



## **BOXING SCOTLAND LIMITED (BSL) HEALTH & SAFETY POLICY**

### **STATEMENT OF INTENT**

The BSL Board of Directors and senior management strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc Act 1974 and other statutory and Common Law duties.

This Statement sets out how these duties will be conducted and includes a description of the organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of, and/or issued to, all members of staff. This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

### **ORGANISATION**

As the recognised governing body for Scottish boxing, BSL management has a national, overall responsibility for all duties relating to Health and Safety. These are as follows:

- Formulating a Health and Safety Statement detailing the responsibilities for ensuring health and safety within the organisation;
- Reviewing the establishments Health and Safety Policy and performance annually;
- Regularly reviewing health and safety arrangements and implementing new arrangements where necessary;
- Providing appropriate resources within BSL's budget for the implementation of the attached arrangements;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;
- Promoting a positive H&S culture and high standards of health and safety throughout the sport.

### **MANAGEMENT RESPONSIBILITY**

Overall responsibility for the operational day-to-day management of BSL health and safety lies with the Chief Operating Officer. The BSL Board of Directors assumes overall and strategic lead.

Collectively, they are responsible for:

- Communicating the policy to all relevant parties;
- Ensuring there is an adequate system in place for undertaking risk assessments;
- The implementation and monitoring of the establishments health and safety arrangements which form part of this policy;
- Ensuring all staff are provided with adequate information, instruction and training on health and safety issues;
- Ensuring that the establishment has emergency procedures in place;
- Ensuring there is no misuse of equipment etc;
- Ensuring that the BSL Office and High-Performance Centre premises and equipment are maintained in a serviceable condition;

- Ensuring consultation arrangements are in place for staff.

The Board and Chief Operating Officer/Health and Safety Officer may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Manager from the overall day-to-day responsibilities for health and safety within the establishment.

#### **RESPONSIBILITIES OF OTHER STAFF AND VOLUNTEERS:**

- Apply the BSL Health and Safety Policy to their area of work and be directly responsible to the management for the application of the health and safety procedures and arrangements;
- Maintain or have access to an up to date library of relevant published health and safety guidance and ensure that all staff are aware of and make use of such guidance;
- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented;
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control;
- Resolve health, safety and welfare problems members of staff refer to them, or refer to the management any problems to which they cannot achieve a satisfactory solution within the resources available to them;
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required;
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and boxers to avoid hazards and contribute positively to their own health and safety;
- Ensure that all accidents (including near misses) that occur are promptly reported and investigated using the appropriate forms etc;
- Arrange for the repair, replacement or removal of any item of furniture or equipment, which has been identified as unsafe.

#### **RESPONSIBILITIES OF EMPLOYEES:**

Under the Health and Safety at Work Act 1974 all employees have general health and safety responsibilities both. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions. All employees of the establishment have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work;
- Comply with the BSL health and safety policy and procedures at all times;
- Report all accidents and incidents in line with the reporting procedure;
- Co-operate with BSL management on all matters relating to health and safety;
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare;
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager;
- Report immediately to their line manager any shortcomings in the arrangements for health and safety;
- Ensure that they only use equipment or machinery that they are competent to use or have been trained to use;
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons;

## ARRANGEMENTS

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### **APPENDIX 1 - FIRE EVACUATION & OTHER EMERGENCY ARRANGEMENTS**

The Management and HSO is responsible for ensuring the fire risk assessment is undertaken and implemented.

#### **Fire Instructions**

These documents are made available to all staff and included in the establishment's induction process. An outline of evacuation procedures are made available to all contractors / visitors and are posted throughout the site.

Emergency exits, fire alarm call points, assembly points etc are clearly identified by safety signs and notices.

#### **Fire Fighting**

The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, if it is safe to do so without putting themselves at risk, using portable firefighting equipment. Ensure the alarm is raised BEFORE attempting to tackle a fire.

### **APPENDIX 2 - INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT**

All testing of emergency equipment will be carried out by landlords of the two office facilities BSL occupies – The head office in Livingston and the Glasgow High Performance Centre.

#### **MEANS OF ESCAPE**

The management will make regular and full checks for any obstructions on exit routes and ensure all final exit doors are operational.

### **APPENDIX 3 - FIRST AID AND MEDICATION**

Both the BSL Office in Livingston and the BSL High Performance Centre in Glasgow have fully stocked first aid kits. The High-Performance Centre is also equipped with a defibrillator – the BSL coaches who work out of the BSL High Performance Centre have received training on its operation.

## **APPENDIX 4 - ACCIDENT REPORTING PROCEDURES**

Employees must report all accidents, dangerous occurrences, and near misses as well as violent or verbally abusive incidents on the standard Incident Form. Copies of these forms are available from the Main office.

- An incident book is used to record all minor incidents involving BSL individual members;
- Accident reports will be monitored for trends and a report provided to the Board of Directors as and when necessary;
- The Board/Senior Management will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work, plant, equipment, fittings etc, must be reported and attended to as soon as possible.

Reporting to the Health and Safety Executive (HSE)

In the event of a fatality or major injury these incidents will be reported immediately to the Health and Safety Executive (HSE) on-line at their web site <http://www.hse.gov.uk/riddor/> or by telephone on 0845 300 9923.

In the event of an incident resulting in:

- Individual members being taken to hospital;
- Employee absence, as the result of a work-related accident, for periods of 3 days or more (including W/E's and holidays).

These must be reported to the HSE within 10 days of the incident occurring.

## **APPENDIX 5 - LONE WORKING**

Staff are encouraged not to work alone if possible. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the proposed lone working activity is necessary.

## **APPENDIX 6 - HEALTH AND SAFETY INFORMATION & TRAINING**

The BSL H&S representative is the Chief Operating Officer.

Communication of Information

Detailed information on how to comply with this policy is available on the HSE website. The Health and Safety Law poster is displayed in the kitchen.

### **HEALTH AND SAFETY TRAINING**

Health and safety induction training will be provided and documented for all new employees.

The Board/Senior Management is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff. Employees will be provided with:

- induction training in the requirements of this policy;
- update training in response to any significant change;
- training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.);
- refresher training where required.

Training records will be held by the Board/Senior management who will be responsible for co-ordinating health and safety training needs.

This includes a system for ensuring that refresher training (for example in first aid) is undertaken timeously. The Board/Senior Management will be responsible for assessing the effectiveness of training received. Each member of staff is also responsible for drawing the management's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence

## **APPENDIX 7 - WORK EQUIPMENT**

All staff are required to report to the management any problems found with plant/equipment, damaged electrical apparatus or wiring - including portable equipment and permanent wiring. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

### Electrical Safety

All staff should monitor the condition of plugs, cables and electrical equipment prior to use. All portable items of electrical equipment will be subject to PAT (portable appliance testing) annually.

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and subjected to the same tests as school equipment. Major fixed wiring circuits will be checked at least once every five years.

## **APPENDIX 8 – MOVING AND HANDLING**

Generic risk assessments for manual handling are undertaken and staff provided with information on safe moving and handling techniques. All manual handling activities which present a significant risk to the health and safety of staff, whether they involve the manual handling of people or objects, will be reported to / identified by the management who will arrange for a risk assessment to be carried out.

Where it is not reasonably practicable to eliminate these activities a risk assessment should be made, and the risk reduced as far as is reasonably practicable. The written risk assessment will be provided to employees who must follow the instruction given when carrying out the task.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

## **APPENDIX 9 - HEALTH AND SAFETY MONITORING AND INSPECTION**

A general workplace inspection of the site will be conducted termly and be undertaken / co-ordinated by the management and the Behaviour Manager. The person(s) undertaking the inspection will complete a report in writing and submit this to the management.

## **APPENDIX 10 - RISK ASSESSMENTS**

### General Risk Assessments

All BSL risk assessments will be conducted by Senior Management.

A generic BSL risk assessment is updated every six months and will be presented to Directors during a BSL Board meeting.

### Pregnancy Risk Assessment

Assessments on new and expectant mothers will be undertaken by the relevant officer following guidance. It is the responsibility of staff to inform their line manager as soon as they know they are (or are no longer) pregnant. The risk assessment will be reviewed on a regular basis as the pregnancy progresses.

### Curriculum Activities

Risk Assessments for Curriculum activities will be carried out by relevant Heads of Department and subject teachers using relevant Health and Safety Codes of Practice.

## **APPENDIX 11 - WORK AT HEIGHT**

Work at height activities from where a person could fall a distance liable to cause personal injury to present a significant risk, all such activities should be avoided where it is reasonably practicable to do so. Where this is not possible a risk assessment must be conducted, and the risk reduced as far as is reasonably practicable. A copy of this assessment will be provided to employees authorised to work at height.

The Management is responsible for work at height and shall ensure:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected;
- a register of access equipment is maintained and that ladders are checked termly;
- all access equipment is inspected and maintained;
- the risks from fragile surfaces is properly controlled

## **APPENDIX 12 - DISPLAY SCREEN EQUIPMENT (DSE)**

All staff who habitually use computers as a significant part of their normal work. (Significant is taken to be continuous / near continuous spells of an hour at a time) e.g. admin staff, etc shall have a DSE assessment carried out by their line manager. Those staff identified as DSE users shall be entitled to an eyesight test for DSE use, every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use).

## **APPENDIX 13 - VEHICLES ON SITE**

The access from the road shall be kept clear for emergency vehicles at both the BSL Office in Livingston and High-Performance Centre in Glasgow.

## **APPENDIX 14 - LETTINGS / SHARED USE OF PREMISES**

All users have full responsibility to uphold legal agreements and observe all statutory obligations and best practice procedures regarding all aspects and workings of the property and its users.

## **APPENDIX 15 - CONTRACTORS**

Contractors will be selected by the Management on criteria of expertise, suitability and cost. All contractors must be registered by a relevant governing, regulatory or professional body for their competence. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

## **APPENDIX 16 – COMPANY VEHICLES**

The management is responsible for the undertaking checks on and the operation of minibuses following statutory guidance. All minibus drivers have full driving licences and the highway code completely adhered to.

## **APPENDIX 17 - STRESS**

The BSL Board/Senior Management are committed to promoting high levels of health and well-being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE standards.

## **APPENDIX 18 - FOOD HYGIENE**

Any person involved in the handling or preparation of food for BSL must at the earliest opportunity qualify on a Basic Food Hygiene Course. Certificates must be provided upon request.

## **APPENDIX 19 - INDUCTIONS FOR NEW EMPLOYEES**

The Board/Senior management must ensure new employees are informed of the Health and Safety arrangements at an early stage of their employment via the BSL induction process.