

STAFF ACCESS TO FACILITIES POLICY



***99 Titchfield Street
Kilmarnock KA1 1QY***

***Telephone (01563) 524014
Fax (01563) 572395***

E-Mail: adminoffice@galleoncentre.com

Web: www.galleoncentre.com

Scottish Charity Number: SC 00 8314

Trust Established 1985

Staff use of Facilities

Introduction

The Galleon Centre opened its doors to the public on the 15th May 1987 and provides a wide range of sport and leisure facilities for the residents of East Ayrshire and surrounding areas.

Kilmarnock Leisure Centre Trust (KLCT) realise that the provision of good quality leisure facilities is dependent on the employment of good quality staff who are able to promote the values of the Centre amongst users and encourage customers to attend on a regular basis.

KLCT have a duty under The Workplace (Health, Safety and Welfare) Regulations 1992 to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees.

Whilst KLCT are pro-active in complying with all legislation relative to Health and Safety in the workplace, Centre Management have taken additional steps to promote employee health and encourage healthy lifestyles. Part of the promotion of healthy living is encouraging employees to be active and participate in regular exercise.

Being a leisure centre, providing good quality leisure facilities and being dependant on good quality staff, it makes sense to encourage employees to use these facilities.

Managing the Initiative

Taking into account that the Centre relies very much on Part Time, Casual and Seasonal staff it would be remiss of managers to allow every employee to have unlimited and unrecorded access to the facilities free of charge.

Some Part Time employees may only work one or two hours each week e.g. Group Exercise Instructors or Swimming Teachers. Some casual employees may work only one or two shifts each month and some seasonal staff may only work during the school holiday at Easter, Summer and October (or even less than that).

So whilst healthy and active lifestyles will always be promoted it must be borne in mind that unlimited access to facilities (in other words a free Gold Card) cannot be made available to staff who only work limited hours. There has to be a balance between commitment to employment in the Centre as opposed to simply being an employee of the Centre in order to gain free access to facilities.

As from 3rd January 2018 therefore access to facilities when off shift will be available only under the following criteria

Full Time Contracted Employees – Staff who work on a full time rota e.g. 35 hours on average per week will be entitled to gain access to the facilities when off shift. No

advanced bookings will be permitted and if using a facility to play Squash, Badminton, 5-a-side etc. with someone who is not an employee of the Centre then the appropriate charge for that activity will apply.

Part Time Contracted Employees – Staff who are employed on a part time contract will be entitled to the same benefits as full time staff but in proportion to the hours they work e.g. an employee who works one day per week (or averaging 8 hours per week) will be entitled to access the facilities once per week. Employees working two days per week (or averaging 16 hours per week) will be entitled to access facilities twice per week. Employees working three days per week (or averaging 24 hours per week) will be entitled to access the facilities three times per week. Part time employees working more than 24 hours per week on average will gain unlimited access to facilities the same as full time employees.

Casual Employees – Casual Staff will be entitled to the same benefits as part time staff.

Seasonal Employees – Seasonal Staff will be entitled to the same benefits as part time and casual staff during the periods of time they are on site e.g. during summer holidays.

Monitoring Access

Staff who wish to make use of the Centres facilities must register first with the Duty Manager. The Duty Manager will confirm at this point if they do meet the criteria to be entitled to access to the facilities.

The member of staff will then sign to confirm that they agree to comply with the criteria on access to facilities and they are aware that the privilege will be withdrawn if they fail to meet the requirements.

The member of staff will be issued with a Gladstone membership card and informed they must use it at reception and be processed through in the normal manner each time they use a facility.

It will be unacceptable, and considered a failure to follow procedures, if the member of staff accesses any facility e.g. Swimming Pool, Fitness Classes etc. without having swiped in at reception first and received the appropriate ticket. The ticket should be retained for the duration of the visit unless collected by a member of staff when attending a class.

Accessing or attempting to access facilities in any of the following circumstances will be considered unacceptable.

- (i) Any member of staff, full time, part time or casual, turning down shifts, or turning down additional hours, but attempting to go for a swim, workout or class etc, on the same day.

- (ii) Any member of staff turning down shifts regularly but still expecting to gain regular access to facilities.
- (iii) Any member of staff who is absent from work through illness, or for any other reason, but still expecting to access facilities. It is recognised that some people's illnesses and conditions can be improved by participating in regular exercise. In these situations the member of staff will be asked to provide a letter from their General Practitioner to support this before access is considered.
- (iv) Any member of staff accessing any facility e.g. Swimming Pool, Fitness Classes etc. without having swiped in at reception first and receiving the appropriate ticket. The ticket should be retained for the duration of the visit unless collected by a member of staff when attending a class.

Access to facilities is a privilege offered to employees for their commitment to the Centre. All staff must understand that it is not an automatic right that they can use the Centre as and when it suits them.

Staff Gold Cards for Family Members

Staff Gold Cards for family members of employees are available at a heavily discounted rate and can be purchased by relations of each employee providing they live at the same address e.g. an employee who lives with their parents and has brothers and sisters – The parents and brothers/sisters will all be entitled to purchase a Gold Card at the staff discounted rate.

This privilege is available to the families of all employees who are working at least 24 hours per week. If the employee is on a Casual Contract and they regularly fall below this number of working hours each week or if their commitment to employment in the Centre is in question, then any staff Gold Cards belonging to their family members will be reviewed and may be withdrawn.