually audited by the Health & Safety Operations Officer.
3. The Trusts Health & Safety Operations Officer will regularly carry out inspections of the Trusts Facilities.
4. The Facility Management will carry out quarterly inspections of the facility in which they are based on other they are sent to.

2.8.9 Documentation and Records

1. All relevant documentation and records will be stored on site at each of the Facilities in their Health and Safety file.
2. The file will include copies of all Trusts Health and Safety procedures including accident investigation and reporting procedures (HS1) and all relevant HSE information together with any relevant documentation from Fife Council, and the Trusts Health and Safety advisor. The Health and Safety Policy will also constitute part of the Health and Safety file.
3. The Customer Services Team Leader along with Facility Managers are responsible for ensuring that all staff are aware of the relevant health and safety issues and that attention is drawn to both general policies and procedures and those detailing the specific facility operational procedures.
4. In addition to stringent, up-to-date documentation of relevant Risk Assessments and Operational Procedures, the Facility Managers are required to maintain other records that complement good health and safety practice. In order to further inform the processes of assessing the risk and putting in place appropriate procedures.

Health and Safety issues require to be monitored on a regular basis. This demands systematic logging and thorough investigation of incidents, accidents and near misses.

5. In order to facilitate further a co-ordinated approach to Health and Safety, a database that records staff competencies, qualifications and training details and one that marshals information on accidents and incidents will be kept.
6. These will provide wider information on the Trusts performance in this respect and allow any shortcomings and trends to be detected. A dedicated resource in each venue must be appointed by the Facility Manager who, will maintain the accident and incident data base.
7. In support of achieving a uniformed approach to and streamlining of the administration of Health and Safety Procedures the Trust, will maintain a database of Guidance Procedures, Bench Mark Documentation and Operational Procedures to assist the facilities in maintaining the highest level of competence in their operation

2.9 Health & Safety Committees & Teams.

2.9.1 Executive Team

1. This group comprises of the Chief Executive Officer, Depute Chief Executive Officer, Head of Business Development & Head of Customer Services & External Relations. They are responsible for the management of the Company and the strategic development and effective operation of the Trust.

The function of the group is to:-

- (a) Develop strategy and oversee the operational development of the Trust.
- (b) Ensure the delivery of the key priorities and milestones set out in as well as the Council's wider corporate priorities and key drivers.

- (c) Overseeing the Operational Management of the Trust and ensuring it is adequately resourced for the effective management of Health and Safety

2.9.2 Health and Safety Committee

1. Will be responsible for monitoring all Health and Safety matters pertinent to The Trust.
2. This may be achieved by either having a safety Committee or team within the larger Facilities or a cluster committee or team covering a group of smaller Facilities. A combination of either may be applied where there is difficulty getting staff to volunteer to take part.
3. This is a practice that is reviewed annually to see if circumstances have changed. Annual canvassing takes place to encourage greater involvement.
4. Periodically a representative of the committee or team will meet with representatives from the other services to discuss similar issues.
5. The outcomes of these meetings will be fed by representative to the Health and Safety Committee and where required, through this committee to the Trusts Executive Team. This system of communication will also work in reverse ensuring a two-way channel for the transfer and dissemination of all relevant Health and Safety issues.
6. Fife Council Corporate Health & Safety and Trade Union representation at all meetings where possible.

Health and Safety will be a compulsory agenda item on all relevant management and working group meetings.

3.0 Health and Safety Communication and Co-ordination

1. Health and Safety will be a **compulsory item** on all relevant management and staff meeting agendas and is also a standing update to the Board as part of the regular update by the Chief Executive. All staff will input into this process of continual Health and Safety management. Actions raised will be categorised by priority and actioned accordingly.

The Health and Safety section of all minutes will be available to all staff and specific health and safety issues will be reported in the first instance to the Health & Safety and Operations Officer who will decide the appropriate course of action.

Where the issue cannot be resolved at this level the matter will be reported to the Head of Business Development for further action. If it cannot be resolved at this level, it can then be passed to the Executive Team for final action in conjunction with the Board.

2. The Committee and Team structure outlined above ensures the appropriate action is taken and that information is communicated to and from the Facilities at all operational levels
3. A copy of the HSE poster 'Health and Safety Law' will be sited in an appropriate location at each Facility.

4. A permanent segment containing relevant issues, bulletins and minutes will be a feature of staff notice boards.
5. Issues relating to health and safety will be circulated to all staff, posted on staff notice boards and/or raised at the Facility Health and Safety Committee / Team meetings.
6. The above formal committee structure with the support of Fife Council Corporate Health and Safety Management Working Group will ensure the full liaison of information across all parts of the Trust.
7. Staff can also utilise the Health and Safety Communication Strategy to bring concerns to the attention of the Executive Team or the Councils Occupational Health & Safety Advisor as per the process poster displayed in all staff areas.

3.1 Direct Conflict

1. On occasion an issue may arise that puts members of staff in conflict with each other over a Health, Safety or Welfare issues requiring immediate resolution in as safe a manner as possible. These may arise for two main reasons.
 - Being given an unsafe instruction by a superior.
 - A co-worker decides to carry out or suggests carrying out an unsafe act.
2. Examples of this would be one person in a position of authority over another or others, giving a patently unsafe instruction. For instance.
 - Instructing one person to put out large stage units on their own.
 - Ordering a facility to be open when there are insufficient staff available to operate it safely.
 - Instructing someone to enter an unsafe area they are not competent to be in.
 - A fellow employee deciding to enter an area of the facility they are not allowed in.
 - Moving equipment in a way that is clearly unsafe.
 - Otherwise jeopardising the safety of themselves and their fellow employees.
3. In a well organised, managed and trained organisation, matters of direct conflict should not arise. However if an issue does arise staff can take the following action to seek a solution to their concerns.
 - In the first instance discuss your concerns with the person giving the instruction or creating the unsafe situation to see if it is simply misunderstanding or the person can be reasoned with and talked out of commencing with the unsafe action.

□ If this does not work:

- A In the case of an unsafe instruction from a superior inform them that you are seeking further advice before complying with the instruction. Refer to the flow chart in **appendix 1** for how to do this.
- B In the case of a fellow employee either inform them that you intend to take the matter further or say no more and walk away.

NOTE You are however duty bound by law to report your concerns to your Immediate supervisor, or line manager

3.2 Monitoring & Review

1. All risk assessment, procedures and safe systems of work will be reviewed according to residual risk or when any of the following triggers points occur.
2. In order to ensure a proactive approach to monitoring and review, each facility will programme the review of its documents and procedures based on residual risk with the highest getting annual attention. The Health & Safety Management Year Planner along with the Facility's action plan are used to plan the programme and record progress. A percentage of the documents based on the number in each facility will be fully re-assessed and reviewed to actively seek out any oversights that may exist in the document or procedure. These findings are to be documented and recorded.
3. The data base of all HS1 forms will be continuously monitored for patterns that may lead to improvements in safety issues.
4. As with 3.1 above all procedures, associated documents and risk assessments must be reviewed if any of the following circumstances arise.
 - (a) There is a change in legislation.
 - (b) There is a change in control measures.
 - (c) There is a significant change in the works carried out.
 - (d) There is a transfer to new technology.
 - (e) The original assessment is no longer valid.
 - (f) There is a change in equipment.
 - (g) The time period for review has arrived.
 - (h) There is a significant change in employee numbers (increased, decreased or new) or promotions.
4. The remaining monitoring and review functions will be achieved through the Health and Safety Committee and team structure supported by the Health and Safety Management Working Group.