

HEALTH AND SAFETY POLICY STATEMENT

- 1) The Chief Executive is responsible for the implementation of the Trust's corporate policies as a Limited Company and reports to the Board of Trustees via their Health and Safety Committee.
- 2) The policy is to regard the health and safety of all staff, customers, contractors and others using any establishment controlled by the CT or partaking in any activities controlled by the CT in any establishment managed by CT as being of paramount importance and to impress on all concerned their own individual responsibilities with regards to their own safety and the safety of others who may be affected by their actions.
- 3) The Leisure Centre Manager and other Service Heads are accountable to the Operations Director for the implementation of the corporate policies including the preparation of printed codes of practice, local rules and safety procedures for their Centres and the management of their establishments. The nominated Group Safety Advisor will advise and liaise with the Health and Safety Committee and staff on health and safety matters related to their various management responsibilities for Yate, Kingswood, Thornbury, Bradley Stoke and Longwell Green Leisure Centres.
- 4) The Board of Trustees and Chief Executive recognise their responsibility under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 so far as is reasonably practicable, to:
 - a) Ensure that suitable and sufficient assessments are made of
 - i. The risks to the health and safety of CT staff to which they are exposed whilst at work; and
 - ii. The risks to the health and safety of persons not in CT employment arising out of or in connection with the undertakings of the Trust, for the purpose of identifying the measures which need to be taken to comply with the requirements and prohibitions imposed by or under relevant statutory provisions;
 - b) Provide information, instruction, training and supervision to enable employees to perform their work safely and efficiently.
 - c) Provide and maintain safe plant and equipment and make available all necessary safety devices and personal protective equipment.
 - d) Promote the development and maintenance of sound safety, health and welfare procedures and practices; in so much as they affect establishments and activities under the control of the CT.
 - e) Provide a safe and healthy place of work and working environment, together with adequate welfare facilities.
- 5) CT staff and other persons working, visiting or using premises controlled by the CT have a duty under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, to co-operate in the operation of this policy by:
 - a) Working safely and efficiently and not misusing any equipment or substance;

- b) Complying with all instructions and work permits issued for their safety and to adhere to correct procedures;
 - c) Using the correct personal protective equipment provided; visiting contractors shall be responsible for using their own equipment and ensure it is serviceable for the type of work it is used for.
 - d) Reporting any hazards and defects in premises, plant or equipment;
 - e) Reporting any shortcomings in health and safety arrangements;
 - f) Reporting accidents and/or 'near-miss' situations that have led to or may lead to injury or damage and also assisting in the investigation of accidents with the object of introducing measures to prevent a recurrence;
 - g) Reporting if feeling ill and incapable of performing their duties;
 - h) Taking reasonable care for the health and safety of other persons who may be affected by their acts of omissions.
 - i) CT continues to review and improve its Health & Safety systems with the aim of creating a culture of Health & Safety. A CT Corporate Planner with planned health and safety standards have been set, which are completed at each leisure centre.
 - j) The Leisure Centre Manager at each centre is responsible for keeping all standards, including risk assessments and training, up to date as indicated on the planner and these are checked corporately by a nominated person, in the form of pro-active monitoring visits which are made to each centre. Centre action plans are updated according to the detail found in the visit. Dates are agreed and set to complete any tasks outstanding.
- 6) The Chief Executive and Chairperson of the Board of Trustees have a responsibility to consult with employees on matters relating to health & safety at work. The nomination of site based representatives is encouraged to the CT Corporate Health and Safety Group which meets quarterly.
- 7) Circadian Trust have set the following corporate Health & Safety objectives for 2023-24:
- Review the format of, update and complete all Risk Assessments.
 - Review the format of, update and complete all COSHH assessments.
 - Complete site audits with the revised Accident & Incident procedure incorporating STITCH reporting system.