

# Health and Safety Policy

## 1. Scope

This policy applies to activities and responsibilities associated with people who are employed and at work. Within the Scottish Orienteering Association the Board are the employer, and management activities are delegated to one or more employed managers, while the staff are the employees.

Expectations of clubs and their members are also set out.

Legal requirements associated with this policy do not apply to members who are not also employees.

## 2. Policy

**An integral part of the SOA's management of its activities is ensuring that proper care is taken to protect the safety and health of employees, participants in events and activities, and the general public who may encounter people so participating.**

In particular this means that the Scottish Orienteering Association will:

- Control risks at acceptable levels and avoid causing unnecessary risk to the health and safety of employees, and others involved with or affected by our activities.
- Conform to all appropriate legal requirements, regulations and relevant codes of practice.
- Provide appropriate safety and health training for employees.
- Require all employees as a matter of priority to exercise personal responsibility and to co-operate in actively preventing harm to themselves and others. Correct safety performance is a condition of employment.
- Treat all injuries, illnesses and incidents as preventable and seek to gain appropriate knowledge from such events in efforts to avoid recurrences. Ensure that learning is gained from any incidents and from audits and that deficiencies are rectified in a timely fashion.
- Involve all employees in striving to achieve continuous improvement in its safety and health performance - people are the most important element in achieving the required objectives.

The SOA expects constituent clubs and their members to participate fully in delivering relevant aspects of the policy, with particular emphasis on:

- Communicating and controlling risks associated with events and activities to acceptable levels, including use of written risk assessments as the means of identifying and controlling risks, and delivery of actions identified in the assessments.

- Providing access to adequate first aid facilities at events and activities and identifying methods of summoning additional help if required.
- Ensuring that a realistic plan is in place for emergencies e.g. missing competitor or a competitor ill or injured in the competition/activity area.
- Reporting to the SOA/British Orienteering any significant injuries or incidents (both for insurance purposes and for learning from the experiences).
- Encouraging participants to tackle courses and activities that are suitable for their experience, skill, fitness and health.

Fiona Keir

COO

### 3. Procedures

Organisation and outline legislative framework and sources of risk.

Responsibilities for implementing the Safety and Health policy and for Safety and Health performance cascade from the SOA Board of Directors to the Chief Operating officer (COO) who deals with the detailed implementation and any necessary delegation to specific roles or people.

The dominant legislation on safety and Health in Scotland is the Health and Safety at Work etc. Act 1974. This act has many supporting regulations on specific topics. Likely relevant areas for SOA employees and people potentially affected by their activities include:

- Visual display terminal use

The COO will identify which employees make significant use of computers in their work and ensure that they are given periodic training in correct ergonomic practices and use of the screens in keeping with the Approved Code of Practice on this topic.

- Manual Handling

Employees shall receive routine training in kinetic lifting and the contents of the Approved Code of Practice on Manual Handling. The COO will ensure that this is provided and completed.

- Driving on public roads

A number of employees need to drive as part of their work. This is probably the most hazardous activity in their work. The COO will ensure that these employees are provided with defensive driving, to reduce this risk of injury.

- Electricity

SOA employees will at times use electricity in performing their roles (e.g. power sources for electrical equipment) but do not have any need to work on electrical supply equipment. Employees should ensure that RCD or equivalent protection is in place for mains supply electricity in use.

- Lyme's disease

All employees who may work in classic orienteering terrain are aware of the risk of contracting Lyme's disease along with actions to take if they find a tick attached to them and what are the early symptoms of the disease. The COO will ensure that any recruits to such roles are aware of this information.

- Lone Working.

The COO, working with employees who may spend time working alone in more remote areas to ensure that someone is aware of their location and times when they should set out and return.

## 4. Guidance

None

## 5. References

The Health and Safety at Work etc. Act 1974

Custodian: Safety Director

Revision No.	Date	Pages changed and brief outline
Issue 2	Sept 2019	Revised policy.
3	July 2020	Conversion to new standard format