

Polmont Sport Centre

Health and Safety Policy

Date of issue: 15/09/2025

Review date: 1/10/2026

Policy owner: Polmont Sports Centre Community Group

1. Statement of Intent

Polmont Sports Centre is committed to ensuring, so far as is reasonably practicable, the health, safety, and welfare of all employees, members, visitors, contractors, and participants.

We will:

- Comply with the **Health and Safety at Work etc. Act 1974**, associated regulations, and relevant guidance from the **Health and Safety Executive (HSE)** and **Sportscotland**.
- Provide and maintain safe facilities, equipment, and working conditions.
- Ensure employees are properly trained, competent, and supported.
- Assess risks and implement effective control measures.
- Promote a culture where health, safety, and wellbeing are everyone's responsibility.

Signed: _____

(Name, Position)

Date: _____

2. Responsibilities

2.1 Management

- Ensure compliance with health and safety legislation.
- Carry out and regularly review risk assessments for all activities and facilities.
- Provide safe plant, equipment, and systems of work.
- Ensure all staff receive induction and ongoing training (e.g. first aid, fire safety, safeguarding, COSHH awareness).
- Maintain an accident/incident reporting system (in line with RIDDOR where required).

- Liaise with emergency services when necessary.

2.2 Volunteers/Trustees

- Take reasonable care of their own health and safety and that of others.
- Follow safety instructions, training, and procedures.
- Report hazards, near misses, and accidents immediately.
- Use personal protective equipment (PPE) where required.

2.3 Members, Visitors, and Contractors

- Follow posted rules, signage, and instructions from staff.
- Use facilities and equipment safely and responsibly.
- Report accidents or hazards to staff.

3. Arrangements

3.1 Risk Assessment

- Risk assessments will be carried out for all areas (e.g., fitness suite, sports halls, changing facilities, toilets, plant rooms, store rooms).
- Special consideration will be given to children, vulnerable adults, and those with additional needs.

3.2 Facilities and Equipment

- Regular inspections and maintenance schedules will be in place.
- Defective equipment will be removed from use and reported immediately.
- Electrical, fire, and water systems (e.g. legionella controls in showers will be maintained in line with legal requirements.)

3.3 First Aid and Emergencies

- Adequate first aid cover will be provided during opening hours.
- First aid kits will be maintained and accessible.
- Emergency evacuation procedures (fire, bomb threat, major incident) will be displayed, tested, and practised through regular drills.

3.4 Fire Safety

- Fire risk assessments will be conducted and reviewed annually.
- Fire exits will be kept clear, alarm systems tested weekly, and extinguishers serviced annually.

3.5 Safeguarding and Welfare

- Staff working with children or vulnerable adults will be PVG-checked.
- Safeguarding policies will be followed alongside this health and safety policy.
- Adequate supervision ratios will be maintained for organised activities.

3.6 Training

- All staff will receive health and safety induction training.
- Ongoing training will be provided as appropriate (manual handling, first aid, fire marshal duties).

3.7 Reporting and Monitoring

- All accidents, near misses, and incidents will be recorded in the accident book.
- Incidents reportable under **RIDDOR** will be notified to the HSE.
- The policy will be reviewed annually or sooner if significant changes occur.

4. Monitoring and Review

This policy will be reviewed at least annually by the Trustees and Safety Officer, or sooner following significant incidents, changes in legislation, or alterations to facilities/activities.