



**Highland Games**

## **HEALTH AND SAFETY POLICY**

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### **1.0 INTRODUCTION**

- 1.1 The Director of Highland Games (HG) recognizes his legal duty under the Health and Safety at Work Act 1974 to ensure, as far as is reasonably practicable, the health, safety and welfare of all his employees. The Director acknowledges that he has duties towards children and their parents attending HG, these duties being implicit in the above Act and other legislation. In fulfilling these responsibilities the Director seeks to achieve a balance between practicable safety precautions and reasonable levels of risk that may be retained in support of the HG ethos.
- 1.2 The Director of HG accepts these responsibilities. It is and will continue to be his policy to promote high standards of health, safety and welfare in accordance with the terms and requirements of the above Act, regulations made under that Act and approved codes of practice. The director recognises that he has an obligation to establish and maintain exemplary standards. Through his positive attitude and approach he will lead by example and encourage all staff to adopt a similar approach.
- 1.3 The organisation's policy and arrangements in relation to Health and Safety are laid out in this document. All staff are made aware of the policy and supporting procedures and they are included in the induction new staff.
- 1.4 Health and Safety is regarded as an intrinsic responsibility of all members of the HG community and is an integral part of its activities.

### **2.0 THE HEALTH AND SAFETY POLICY**

- 2.1 The organisation will take reasonably practicable steps to:

- Maintain safe and healthy working places, systems of work and learning environments, with adequate facilities and arrangements for employees' and children's welfare
- Protect employees, children and others, including the public, in so far as they come into contact with foreseeable hazards;
- Provide all employees and children with the information, instruction, training and supervision that they require to work safely and efficiently.
- Develop safety awareness amongst all employees and children, creating individual responsibility for health and safety throughout the HG community;
- Ensure the health and safety of all participants in HG activities by establishing and following appropriate procedures which take into account Department for Education (DfE) guidance;
- Provide a safe environment for all authorized visitors to the organisation's premises bearing in mind that visitors may not necessarily be attuned to the organisation's environment;
- Encourage effective two-way communication on health and safety matters, through the staff meeting structure and regular review of risk assessments
- Maintain this Policy as a working document, by publicizing its contents and reviewing and revising it as necessary;
- Maintain awareness of the external environment that may be affected by the organisation's activities and pay full regard to the implications of the Environmental Protection Act 1990 including the duty of care as regards waste;
- Identify and control risk as a means of preventing injury and illness;
- Provide and maintain written risk assessment of the risks to the health and safety of its staff whilst they are at work and others who may be affected, as required by the Management of Health and Safety at Work Regulations 1999;

The organisation will meet the requirements of relevant legislation, particularly the Children Act 1989 and intends to follow relevant guidance issued by the Health and Safety Executive and the Department for Education.

The organisation will maintain a comprehensive manual of health and

safety procedures to enable this policy to be implemented and operated effectively. All members of staff will be informed about relevant procedures and are expected to comply with them.

### **3.0 SAFETY ORGANISATION**

The organisation is designed to underpin a positive health and safety culture, supporting risk control at all levels

#### **3.1 Director responsibility**

The director accepts his responsibility to ensure, as far as reasonably practicable, that the organisation provides a safe and healthy environment for staff, children and others who visit the organisation. He will:

- Require that they are informed of relevant health and safety risk management issues;
- Monitor the effectiveness of the implementation of this policy and review health and safety performance on a regular basis, at least annually
- Ensure that this policy and its supporting procedures are reviewed and revised as necessary.

##### **3.1.1 Activity Leaders**

Each Activity Leader will:

- Familiarise themselves with the contents of this policy and ensure that their staff are suitably briefed on documents and procedures.
- Arrange for the identification of risks which may be present in their work areas and activities. Ensure preparation of relevant risk assessments and implementation of measures determined through those assessments. The record of risk assessments will be retained within the department.
- Set up a system for routine safety inspections in their work areas, (including fire extinguishers, fire blankets and fume cupboards) and ensure that any remedial issues are addressed. The manager will maintain a record of these safety inspections.
- Arrange for all new staff to receive safety training in accordance with the needs of their work including Control of Substances Hazardous to Health (COSHH) regulations. Records of the training will be kept within the Department.
- Investigate all accidents and incidents which occur in their department and promptly submit the necessary reports to the Estates Manager.
- Complete and return classroom audit sheets in accordance with the published timescale.

- Ensure adequate testing, examination, maintenance, servicing and repair of specialist equipment.
- Ensure compliance with procedures relating to organisation trips
- Refer any safety matter not within their competence to the Estates Manager or Bursar.

### 3.1.5 **Staff Responsibilities**

All HG staff have a responsibility for safety and are expected to:

- take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.
- co-operate with management to enable it to comply with its statutory duties and to implement its safety policy.
- not to intentionally or recklessly interfere with or misuse any equipment or property of the organisation
- report any unsafe act or situation to their line manager

These staff duties are legal responsibilities. Failure to observe these responsibilities may have significant personal consequences, including possible prosecution and/or disciplinary action.

## 4.0 **SAFETY ARRANGEMENTS**

### 4.1 **Risk Assessments**

Risk Assessments will be prepared to identify and manage risks on the organisation's premises and during the course of its activities.

### 4.2 **Health and Safety Training**

4.2.1 All staff will receive health and safety information and training shortly after commencing their employment with the organisation. This training will cover the basic health and safety requirements for their work area.

4.2.2 Activity Leaders will ensure that staff working in areas where specific risks are present are provided with the appropriate training to enable them to carry out their jobs with proper regard to the safety of themselves and others.

4.2.3 Managers will review individual training needs with all employees on at least an annual basis. Records of all staff safety training carried out will be kept.

### 4.4 **Accident Reporting and Investigation**

4.4.1 All incidents which require first aid treatment will be logged in the First

Aid book maintained by the First Aid Nurse. The Director, as the organisation's Health and Safety Manager should be informed. The Director will ensure that serious incidents are investigated as soon as reasonably possible - and in any event within 72 hours.

A written accident report will be produced and retained for all incidents except those which require only minor first aid treatment.

- 4.4.2 The Reporting of Injury, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 require that, in the case of serious accidents and injuries, the Health and Safety Executive (HSE) is notified immediately. The Director will ensure that arrangements are in place for this. The Director will arrange for 'notifiable' accident reports to be forwarded to the HSE, within 10 days. He will review all accident report forms on a regular basis.

#### 4.5 **First Aid Arrangements**

- 4.5.1 The Director will ensure that there are sufficient staff with appropriate levels of first aid training. Suitable arrangements will be made for any special events.

#### 4.7 **Emergency and Contingency Plans**

- 4.7.1 Emergency and contingency plans are determined by the Critical Incident Management Team.

Activity Leaders will ensure that all staff are made aware of necessary arrangements, and are provided with the appropriate information and training as part of their induction.

#### 4.8 **Monitoring and Review**

- 4.8.1 The organization monitors the implementation of this policy at least three times a year.

## Appendix One

**HEALTH & SAFETY STAFF INDUCTION CHECKLIST**

Activity Leaders are required to ensure that all new staff are fully familiar with the health and safety issues applicable to their work and working environment in order that their own health and safety, and that of their colleagues, is not placed at risk.

The following staff induction checklist has, therefore, been produced as a guide to the health and safety information and instruction that all new staff should receive on the first day of their employment. In practice, the checklist will be completed by the line manager in the presence of the new member of staff and then sent to the Director so a copy can go on new staff personnel files.

Name of new employee: ..... Department: .....

Date of commencement of employment: .....

		Yes/ No	Comments
<b>1</b>	<b>Fire Safety</b>		
	Have you advised them of the time and date of the weekly fire alarm test?		
	Explained the procedure that all staff must follow in the event of discovering a fire?		In Staff Guidelines
	Identified the nearest call-point (i.e. break glass) to where the person will be working?		
	Explained the procedure that all staff must follow in the event of the fire alarm sounding?		
	Physically walked their exit route in the event of an evacuation and shown them the operation of any exit devices?		
	Physically walked at least one alternative exit route and shown them the operation of any exit devices?		
	Explained the circumstances under which staff should attempt to fight a fire (i.e. only trained Fire Marshals)?		
	Informed them of how classes line up at the fire assembly point?		
	Notified them of who the fire marshals are for the building and their role during a fire evacuation?		
<b>2</b>	<b>First Aid</b>		
	Have you informed them of the first aid arrangements in the department/building (including out of hour first aid arrangements)?		
	Explained the procedure that all staff must follow in the event of discovering an injured or sick person who may require first aid treatment?		
	Notified them of the location of Accident Book?		
	Explained the procedure for completion of an accident/incident report form for all accidents and incidents?		
<b>3</b>	<b>Emergency Contact Procedure</b>		

	Have you notified them of the HG emergency contact procedure and the circumstances under which it is used?		
<b>4</b>	<b>Reporting Health and Safety problems</b>		
	Have you advised them of the procedure for reporting problems and defects and to whom these should be reported?		
	Advised them of the procedure for reporting personal health and safety concerns relating to their own work activities?		
<b>5</b>	<b>Health and Safety Policies and Procedures</b>		
	Have you explained the responsibilities of individual members of staff (as defined in the HG Health and Safety Policy)?		Policy kept on shared staff drive
	Have you shown them the health and safety information on the HG webpages/shared drive, including all existing Policies and Procedures relevant to them?		Also on shared staff drive
<b>6</b>	<b>Manual Handling</b>		
	Have you advised them of the risks associated with manual handling activities, and the consequences of inappropriate/poor manual handling techniques?		
	Notified them of the HG Policy that where an identifiable risk exists, no member of staff shall perform manual handling operations without first carrying out a risk assessment, which will also identify the need for appropriate training?		
	Where identified that manual handling operations are part of the persons work activities, and identifiable risks exist, have you arranged for the appropriate assessment and training to be carried out before such activities commence?		
<b>7</b>	<b>Control of Substances Hazardous to Health (COSHH)</b>		
	Where identified that the handling of hazardous substances is part of the persons work activities, and identifiable risks exist, have you arranged for the appropriate assessment and training to be carried out before such activities commence?		
	Have you shown them the location of the file of COSHH assessment forms and other relevant documentation relating to hazardous substances within the department?		
<b>8</b>	<b>Personal Protective Equipment (PPE)</b>		
	Where identified as necessary have you provided them with appropriate PPE?		
	If yes, have you explained the reasons and arrangements for safe use and maintenance of the equipment and the reporting procedure should loss or defects occur or new equipment be required?		
<b>9</b>	<b>Maternity Risk Assessments</b>		
	Have you explained the requirements of the HG Maternity Policy, including the importance and reasons for reporting pregnancy as early as possible?		
<b>10</b>	<b>Other significant hazards and risk</b>		
	Has the person identified any special needs requirements which if not addressed could place their health or safety at risk or affect their ability to evacuate in the event of a fire alarm?		

**Additional information, instruction and training:**

Identify here any additional information, instruction and training which was provided during induction or any further health and safety training needs (including, where applicable, dates of when training is to be provided).

**Health and Safety Staff Induction conducted by:**

Name ..... Position .....

Signature ..... Date .....

**Employee declaration:**

I acknowledge that I have received staff induction training and understand the arrangements and procedures that are identified above.

Signature ..... Date .....