



The Royal Scottish Pipe Band Association

RSPBA Health & Safety Policy

Date	Version	Update Made
8/10/2022	Draft	Draft agreed by the Board of Directors
7/11/2022	Version 1.0	Title page, header and footer added for publication

1. Introduction

This policy defines and establishes the Royal Scottish Pipe Band Association's (RSPBA) General Policy for Health and Safety. It provides details of the organisation and the arrangements which have been established to put said policy into effect.

This policy sets the direction for health and safety within the RSPBA, by creating a framework for management activity and relationships, which will implement and maintain appropriate health and safety requirements.

The RSPBA recognises that a commitment to health and safety has benefits to the organisation and makes good business sense. The approach is based on the assessment of health and safety through the implementation and maintenance of a robust health and safety management system.

The RSPBA regards health and safety as the responsibility of everyone within the organisation but recognises that Directors, volunteers and key employees have specific duties and responsibilities to comply with this policy.

1.1 Legal Requirements

The RSPBA recognises that, under section 2 (3) of the Health and Safety at Work etc. Act 1974, the written statement must:

- State the general policy on health and safety.
- Describe the organisation and arrangement for carrying out said policy.
- Be brought to the attention of all employees and volunteers.
- Be monitored, reviewed and revised whenever appropriate.

1.2 Format of the Policy

The RSPBA's policy comprises three sections:

- General Statement of Intent.
- Health and Safety Organisation.

- Health and Safety General Arrangements.

2. General Statement of Intent

The RSPBA commits itself, so far as is reasonably practicable, to achieving the following objectives:

- 2.1 To ensure that health and safety risks inherent in the activities of the RSPBA are assessed and steps taken to remove or control these. The process of risk assessment will be used to ensure that this is done in an efficient, systematic and cost-effective manner.
- 2.2 To consult with employees and volunteers on matters affecting their health and safety.
- 2.3 To provide and maintain safe and healthy working conditions for all RSPBA employees and volunteers, providing appropriate tools, equipment, operational processes and safe systems of work covering all RSPBA activities.
- 2.4 To provide information, instruction and training at all times and for the duration necessary to achieve the above.
- 2.5 To provide appropriate levels of safety for visitors to, and neighbours of, the RSPBA who may be affected by its activities.
- 2.6 To provide suitable facilities and/or make the necessary arrangements for the welfare of all RSPBA employees at work.
- 2.7 To provide suitable information regarding the safety or safe use of RSPBA services and/or products.
- 2.8 To minimise the risks created by work activities, products and services by organising the RSPBA in a way that secures involvement and participation at all levels, and measure performance against pre-determined standards.
- 2.9 To ensure appropriate arrangements are in place for the effective review and revision of this policy statement, as necessary, on an annual basis.

Signed: _____(RSPBA Chairman)

Date: _____

3. Health and Safety Organisation (See Appendices A & C)

3.1 RSPBA Board of Directors

The RSPBA Board have ultimate legal responsibility for the health and safety of employees, volunteers and other people affected by its activities.

3.2 The Chief Executive Officer

The Chief Executive Officer of the RSPBA is responsible to the Board of Directors and has operational responsibility for compliance with relevant statutory health and safety legislation and for ensuring this policy is put into practice.

3.3 Board of Directors

The individual members of the RSPBA Board of Directors in their various roles, are accountable to the Chairman for implementation of this policy within their areas of responsibility and control.

Each member of the Board of Directors must ensure that the requirements of this policy are augmented by a written statement of and plan for, the local arrangements for the management of health and safety, including monitoring and review processes.

3.4 Employees, Visitors and Others

All employees and visitors to RSPBA headquarters have a duty to co-operate with the health and safety arrangements in force, and must take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions. They must abide by relevant statutory provisions and must not interfere with, or misuse, anything that is provided in the interests of health and safety.

3.5 Advisory Responsibilities

The RSPBA Health and Safety Advisor is responsible, through the Chief Executive Officer, for advising on relevant legislation and providing

professional advice on matters of general health and safety – in particular, advising the Chairman and the Board of Directors on its health and safety policy.

3.6 Resolution of Health and Safety Issues

If an employee wishes to raise a health and safety issue, they should do so initially with their line manager. If the line manager is unable to deal with the issue, then they should refer the matter to the RSPBA Chairman. The exception to this rule is where it is considered to be serious and of imminent danger to people and/or property, in which case the emergency services should be called without delay.

4. Health And Safety General Arrangements

The RSPBA is committed to improving its health and safety performance. To this end, the RSPBA will strive to manage health and safety successfully by having health and safety risks under control. The RSPBA will attempt to demonstrate a progressive improvement in its accident, injury and health record. To achieve this, it will utilise the principles of health and safety management practices, which will form the foundations of its success.

The RSPBA recognises that the key elements of successful health and safety management are as set out below and as identified within the health and safety publication “Successful Health and Safety Management” HS(G)65REV which can be found at: <http://www.hse.gov.uk/pubns/books/hsg65.htm>

4.1 Policy

This policy is cost-effective and aimed at achieving the preservation and development of physical and human resources, and a reduction in financial losses and liabilities. The health and safety policy will influence and allow activities and decisions, including those regarding the selection of resources and information, the design and operation of working systems, the design the provision of products and/or services, and the control and disposal of waste.

4.2. Organisation

To achieve high health and safety standards, the RSPBA organisation will be structured and operated so as to enable its health and safety policy to be put into effective practice. The RSPBA appreciates that this will be helped by the creation of a positive employee culture which secures involvement and participation at all levels. The RSPBA recognises that this positive culture will need to be sustained by effective communications and the promotion of competence that enables all its employees to make responsible and informed contributions to health and safety issues.

The RSPBA understands that visible and active leadership by the Board of Directors is necessary to develop and maintain effective and functional health and safety management.

4.3. **Planning and Implementing**

The RSPBA will adopt a planned and systematic approach to policy implementation. Its aim is to minimise the risks created by work activities, products and/or services. The RSPBA will use risk assessment methods to decide priorities and set objectives for hazard elimination and risk control.

It is the responsibility of each member of the Board of Directors and Chief Executive Officer to ensure that 'suitable and sufficient' risk assessments within their areas of responsibility and control are carried out and recorded.

The Board of Directors will ensure that employees and volunteers are competent to carry out their duties by providing the necessary information, instruction, training and supervision.

Employees and volunteers will be consulted on matters to do with their health and safety at work, including:

- any change which may substantially affect their health and safety at work, for example in procedures, equipment or ways of working;
- RSPBA's arrangements for obtaining competent advice to assist the organisation in satisfying health and safety laws;
- information that employees and volunteers must be given on the likely hazards and risks arising from their work, measures to eliminate or control these risks and what they should do in the event of an emergency;

- the planning of health and safety training; and
- the health and safety consequences of introducing new technology.

In addition, *the Chief Executive Officer is responsible through the RSPBA Chairman* for advising on the physical safety of the Headquarters building and any other property used by, or under the control of, the RSPBA and for ensuring that these buildings meet the relevant statutory provisions insofar as is reasonably practicable. This will include fire safety management and emergency evacuation procedures.

Performance standards will be established and performance measured against these. Specific actions needed to promote a positive health and safety culture and to eliminate and control risks will be identified. Wherever possible, risks will be eliminated by the careful selection and design of facilities, equipment and procedures or minimised by the use of physical control measures. Where this is not possible, systems of work and personal protective equipment will be used to control risks.

4.4. **Measuring Performance**

The success of action taken to control risks will be assessed through proactive self-monitoring involving a range of techniques. This will include an examination of both hardware (premises, plant and substances) and software (people, procedure and systems), including individual behaviour.

Failures of control will be assessed through reactive monitoring which will require the thorough investigation of any accidents, ill health or incidents with potential to cause harm or loss. In both proactive and reactive monitoring, the objective will not only be to determine the immediate causes of sub-standard performance but, more importantly, to identify the underlying causes and the implications of the design and operation of the health and safety management system and the prevention of recurrence.

4.5. **Reviewing Performance**

Reviewing will include:

- responses by Directors, Chief Executive Officer and Line Managers to failures to implement workplace precautions, discovered either as issues brought to their attention through the incident reporting procedure, or observed in the course of routine activities.
- actions to remedy sub-standard performance identified through formalised monitoring procedures.
- assessment and response to action plans.
- reactions to the results of audits or inspections.

All control systems tend to deteriorate over time or to become obsolete as a result of change. Therefore a system of auditing will be established in order to ensure that:

- appropriate management arrangements are in place;
- adequate risk control systems exist, are implemented, and consistent with the hazard profile of the organisation; and
- appropriate workplace precautions are in place.

4.6 **Fire Emergency Procedures**

The RSPBA will provide detailed guidance on the appropriate action to be taken in the event of a fire, including evacuation procedure and assembly point.

4.7 **First Aid and Medical Attention**

Trained persons and equipment to deal with accidents and injuries will be provided in the RSPBA Headquarters.

First aid requirements will be identified to ensure the adequacy and appropriateness of first aid personnel, equipment and facilities.

Any 3rd party who hire any of the facilities at RSPBA Headquarters should provide adequate cover for H&S purposes by those using same.

It should be noted that the Health & Safety (First Aid) Regulations 1981 place a legal responsibility on employers to provide first aid for their employees and volunteers.

4.8 **Welfare Provisions**

The RSPBA provides suitable toilet and washing facilities within the Headquarters building and request that employees ensure that they maintain these facilities in a suitably hygienic condition.

Supplies of drinking water are available – all cold water taps provide water suitable for drinking unless they are specifically marked to the contrary.