



University of
St Andrews

Saints Sport health and safety

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Introduction

As the employer, the University of St Andrews is required by law under **the Health and Safety at Work Act 1974** to have a general statement of Health and Safety [University health and safety policy \(st-andrews.ac.uk\)](https://www.st-andrews.ac.uk)

Facilities under the aegis of Saints Sport (Department of Sport & Exercise and Athletic Union) include: the Sports Centre, indoor tennis arena, all-weather surfaces, grass playing fields, Carnegie Pavilion & grandstand and car parks.

1. General Duties

Duties of the Employer:

Without prejudice to include**:

- Making your workplace safe and without risks to health.
- Ensuring plant and machinery are safe and that safe systems of work are set and followed.
- Ensuring articles and substances are moved, stored and used safely.
- Providing adequate welfare facilities.
- Giving you the information, instruction, training and supervision necessary for your Health and Safety.

Specifically, your employer **must**:

- Assess the risks to your Health and Safety.
- Plan for implementing the Health and Safety measures identified as being necessary by the risk assessment.
- Draw up a Health and Safety policy statement and bring it to your attention.
- Appoint someone competent to assist with Health and Safety responsibilities and consult you or your safety representative about this appointment.
- Set up emergency procedures.
- Provide adequate First Aid facilities.
- Make sure that the workplace satisfies health, safety and welfare requirements, e.g. for ventilation, temperature, lighting, and sanitary, washing and rest facilities.
- Make sure that work equipment is suitable for its intended use, so far as Health and Safety is concerned, and that it is properly maintained and used.
- Avoid hazardous manual handling operations and where they cannot be avoided, reduce the risk of injury.

- Take precautions against danger from electrical equipment, noise and radiation.
- Provide free any protective clothing or equipment, where risks are not adequately controlled by other means.
- Ensure that appropriate safety signs are provided and maintained.
- Report certain injuries, diseases and dangerous occurrences.

** Although the Health and Safety at Work Act primarily relates to employer-employee duties and responsibilities, there are other Acts and regulations which relate to public use of the facilities to whom we have a legal obligation. The Management of Health and Safety at Work (1999) states that in risk assessment: “The risks to the Health and Safety of persons not in their employment but who may be affected by their activity” must also be taken into account, and the Occupiers Liability Act (1984) also states that “occupiers must take such care as in all circumstances is reasonable” to ensure that visitors are “safe in using the premises for the purposes for which they are invited or permitted by the occupiers to be there”.

Duties of the employee:

To include:

- Taking reasonable care for your own Health and Safety and that of others who may be affected by what you do or do not do.
- Observing safe working practices as advised and instructed.
- Using only correct equipment and correctly using work items provided by your employer, including personal protective clothing.
- Keeping equipment in good condition and reporting any defects in plant, fixings, equipment.
- Assisting and improving the housekeeping standards.
- Undertaking any safety training required.
- Reporting any accidents, incidents and dangerous occurrences.
- Being conversant with the Fire Drill.
- Not interfering with or misusing anything provided for your health, safety or welfare.

2. Responsibilities

The Director of Saints Sport has delegated responsibility from the University Court for all matters concerning health, safety and welfare within the facilities under the management control of Saints Sport.

The Director has delegated the implementation of the Department’s policy to the Assistant Director Facilities & Operations and the Facility and Operation Managers, (FOM), who are responsible for the day-to-day

administration and should adhere to the following guidelines:

- i. Regular safety and health inspections have been carried out at the appropriate times.
- ii. The requirements of the University's Health and Safety Policy and Local rules are up-to-date and being complied with.
- iii. It promotes actions to improve safety awareness among staff and students.
- iv. It receives observations and complaints regarding Health and Safety matters and recommends appropriate action.

The Department's **Facility and Operation Manager's** duties include:

- i. Being familiar with the University's and Department's Safety Policy.
- ii. Providing advice to other employees and advising the Assistant Director Facilities & Operations.
- iii. Referring promptly to the Director, or to the University Safety Adviser, any Health and Safety problems which cannot be resolved locally.
- iv. Conducting systematic Health and Safety inspections and accident investigations to identify unsafe or unhealthy conditions or work practices, and monitoring that preventative action is recommended and pursued.
- v. Disseminating Health and Safety information
- vi. Providing adequate induction training to new employees
- vii. Reviewing Health and Safety procedures periodically.
- viii. Being principal safety coordinator for the site, attending safety coordinator forums when required and keeping up to date with university safety coordinator communications

All **employees** have a responsibility for their own and others Health and Safety. Any potential concerns or other safety or environmental concerns must be reported in the first instance to the FOM. See above under the Health and Safety at Work Act.

3. Accidents

Accidents (minor)

A minor emergency is an incident which, if handled properly, does not result in a life-threatening situation. It will normally be dealt with by the member of staff on duty, who will follow department protocol as outlined in the Emergency Action Plan (EAP).

Accidents (major)

In instances of major accidents/injuries or illness, for example severe bleeding, suspected fracture, loss of consciousness etc. the diagnosis shall be made *in situ* by a suitably qualified first aider if present or by calling for a member of staff, other first aider or qualified medical professional who may be in the building. It is important that basic first aid guidelines are followed, and only those qualified to do so administer the appropriate intervention.

If an ambulance is required, contact should be made by phone and followed by a radio call to the FOM

Emergency Ambulance

For any conveyance of injured parties to further treatment centres, Saints Sport staff can plan for such, but it should be pointed out to the injured party that he/she is responsible for any transport costs incurred.

A **portable defibrillator** is accessible in appropriate circumstances. These are located on the corner of the sport centre's external wall adjacent to the gym and at the rear of the Carnegie Pavilion. Both are clearly visible stating 'AED' and should be carried to any injuries or accidents resulting in loss of consciousness. They can be operated by trained individuals or with assistance from a suitably qualified person such as the emergency services.

Fatality/Serious Injury

- In the event of a fatality report this immediately to the Director / Deputy Director
- Inform the security and response team on 01334 468999 for assistance and guidance
- Complete the accident report form located at reception followed by a written statement of the incident. Both documents are then to be sent to the University Environmental Health and Safety Department as a matter of urgency.

3.1 Reporting of Accidents

There is a standard University Accident Report Form which requires to be filled in for all accidents occurring within the facilities. All accidents, above a trivial nature, should be reported to Reception and a form completed. Forms are available in the Accident reporting file. Details of time, place, name of injured party, type of injury, cause of injury and 'any further action' to be recorded on the form.

For any accidents which involve a potential claim against the University because of negligence, equipment failure, fixings break etc., be particularly vigilant in recording the necessary details, and place

an “out of action” notice on any suspect equipment/ machine. There is no requirement to pursue an accident investigation further unless directly requested to do so.

3.2 Accident Investigation Report

For certain accidents an Accident Investigation Report requires to be submitted to the University Safety Office by the Facilities and Operations Manager/ Assistant Director Facilities & Operations. Available: [saints-sport-accident-form](#)

4. Dangerous Occurrences/Near Misses

"A Dangerous Occurrence is an incident which does not result in injury to a person and may only cause slight damage to equipment and property. However, in many such cases serious injury may only be avoided through sheer good fortune. It is therefore important to learn from such happenings and implement effective remedial action to prevent an accident from occurring in the future."

Reporting of:

Dangerous occurrences/near misses must be reported to the FOM via the person involved or the staff member. In instances of such events occurring, all details must be recorded via the departments accident/incident form which are in the First Aid cupboard behind reception. This information is then to be submitted to FOMs who should immediately inform the Assistant Director Facilities & Operations and where necessary EHSS.

5. Blood or Body Substance Spillage

It is vital that everyone who deals with a spillage takes all reasonable precautions to protect themselves from accidental infection.

Aim:

This note outlines the procedure that should be taken following the spillage of blood, other body fluids (vomit, urine, faeces) and known contaminated material. It is the responsibility of the individual whose spillage it is to clear any spillage given that he/she is in a fit condition to do so. In the event of him/her being unwell and unable to attend to the spillage it would be the responsibility of the hirer of the facility (Club Captain, Club President in conjunction with Saints Sport staff) to clean up the spillage.

Procedure

- Spills should be attended to immediately and cleaned up with disposable cleaning cloths. Protective gloves MUST always be worn and placed in a bio-hazard bag after use.
- A solution containing 1-part (50ml) Shield Lifeguard Disinfectant: 9 parts (450ml) warm water should be used to clean the infected area.
- Soiled cloths/mops etc. are to be disposed of by sealing in a clinical waste bag (yellow) which should then be deposited into the clinical waste bin located at reception.
- A spills kit is also available at Reception which contains gloves, cleaning agents, absorbent material and a disposable bag.
- When finished, the area should be cleaned with warm water and detergent and then disinfected. Mops and buckets should be rinsed with warm water and detergent and stored dry.

6. Control of Substances Hazardous to Health Regulations (1999) (COSHH)

The key feature of the COSHH Regulations is the requirement to formally assess the risk of substances which could potentially be harmful to employee's health and then introduce control measures to protect their wellbeing. These control measures must include suitable information, instruction and training. Although COSHH has limited relevance to the Sports Centre it does apply across all biological; and chemical substances in the cleaning stores, and it includes dust! Standard University COSHH risk assessment forms are used for record-keeping purposes.

The risk assessment should:

- i. Identify substances hazardous to health. Employees should inform the Facilities and Operations Managers of any substances which are likely to fall under that category.
- ii. An assessment of the potential risk.
- iii. State that all chemicals must be kept in a designated, locked area and identify suitable eye wash facilities in the event of contamination and/or include any eye irrigation in the First Aid boxes around the Sports Centre.
- iv. Ensure any bottles and containers are clearly marked with the contents, and that any information can be made readily available with the nature of the chemical and instructions of what to do in the case of spillage or ingestion. Operators should refer to manufacturer's guidelines for usage, safety and protective clothing recommendations.

Note: A blue folder, marked 'Health and Safety', is available from the Facilities and Operations Managers office in which chemical data information can be located under the section entitled 'C.O.S.H.H Sheets'.

7. Fire Safety and First Aid

Fire exits are clearly identified. Fire action Signage clearly visible around the building with directions to closest fire **assembly points**. All **firefighting equipment is clearly visible** throughout the building. See Emergency Action Plan (EAP) for further details.

Signage displaying appointed first aiders are available around the building. First aid kits are kept at main reception and in the gym. Only those who have received the appropriate training are authorised to access these. Further details can be found within Section 2 of the Normal Operating Procedures.

8. Arrangements for People who become Unwell

There is a duty of care to provide facilities for any student and/or other user who becomes unwell. In such an event, suitable arrangements must be made which allow the student/individual to rest away from the public and that permit appropriate treatment to be given e.g. first aid and/or further medical attention. A spare changing room or use of another convenient space should be found to accommodate the incident, and advice should be sought from a qualified on-site first aider who can advise on the matter in hand.

An accompanying person should sit with them and liaise with the member of staff on reception duty. A member of staff should be called if the “patient” is alone. Measures regarding ambulance and transport to hospital or home can then be followed as indicated in the Emergency Action Plan.

9. Bomb Threats

Telephone Warnings

If the call relates to the Sports Centre take the following action:

- Telephone the police (9-999) and give precise details of the location remembering that you will be connected to a call centre and the operator may be unfamiliar with the University layout.
- Contact the University Security Manager on (07990) 784356 and the Deputy Principal on (01334) 462548 or (07900) 607690. Outside working hours contact the university security officer on (01334) 468999
- In any event, notify the Deputy Principal as soon as possible.

If the call relates to another University building:

- Contact the relevant Head of School/Unit or secretary without delay and advise them of the call and the foregoing action.

Thereafter, within the building, staff should implement standard fire evacuation procedures:

- Sound the fire alarm.
- Ensure persons assemble at the fire assembly points.
- Prevent further access to the building.

Postal Bombs

If a member of staff has any suspicion that a package which he/she suspects is a bomb, he/she should walk away from it, evacuate the area by sounding the nearest fire alarm, call the police and the designated person of the incident and meet along with others at the Assembly Point.

10. Incidents

All incidents such as attacks, criminal activity by any user, vandalism, break-in, theft, arson, terrorist activity or unauthorized intrusion in buildings and rooms require to be reported immediately to the university authorities. Any appropriate incident should first be reported to the relevant emergency services.

Further advice can be sought from [university security](#) and [Security Incident Reporting](#)

11. Building Emergencies

During normal weekday working hours (09.00-17.00) Estates (01334) 463999 will respond to situations which may threaten personal safety or the integrity of the building fabric, building services, equipment and grounds and services involving plumbing, electrical heating, joinery, slating works, gas escapes, intruder/security alarm.

The University has Security and Response to deal with out of hours emergencies. For emergency assistance dial (01334) 468999

12. Emergency Action Plan

See the Emergency Action Plan Document

13. Alcohol

There is a ban on alcohol consumption in the Sports Centre and all other facilities, unless permission has

been obtained from the Director. It should also be pointed out to any user of the building who appears to be intoxicated that it is most unwise to engage in any exercise under the influence of alcohol, and that Insurance companies will not pay compensation for those who engage in physical activity and then become injured whilst in an unfit state through alcohol.

Members of staff, both teaching and reception, have the right to refuse access to the Sports Centre and any of the facilities to any person, player or spectator, who is inebriated.

14. Appointed Persons

The role of the appointed person is to oversee first-aid arrangements and can include looking after the first-aid equipment and facilities and calling the emergency services when required. They can also provide emergency cover, within their role and competence, where a first aider is absent due to unforeseen circumstances (annual leave does not count).

To fulfil their role, appointed persons do not need first-aid training. As such, they are not first aiders and should not attempt to give first aid for which they have not been trained.

15. Asbestos

If you suspect any part of the building fabric contains asbestos do not move or disturb the item. Immediately seek advice from Estates, dialling (01334) 463999

16. Child Protection

Refer to the [saints-sport-child-protection-doc](#)

17. Climbing Wall

"Mountaineering Scotland recognises that climbing and mountaineering are activities with a danger of personal injury or death. Participants in these activities should be aware of and accept these risks and be responsible for their own actions and involvement."

Climbers are encouraged to recognise their own limitations to avoid any potential falls and to perform their own assessment of the risks prior to climbing. All climbers use the facility at their own risk.

The centre shall accept no responsibility for personal accident or loss of possessions.

To safeguard users and to ensure best practice, all climbers are required to abide by the Conditions of Use and adhere to the Rules of the Wall. It is the responsibility of each climber to ensure that they have, where

necessary, completed the appropriate consent and supervised/unsupervised entry forms.

19. Display Screen Equipment, Dress, and Electrical Appliances

Display Screen Equipment

Follow link for a copy of the universities policy: [Safe use of Display Screen Equipment](#)

Dress

In the interests of personal hygiene, safety and to avoid potential embarrassment, all users must be dressed appropriately (training shoes, shorts/tracksuit bottom and top). Bare feet, socks, slippers, heeled shoes, sandals etc. are not permissible. Bare feet are permissible for the martial arts.

Electrical Appliances

In accordance with government legislation "Electricity at Work Regulations (1989)" all appliances must be inspected and checked.

All portable electrical equipment must be regularly inspected, which is presently done by Estates. Following **PAT (portable appliance testing)** an inventory of all portables which have passed the test is issued by Estates. All failed items must be withdrawn, repaired or ditched. Facilities and Operations Managers are to contact estates in the event of an electrical appliance needing removed or recycled by completing a (WEEE) form to request a collection of Waste Electrical and Electronic equipment for recycling or disposal.

Rules for the introduction and use of domestic electrical equipment in University Property

For employees:

Items of domestic electrical equipment may not be brought into and used within these premises without the approval of the Facilities and Operations Manager or Assistant Director Facilities & Operations. Any such approval would be conditional upon the following:

- Equipment and connecting leads must be serviceable and in a safe condition
- Plugs must be wired in the correct manner and incorporate fuses of the correct rating for equipment.
- A plug must supply only one piece of equipment
- If extra sockets are required, multi-way distribution boards with 13-amp shuttered outlets must be used.
- The total load on a wall socket must not exceed 13 amps.

Note: In the event of a serious accident involving any electrical equipment introduced under this local rule, the University reserves the right to take whatever action is deemed necessary. The University also reserves the right to refuse entry into these premises of any equipment it regards as unsuitable.

For non-employees:

There is an absolute duty to ensure that no electrical equipment is put into use where its strength and capability can be exceeded in such a way as may give rise to danger. There is thus a requirement to ensure that all equipment is properly selected according to its intended use and adequately rated for the required duty before it is put into service. Saints staff can disallow the use of electrical equipment used by external users such as hair dryers, music systems etc, or any electrical equipment during the course or preparation for any sports events in the Sports Centre or on the fields, such as sound systems, mobile hospitality units, if they believe it may compromise safety of the participants or premises.

The broad term 'electrical appliance' covers a wide range of appliances which operate at mains voltage and include refrigerators, photocopiers, computers, heaters, kettles, vending machines.

Protected escape routes are stairs/corridors entered by fire doors leading to the open air. The location/use of any electrical appliances within protected escape routes is not permitted under Fire Safety Legislation.

The use of electrical appliances in unprotected escape routes is generally highly undesirable. Any proposal to place a new electrical appliance in a corridor should not be carried out until approval is obtained from the University Fire Officer.

20. Equipment

The Sports Centre contains a large amount of equipment. Most of the equipment housed in the Sports Centre belongs to Saints Sport.

Where possible it is intended that Staff shall have responsibility towards all Saints Sport owned equipment but should additionally advise other owners (Athletic Union Clubs) of defects or problems relating to their equipment should these come to light. To eliminate unsafe use of equipment Sports Assistants are tasked with the set up and set downs of club training sessions and casual bookings.

In any incident of **any equipment** being found to be unsafe the following action shall be taken:

- i. The fault shall be reported to Reception
- ii. The equipment shall be removed, or removed
From use, and a notice to this effect posted
- iii. An evaluation of action to repair/replace made.

It is particularly important that all equipment:

- i. Remains in a safe condition and is not damaged through abuse.
- ii. Does not cause damage to the employee user, other employees or clients.
- iii. Which if faulty or damaged is reported immediately
- iv. Is erected and dismantled appropriately
- v. Is assessed for manual handling prior to lifting.
- vi. All staff have a responsibility to seek advice if unsure of how specific apparatus works, and all new employees are inducted into the safe use and handling of equipment. A record of which is available in the new employees file in Teams in the FOM Ops Group
- vii. All gym users have access to more specialised equipment. A minimum L2 qualified Sport Assistant is based in the gym as much as practicable to ensure safe and effective practices and use of equipment.

21. Fitness Suites

In ensuring the safety of our members any gym users, who have never used such facilities before, must complete an introductory gym session. This will not only safeguard the individual but will provide an opportunity to ask qualified staff for guidance on their own individual fitness goals. Experienced gym users are not required to complete an introductory session but must adhere to the t & c's upon every visit.

Free weight inductions are also available on request and are designed to inform our members of the many benefits obtained when lifting with free weights.

It is the responsibility of each individual gym user, to ensure they have agreed to the Health Commitment Statement and our terms and conditions prior to using the gym.

22. Cleaners/Cleaning

The cleaners in the Sports Centre and Carnegie Pavilion do not come under the management of Saints Sport but under the control of Estates. As such the training necessary for the performance of their role resides elsewhere. Nevertheless, all cleaners should be inducted in the Universities Safety Policy and should

communicate any safety or health issues/problems to the FOM either directly or via their line manager.

All employees have a responsibility for high cleaning standards, under the area of good housekeeping, and should encourage high standards in class and around the facilities. This extends to removal of litter, floor spillages, kitchen tidiness, dirt, removal from machines and the actual cleaning of the fitness suites machines. Hire equipment should be cleaned regularly. Areas which are particularly prone to accumulating sweat should receive attention as sweat has great potential to corrode and rot surfaces, as well as discouraging other users.

All Ops staff and FOMs have within their job remit the requirement to check the cleanliness of all areas within the Sports Centre.

23. Contractors

All contractors are informed that before any work commences within a building or at a location, permission should be granted by a responsible person and that all contractual arrangements must be made through the Director of Estates and not the individual unit. All contractors must report to reception upon arrival to sign in/out of the building.

24. Food Hygiene and Housekeeping

Food Hygiene

Under the Food Safety Act (1990), The Food Safety (General Food Hygiene) Regulations (1995) – there is a clear legal requirement to ensure that:

- i. All articles, fittings, and equipment with which food comes into contact shall be kept clean and be so constructed, be of such materials, and be kept in such good order, repair and condition, as to minimize any risk of food contamination.
- ii. No person shall keep any products that are raw materials, ingredients intermediate or finished products, and likely to support the growth of pathogenic micro-organisms or the formation of toxins at temperatures which would result in a risk to health.

Fife Council Environmental Health has the powers to prohibit the use of kitchen areas. All employees using the kitchen area are required to observe the procedures as per room notices. The kitchens and fridges are subject to an inspection by the FOM and any food beyond its sell-by date will be removed. There is also as

mentioned above a mandate to keep all food surfaces clean and all crockery dried and put away immediately after use.

Housekeeping

Good housekeeping is essential in providing a safe working environment for employees and customers. Although the list is far from exhaustive the sort of areas that underpin good housekeeping are as follows:

- Lack of obstructions in rooms and particularly on stairs and corridors.
- Clean-up of spillages, dry non-slip surfaces.
- Appropriate storage identity for equipment.
- Removal of pointed and sharp objects.
- Under loading of shelves.
- Use of appropriate waste bins for different materials. All group users have been advised of this requirement and employees should attempt to cajole and educate the wayward.

25. Induction (Staff)

Under the governance of the University Court and the recommendations of the University Safety Office the Department must provide opportunities to allow for the adequate instruction and supervision of all staff. There is a legal duty to do so. This shall be of particularly importance to incoming staff, or where existing staff are requested to perform new tasks requiring different skills or undertake the operation of new equipment. Appropriate training requires to be done prior to commencing work or as soon as is reasonably practicable thereafter.

The normal Health and Safety Induction includes the following:

- i. Fire Safety Instruction
- ii. Identification of staff with Safety Duties
- iii. Provision of Health and Safety Policy of the unit
- iv. Identification of hazards at work
- v. Record of induction training. A record of all training given is required.

Supervision of Induction

Line managers are responsible for the induction of all new staff members and any updates, briefings, and on-going training of existing personnel. Colleagues at all levels are encouraged to provide supportive

information to allow for rapid integration and effective appraisal of individual task requirements and adopted University and Sports Centre policy. The names of new casual and visiting staff should be passed to the appropriate person who will oversee the necessary induction training.

Training

The University offers many core training/development courses pertinent to Saints Sport staff. Available through PDMS, all are encouraged to apply. Line managers should identify courses most pertinent to their staff dependent on their stage of employment and compliance requirements, ensuring necessary attendance is completed and accurate records kept.

It is an accepted part of induction training that new employees are given instruction on the use and set-up of all equipment relevant to their post. This training shall be in the form of supervised instruction and practice under the guidance of a competent person (usually a FOM or other experienced colleague).

Where routine exposure to the use of hazardous substances is involved (cleaning chemicals, etc.) the employee shall be provided with the appropriate protective clothing and instructed in the correct handling and usage of said substances in line with COSHH guidelines by an appropriate representative of the employer.

New members of staff should familiarise themselves with the members of staff in the department and develop an understanding of the jobs which they undertake. A greater understanding of how the Sport Centre functions will inevitably help the customer experience for all our users.

27. Health Assessment

This is an assessment of an individual's ability to undertake certain duties, e.g. food handling, manual handling, usage of aerosols/cleaning products etc. Consideration of any pre-existing medical condition is taken into account especially if this could worsen by undertaking a work activity or present a safety concern. If health problems are identified in the assessment, advice regarding any reasonable adjustment that could be made to allow an individual to work is communicated to management.

27.1 Occupational Health Services

The Occupational Health Unit is part of Environmental, Health and Safety Services, and is located at the University Observatory Complex, Buchanan Gardens. The Unit is mainly concerned with the effect of work on an individual's health and the effect of an individual's health on their work.

27.2 Management referral

After discussion and agreement with a member of staff, managers can refer staff via Human Resources for assessment and advice. This can occur when;

- sickness absenteeism is identified as a cause of concern
- managers require advice regarding management of a health condition within the workplace
- there are concerns regarding performance which may be health-related

Detailed information is in the Sickness Absence Policy available from Human Resources. Reports regarding the likely length of absence, or any adjustments that could be taken to allow a person to return to work etc. are sent to both Human Resources and the individual's Manager. **N.B.** Confidential medical information is only divulged with the consent of the member of staff concerned.

27.3 Self-referral

Any member of staff can refer themselves to the department for confidential health advice. However, the unit is not a treatment service, nor can it deal with any medical emergency. The above activities are not the only activities undertaken. Please do not hesitate to contact the Unit if you want more information.

Contact:

To contact Occupational Health Services please either phone on (01334) 462750 or 462752 or e-mail occupational health (occhealth@st-andrews.ac.uk)

27.4 Stress

Work related stress is now cited as a major Health and Safety matter. For any staff member experiencing any physical symptoms related to stress a leaflet A Guide to Stress Recognition and Reduction is available from Human Resources: [Stress Recognition and Reduction](#). There is also available a Manager's Guide to Monitoring Stress, same source.

27.5 Health Surveillance and Infection Control

Where a work activity could have a potential harmful effect on health the Unit offers or arranges periodic health surveillance, e.g. hearing assessment, lung function assessment, skin inspections, sight testing etc. Immunisations are arranged for those at risk of infection due to their work activity.

27.6 Mothers at Work (New and Expectant)

The law at present requires employers, such as the University, to assess the risks to all employees that arise from their work, and to do what is reasonable to avoid or control those risks. The Management of Health and

Safety at Work Regulations (1999) explicitly requires that special attention is given to identifying and controlling risks that may affect women who are pregnant, who have given birth in the previous six months or who are breast feeding. The objective is to avoid adverse effects being suffered either by the woman herself, by the foetus or by the new-born child.

Once Human Resources have informed the Director of an employee's maternity status the Director is required to carry out a risk assessment of the employees post no later than 13 weeks before the expected date of confinement or at least 21 days before the commencement of leave and may recommend certain actions.

28. Facility Management and Security

Information contained within the following subsections covers all aspects associated with the management and security of the University's sports facilities. Further information on all areas pertaining to University Park are contained within the Normal Operating Procedures (NOP).

28.1 Audits

Inspection of all rooms and facilities will take place each Easter vacation by FOMs. There is an annual inspection undertaken by an external sports equipment company of all equipment each August, followed by an interim service report and inspection of the fitness suites each February. Daily room risk assessments are undertaken by the member of staff opening the building following a prescribed checklist.

28.2 Building Access

Access control at main reception and the gym entrance prohibits non-members from gaining entry through the Sports Centre or exercise areas unsupervised at any time. All visitors must report to reception and complete the appropriate sign in/out procedure.

28.3 Risk Assessment

It is the responsibility of Saints Sport:

- To assess any risk to the Health and Safety of staff and clients to identify the measures needed to be taken to comply with the relevant Health and Safety legislation.
- To keep a record of the significant findings.
- To plan for implementing the Health and Safety measures identified as being required by the risk assessment.

The normal routine is as follows:

- i. Hazard identification Known toxicity or danger to health
- ii. Risk assessment Severity of hazard X; likelihood of occurrence
- iii. Risk elimination & control Adopt suitable systems and procedures of work

Significant hazards and any new procedures implemented in the Sports Centre are subjected to scrutiny in the first instance by the FOMs and if necessary, by the Assistant Director (Facilities and Operations). A standard Risk Assessment Form should normally be used.

A review of those practices already in existence but which are identified as causing concern under ii) above will be undertaken as they are advised in writing to the FOMs by Staff or Clients, or as they become otherwise known.

28.4 Single Manning / Working Alone

Minimising the risk of solitary working should be a regular feature at work. Rarely is single manning operated within the Sports Centre as there at least two members of staff in the building at any given time. However, in instances where single manning does occur then the following is to be implemented:

- A mobile phone will be provided and is to be carried and used as required by any employee on single manning.
- A detail of duty staff for each day / night is made available.
- The person on single manning is responsible for the security of the property and any emergencies which arise at the time of single manning.
- Procedures in the event of an emergency and the necessity to close reception.

28.5 Smoking

Smoking is banned in all University accommodation and premises and has been reinforced by the Prohibition of Smoking in Certain Premises (Scotland) Act 2006. This relates to all or partially enclosed premises in an organization and therefore includes the Grandstand and Carnegie Pavilion. Technically the synthetic turf synthetic turf pitch (STP) is not covered by the Act but a local Condition of Use prohibits smoking here.

28.6 Supervision

General users of all facilities should be assumed to be initially untrained in all matters of Health and Safety. So far as is reasonably practicable the department and its employees have a responsibility to instruct students, members, university staff, visitors, Athletic Union club captains, in all matters necessary to ensure their Health and Safety while exercising on the facilities. Potentially hazardous equipment should not be used by the above categories unless adequate protection is in place or there has been some training/induction in the operation of such equipment.

In identifying the current floor plan of the gym and the access that all users have to more specialized equipment, a suitably qualified Sports Assistant will be available to provide assistance as and when required.

28.7 Toilets and Changing Rooms

Toilets and changing rooms must be monitored, cleaned and stocks replenished as and when appropriate. Frequent checks should be made through the day by building staff. All users must use the changing rooms to change. Outdoor shoes, clothing and personal possessions should not be left in any activity areas. Any possessions or belongings left at the close of business will be recorded and stored as lost property.

28.8 Waste Disposal

Most of the Department's waste is "controlled waste". Producers of waste have a legal "duty of care" for the waste they produce. The "duty of care" imposes on the producer a responsibility to store, transfer and dispose of the waste properly and to avoid its illegal disposal by others. It is essential that waste materials are stored safely and securely and that it is disposed of in the proper manner. Particularly important is the transfer of broken glass which should be carefully wrapped in hardboard or several layers of newspaper to ensure that no one is cut by the glass. Please use and encourage others to use the plastic and paper waste collection bins provided.

28.9 Working at Height

All building staff and any others who are required to work at height with the use of ladders should have completed all mandatory training modules prior to use. This is not an essential requirement of the role, and no staff will be expected to work at height using ladders unless comfortable doing so.

29. Junior Saints Camps / Courses

A considerable number of children attend courses at Easter and over the summer in and around the Sports

Centre. A mixture of enthusiasm, naivety and a desire to explore makes this group more vulnerable and as a result special instruction is given to course leaders, as well as the requirement to read this policy document, to ensure that children are always signed in/out of classes by a parent/guardian to certify the safe travel of children to and from the facility. Particularly important is the need to ensure vigilance regarding a child's departure from the building with the appropriate adult.

30. Safety Reviews

The Department carries out appropriate weekly, monthly and annual safety checks as below:

Annual Safety Timetable/Review:

This is the responsibility of the **Facilities and Operations Manager**.

- Assess the current safety policy and add any new relevant legislation; university rules or changes in current practice. Circulate updated version internally
- Assess the current staff's first-aid qualifications identify those staff that need to attend a First Aid course and those that might need a refresher course.
- Arrange for testing of electrical equipment (portable and fixed) to be done by Estates.

Monthly Safety Review

This is the responsibility of the **Facilities and Operations Manager**. Any discrepancies or changes/additions within the monthly review are tabled in the Facilities and Operations Manager's meetings. A monthly checklist is required to be submitted of the following tests and records:

- Check that fire alarm tests are being carried out
- Carry out a general risk assessment on any new pieces of equipment.
- Report accidents, incidents and dangerous occurrences.
- Check on fire notices, extinguishers, First Aid notices, emergency exits, emergency evacuation notices.

Weekly Safety Review

This is the responsibility of the **Facilities and Operations Managers**.

- i. Test fire alarms weekly, record in excel spreadsheet on TEAMS
- ii. Check contents of First Aid kits order any replacement items and check both defibrillators; second being located at the Pavilion adjacent to Hepburn Gardens.
- iii. Final exit fire doors

Daily Safety Review

This is the responsibility of the FOM or member of staff opening the building. Frequent checks must be made by Sports Assistants during the working day. It is the responsibility of the FOM opening the building to be able to declare that the building and all facilities are fit for use.

Each facility and area should be carefully inspected for the undernoted and any deficiencies reported:

- Check all floor surfaces for slipperiness, freedom of obstruction and protrusions above and below i.e. golf nets, crash mats, ceiling tiles in the hall).
- All equipment is at status quo as per room diagrams.
- Ventilation and heating are appropriate, and all vents and fans are clear of obstructions.
- All fixings are fastened and worthy i.e. gym bars, all gates on the sand dressed pitch are closed.
- Toilets are clean and have a supply of paper.
- All fire doors are closed, and no obstructions are present in corridors.
- All fitness suite equipment is in working order and the rooms checked regularly.
- Ice is available in the ice machine.