

**Health and Safety Policy**

   

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##### Health and Safety Policy

**Contents**

**1. Managing for Health and Safety**

**2. Glasgow Life Health and Safety Policy Statement**

**3. Health and Safety Organisation / Responsibilities**

* Chief Executive
* Director of Finance and Corporate Services
* Leadership Team
* Extended Management Team
* Manager / Supervisor
* Managers with Additional Responsibilities
* Employees
* Health and Safety
* Trade Union Health and Safety Representatives

**4. Health and Safety Policy**

**5.** **Health and Safety Committee Structure**

##### 1. Managing for Health and Safety

Glasgow Life has a legal duty to put in place arrangements to manage for health and safety.

Health and safety management systems assist employers to manage health and safety. Examples include national and international standards such as:

* Health Safety Executive (HSE) – Managing for Health and Safety HSG65;
* BS OHSAS 18001 Occupational health and safety management systems and
* BS EN ISO 9001 Quality management system

The language and methodology vary, however the key actions can usually be traced back to Plan, Do, Check, Act. The Plan, Do, Check, Act approach achieves a balance between the systems and behavioural aspects of management. It recognises that health and safety management is an integral part of management, rather than a stand-alone system.

Glasgow Life utilise the HSE Managing for Health and Safety framework.



Managing for health and safety achieves the following –

* Demonstrates legal compliance
* Corporate governance
* Continual improvement
* Systematic risk management
* Functional and concise documentation
* Focus on resources
* Evolvement of a safety culture

Health and safety performance within services is effectively monitored and improved on an on-going basis. Regular programmed audits and inspections will be conducted by the health and safety team on-going basis.

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| **Shape  Description automatically generated with medium confidence** 2. Health and Safety Policy Statement It is the policy of Glasgow Life to safeguard the health, safety of its employees and all persons likely to be affected by its undertaking. Glasgow Life accepts the aims and provisions of the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations (MHSWR) and aims to comply with all relevant statutory obligations. Successful management of health and safety contributes to the overall performance of Glasgow Life. Glasgow Life is, therefore committed to -   1. Developing a positive health and safety culture in all undertakings which secures the commitment and participation of all employees. 2. Assessing the risks to the health and safety of its employees and to anyone else who may be affected by its undertakings with the aim of eliminating or controlling the hazards/risks, so far as is reasonably practicable. 3. Making arrangements for the effective planning, monitoring and review of the preventive and protective measures identified as being necessary in the risk assessments. 4. Providing information, instruction, training and supervision to employees and others as is necessary to implement and maintain high standards of health and safety. 5. Establishing arrangements for ensuring safety and absence or risks to health in connection with the use, handling, storage and transport of articles and substances, so far as is reasonably practicable. 6. The provision and maintenance of a working environment for employees that is safe, without risks to health and adequate as regards facilities and arrangements for their welfare at work, so far as is reasonably practicable. 7. Developing systems of Joint Consultation with employees and / or their representatives.   Glasgow Life aims to promote positive policies regarding health and safety concerns at work. Each employee, regardless of status, is responsible for strictly adhering to the Company policies that are identified in documentation held at designated Glasgow Life premises  This Health and Safety Policy will be kept under constant review and amended when necessary.  Signed  Date 1 April 2023  Susan Deighan  Chief Executive |

##### 3. Health and Safety Policy Organisation / Responsibilities



##### 3. Health and Safety Policy Organisation / Responsibilities

**The Board**

The Board has responsibility for the strategic direction of Glasgow Life and the health and safety impact of policy decisions. Decisions taken by the Board must comply with health and safety legislation and the Glasgow Life Health and Safety Policy.

**The main responsibilities of the Board:**

1. Demonstrating their commitment to the achievement of high standards of health and safety.
2. Approve the Glasgow Life Policy.
3. Approve the Health and Safety Strategy.
4. Ensure that adequate resources are allocated to ensure the effective management of health and safety.
5. As necessary seek competent health and safety advice before making a decision that may affect health and safety.

**Chief Executive**

The Chief Executive has the ultimate responsibility for all Health and Safety issues within the Company and for the implementation of this Policy. The Chief Executive will ensure that, via the Directors and Heads of Service, responsibilities are met and that adequate resources are made available to enable this Policy to be implemented.

**The main responsibilities of the Chief Executive:**

1. Implement a comprehensive system to manage health and safety within Glasgow Life.
2. Ensure the provision of adequate financial resources for managing health and safety.
3. Appoint a nominated senior officer to assume overall responsibility for co-ordinating Health and Safety.
4. Make organisational arrangements to ensure that responsibility and accountability for health and safety are clearly established within the Glasgow Life line management structure.
5. Establish a Health and Safety Committee structure.
6. Make arrangements to ensure the ongoing development and implementation of a risk assessment strategy that meets the requirements of health and safety legislation as it relates to the Glasgow Life activities.
7. Make arrangements for putting into practice the health and safety control measures that follow from the risk assessments.
8. Appoint competent persons (MHSWR) to help devise and apply the measures management need to take to comply with their duties under Health and Safety Legislation.
9. Make arrangements to ensure that all employees, including temporary workers, are familiar with the Health and Safety Policy and that they are provided with relevant information and training on the use of equipment, plant, substances and machinery and are capable enough at their jobs to avoid risks.
10. Oversee arrangements for joint consultation with safety representatives and provide them with such facilities as necessary to enable them to undertake their statutory functions.
11. Ensure that health and safety objectives are incorporated into Service Plans.

##### 3. Health and Safety Policy Organisation / Responsibilities

**Director of Finance and Corporate Services**

The Director of Finance and Corporate Servicesis the Nominated Officer appointed by the Chief Executive in line with this Policy. The Director of Finance and Corporate Serviceswill have overall responsibility for co-ordinating health and safety within Glasgow Life.

**The main responsibilities of the Director of Finance and Corporate Services:**

1. Assist the Chief Executive in establishing a comprehensive system to manage health and safety within Glasgow Life.
2. Ensure that the system to manage health and safety takes into account, so far as is reasonably practicable, all relevant Statutory Provisions, Approved Codes of Practice, Codes of Practice and Guidance, as they relate to Glasgow Life.
3. Ensure the provision of adequate financial resources to implement the system to manage health and safety.
4. Chair the Strategic Health and Safety Committee Meetings.
5. Make organisational arrangements to ensure that responsibility and accountability for health and safety are clearly established within Directorate of Finance Management Structure.
6. Act as the Nominated Officer with overall responsibility for co-ordinating the system to manage health and safety. Take action to investigate and remedy any health and safety matter.
7. Make arrangements to ensure the ongoing development and implementation of a risk assessment strategy that meets the requirements of health and safety legislation as it relates to the Glasgow Life activities.
8. Make arrangements for putting into practice the health and safety measures that follow from the risk assessments.
9. Work with the Health and Safety Team to devise and apply the measures that need to be taken to comply with health and safety legislation. Implement the necessary remedial measures identified within health and safety reports.
10. Make arrangements to ensure that all employees, including temporary workers, are familiar with the Health and Safety Policy and that they are provided with relevant information and training on the use of equipment, plant, substances and machinery and are capable enough at their jobs to avoid risks.
11. Make arrangements for joint consultation with Safety Representatives and provide them with such facilities as necessary to enable them to undertake their statutory functions.
12. Ensure health and safety issues are discussed and taken into account in all operational meetings.
13. Ensure that no project falling under the scope of Construction, Design and Management Regulations is undertaken unless client duties have been carried out.
14. Ensure that health and safety objectives are incorporated into Service Plans.

##### 3. Health and Safety Policy Organisation / Responsibilities

**The main responsibilities of the** **Leadership team:**

1. Assist the Chief Executive and Nominated Officer in establishing a comprehensive system to manage health and safety within Glasgow Life.
2. Ensure that the system to manage health and safety takes into account, so far as is reasonably practicable, all relevant Statutory Provisions, Approved Codes of Practice, Codes of Practice and Guidance, as they relate to Glasgow Life.
3. Ensure the provision of adequate financial resources to implement the system to manage health and safety.
4. Attend or be represented at the Strategic Health and Safety Committee Meetings.
5. Make organisational arrangements to ensure that responsibility and accountability for health and safety are clearly established within the Management Structure.
6. Assist the Nominated Officer with overall responsibility for co-ordinating health and safety. Take action to investigate and remedy any health and safety matter.
7. Make arrangements to ensure the ongoing development and implementation of a risk assessment strategy that meets the requirements of health and safety legislation as it relates to the Glasgow Life activities.
8. Make arrangements for putting into practice the health and safety measures that follow from the risk assessments.
9. Work with the Health and Safety Team to devise and apply the measures that need to be taken to comply with health and safety legislation. Implement the necessary remedial measures identified within health and safety reports, audits, assessments, etc.
10. Make arrangements to ensure that all employees, including temporary workers, are familiar with the Health and Safety Policy and that they are provided with relevant information and training on the use of equipment, plant, substances and machinery and are capable enough at their jobs to avoid risks.
11. Make arrangements for joint consultation with Safety Representatives and provide them with such facilities as necessary to enable them to undertake their statutory functions.
12. Ensure health and safety issues are discussed and taken into account in all operational meetings.
13. Ensure that health and safety objectives are incorporated into Service Plans.

##### 3. Health and Safety Policy Organisation / Responsibilities

The Extended Management team are the principal management posts within the service areas and as such the post holders have a key role, in terms of responsibility and accountability in ensuring the ongoing implementation of health and safety in all operational areas.

**The main responsibilities of the Extended Management Team:**

1. Assist the Chief Executive and Nominated Officer in establishing a comprehensive system to manage health and safety within Glasgow Life.
2. Ensure that the system to manage health and safety takes into account, so far as is reasonably practicable, all relevant Statutory Provisions, Approved Codes of Practice, Codes of Practice and Guidance, as they relate to Glasgow Life.
3. Ensure the provision of adequate financial resources to implement the system to manage health and safety.
4. Attend or be represented at the Strategic Health and Safety Committee Meetings.
5. Make organisational arrangements to ensure that responsibility and accountability for health and safety are clearly established within the Management Structure.
6. Assist the Nominated Officer with overall responsibility for co-ordinating health and safety. Take action to investigate and remedy any health and safety matters.
7. Make arrangements to ensure the ongoing development and implementation of a risk assessment strategy which meets the requirements of health and safety legislation as it relates to the Glasgow Life activities.
8. Make arrangements for putting into practice the health and safety measures that follow from the risk assessments.
9. Work with the Health and Safety Team to devise and apply the measures that need to be taken to comply with health and safety legislation. Implement the necessary remedial measures identified within health and safety reports, audits, assessments, etc.
10. Make arrangements to ensure that all employees, including temporary workers, are familiar with the Health and Safety Policy and that they are provided with relevant information and training on the use of equipment, plant, substances and machinery and are capable enough at their jobs to avoid risks.
11. Make arrangements for joint consultation with Safety Representatives and provide them with such facilities as necessary to enable them to undertake their statutory functions.
12. Ensure health and safety issues are discussed and taken into account in all operational meetings.
13. Ensure that health and safety objectives are incorporated into Service Plans and cascaded for local delivery.

##### 3. Health and Safety Policy Organisation / Responsibilities

**Manager / Supervisor**

*(Anyone in a position of responsibility within Glasgow Life, including all those with supervisory responsibilities who may manage a venue and/or a programme based activity)*

The Chief Executive has the ultimate responsibility for Health and Safety.  Day to day responsibility for managing for health and safety is delegated to the Leadership and Senior Management Teams, with overall responsibility for co-ordinating Health and Safety delegated to the Director of Finance and Corporate Services. The Leadership and Extended Management Team, through their line management structure, will ensure that managing for health and safety is implemented.

To enable the Health and Safety Policy to be implemented in a consistent manner, Managers / Supervisorswill ensure that managing for health and safety is implemented within their area of control.

**The main responsibilities of Managers / Supervisors:**

1. Assist the Chief Executive and their Managers in undertaking their responsibilities, ensuring that the requirements of the Glasgow Life Health and Safety Policy and the system to manage health and safety are implemented, so far as is reasonably practicable, within their area of responsibility.
2. Ensure that health and safety takes into account, so far as is reasonably practicable, all relevant Statutory Provisions, Approved Codes of Practice, Codes of Practice and Guidance, as they relate to Glasgow Life in their area of responsibility. Compliance with Glasgow Life’s Policies is therefore imperative.
3. Make arrangements to ensure that responsibility and accountability for health and safety are clearly established in their area of responsibility.
4. Assist with arrangements to ensure the ongoing development and implementation of a risk assessment strategy that meets the requirements of health and safety legislation as it relates to the Glasgow Life activities.
5. Make arrangements for putting into practice the health and safety measures that follow from the risk assessments.
6. Make arrangements to ensure that all employees, including temporary workers, are familiar with the Health and Safety Policy and that they are provided with relevant information and training in the use of equipment, plant, substances and machinery and are capable enough at their jobs to avoid risks.
7. Consult with Safety Representatives and provide them with such facilities as necessary to enable them to undertake their statutory functions.
8. Establish arrangements to ensure the provision of systems of work and working environments for employees that are safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work, so far as is reasonably practicable.
9. Establish arrangements to ensure the safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances, so far as is reasonably practicable.
10. Establish arrangements to ensure safety and absence of risks in connection with the use of work equipment e.g. plant, vehicles and machinery, so far as is reasonably practicable.
11. Work with the Health and Safety Team to devise and apply the measures that need to be taken to comply with health and safety legislation. Implement the necessary remedial measures identified within health and safety reports, reviews, assessments, etc.
12. Ensure that health and safety matters are taken into consideration in all operational decisions.

##### 3. Health and Safety Policy Organisation / Responsibilities

## The main responsibilities of Employees:

1. The Health and Safety at Work etc. Act 1974 states that:

"It shall be the duty of every employee while at work to take reasonable care for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work”, and

"as regards any duty or requirement imposed on their employer or any other person by or under any of the relevant statutory provisions, co-operate with them, as far as is necessary, to enable that duty or requirement to be performed or complied with", and

"No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of Health, Safety or Welfare in pursuance of any of the relevant statutory provisions".

1. All employees, regardless of status, must observe the following:-

* Take reasonable care to avoid injury to themselves and others.
* Report to their supervisor all hazards which they cannot eliminate themselves.
* Use correctly all work items (including personal protective equipment) provided by the Company in accordance with the training and the instructions they receive to enable them to use the items safely.
* Accept the need for safety training.
* Report all accidents to their Manager / Supervisor.
* Seek first aid treatment for any injury sustained at work.
* Work safely and not remove any safety device /guard provided for the safety of themselves and others.
* Co-operate in joint consultation on health and safety matters.
* Cease any work activity or leave any work area where the employee believes there is serious/imminent danger to themselves or others and report to their supervisor. No disciplinary action will be taken against an employee who genuinely ceases a work activity for health and safety reasons.

For the purposes of this policy, volunteers, work placements and work internships will be classed as employees and will have the same health and safety responsibilities as a Glasgow Life employee.

## Disciplinary Procedures

Disciplinary action may be initiated against any employee(s) who fail to comply with safety rules or policy and procedures or fails to use PPE or equipment provided. The Glasgow Life Code of Discipline, Disciplinary and Appeals Procedure will be followed.

**HEALTH AND SAFETY CONCERNS**

The following procedure should be followed as a means of solving health and safety concerns:-

Stage 1 Employee raises concerns with their immediate Manager / Supervisor.

If it is not resolved:-

Stage 2 Employee raises concerns with Safety Representative. The Safety Representative may be able to assure the employee that no hazard exists.

If not, the Safety Representative raises problem with the same Manager / Supervisor

If it is not resolved:-

Stage 3 The Safety Representative raises concerns with the next level of Management. If it is not resolved:-

Stage 4 The Safety Representative raises concerns with the Head of Service.

##### 3. Health and Safety Policy Organisation / Responsibilities

**Health and Safety**

The role and function of the Health and Safety Team is to support the Nominated Officer with their responsibility to administer and positively monitor the implementation of the Glasgow Life Health and Safety Management System.

**The main responsibilities of the Health and Safety Team:**

1. The continued development of the managing for health and safety system;
2. Monitoring the implementation and application of the managing for health and safety system, reporting to the Nominated Officer on any matters requiring action;
3. Advising Glasgow Life on new legislation, regulations, Codes of Practice and guidance notes relevant to their operation. Providing assistance and support in the formulation and implementation of Policy Arrangements, Safe Systems of Work and Safe Working Procedures;
4. Assist Managers / Supervisors Management to assess the risk to health and safety of employees and others who may be affected by the work activity;
5. Providing an effective and efficient health and safety review;
6. Assisting Management with their general duties to ensure:-

* The provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risk to health
* Arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
* The provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of employees
* The maintenance of any place of work under the Line Manager’s control in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks, so far as is reasonably practicable
* The provision and maintenance of a working environment for employees that is, so far as is reasonably practicable, safe, without risks to health and adequate as regards facilities and arrangements for their welfare at work.

1. Ensuring that appropriate accidents/incidents are reported to the enforcing authority.
2. Advise the Strategic Health and Safety Committee.
3. Liaison with outside bodies such as the Health and Safety Executive, Scottish Fire and Rescue, Institute of Occupational Safety and Health, Insurance Company / Broker.
4. Develop the Health and Safety Strategy and review progress to ensure continued relevance and effectiveness.
5. Prepare ad hoc and annual Health and safety reports for the Board.

##### 3. Health and Safety Policy Organisation / Responsibilities

**Trade Union Safety Representatives**

The Chief Executive of Glasgow Life recognises the importance of employee involvement in health and afety matters and the positive role played by Trade Union Safety Representatives appointed under the Health and Safety at Work, etc. Act 1974, Safety Representatives and Safety Committees Regulations 1977, the Health and Safety (Consultation with Employees) Regulations 1996 and the Management of Health and Safety at Work Regulations 1999.

(Refer to Trade Union Safety Representatives Guidance for the role and function of the Trade Union Safety Representatives)

##### 4. Health and Safety Policy Arrangements

**About Health and Safety Policy Arrangements**

Health and Safety Policy Arrangments will ensure that Glasgow Life comply with all relevant legislative requirements. Where major risks or hazards are identified, Health and Safety will develop specific Health and Safety Policy arrangements. These documents will contain detailed information, and where necessary, supporting specific guidance documents. The general risk assessments can, where necessary, implement further control measures such as standard operating procedures (SOP), method statements etc. Where this is the case then the rationale for the actions taken should be fully documented in the risk assessment process.

Policy Arrangements will be reviewed as part of the continious improvement of Managing for Health and Safety. Policy Arrangements will not duplicate information already described elsewhere.

**Location of Policies**

Health and Safety Polices are available in the Managing for Health and Safety Folder and the Intranet.

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| Health and Safety Policy Index | **Issue Reference** | **Number** |
| Asbestos | GL H&S 003 | 1 |
| Blood-borne Infections: HIV and Hepatitis | GL H&S 004 | 2 |
| CDM | GL H&S 001 | 3 |
| Contractors | GL H&S 003 | 4 |
| Control of Substances Hazardous to Health | GL H&S 003 | 5 |
| Display Screen Equipment | GL H&S 003 | 6 |
| Electricity at Work | GL H&S 003 | 7 |
| Events | GL H&S 003 | 8 |
| Fire Safety | GL H&S 003 | 9 |
| First Aid at Work | GL H&S 003 | 10 |
| Gas Safety Management | GL H&S 003 | 11 |
| Health and Safety Learning | GL H&S 003 | 12 |
| Incident Reporting and Investigation | GL H&S 004 | 13 |
| Legionella | GL H&S 003 | 14 |
| Lifting Operations and Lifting Equipment | GL H&S 003 | 15 |
| Manual Handling | GL H&S 003 | 16 |
| New and Expectant Mothers at Work | GL H&S 003 | 17 |
| The Control of Noise at Work | GL H&S 003 | 18 |
| Personal Protective Equipment | GL H&S 003 | 19 |
| Risk Assessment | GL H&S 003 | 20 |
| Smoke Free Workplace | GL H&S 003 | 21 |
| Work Equipment | GL H&S 003 | 22 |
| Work Related Road Safety | GL H&S 003 | 23 |
| Managing Work Related Violence | GL H&S 003 | 24 |
| Working at Height | GL H&S 003 | 25 |
| Workplace | GL H&S 003 | 26 |

##### 5. Health and Safety Committee

**The Board Health and Safety Committee**

The objectives of the Committee are:

1. To ensure that there is an effective health and safety management system which is an integral part of the Company’s culture and of its values.
2. To agree, with the Board, the Company’s health and safety strategy.
3. To ensure all strategic decisions reflect the Company’s health and safety intentions, as stated in the health and safety policy statement.
4. To review the health and safety policy on an annual basis.
5. To ensure that the Company complies with all relevant legislation and that Directors are kept informed of, and are alert to, relevant health and safety risk management issues.
6. To ensure that the Company’s employees, and the Board's own members, have appropriate access to expert advice and training opportunities in order to enable them to exercise their responsibilities effectively.
7. To review and evaluate health and safety training requirements.
8. To provide the Board with an update on health and safety by providing minutes of the meeting.

Membership, Composition and size of the Strategic Health and Safety Committee

The Chair of the Health and Safety Committee shall be a Director appointed by the Board of Directors of the Company (“Board”) to hold to office of Chair.

The Health and Safety Committee shall comprise of the Chair and up to 4 individuals appointed by the Board.

Schedule of The Board Health and Safety Committee

Minimum of three times per year and more frequently if required.

T**he Strategic Health and Safety Committee**

The objectives of the Committee are:

1. To provide a vehicle for joint participation in Health and Safety Matters to enable Management and Employees to exchange views and to reach a better understanding on all matters and procedures related to health and safety.
2. To study statistics and trends of incident so that reports can be made to Management on unsafe, and unhealthy conditions and practices, together with recommendations for corrective action.
3. To consider reports from the Local Joint Trade Union forums.
4. To consider reports where Prohibition or Improvement Notices are issued or where the enforcement authority intends to prosecute an individual or the Company in respect of their undertakings.

1. To consider reports on serious incidents, dangerous occurrences or other serious matters involving the Company.

Membership, Composition and size of the Strategic Health and Safety Committee

The Chair of the Strategic Health and Safety Committee shall be a the Nominated Officer.

The constitution for the Committee will be decided jointly and tailored to meet local needs within Glasgow Life.

Schedule of Strategic Health and Safety Committee

The Committee Meetings will meet on a quarterly basis.

T**he Local Joint Trade Union Forums**

The objectives of the Forums are:

1. The purpose of the local joint trade union meetings is to provide information to, and consult with trade union representatives on local issues of mutual concern, seeking acceptable solutions to problems through a genuine exchange of views and information.
2. This includes the application of policies, procedures and terms of conditions of employment in a service area or part of a service area

Membership, Composition and size of the Joint Trade Union Forums

The constitution for the Forums will be decided jointly and tailored to meet local needs within Glasgow Life.

Schedule of Local Joint Trade Union Forums

The Local Joint Trade Union Forum Meetings will meet on a six weekly basis.