



**STEVENAGE LEISURE LIMITED**

**HEALTH & SAFETY POLICY**

**ISSUE: No. 17**

**(Amended November 2018)**

**SECTION ONE:**  
**Health and Safety Policy Statement**

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Health and safety, as with all other aspects of Stevenage Leisure Ltd (the Organisation) undertakings, must be properly managed and cost effective.

It is the policy of Stevenage Leisure Limited to comply with both the letter and spirit of the Health & Safety at Work etc. Act 1974 and all other relevant legislation, and to regard the provisions of this legislation as minimum requirements.

Employees of the Organisation have a right to work in safe and healthy conditions. These conditions will be created and maintained by the preparation of, and adherence to, this health and safety policy. The board, directors and managers fully appreciate that responsibility for health and safety is an integral function of management, on a par with responsibilities for all other business operations and we recognise the benefits of a fit and healthy workforce.

Guest / customer safety, and the safety of visitors and contractors to our premises, is also integral to our philosophy.

The Organisation will undertake to provide adequate health and safety training and information to all employees to enable them to improve their knowledge and awareness of health and safety and to discharge their own health and safety responsibilities.

I believe that it is important for all personnel, whatever their position, to accept their personal responsibilities as detailed in this policy and I seek active co-operation between management and employees to promote a safe and healthy environment for ourselves and for those who avail themselves of our service.

Finally, I undertake to review and revise this policy on an annual basis or as required by changing legislation. All changes will be brought to the attention of all employees.

Signed: ...  ..... Date: 11th November 2018

**Ian Morton**  
**Managing Director**

## **Introduction**

This document lays down our aims and objectives in the important area of health and safety. It sets out, in broad terms, how to implement these aims and objectives.

All employees must co-operate in this endeavour.

The policy statement will be displayed on all site H&S notice boards, on the SLL intranet and briefed at all H&S meetings and team meetings, a soft copy of the document can be found on the shared “Corporate document” folder under 5.1 Policy and Organisation.

The policy will be issued to all new employees as part of their induction pack. It incorporates our general approach towards compliance with all health and safety legislation (including the Management of Health and Safety at Work Regulations 1999).

## **Aims of the Policy**

1. To ensure the health, safety and welfare of anyone affected by our business activities as far as is reasonably practicable
2. To conduct all of our undertakings so as to avoid, or reduce to an acceptable level, risks to the health or safety of all of our employees, all users of our services, all members of the general public who are exposed to our activities and all other people who work on, or visit, our premises. (Please see Appendix B)
3. To create and maintain a positive health and safety culture within all areas of our organisation, so that there is a continuous, cost effective, improvement in our health and safety performance.

These aims will be pursued regardless of whether the particular services, which form part of the organisation’s undertakings, are performed by our employees, or by outside contractors acting for us.

These aims will be borne in mind in all policy and operational decisions made by the organisation, especially in relation to the adequate provision and competency of resources. It is recognised that managers could render themselves and the company liable under criminal and health and safety law should they place requirements upon staff that are contrary to this policy.

## **Objectives of the Policy**

The organisation expects, and requires, every one of its departments to work towards achieving the following objectives in the field of health and safety.

1. Comply always with the Health & Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 and all other relevant statutory provisions, including health and safety approved codes of practice and guidance and relevant fire safety legislation.
2. Effectively identify significant hazards arising from our activities, to assess all the resultant risks to the health and safety of our employees, guests/customers and other people and to develop the appropriate preventive and protective measures necessary to control these risks.
3. Effectively plan, organise, implement, control, monitor and review the preventive and protective measures.
4. Establish, and where necessary implement, appropriate emergency procedures to be followed in situations of serious and imminent danger. In this respect to co-operate and co-ordinate with the emergency services.
5. Provide and maintain suitable and safe vehicles, plant, equipment, and systems of work.
6. Provide employees with adequate health and safety training and supervision, and to take account of employees' capabilities as regards health and safety matters when assigning tasks to them.
7. Provide employees with comprehensible information on health and safety risks identified by assessments and on the preventive and protective measures necessary to control these risks.
8. Avoid safety, health and fire risks in connection with the use, handling and storage of articles and substances.
9. Provide a safe place of work and a healthy working environment.
10. Where appropriate on health and safety grounds, to ensure that employees are provided with, and use, suitable personal protective clothing or equipment. Also to make adequate arrangements for the storage and maintenance of such personal protective clothing and equipment. Procedures will be in place to monitor that employees correctly use the personal protective equipment
11. Where beneficial to the prevention of work related illnesses or ill health conditions, to provide employees with appropriate health surveillance.

## **SECTION TWO: Organisational Responsibilities**

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### **2.1 Main Board of Trustees.**

- 2.1.1 Will have the over all responsibility for H&S. The MD will be the Board responsible person for H&S.
- 2.1.2 Will have a regular agenda item termed Corporate Risk Management, where it can receive regular updates and progress reports from the H&S Corporate Committee.
- 2.1.3 Will have a strategic input and approve significant policy changes as required.

### **2.2 Management Team**

- 2.2.1 Accepts their collective role in providing health and safety leadership in the organisation.
- 2.2.2 Accepts their individual role in providing health and safety leadership.
- 2.2.3 Will ensure that all decisions will reflect the commitment to achieving the objectives set out in this health and safety policy statement.
- 2.2.4 Will seek to engage the active participation of employees in improving health and safety.
- 2.2.5 The Corporate Services Director is nominated as the health and safety director who will liaise with the health and safety advisor and oversee the day-to-day management of health and safety in the organisation.
- 2.2.6 Will be a member of the Corporate H&S team to ensure commitment and understanding in all areas of the business.

### **2.3 Managing Director**

- 2.3.1 Is the Main Board responsible person for H&S
- 2.3.2 Ensures that there is an effective policy for health and safety, which is kept up-to-date within the organisation.
- 2.3.3 Ensures that relevant risks are assessed and will make available sufficient funds to allow for the appropriate control of these risks.
- 2.3.4 Ensures implementation of the policy and fully supports all persons who carry out that policy.

- 2.3.5 Has the responsibility of discharging the Organisation's duty, under Section 2(3) of the Act, of bringing the general statement of health and safety policy and the organisation and arrangements for the carrying out of that policy to the notice of the employees in their departments.
- 2.3.6 Ensures that the health and safety policy of the Organisation is understood at all levels.
- 2.3.7 Co-operates fully in the training of the health and safety co-ordinators and arranges for consultation on health and safety matters as appropriate.
- 2.3.8 Includes health and safety performance information on the intranet and updates on a regular basis for the benefit of all staff.

## **2.4 Corporate Service Director**

- 2.4.1 Responsible person on the Management Team and Board for Health and Safety.
- 2.4.2 Ensure that the policy is correct and up to date
- 2.4.3 Support the Head of Facilities Management in the management of Health and Safety for Stevenage Leisure Limited

## **2.5 Operations Director**

- 2.5.1 Ensure that this Policy is complied with throughout all sites under the operations directorate.
- 2.5.2 Assist the Managing Director by ensuring all responsibilities under Health and Safety at all sites are met.
- 2.5.3 Ensure all employees at all sites achieve the level of Health and Safety training required to carry out their roles.

## **2.6 Health & Safety Co-ordinators (HSC)**

- 2.6.1 The role of the centre or department health and safety co-ordinator is to monitor key health and safety requirements within their areas and to seek advice from the health and safety advisor. The HSC will also co-ordinate, as required, new or revised health and safety requirements.
- 2.6.2 Advise managers of their responsibilities for health, safety and welfare under any relevant legislation.
- 2.6.3 Act as a conduit for H&S from Corporate committee to staff and vice versa as part of the staff consultancy and communication process.
- 2.6.4 Investigate serious accidents, dangerous occurrences and similar incidents and prepare reports for submission to the Management Board, the

managing director, Corporate H&S committee and the Health & Safety Executive, as necessary, and make recommendations to prevent recurrence.

- 2.6.5 Advise on necessary personal protective equipment.
- 2.6.6 Shall be consulted at the planning and subsequent stages of the construction of new property and the revitalisation, adaptation or extension of property.
- 2.6.7 Recommend appropriate training of employees and assist with its implementation.
- 2.6.8 Advise on the display of material and publicity regarding health and safety.
- 2.6.9 Monitor both employees and contractors in compliance with this policy.

## **2.6 Health and Safety Advisor - (Head of Facilities Management)**

- 2.6.1 Provide updates and guidance on legislation and sound practice in health and safety management.
- 2.6.2 Chair the Corporate H&S meetings and to develop this team.
- 2.6.3 Chair specific health and safety improvement team meetings.
- 2.6.4 Provides guidance on documentation and systems required.
- 2.6.5 Provide advice on sound health and safety practice and will advise upon the health and safety content of specifications and contract documents as required

## **2.7 Contract Managers, Centre Managers and Supervisory Staff**

- 2.7.1 Undertake risk assessments and draw up safe systems of work for their areas of responsibility.
- 2.7.2 Fully familiarise themselves with the safety policy of the Organisation and ensure that all people in their charge comply with the safety policy at all times.
- 2.7.3 Ensure that all accidents, incidents and near misses are recorded, that they are investigated and accident reports are completed promptly and returned to the administration section, copy being sent to Facilities Director.
- 2.7.4 Ensure that people in their charge are aware of the procedures to be adopted in the event of fire or other foreseeable emergency.
- 2.7.5 Ensure that people in their charge know the whereabouts of first aid facilities.

2.7.6 Ensure, where reasonably practicable, that adequate supervision is available at all times for employees in their charge.

2.7.7 Devise safe working practices for tasks under their control and will ensure that only safe working practices are used, in order to provide maximum safety for all people in their charge.

2.7.8 Brief employees on health and safety procedures and policies, annual update on Company H&S policy.

2.7.9 Maintain good housekeeping standards in their sections/sites at all times.

2.7.10 Ensure that any health and safety problem, which cannot be resolved by them, is raised quickly with the health and safety co-ordinators or their supervisor.

## **2.8 All Employees**

2.8.1 Make themselves familiar with the Company safety policy.

2.8.2 At all times make full and proper use of the appropriate safe systems of work, safety equipment and protective clothing and make full use of appropriate safety devices.

2.8.3 Report to their line manager any unsafe systems of work, which develop contrary to instructions, unsafe working conditions, damage to plant, machinery or equipment and will report all accidents and all near misses immediately.

2.8.4 Take reasonable care for the health and safety of themselves and of other people who may be affected by their acts or omissions.

2.8.5 Co-operate with the Organisation so as to enable it to carry out its own duties and responsibilities.

2.8.6 Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare by the Organisation.

## **2.9 New Employees**

In addition to the provisions of section 2.6 (inclusive) above, new employees shall: -

- (a) As part of induction be briefed on the Company H&S policy
- (b) Be inducted in all relevant health and safety requirements before working unsupervised.
- (c) Ensure that they have read and fully understand instructions in the event of fire or other serious or imminent danger.

- (d) Familiarise themselves with the Organisation's accident and near misses reporting procedure.

## 2.10 Corporate Health and Safety Committee

The Organisation's health and safety committee sets the procedures, corporate goals and objectives for the company.

The committee will be:

- Management team
- Section Managers
- H&S Consultant

The Corporate committee's functions are: -

- (a) To report to the Main Board on health and safety performance.
  - (b) The study of accidents, incidents, near misses, notifiable injuries, diseases, dangerous occurrence statistics and trends, so that reports can be made to management on unsafe and unhealthy conditions and practices, together with recommendations for corrective action.
  - (c) Examination of independent safety audit results on a similar basis.
  - (d) Consideration of reports and factual information provided by Enforcing Authority inspectors.
  - (e) Consideration of reports that health and safety co-ordinators may wish to submit.
  - (f) Guidance in the development of safety rules and safe systems of work.
  - (g) Monitor the effectiveness of the safety content of employee training.
  - (h) Monitor the adequacy of safety and health communication and publicity in the workplace.
  - (i) The provision of a link with the Enforcement Authority.
  - (j) To keep the Organisation informed of relevant changes to legislation.
  - (k) The Section managers to drive H&S within their contracts and use the team meetings as a method of communication.
- **Note:** The H&S documentation can be found on \\sllvsfileprint\corporatedocuments\H&S

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## **SECTION THREE: Health & Safety Arrangements**

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- 3.1 This health and safety pack provides a system of policy documents and procedures to control the principal hazards within the Organisation operation.
- 3.2 Procedures are in place to control hazards to customers, staff, contractors and anyone who may be affected by our business.
- 3.3 Documented procedures are developed where it is agreed the absence of such procedures may affect safety.
- 3.4 These policies & procedures are contained in the attached health and safety operating procedure pack for all sections of the Company's activities.
- 3.5 The Organisation, led by the Managing Director, seeks to ensure active implementation of health and safety requirements by all employees as appropriate

## Health and Safety Policy Appendix A

### Index of Updates of policy

Issue	Description of revision	Issued	Actioned
1	Original draft of policy	Sept' 2003	RF
2	Appendix B added on risk assessments	Oct' 2004	JB
3	SMT changed to MB	July 2005	JB
4	Annual review added to policy	Nov' 2005	JB
	Committee structure changed	Nov' 2005	JB
	Audit, Risk and Health & Safety Committee added to policy	Nov' 2005	JB
5	Annual review	Nov' 2006	JB
	"and all near misses" added to page 8	Nov' 2006	JB
	Section 2.4 modified relating to H&S Co-ordinators	Nov' 2006	JB
	Paragraph 2.4.3 added	Nov' 2006	JB
6	Annual review	Nov' 2007	JB
	Page 3 Introduction, modified re – briefing to employees	Nov' 2007	JB
	Page 3 last paragraph under Aims of Policy modified	Nov' 2007	JB
	Page 4 paragraph 2 removed "all" from statement	Nov' 2007	JB
	Page 7 paragraph 2.5.2 changed to 2.5.3, new paragraph 2.5.2 added	Nov' 2007	JB
	Page 7 paragraph 2.6.3 and 2.6.8 modified	Nov' 2007	JB
	Page 8 section 2.8.1 paragraph a changed to b, new paragraph a added	Nov' 2007	JB
7	Annual review	Dec' 2008	JB
	The changes to the main board structure added	Dec' 2008	JB
	The Senior Management restructure changes added	Dec' 2008	JB
	SLL Net added to page 3	Dec' 2008	JB
8	Annual Review	Dec' 2009	JB
	Page 6 Section 2.3.8 changed to intranet	Dec' 2009	JB
	Page 6 Section 2.4 added for Ops Director	Dec' 2009	JB
	Sections after 2.4 renumbered	Dec' 2009	JB
	Page 7 section 2.7.3 incidents and near misses added	Dec' 2009	JB
	Page 8 Section 2.10.1 b incidents and near misses added	Dec' 2009	JB
9	Annual Review	Dec 2010	JB
	Section 2.2.6 added for MT		
	Section 2.10 modified to show new		

	Corporate team structure. A - Change to Main Board from MT C – change to results F – change to guidance G&H – change to Monitor K – added for Section Managers.		
10	Annual review	Dec 2011	JB
11	Annual Review Introduction page 3 note added re Corporate drive Note added giving location for Corporate drive.	Jan 2013	JB
12	Annual review Changed board to Board of Trustees Changed Facilities Director to Corporate Facilities Manager Added Corporate Services Director Changed Operations Director to Divisional Operations Managers	Dec 13	MS/JB
13	Annual review	Nov 2014	MS
14	Annual review	Nov 2015	MS/SG
15	Annual review	Nov 2016	SG
16	Annual review No changes	Nov 2017	SG
17	Annual Review changes to Titles Divisional Operation Manager to Operations Director. Operation Managers to Contract Managers. Corporate Facilities Manager to Head of Facilities	Nov 2018	SG

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## Health and Safety Policy Appendix B

### Risk assessment

The health and safety at work act 1974 places a legal obligation on the employers to 'in so far as is reasonably practicable' provide systems of work that are safe and without risk to health.

The term 'reasonably practicable' implies making a balance between the degree of risk and the cost of overcoming it

The management of health and Safety at Work regulations 1999 place a legal obligation on employers to establish safe systems of work by carrying out risk assessments on all activities to identify:

1. The level of risk to the health and safety of employees that they might be exposed to.
2. The risks to the health and safety of persons not in their employment arising out of or in connection with their conduct or undertaking

Risk assessment is the process of identifying the hazards and risks associated with an activity

1. A '**hazard**' is the potential for a substance, equipment or method of work to cause harm
2. The '**risk**' from the hazard is the likelihood of the hazard, causing harm

A person is deemed capable of carrying out risk assessments when they have required training, experience or other qualities to enable them to assist with or undertake the assessment to establish a safe system of work

Centre managers are responsible for incorporating risk assessments into their procedures manual and for ensuring that they are brought to the attention of employees

### Risk assessments must be completed on

- Current work practices and work areas
- New or proposed work practices
- When ever an employee informs their manager that they are pregnant
- When ever a young person (under 18 years of age) is employed

- Whenever young people are on work experience

**Risk assessments must be reviewed**

1. When there is a reason to believe that they are no longer valid for the activity they refer to
2. Whenever the work activity changes or new procedures are proposed
3. As part of any accident investigation to ensure that the risk assessment is suitable and sufficient and the cause of the accident is addressed

Where risk assessments have identified issues that have a corporate impact the company is to produce codes of practice to address these issues.