

HEALTH & SAFETY POLICY



Torfaen
Leisure Trust

Ymddiriedolaeth
Hamdden Torfaen



VERSION CONTROL

Version	Date	Action	Owner	Approved and date
V1	May 2018	Policy Created	Brett Nowell	Not implemented due to change in personnel
V2	February 2021	Full Policy Review	Angharad Collins	
V3	February 2021	Policy amendments	Steve Davies	
V4	February 2021	Further Policy Amendments	Angharad Collins	
V5	February 2021	Board Approval	Angharad Collins	
V6	February 2021	Further Policy Amendments	Steve Davies	
V7	February 2021	Further Policy Amendments	Angharad Collins	
V7	February 2021	Board approval	Angharad Collins	8 th March 2021

General Statement of Intent

Torfaen Leisure Trust (TLT or The Trust) recognises and accepts its responsibility as an employer and will provide, as far as is reasonably practicable, a safe and healthy workplace and work environment for all its employees, customers, contractors and others affected by its activities, or in premises it makes available as a place of work. Similarly, TLT will strive to ensure the well-being of its employees and to ensure each level of the organisation is fully aware of its responsibilities under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.

The Trust has the following underlying beliefs: -

- √ Our colleagues are our most important asset.
- √ Health and Safety is a management responsibility integral to service provision.
- √ Effective Health and Safety management is based on a common understanding of risks and controlling them through good risk management.
- √ The preservation of human and physical resources is an important means of minimising costs.
- √ Accidents, ill health and incidents are usually preventable.

The Trust will take all reasonably practicable steps, including making available sufficient funds and resources to meet its responsibility and ensuring the provision of: -

- √ Safe plant, equipment and systems of work.
- √ A safe place to work.
- √ A healthy working environment.
- √ Sufficient welfare facilities and arrangements.
- √ Safe arrangements for the use, handling, storage and transport of articles and substances.

A system of reviewing procedures and auditing their effectiveness will be maintained to ensure the proper management of Health and Safety within the Trust.

To achieve these objectives, Torfaen Leisure Trust will appoint designated members of staff to:

- Be responsible for health and safety.
- Keep workplace health, safety and welfare procedures under constant review.
- Liaise with the appointed external Health and Safety Consultant whenever necessary.
- Liaise with the Health and Safety Executive (HSE) wherever necessary.
- Keep the Board, Chief Executive and the Senior Managers abreast of new legislation, Regulations, Industry Best Practice and British Standards in order to ensure ongoing compliance with the law.

Torfaen Leisure Trust will comply with its duties towards employees under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999, so far as is reasonably practicable, in order to:

- Provide and maintain plant and systems of work that are safe and without risk to health, ensuring a safe place of work and a safe system of work
- Ensure the safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- Provide such information, instruction, training and supervision as may be necessary to ensure the health and safety at work of its employees
- Make Risk Assessments and Safe Systems of Work available to employees
- Take appropriate preventative/protective measures
- Provide employees with health surveillance where necessary
- Appoint competent personnel to ensure compliance with statutory duties and to undertake reviews of the policy as necessary.

Torfaen Leisure Trust employees, agree as part of their contract of employment, to comply with their individual duties under the Health and Safety at Work Act 1974 and other current Health & Safety legislation. Employees are therefore expected to co-operate with Torfaen Leisure Trust to enable it to carry out its health and safety duties and responsibilities. Failure to comply with health and safety duties and responsibilities, regulations, work rules and procedures regarding health and safety may be treated as a gross misconduct, and as such may be dealt with in accordance with the company's disciplinary procedure.

The Chief Executive assumes the overall responsibility for all matters of health, safety and welfare within The Trust and will consequently ensure its successful management.

Signed:

Date: 12th March 2021

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.

CEO

Torfaen Leisure Trust

Organisation

This section outlines the distribution of Health and Safety responsibility throughout Torfaen Leisure Trust. Managers and colleagues at TLT should carefully consider the implications for health and safety in any decision they make. Where their decision may compromise health and safety, or there is any uncertainty, they must discuss this with their line manager.

Board of Trustees

The ultimate responsibility for all aspects of health, safety and welfare rests with **the Trustees of Torfaen Leisure Trust**. In effect the **Trustees** together assume this responsibility and must ensure that all reasonably practicable steps are taken to comply with the Trust's statutory obligations under the Health and Safety at Work etc Act 1974 and that a Safety Policy is stated and implemented. Board members shall ensure that all their decisions and actions are consistent with the management of health and safety as stated in our Health and Safety Policy statement.

The Board will delegate responsibility for the Health and Safety arrangements to the Chief Executive. They will receive regular reports regarding health and safety performance of the Trust to ensure compliance.

Chief Executive

Within the organisation, the **Chief Executive** has overall responsibility for all health, safety and welfare matters and will ensure their effective and successful management.

The Chief Executive has responsibility for ensuring that:

- Policy objectives are achieved
- Company policies are reviewed as appropriate in order to secure continuing compliance with existing policies and current legislation
- Health and Safety is reported on within the annual report.

Head of Leisure

In the Torfaen Leisure Trust Management Structure, the Head of Leisure reports directly to the Chief Executive and along with the Premises Manager and CEO is responsible for strategic health and safety. In this role they will lead the positive culture of managing health, safety and wellbeing and specifically will:

- Act as an advocate for health and safety management within TLT and Leadership Team and support the Chief Executive in meeting the responsibilities set out in this policy.
- Ensure that health, safety and wellbeing matters are discussed at Operational Team meetings.
- Ensure adequate resources proportionate to the level of risk are made available for the effective implementation of this policy and associated Arrangements;
- Ensure sufficient competent persons are appointed to assist the Trust to effectively deliver its responsibilities for health and safety;
- Ensure health and safety performance standards and indicators are developed and used within TLT in keeping with corporate objectives;

- Ensure management systems are in place to identify, manage and communicate risks and control measures throughout TLT;
- Ensure the provision of effective arrangements for the monitoring and surveillance of the health of employees who are exposed to specific risks.
- Ensure health and safety matters are given due consideration when developing any policies and strategies, and when allocating associated responsibilities and resources;
- Ensure that health and safety management is an integral part of all management plans, strategies and activities of TLT; and
- Audit the existence of and regularly attend Health and Safety Consultative Group.

Premises Manager

The Premises Manager reports to the Head of Leisure and is responsible for advising on all health and safety matters, and the implementation of this policy. The Premises Manager is the appointed Health & Safety Officer for Torfaen Leisure Trust and is responsible for Strategic and Operational Health and Safety matters.

In fulfilling these responsibilities, the Premises Manager will be assisted by the General Manager (responsible for the Operations Team) and advised by the Torfaen Borough Council Health and Safety Team.

The Premises Manager will:

- Ensure managers are aware of their responsibilities for health, safety and welfare under any relevant legislation such as the Health and Safety at Work Act (1974) and subsequent regulations.
- Maintain an up-to-date record of all accidents, incidents and near misses at Torfaen Leisure Trust premises and provide a monthly report for the Head of Leisure. The Premises Manager will also investigate serious accidents, dangerous occurrences and similar incidents and, as necessary, make recommendations to prevent recurrence.
- Implement and chair a Health and Safety consultative group of suitable colleagues and Senior Management to meet on a Quarterly basis. These meetings will be undertaken in accordance with strict Governance protocols and will ensure that Torfaen Leisure Trust embeds a Health and Safety Culture throughout the Organisation.
- Ensure that health and safety performance is reviewed annually and a report published within TLT. The report shall cover our health and safety management performance during the preceding year and set priorities for the year ahead, in discussion with the Head of Leisure.
- Document and liaise with Torfaen Borough Council regarding any serious defects which present a Health & Safety risk and coordinate repair work accordingly within agreed timescales.
- Provide advice on industry best health and safety practice and advise upon the health and safety content of all specifications and contract documents.
- Advise on the requirements for personal protective equipment on all sites and ensure that it is purchased, issued, stored and used by employees as required.

- Be consulted at the planning and subsequent stages of the construction of new property and the revitalisation, adaptation or extension of property and will provide advice in these areas.
- Implement and organise all appropriate training of employees across all sections of Torfaen Leisure Trust pertaining to Health and Safety. This will include a health and safety education programme with regular safety training of colleagues; keeping up-to-date records of Health and Safety training that colleagues have received.
- In addition, ensure a quality induction programme covering the importance of Health & Safety practices at work is in place; issuing a copy of the Trust's Health and Safety Policy Statement to all new colleagues.
- Advise on the display of material and publicity regarding Health and Safety.
- Undertake a monthly audit of allocated areas relating to Health and Safety and report findings monthly to the Head of Leisure. This will include periodic inspections to identify unsafe plant, unsafe working conditions and unsafe premises.
- Promote and present health and safety arrangements at Operational Team Meetings – including information about accident prevention techniques.
- Act as the 'competent/ duty holder' for management of asbestos in accordance with Control of Asbestos Regulations 2012, Legionella management, Fire safety and Radon monitoring.
- Notify the Health & Safety Executive as required in the reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR); and copy TCBC Health and Safety Team and Head of Leisure into all correspondence.
- Consult and negotiate with Appointed Safety Representatives of recognised Trade Unions on those aspects of The Trust's Safety Policy which affect their conditions of employment.
- Assess risks and enable/assist others to assess the risks to health and safety of employees, contractors and to the public in the Trust's maintained and occupied premises, work areas, sites, and ensuring that necessary arrangements are made to prevent danger to health from these risks, including the completion of appropriate Risk Assessments.
- Advise on the drawing up and implementation of safe systems of work.
- Advise on the safety and design and use of plant and equipment;

General Manager

The General Manager reports to the Head of Leisure and is responsible for the implementation of the Health & Safety Policy across all TLT Centres and for ensuring day-to-day Health and Safety focus across the operational teams and incorporation into operational procedures.

The General Manager will act as a champion for health and safety management within TLT and support the Head of Leisure, Chief Executive and Board of Trustees in meeting the responsibilities set out in this policy. The General Manager is responsible for ensuring the normal operating procedures include full consideration of Health & Safety in the workplace.

The General Manager is responsible for the Assistant Customer Experience Managers (ACEMs), who are in turn responsible for the direction and management of Health and Safety within their designated centres and will ensure that all arrangements for the health

and safety of customers, staff and those affected by Torfaen Leisure Trust activities, are made known, managed, controlled, monitored and reviewed. The General Manager will assist the Premises Manager in ensuring that all appropriate Risk Assessments are in place.

The General Manager will:

- Ensure Safer Operating Procedures are created and all operational staff are trained to deliver on a day to day basis.
- Risk assessments are reviewed annually to ensure they are still relevant and ensure the Organisation is compliant with regards to the activity.
- Ensure that, where health and safety training needs are identified, arrangements for training will be made as appropriate.
- That preventative actions are implemented as a result of an incident or accident.
- That all operational staff are adhering to all health and safety policies and procedures at all times.
- Ensure that any health and safety issues that cannot be resolved by themselves are raised with the Premises Manager and Head of Leisure.

Assistant Customer Experience Managers (ACEMs)

Assistant Customer Experience Managers report to the General Manager and are accountable for implementing Torfaen Leisure Trusts Health and Safety Policy, encouraging and assisting in developing safety procedures and ensuring that established rules and safe working practices are adhered to at their centres. They must also ensure that persons with supervisory responsibilities are properly trained and receive the support needed to meet their duties. Assistant Customer Experience Managers should ensure that necessary consideration is given to the requirements of the Safety Policy and, in particular, to the implementation of the following:

- Safe operating procedures are embedded within the facilities and staff are aware of what to do in the event of an emergency situation.
- Risk assessments and safe systems of work are implemented for their area of responsibility.
- In liaison with the General Manager, ensuring that induction training includes health and safety matters.
- Making sure they know their own, and other persons' responsibility for implementing the Safety Policy.
- All accidents, dangerous occurrences and near misses are logged and preventative actions are recommended in close liaison with the General Manager and Premises Manager.
- All necessary arrangements are made and maintained in respect of Accident Reporting, First Aid, Fire precautions, etc.
- Ensuring that all activities carried out by Torfaen Leisure Trust's colleagues will not create a risk/ hazard to customers, customers' property, and/or their colleagues.
- Maintaining good housekeeping standards for their section/centres at all times.
- Ensuring that all colleagues are adequately trained and competent to carry out the work allocated to them without risk.
- Ensuring that all TLT procedures are adhered to at all times.
- Ensuring that close liaison with on-site contractors is maintained in all matters regarding health and safety.

- Ensure that any health and safety issues which cannot be resolved by themselves are raised with the Premises Manager, whilst informing the General Manager.

All Colleagues

All employees have a legal duty under section 7 and 8 of the Health and Safety at Work Act 1974. TLT Colleagues must take care of their own health, safety and wellbeing and that of other people who might be affected by their acts or omissions. Also, they must co-operate with Torfaen Leisure Trust to enable it to achieve its health, safety and wellbeing obligation, ensuring:

- They are fully conversant with this safety policy and co-operate with Torfaen Leisure Trust in meeting its statutory duties.
- They take reasonable care of themselves and others who may be affected by their acts or omissions.
- No one intentionally or recklessly interferes with or misuses anything provided in the interests of health and safety, for example, fire extinguishers, fire alarms, etc.
- All accidents, dangerous occurrences and near misses are immediately reported to their line manager.
- They are fully conversant with all Safe Operating Procedures and Emergency Procedures applicable to the area in which they are working.
- That at all times, they make full use of the appropriate safe systems of work. Any equipment provided for personal safety shall be used in accordance with guidelines and maintained in a condition fit for that use, and any defects immediately reported to line management.
- They report to their line manager any unsafe systems of work which develop contrary to instructions, unsafe working conditions and damage to plant, machinery or equipment.

External Health and Safety Specialist Support

Will be used as and when required to:

- Provide updates and guidance on legislation and sound practice in health and safety management.
- Attend specified health and safety team meetings.
- Undertake a quarterly audit check of the Premises Manager Audit.
- Provide guidance on documentation and systems relating to the Health and Safety Management System.
- Provide assistance to develop procedures for Health and Safety management framework in accordance with the Management Standard.
- Provide assistance in consulting with employee safety representatives and non trade union representatives of employee safety.

Occupational Health

Occupational Health is an outsourced service at Torfaen Leisure Trust.

Torfaen Leisure Trust will:

- Ensure delivery of an occupational health service that provides advice, guidance and support relating to work and health, and contributes to the business needs of TLT.
- Assist in ensuring that TLT complies with all existing and future legislation regarding health surveillance.
- Advise on the prevention of ill health at work and assist in the management of existing health problems, including health surveillance where appropriate;
- Advise and assist in the management of employees with either short or long term sickness absence including rehabilitation programmes, redeployment and ill health early retirement.
- Provide advice and guidance on any health risks associated with the delivery of TLT services, where a problem is identified by management.
- Provide health surveillance where appropriate to ensure that the working environment will not adversely affect health, and assist managers complying with any statutory requirements.
- Assist managers in providing a consistent approach to occupational health across TLT.
- Assess the fitness of employees in being able to carry out the intrinsic nature of their role.
- Provide practical and confidential health support for all staff.

TCBC Property Management Group

The Property Management Group within Neighbourhood Services is responsible for overseeing the management and implementation of all property related statutory duty of care, preventative and reactive maintenance requirements for Torfaen Leisure Trust under a Service Level Agreement. Specifically they will:

- Provide professional advice and information to TLT on property maintenance related health and safety responsibilities, legislation, and good practice.
- Procure specialist risk assessments for fire, asbestos, legionella, and other premises hazards as identified.
- Identify and schedule all statutory inspections of premises and equipment under their responsibility.
- Identify all risks associated with the fabric and condition of our properties within TLT and prioritise a schedule of measures to address these risks; and
- Record and communicate findings of risk assessments and statutory inspections to persons with responsibility for taking action.

Arrangements

This section describes the procedures that will be implemented by Torfaen Leisure Trust in order that the company's aims and objectives for improving Health and Safety at Work can be achieved.

Statutory Obligations and New Legislation

The Premises Manager will be responsible for the provision and dissemination of advice and information to the Organisation.

The Premises Manager will maintain close contact with the Health and Safety Advisor at Torfaen County Borough Council and other organisations from which information may be obtained regarding health and safety matters.

Measuring Performance

The Premises Manager and Management Team will measure performance against agreed standards to identify when and where improvements are needed at or across all Torfaen Leisure Trust premises.

The Premises Manager will actively monitor the effectiveness of the Health and Safety Management System, which includes premises, plant, substances, staff, procedures and systems.

The Premises Manager will, if control measures fail, carry out reactive investigation to discover why an incident occurred. This will determine the immediate causes of sub-standard performance, identify the underlying causes, implications of the design, operation of the Health and Safety Management System and implement the appropriate control measures to improve the Health and Safety Management System.

The Premises Manager will undertake monthly audit requirements on all areas of the Leisure Trust. The findings will be reported to the Head of Leisure.

Reviewing Performance

The Chief Executive and Head of Leisure will review the audit performance on a quarterly basis. The Head of Leisure will review Health and Safety Action Plans of the whole Health and Safety Management System at one to one meetings with the Premises Manager.

- Every twelve months the Premises Manager will conduct a safety management review which must include:
 - A review of all reports and actions from Health and Safety meetings
 - A review of major incidents
 - The production of a summary of the Trend analysis of accident reports
 - A review of Safety performance, policy objectives and policy commitment

The findings will be reported back to the Board of Torfaen Leisure Trust.

Audits and Inspections

The Premises Manager will organise and carry out regular audits and monitor the effectiveness of the Health and Safety Policy, Safe Operating Procedures and practices in relation to Torfaen Leisure Trust premises.

Recruitment of Colleagues

New TLT colleagues will be required to undertake an induction to site which will be documented and retained on personnel files.

Buildings, Plant and Equipment

The Premises Manager, Management Team and working in partnership with Torfaen Property Services, will ensure that:

- All buildings, plant and equipment meet statutory requirements
- That any remedial action required is prioritised
- That any unsafe equipment is safely immobilised and labelled
- That all new equipment conforms to statutory requirements
- The planned preventive maintenance (PPM) is developed
- The service level agreement (SLA) outlines the services that will be provided, to ensure compliance with Health and Safety legislation and this forms part of the Duty of Care programme. All service dates to be recorded and any issues documented.

Fire Precautions

The Premises Manager and Duty of Care team within the property department of TCBC, will ensure that:

- All fire fighting appliances, detection systems, emergency lighting, alarms, fire doors and exits and other fire management systems are regularly inspected and tested in line with British Standards and the information is recorded within the Fire Log book

The Premises Manager will ensure:

- The Fire Procedure is displayed and reviewed at frequent intervals
- There will be regular tests of the fire evacuation procedures and the information is recorded within the Fire Log Book
- Regular Fire Risk Assessments are being carried out by an external consultant and any identified actions are implemented as a matter of urgency
- Regular and ongoing fire warden training for designated colleagues (at the required numbers for the organisation) and fire safety awareness training for other staff will be carried out

Control of Substances Hazardous to Health

All Managers will ensure that no new chemicals or substances will be purchased or brought into any of Torfaen Leisure Trusts premises until their hazards have been assessed in accordance with the Control of Substances Hazardous to Health Regulations 2002.

Risk Assessments and Safe Systems of Work

The Management of all departments will ensure that risk assessments are reviewed annually.

The General Manager will ensure that all sites and activities subject to Risk Assessments are assessed in accordance with the relevant legislation using Torfaen Leisure Trust documentation. The Trust will provide training and instruction on the framework for the process of identification and assessment of Risks. Such assessments will be reviewed whenever any of the following factors occur:

- Change in legislation – to be reviewed by Premises Manager
- Change in control measures – To be reviewed jointly by Premises Manager and General Manager
- After any accidents or incidents – to be reviewed by Premises Manager
- Significant change in work carried out (e.g. change in chemicals used) – to be reviewed by Premises Manager
- Transfer to new technology (such as OpsPal) – To be reviewed by Premises Manager and General Manager.
- When original assessment is no longer valid – annual review to be undertaken by General Manager

Assessments will be completed by competent staff and records maintained by the Premises Manager. The results of all such assessments when required will include Processes/Safe System of Work and will be communicated to and be available for inspection by all colleagues. All assessments will identify necessary protective and preventative measures.

Visitors/Contractors

The General Manager, other Managers and ACEM's, will ensure that all Sub-Contractors who are to work on, or in, any of Torfaen Leisure Trusts premises will be made aware of all safety procedures and any hazards applicable to the areas in which they are to work. Visitors to any location may not be aware of the risk associated within the site, therefore all visitors must:

- Sign in on arrival on the Daily Authorisation sheets.
- Where possible be accompanied by the person they are visiting, who in turn is responsible for the visitor's safety and ensuring that visitors are aware of any hazardous process or situation they may be exposed to
- On leaving the premises, sign out on the Daily Authorisation sheet at Reception

The ACEM team will be responsible for ensuring that this procedure is observed. The Premises Manager will undertake **four** audits per year to ensure that the process is being followed.

First Aid

The Premises Manager along with site based Trainers will ensure that First Aiders are appointed for all Torfaen Leisure Trusts premises in accordance with the Health and Safety (First Aid) Regulations 1981.

- The First Aiders will be responsible for the taking of prompt and appropriate action following any accident, whether to a colleague or member of public.

- A site designated competent person will be responsible for the maintenance of the contents of all First Aid Kits and ensure that only items specified will be retained in the kits.
- The First Aiders will ensure that all accidents, no matter how minor, will be reported on Torfaen Leisure Trust's Accident Report Form.
- The First Aiders will ensure that where a contractor engaged by Torfaen Leisure Trust is involved in an accident, a copy of the Incident Report Form will be sent to his/her employer.

Reporting and Investigating Accidents, Dangerous Occurrences & Near Misses

- The colleague dealing with any accidents, dangerous occurrences and near misses will report to their line manager responsible for the facility or section as soon as possible after the event.
- The Chief Executive and Management Team will be informed immediately about all major accidents and dangerous occurrences.
- The Premises Manager will notify HSE of all Reportable Incidents whilst advising the Head of Leisure.
- The reporting and recording of all incidents will be made by ACEM's and Line Managers, who in turn will send the completed forms to the relevant department for filing and analysis.
- The Premises Manager will analyse the incident statistics on a monthly basis and issue a report to the Head of Leisure and General Manager identifying trends and common causes of accidents.

Training

Training of colleagues is fundamental to the Trust's approach to Health and Safety. The planned approach ensures:

- Identification of training needs
- Training programme to ensure competence
- Effective training records
- Review and appraisal of employee performance

Consultation

An active programme of staff consultation is carried out, where colleagues are kept up to date on changes which may affect their health, safety and wellbeing. Active communication takes place through team meetings, colleague appraisals and management meetings, where appropriate these meetings are minuted.

Planning and Control

It is the objective of Torfaen Leisure Trust to have a planned approach to health and safety management. This will be based upon having a clear safety policy and strategy, effective planning, good implementation and operation of safety procedures, comprehensive monitoring and measurement processes and a clear management review:

- The Chief Executive is ultimately responsible for health and safety within Torfaen Leisure Trust including the achievement of the safety objectives, provision of appropriate resources, competent appointments, training, systems of work, monitoring and review of safety performance.
- The Head of Leisure, General Manager and on site teams are responsible for the safe operation of the services under their control.
- The Operating Procedure clearly identifies the key safety procedures within Torfaen Leisure Trust that are required to be documented. They are supported by effective training programmes with appropriate training and inspection records.
- The documentation that forms the Pool Safety Operating Procedures must be kept up to date by the General Manager. Out of date copies of documentation are promptly removed from site.

Health & Safety Management Lines of Communication

Management

CEO and Board to monitor health and safety plan, including the management standard

Head of Leisure and Premises Manager, supported by General Manager to develop health and safety plan, including monitoring the management standard and endorsement of policy/arrangements and guidance.

Support

Health and Safety Consultative Group provides a link to Line Managers of service areas who are responsible for health and safety and insurance

TCBC Health & Safety Team Advice and Support on policy/arrangements and guidance provide quarterly performance management and produce annual monitoring report.

Delivery

Line Managers via General Manager, ACEM's and other supervisory posts to implement management standards including policy/arrangements and guidance.

Health & Safety Consultative Group, to implement management standards including policy/arrangements and guidance.