

Ref:	
Version	Three
Review	Jan 2019

# LIVE BORDERS

# HEALTH & SAFETY POLICY

## Version Control

Version	Author	Change description	Consultation	Board approval
Three	M Morrison	Changes reflect re-structure and introduction of SHE Assure Health & Safety Management System	L Ross	
		Appendix 1 – added Live Borders H&S Organisational Chart		

Issue Number	Document Changes History	Current Status
2	Version 2	Obsolete
4 4.1.1	Reporting of accidents – replaced RIVO with SHE Assure Replaced Head of Operations with Facilities Manager. Replaced Head of Active Communities with Active Communities Manager. Replaced Cultural Services Manager with Managed Services Director. Replaced Head of Operations with Health & Safety Officer. Reporting of accidents – replaced RIVO with SHE Assure	Live
9.	Added - The COSHH e- tool is now available on HSE website which takes users through a number of steps relating to tasks and chemicals Inserted link to HSE webpage.	Live
14	Health and Safety Communication – added: “Via nominated health and safety managers.”	Live
16	Added – QLM will carry out Leisuresafe and other external audits on annual basis in consultation with Live Borders.	Live
17	Removed – all former job titles and replaced with Service Managers	Live
18.1 – 18.9	Duties and Responsibilities Added – Directors Service Managers – Job titles added post restructure. Replaced Technical Manager with Property & Assets Manager. 18.7 Added – Health & Safety Officer	Live
18.3	Have been put under one heading, wording reviewed and inserted in to table format– Replaced previous job titles with - Facilities Manager, Active Communities Manager, Area Managers, TriFitness Manager,, Museums & Galleries Manager, , Libraries Manager, Archive Manager, Operations Manager (Towermill), Creative Communities Manager, Halls Manager, Harestanes Manager and Community Centres Managers with Service Managers.	Live
Appendix 1	Added – Live Borders H&S Organisational Chart	Live

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**Appendix 1 – Live Borders H&S Organisational Chart**

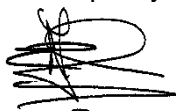
## 1 – Policy Statement and General Accountability

### 1.1 General Policy Statements

Live Borders aims, as far as is reasonably practicable, to ensure the health, safety and welfare of everyone affected by its undertaking including employees and volunteers, visitors and service users, contractors, emergency services and the surrounding community. In particular, the Company will:

- Investigate all accidents and dangerous occurrences and aim to eliminate or control to an acceptable level all dangerous situations.
- Maintain plant, equipment and procedures to ensure the safety of all employees
- Inspect plant and premises regularly
- Make sure that all employees and volunteers are aware of the policy and its application in the workplace
- Ensure that all employees are represented by a H&S Forum Staff Representative and that this person is aware of their responsibilities
- Comply with current Health & Safety legislation:-
  1. The Health and Safety at Work etc Act 1974
  2. The Management of Health & Safety at Work Regulations 1999
  3. The Corporate Manslaughter and Corporate Homicide Act 2007
  4. The Health and Safety (Offences) Act 2008
  5. Safeguarding Vulnerable Groups Act 2008
  6. The Fire Scotland Act 2005
  7. The Licensing Act 2003
  8. The Reporting of Injuries, Diseases and Dangerous Occurrences Regs 2013
  9. The Control of Substances Hazardous to Health Regulations 2004
  10. The Equality Act 2010
  11. Workplace Health & Safety & Welfare Regulations 1999
- Supervise staff sufficiently and ensure they receive adequate information and training in Health & Safety matters
- Make suitable arrangements to protect staff under COSHH Regulations
- Provide training in coping with accidents and emergencies
- Provide appropriate protective clothing and equipment
- Monitor the effectiveness of this Policy
- Respond to all safety matters raised by employees
- Ensure that all employees are issued with, read, understand and have signed the Health and Safety Induction Checklists and have completed the QLM KISS Health & Safety for employees and multiple choice test during their staff induction
- Make sure that all employees and volunteers receive a copy of, read and understand any revisions to the Health and Safety Policy
- Ensure that all contractors, sub-contractors and agency staff receive and read the policy statement
- Ensure that this policy is reviewed and updated on an annual basis

**Signed:**



**(Ewan R. Jackson, Chief Executive Officer)**

**Date:**

**31<sup>st</sup> January, 2018**

**Reviewed by Linda Ross**

**Review:**

**31<sup>st</sup> January, 2019**

This Health and Safety Policy is produced in accordance with current legislation and guidelines as at January 2018. In the event of changes to the law or recommended practice, updated policy documents will be circulated via Service Managers.

## 2. Implementation of Health & Safety Policy

This Health and Safety Policy is designed to operate alongside the Normal Operating Procedures (NOP) and an Emergency Action Plan (EAP) for all Live Borders facilities and services, and should be read in conjunction with these documents. The Normal Operating Procedure (NOP) will be distributed to all staff to ensure a full understanding of safe systems and methods of work. It is very important to maintain good communication with staff when policy updates arise in the form of:-

- a) Staff meetings or during staff training sessions when policy updates occur
- b) Via the Live Borders Staff bulletin
- c) Updated policy attached to the notice boards
- d) Use of email and briefing notes
- e) Other communication methods being developed as part of the Live Borders communications plan

## 3. Health & Safety Consultants

Specialist Health and Safety information is necessary to ensure that everything is being done to create the safest possible workplace. Live Borders employ the consultancy services of Quality Leisure Management (QLM) who are based in Cheltenham, (phone: 01451 861084).

## 4. Reportable accidents and incidents (RIDDOR)

By law, major injuries and reportable occurrences (RIDDOR-2013) must be reported to the Health and Safety Executive by the quickest possible means. Details of such injuries must be reported through line managers to the Facilities Manager, Active Communities Manager or Managed Services Director without delay. Injuries should be reported to the HSE using the appropriate on line form **within 10 days of the incident.**

For accidents resulting in the over-seven-day incapacitation of a worker, you must notify the enforcing authority within 15 days of the incident, using the appropriate online form.

The following injuries are reportable under RIDDOR when they result from a work-related accident:

- **The death of any person** (Regulation 6)
- **Specified Injuries** to workers (Regulation 4)
- Injuries to workers which result in their **incapacitation for more than 7 days** (Regulation 4)
- Injuries to non-workers which result in them **being taken directly to hospital for treatment**, or specified injuries to non-workers which occur on hospital premises. (Regulation 5)
- dangerous occurrences

Further guidance can be found at <http://www.hse.gov.uk/riddor/index.htm>

4.1.1 We believe it is important to have regular reviews with regard to health and safety as a means of identifying trends or patterns in incidents and accidents so that immediate action can be taken, and to prevent any recurrences. In order that trends or patterns can be detected, quarterly trend analysis will be carried out for each Facility/Service/Event and passed to the Health & Safety Officer for information and action if necessary. All Accident reports and records shall be retained for a period of three years via accident reporting systems in place at the time. All hard copies of the accident form (If reporting via SHE Assure was not used at time of accident) will also be retained on site for a period of three years.

## **5. Equipment**

Following the first twelve months of equipment warranty period, all portable electrical equipment shall be tested by a competent person as defined by the Electricity at Work Regulations.

Records of such tests shall be maintained on each site and held centrally until the next successful test and must at all times be available for inspection.

### *5.1.1 First Aid Training and Equipment – Facilities and Services*

A fully stocked first aid box containing the full range of equipment relating to the specific site or facility following a first aid needs risk assessment, including bandages and other disposable items must be available at all times within our facilities and services and items must be available at all times within our facilities and services

The contents of the first aid box must comply with the recommendations set out in the First Aid Regulations. The contents of the First Aid Box shall be checked on a weekly basis by the nominated member of staff and recorded. First Aid Certification in sites/service shall be determined by a first aid needs assessment.

### *5.1.2 Fire Exits Checks – Facilities and Services*

Checks must include opening the doors to see that they can be easily opened from the inside, making sure that the passages leading to and away from the exits are clear and remain clear. This check shall be carried out on a daily basis and recorded and any defects shall be immediately rectified.

### *5.1.3 Fire Alarm Testing – facilities and Services*

Prior to weekly checks, an announcement shall be made to alert all persons of the impending noise of the alarm. All fire alarm checks shall be recorded in the facility/services Fire Safety Logbook/or on WAM.

## **6. Environmental Conditions**

### *6.1.1 Temperature - Facilities*

As a guide, we endeavour to maintain activity areas should be within the range of 16-19C depending on the programme and all other areas within HSE recommended guidelines and detailed in sites NOP.

### *6.1.2 Lighting - Facilities*

Lighting repairs and maintenance, including replacement of lamps (bulbs), will be done by a competent person as promptly as possible with another lamp of adequate power.

## **7. Cleaning Standards**

“Site cleaning standards are detailed in site specific Normal Operating Plans (NOP).

## **8. Emergency Evacuation**

Following each training evacuation, or actual evacuation, an assessment shall be carried out by the management team-either by those on site or via escalation to their line manager, and any recommendations for improving the evacuation procedure and/or speed of evacuation shall be discussed and included as appropriate in a revised procedure.

## **9. Control of Substances Hazardous to Health (COSHH)**

For full details of COSHH procedures and responsibilities, please refer to current COSHH regulations from the HSE website.

A copy of COSHH assessments and data sheets must be easily accessible to all staff on site and available for inspection as required.

The COSHH e- tool is now available on HSE website which takes users through a number of steps relating to tasks and chemicals.

Further guidance can be found on HSE website as below:-

[www.hse.gov.uk/coshh/essentials/coshh-tool.htm](http://www.hse.gov.uk/coshh/essentials/coshh-tool.htm)

## **10. Legionella**

The management and control of legionella is detailed in schematic plans held at all facilities/services showing location/s of all tanks, water outlets, showers etc. Nominated named staff shall implement the findings of L8 risk assessments and will maintain controls/checks to ensure that water temperatures and conditions that favour the growth of legionella and other micro-organisms are not encouraged or present. A maintenance schedule including a system of recording checks and actions will be maintained and updated as necessary and records will be held for a minimum of 3 years. The key point is to ensure water services are designed, maintained and operated under conditions which prevent or control the growth and multiplication of legionella.

## **11. Risk Assessments**

Risk Assessments should be carried out in respect of all areas, activities, tasks, hazards and COSHH, along with any equipment, fixed or portable, which may be deemed to present a health and safety risk to members of staff or customers.

Reading and understanding of these risk assessments shall constitute part of the health and safety training which will be attended by all relevant staff.

Each risk assessment will identify, categorise and assess each type of risk e.g. human error, electricity, toxic, etc. The risk assessment will also identify control measures which will be introduced to eliminate or reduce the level of risk, together with contingency measures which will be put in place in order to deal with any failure in the control measures.

All staff will be informed of the risk identified and the control and contingency measures to be put in place to reduce the risk.

A safety audit, carried out at least once per year will assess the operation of the control measures with a view to modifying them as necessary to reduce and manage all risks.

Risk Assessments shall be stored so that they are readily accessible to all staff and available for inspection.

## **12. Plant and Machinery**

The doors to any plant room must be kept locked at all times and only authorised personnel, accompanied by a Duty Manager/Facility Manager/Supervisor/Key Holder shall be allowed access.

## **13. Neglect of Health & Safety Procedures**

Serious, wilful or persistent disregard of safety measures required by the Company's Health and Safety Policy or of any Accident, Incident and Evacuation Procedure by any member of staff, or failure to comply with any reasonable instruction given by a line manager in the interests of health and safety, will be dealt with under the agreed disciplinary procedures in force at the time.

## **14. Welfare Facilities for Staff**

All staff that work for Live Borders are crucial to the provision of our service. Staff welfare and wellbeing is of paramount importance to the company, and the company will take all reasonable precautions to ensure that all staff operate under safe working procedures and are happy in their work.

Some staff, inevitably, will encounter problems outside of work, and others within the working environment. The following procedures should therefore be applied.

### *a) Within the working environment*

Staff should refer to the Live Borders handbook or to their grievance procedures on this issue. If the issues cannot be resolved using these, The issue should be escalated via line management.

### *b) Outside work*

Some staff may have difficulties outside work that affect their duties while at work . In this instance, employees have access to the Live Borders HR Manager at Head Office who will be able to give advice on most matters and give contact numbers for any relevant organisations who may be able to help.

## **15. Violence and threatening behaviour towards Staff**

Through our normal operating procedures, we hope to prevent any acts of specific violence or threatening behaviour against staff or members of the public within facilities and services under our control. If for any reason violence still breaks out the following procedure should be used:-



*a) Threatened violence*

Do not retaliate unless your life is threatened. If the assailant has a dangerous weapon then there should be a partial or total evacuation of the facility/service depending on the nature of the weapon and the Police should be called immediately. This alarm should be raised as soon as is possible and as discreetly as possible. Lone workers should immediately activate their panic alarm and telephone the Police via 999.

*b) Actual violence*

Staff should not put themselves at risk. The Police must be informed. A partial or total evacuation should take place as appropriate. Lone workers should immediately activate their panic alarm and telephone the Police via 999.

*c) Zero Tolerance*

Live Borders affirms its commitment to staff, service users, volunteers and visitors to maintain Zero Tolerance in respect of unacceptable, violent or vexatious behaviour. The Trust will not tolerate abuse (physical, written or verbal) or violent, intimidating or threatening behaviour and will not hesitate to report abusive persons to the police where appropriate. Live Borders does not accept behaviour, gestures or comments that are disrespectful of race, sexual orientation, gender or religion or are intended to cause hurt, fear, alarm, damage or distress.

## **16. Health and Safety Auditing**

Equally important to having systems and procedures in place for Health and Safety is ensuring that they are adhered to for the welfare of staff and customers alike. Everyone has a responsibility in this area, but a number of monitoring checks and systems will be conducted in order to maintain the highest standards. These include the H&S Forum group, internal Health and Safety audit, IQL ATC's verifications and planned safety checks. QLM will carry out Leisuresafe and other external audits on an annual basis in consultation with Live Borders. The H&S staff representative should tour the building with the Duty Manager/Supervisor/Key Holder on a monthly basis as it is very important to ensure that he/she is kept up to date with all issues, and has the freedom to put forward staff views on potential problems.

## **17. Health and Safety Communication**

Changes to Health and Safety procedures or practices arising as a result of legislation or development will be communicated immediately to all staff via named communication channels. The procedure commences with Service Managers, who shall advise all staff at scheduled facility/service meetings and record this action and any relevant follow up. Any changes will be reinforced at regular staff training sessions.

## 18 - Responsibilities

Live Borders adheres to the Health and Safety at Work Act (1974), which states that ultimate responsibility is with the employer. We believe that this responsibility can be conveyed to the workforce by designating named staff with specific health and safety responsibilities in order that all staff have a clear understanding of important issues.

<b>18</b>	<b>Duties and responsibilities within Live Borders</b>
<b>18.1</b>	<b>Live Borders Board of Trustees</b>
1	The board accepts their collective role in providing health and safety leadership.
2	Each member of the board accepts their individual role in providing health and safety leadership.
3	All board decisions will reflect our commitment to achieving the objectives set out in this Health and Safety Policy.
4	One of the trustees is nominated as the Health and Safety Director who will liaise with the chair of the HASAW forum and the QLM external Health and Safety Advisor.
<b>18.2</b>	<b>Chief Executive and Directors</b>
1	They shall be responsible for the health, safety and welfare of all employees and members of the public affected by the activities of the Company
2	They shall make adequate funds available to ensure that the necessary safety equipment is available and adequate training is carried out.
3	They shall be responsible for the implementation and regular review of the Health and Safety Policy.
4	They shall engage the active participation of employees in improving Health and Safety.
<b>18.3</b>	<b>Facilities Manager, Active Communities Manager, Area Managers, Trifitness Manager, Museums and Galleries Manager, Libraries Manager, Archive Manager, Operations Manager (Towermill), Arts Development Business Manager, Halls Manager, and Community Centres Managers</b>
1	<b>The Facilities Manager shall chair the quarterly Health &amp; Safety at Work Forum Meetings (The H&amp;S Forum) attended by elected representatives.</b>
2	<b>They shall be responsible for the implementation of, and monitoring the management of the Health and Safety Policy at all facilities and services operated by the Trust.</b>
3	<b>They shall investigate where appropriate, cases of occupational disease, accidents or dangerous occurrences and take the necessary action to avoid recurrence.</b>
4	<b>They shall respond to all reports or complaints from members of staff on health, safety or welfare matters, and shall decide the necessary action to be taken.</b>

5	<b>They shall ensure that Health &amp; Safety duties are only delegated to staff competent to carry them out.</b>
6	<b>They shall be responsible for ensuring that all Live Borders facilities/services are systematically monitored and that a safety audit is carried out a minimum of once per year.</b>
7	<b>They shall ensure that a H&amp;S Forum staff safety representative is nominated for each site and service within Live Borders and initiate appropriate training as required.</b>
8	<b>They shall be responsible for ensuring that risk assessments are carried out in respect of all areas, activities, tasks, hazards and COSHH, any equipment, fixed or portable, which may be deemed to present a health and safety risk to members of staff or customers.</b>
9	They shall be responsible for safe working conditions for staff and for members of the public that use Live Borders facilities and services.
10	They shall be responsible for ensuring that all new employees receive induction training.
11	They shall ensure that employees understand and implement the Health and Safety Policy.
12	They shall ensure that annual risk assessments are carried out for all areas, activities, tasks, hazards and COSHH, and will identify hazards and reduce risks through a recorded and monitored action plan, and that resultant actions are discharged
13	They shall ensure that safe working practices and procedures are put in place, are monitored and recorded, and ensure that staff are provided with adequate written instructions and training to discharge these procedures.
14	They shall be familiar with all relevant safety legislation and ensure that all records and forms are completed and all such forms and documents are readily available.
15	They shall provide their staff with the correct safety equipment.
16	They shall ensure that all members of the public using the facilities or services are appropriately supervised at all times.
17	They shall record and pass on via line management and any H&S representatives all recommendations and suggestions from staff in respect of Health & Safety.
18	They shall ensure that all statutory forms and documents are displayed and issued as required.
19	They shall ensure completion of relevant accident/incident/near miss records and contact the Health and Safety Executive as and when necessary.
20	They shall ensure that all employees are given a copy of this policy during their induction and any updated versions as they are circulated.
21	They shall ensure that any delegated duties are to members of staff sufficiently competent to perform them safely.
22	They shall ensure that HASAW appears on all staff meeting agendas and that a minute is kept of these meetings.
23	They shall monitor the work of staff under their control. They shall report, remedy and record any malpractices.
24	They shall advise their line manager of the resource and financial requirements for the maintenance of this policy.
<b>18.4</b>	<b>Duties and responsibilities of Duty Managers, Facility Managers/Supervisors and Key Holders</b>

1	To ensure that all employees receive a copy of this policy at their induction, understand this Health and Safety policy and apply its contents.
2	To ensure that all new employees receive induction training.
3	To ensure that all safety equipment and protective clothing is provided and used appropriately
4	To maintain first aid equipment and ensure that first aid is applied when appropriate to do so.
5	To ensure that all staff are correctly trained and supervised in all tasks relating to health & safety.
6	To be responsible for maintaining a tidy and safe working area.
7	To ensure that all accident/incident/near-misses are recorded and actioned as appropriate.
8	To have a sound working knowledge of all relevant equipment and substances within the confines of their facilities/service provision.
9	To manage the cleanliness of all common work areas.
10	To work with others to ensure that fire extinguishers are provided in all locations specified on the facility Fire Equipment Record and are maintained in working order. In the event that insufficient fire extinguishers are available, they shall be responsible for closing the areas within the facility not provided with extinguisher(s). If at any time a fire extinguisher has been used, either by a customer or a member of staff, then it is their responsibility to arrange for the refill and/or replacement of the extinguisher.
11	To work with others to ensure that the emergency lighting throughout the site is monitored as per schedule to ensure correct operation in the event of a power failure.
12	To be responsible for ensuring that all Fire Exit signs are clearly visible and unobstructed at all times and that all fire exits and exit passages are free from obstruction and operate properly, and are checked daily before public enter the site and before sites is secured for evenings, holidays or weekends.
13	To be responsible for checking the operation of the fire alarm system on a weekly basis and recording the result.
14	To manage the process of ensuring that adequate precautions are taken to keep the facility free from vermin.
15	To ensure that all members of staff are made aware that they must inform their line manager immediately if they suffer from, are a carrier of, or have been in contact with any contagious disease.
16	To ensure that indoor air temperatures in all parts of the site are within agreed guidelines. Some sites are controlled through a Building Management System, and any changes made via the BMS to set temperatures should be agreed by the Property & Assets Manager.
17	To ensure that levels of light in all areas of the facility are maintained to a level that ensures the safety and enjoyment of the customers and is sufficient for the particular activity being performed.
18	Where background music is provided in any part of the facility or services, they shall be responsible for ensuring that this is being played at a safe volume which also takes into consideration enjoyment of the facility/service areas by all customers and not just a small group using a section of one facility.
19	They shall be responsible for ensuring that the cleaning schedules are consistently applied by staff (and in line with Service Level Agreements where cleaning is contracted out) and that daily, weekly, monthly and annual cleaning records are completed by staff/contractor and records retained at facility/service area.

20	They shall be responsible for arranging training for evacuation of the site on a quarterly basis (for pool and leisure centres) and twice yearly basis for Cultural sites at random times and ensuring that all members of staff have taken part in a training evacuation. Names of staff on duty at the time of the training shall be recorded.
21	They shall be responsible for ensuring that COSHH assessments for all substances intended for use at facilities/service provision are completed prior to use, and shall be responsible for ensuring that all staff and other persons using, hiring or working in the facilities/services are complying with COSHH regulations.
22	They shall implement the findings of L8 legionella risk assessments and will maintain controls/checks to ensure that water temperatures and conditions that favour the growth of legionella and other micro-organisms are not encouraged or present. All checks will be logged and recorded.
23	They shall be responsible for the issue and documentation of hazardous substances, and have a duty to ensure that staff are aware of the procedures governing use of the substances before issue.
24	They shall ensure that all staff are familiar with fire evacuation procedures at induction training.
25	On an annual basis, they will compile a full analysis report which recommends action to improve safety as part of an annual safety audit, for review or discussion at the HASAW Forum.
26	They shall ensure that all members of staff and instructors are made aware that they must inform their line manager immediately if they suffer from, are a carrier of, or have been in contact with any contagious disease. They shall ensure that such staff or instructors do not come into contact with the public until receipt of written medical authorisation has been obtained.
<b>18.5</b>	<b>Duties and responsibilities of employees with line management responsibility</b>
1	They shall ensure that all employees receive Health and Safety information at their induction, understand this health and safety policy and apply its contents.
2	They shall ensure that all safety equipment and protective clothing provided is used at all times when work activities deem this necessary.
3	They shall monitor use and availability of: <ul style="list-style-type: none"> <li>• First aid equipment, and that first aid is applied when appropriate to do so</li> <li>• Protective clothing and ensure that it is used when work activities deem it to be necessary</li> <li>• Correctly trained and supervised staff for all tasks relating to health &amp; safety</li> <li>• A tidy and safe working area</li> <li>• Accident/incident/near-miss records</li> <li>• A sound working knowledge of all equipment and substances within the confines of their facilities/service provision.</li> </ul>
<b>18.6</b>	<b>Duties and responsibilities of Property &amp; Assets Manager</b>
1	Shall arrange, record and monitor any issues arising from regular safety checks of all plant and equipment in the facilities and services provided by Live Borders
2	Shall ensure that up-to-date planned preventative maintenance records are logged and available for all sites.
3	Shall ensure that the COSHH policy and any subsequent revisions of it is complied with at all times.

4	Shall ensure due care and consideration is applied when working with electricity and high voltages.
5	Shall be aware of all health and safety legislation and act in a safe and responsible manner at all times.
6	Shall report all accidents to his line manager and to facility/service Managers.
7	Shall inspect all plant rooms regularly, ensuring they are maintained in a tidy and safe condition, and will report any concerns to facility/service Managers, including any potentially dangerous situations
8	Shall wear protective clothing when required.
9	Shall adopt safe working practices, having due regard for the safety of colleagues, staff members and the public.
10	Shall ensure safe procedures are in place governing access to plant rooms.
11	Shall be responsible for ensuring that all items of mechanical and electrical plant receive an annual maintenance programme and safety check by specialist contractors and that record of inspection and maintenance shall be made available for inspection.
12	Shall be responsible for arranging for the annual inspection of all fire extinguishers, and for the recording of the inspection and for any resultant actions.
13	Shall be responsible for arranging L8 risk assessments and resultant actions for all facilities for the control of legionella.
14	Shall ensure all new Property Technicians receive induction training, understand and implement the health and safety policy.
<b>18.7</b>	<b>Duties and responsibilities of Health &amp; Safety Officer</b>
1	Responsible for establishing, managing and monitoring standards, processes, communications, training and systems to ensure all responsibilities associated with Health and Safety within Live Borders are adhered to, in accordance with health and safety legislation and regulations.
2	Responsible for establishing and maintaining a full programme of documented health & safety inspections, audits and checks.
3	To ensure that all accidents are documented, investigated and recommended improvements implemented.
4	To Ensure that Live Borders meets its statutory obligations in all areas pertaining to health, safety and welfare at work, including statutory training and reporting.
5	Shall support the Property and Asset Manager to develop and deliver Health and Safety policy and procedures to ensure compliance and ensure that all Health & Safety policies, procedures, rules and regulations are adhered to and are regularly reviewed, updated and communicated.
6	Shall be the main point of contact for enquiries and advice on Health and Safety matters, providing support as required.
7	Shall maintain systems to support Live Borders in meeting its legal and regulatory requirements and in managing its policies and procedures and ensure compliance with these.
8	Shall Support Service Managers to deliver their Health and Safety responsibilities, including carrying out risk assessments
9	To ensure that safety inspections are carried out, fire drills and fire alarms are correctly reported, safety inspections, risk assessments and lone working

	procedures are managed and managers and employees are aware of their responsibilities.
10	To co-ordinate the development of health & safety policies, systems of work and procedures.
11	To provide and present advice, management information and reports to senior management and keep up to date with all aspects of relevant health, safety & welfare at work legislation and communicate relevant changes to the business.
12	To liaise with external health & safety consultants in the provision of training programmes and health and safety services.
13	Shall liaise with the Forum Chair in preparing the agenda, and co-ordinate the Health & Safety Forum meetings.
<b>18.8</b>	<b>Duties and responsibilities of the H&amp;S Forum Staff Representatives</b>
1	To provide an additional channel of communication between employees and management for health and safety issues
2	To initially investigate accidents and potential hazards and carry out inspections of the workplace.
3	To collate all information regarding the number of accidents/incidents/near misses, and where appropriate pools rescues, and provide a report to the relevant Area Manager/Service Manager or Trifitness Manager.
4	To complete a Live Borders Health and Safety scorecard with the relevant information on a quarterly basis, and forward to the Health & Safety Officer to allow for a quarterly trend analysis on accident/incidents and near misses.
5	To report all findings to their Area/Service Manager/Trifitness or appropriate line Manager.
6	To represent the workforce in respect of health and safety issues at appropriate staff meetings.
7	To represent sites and services as appropriate at quarterly H&S forum meetings.
<b>18.9</b>	<b>Duties and responsibilities for all Employees and Volunteers</b>
1	To receive a copy of the Health and Safety Policy at their induction training: to familiarise themselves with Live Borders Health and Safety Policy and to comply with it at all times, to be responsible for their own health and safety and to take equal care of others who may be affected by their work or volunteering activities and to act in a responsible manner and not to take part in any practical jokes which might endanger their own, or others health and safety.
2	To use all protective clothing and safety equipment as and when necessary.
3	To report any matters relating to existing practices or procedures that may be risks to the health and safety and wellbeing of any persons and suggest possible improvements.
4	To immediately report any accidents or dangerous occurrences.
5	To contribute to all sites and services being maintained in a hygienic, safe and clean condition, including enforcement of no smoking and exclusion of pets except designated assistance pets. No person shall be allowed to take part in activities, without reference to their doctor, if they have infected eyes or a serious skin complaint, a discharge from the ears, or nose or broken skin or bleeding, not covered by an appropriate dressing.

6	To ensure that full details of incidents and injuries involving employees at work and incidents and injuries involving any other person using the facility/service are recorded using the appropriate forms.
7	To ensure that all equipment for use by customers, volunteers or staff is in a safe working order prior to each activity session.
8	To exercise care and ensure safe working practices are employed with regard to COSHH. All staff should make themselves aware of COSHH regulations, policy and assessments and act accordingly, and seek appropriate line management as appropriate.
9	To have read and fully understood the Emergency Action Plan for the facility and or services provided.
10	To inform their line manager immediately if they suffer from any reportable medical condition which may put them or other staff or public at increased risk or, are a carrier of, or have been in contact with a contagious disease, and to ensure that they do not come into contact with the public until receipt of written medical authorisation to return to work has been obtained.
11	To co-operate with management in all matters of health and safety.
12	To ensure that all equipment for use by customers and staff is in a safe working order prior to each activity session. It is the responsibility of the staff erecting the equipment to carry out a safety check. If any part of the equipment is considered unsafe, then that particular piece of equipment shall be taken out of use and the fault reported in the facility log books.
13	To ensure that at all times every area in Live Borders facilities and within service provision are presented to customers in a clean, tidy and hygienic condition.



**APPENDIX 1 – Live Borders H&S Organisational Chart**

