



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](#).

**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, multi-ball court 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”. In addition, as there are now user charges, there is a duty of contract between the facility managers and the client to provide a certain level of service.

### **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 Duty Managers 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 **Duty 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.

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 Supervisor. 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 call to the duty member of management staff.

### 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
- If the incident occurs out of office hours, contact the out of hours team on extension **1212** from internal telephone or **01334 476161** from an external line
- 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 universities Environmental Health and Safety Director Hugh Graham ([hg61@st-andrews.ac.uk](mailto:hg61@st-andrews.ac.uk)) 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 filled in. 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 by the duty staff member.

### **3.2 Accident Investigation Report**

For certain accidents an Accident Investigation Report requires to be submitted to the University Safety Office by the Duty 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 Duty Manager 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 Duty Manager 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 and apron 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 in the treatment room next to Heal physio.
- 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 Duty 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 Duty 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 in at main reception and in the gym. Only those who have received the appropriate training are authorised to access these. Further 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 0 (internal) or (01334) 476161.
- 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](#) or accessed at:

### **11. Building Emergencies**

During normal weekday working hours (09.00-17.00) Estates (ext. 3999) 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 janitors to deal with out of hours emergencies. For emergency assistance dial ext. 3985. The out-of-hours janitors will contact the appropriate person to deal with the problem.

### **12. Emergency Action Plan**

See [Emergency Action Plan \(EAP 2018\)](#)

### **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 extension **3999** or **3985** if Out of Hours.

#### **16. Cash Handling**

Handling or transporting sums of cash should be considered a hazardous work activity. At the reception desk great care should be taken to ensure that the till is closed after each transaction and that any cash counting is done out of sight, and with all access points locked. At the close of business, any takings are to be placed in the safe, secured in an appropriate blue bag with security tag. Only authorised staff members and duty managers are allowed access to the till at any time and non-reception staff should feature behind the desk unless approved to do so. The reception door should always be locked.

All cheques and monies received at Reception for future courses e.g. Kids Courses, class fees should be transferred to the safe as soon as is practicable.

## 17. Child Protection

Refer to the [University of St Andrews Safeguarding Children Policy](#).

## 18. 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: [University Policy and Guidance for the Safe Use of Display Screen Equipment](#)

### Dress

In the interests of personal hygiene 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, Tai-chi and yoga.

### Electrical Appliances

In accordance with government legislation "Electricity at Work Regulations (1989)" all appliances must be inspected and checked. This is done on a yearly basis by Arthur McKay contractors.

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, Duty Managers are to contact estates in the event of an electrical appliance needing removed or recycled.

## 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 Duty 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:

The use of external electrical equipment such as hair dryers, music systems etc. is not permitted, nor is any electrical equipment during the course or preparation for any sports events in the Sports Centre or on the fields, without first having been PAT tested.

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 all 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   | <b>Finder</b>                            |
| ii.  | The equipment shall be removed, or removed<br>From use, and a notice to this affect posted | <b>Finder/Sports Centre Duty Manager</b> |
| iii. | An evaluation of action to repair/replace made.  | <b>Sports Centre Duty Manager</b>        |

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. See [Manual Handling 2017](#).

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 personnel file in the Duty Managers office.

**In identifying the current floor plan of the gym and the access that all gym users have to more specialized equipment. We have countered that by having a member of staff based in the gym to monitor usage of said equipment.**



## 20.1 Athletics Equipment, Facilities and Risks

The following ought to be noted:

- The use of javelin, discus, athletics facilities and the hire of any equipment for individual use require a vetting process from Duty Manager or Assistant Director (Facilities and Operations) prior to usage.
- Club coaches have responsibility for safety and welfare during booked time.
- Private Coaches require to be approved before being granted training access.
- Clubs and/or groups with bookings have priority of use over casual users
- Beware of the incompatibility of training on the track and the throwing of the javelin at the same time.
- See the Manual Handling brochure for equipment set up.
- Monthly Health and Safety inspections are conducted to identify any potential hazards and/or risk of injury. These are kept on file in the Duty Managers office.

## 21. Fitness Suites

In ensuring the safety of our members all *new 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.

To protect the wellbeing of our members and to guarantee that best practice is being followed, a short Health and Safety Induction is required. This must be carried out prior to using the facility. 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 completed a [Physical Activity Readiness Questionnaire \(PAR-Q\)](#), and have read and agree to our [Terms & Conditions of Use](#) 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 his/her post resides elsewhere. Nevertheless, all cleaners should be inducted in the Universities Safety Policy and should communicate any safety or health issues/problems to the Duty Manager either directly or via his/her 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 well cleaned with an Anti-septic Wipes daily where there is upholstery and padding. 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 Sports Assistants and Duty Managers 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. Event/Tournament Management**

For all “external” events/tournaments and those which encompass what might be called “student events” or Scottish Student Sport (SSS) / British Universities (BUCS) competitions, it is normal practice to draw up a contract with the organiser and them sign the contract with respect to those aspects which impinge on the health, safety and welfare of both participants and spectators. Such contracts will normally include aspects including, but not restricted to, a certificate of public liability, First Aid attendance by a recognized body, provision of liquor/catering licenses where required or requested by the Duty Management team, marquee erection competence, litter disposal and the name of the person in charge of the event and their acceptance of the conditions under which the event is held. The contract conveys the lines of responsibility in the event of accidents and injuries and places the onus primarily on the organiser of the event.

## 25. 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 Duty Manager 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.

## 26. 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 CAPOD, all are encouraged to apply. Areas of relevance to Saints Sport are:

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 line manager or 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 familiarize 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 on the ground floor of Bute Building, Queens Terrace. Ms. Janey Watt is the full-time Occupational Health Adviser at the Unit and is a qualified General and Occupational Health Nurse. Dr Linda Grimmond is a doctor who has specialised in Occupational Medicine and who is contracted to the Unit on a sessional basis, usually Wednesday mornings. 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 Janey Watt or Dr Grimmond please either phone directly on 2752, e-mail occupational health ([occhealth@st-andrews.ac.uk](mailto:occhealth@st-andrews.ac.uk)) or contact the Unit Secretary on extension 2750.

#### **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. Further information available: [New or Expectant Mothers](#)

## 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 Duty Managers. There is an annual inspection undertaken by an external sports equipment company of all equipment each September, 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 Duty Managers 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 Duty Managers 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.
- No overt financial counting is to take place in the public eye.
- 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 sand dressed



pitch (SDP) 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 must 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 been trained by the Health and Safety department. Essentially it behoves all users of ladders and steps to engage in a risk assessment prior to use.

## 29. Junior Saints Camps / Courses

A considerable number of children attend courses at Christmas, 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 **Duty Manager**.

- Assess the current safety policy and add any new relevant legislation; university rules or changes in current practice. Circulate updated version in the integrated management system (IMS).
- Assess the current staff's first-aid qualifications in August, 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 in the summer vacation.

### Monthly Safety Review

This is the responsibility of the **Duty Manager**. Any discrepancies or changes/additions within the monthly review are tabled in the duty 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 (four per week).
- 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, fire doors, emergency exits, emergency evacuation notices.

### Weekly Safety Review

This is the responsibility of the **Duty Managers**.

- i. Test four fire alarms weekly, record in book at front desk.

- 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.

### **Daily Safety Review**

This is the responsibility of the Duty Manager 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 Duty Manager 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 thrice daily.
- Ice is available in the ice machine.

### 31. Athletic Union

AU employees are required to read and sign up to the Saints Sport Health and Safety Policy.

**Each club is required to submit risk assessments** for all activities and meetings. Both for training and for matches there are explicit procedures and regulations laid down by the Athletic Union. It should be noted that **no club session can proceed without a club official whose name is detailed on the club safety policy.**

Further, it is clearly the responsibility of the Department to ensure that the facilities upon which a club trains and performs are worthy and have been risk assessed by the management at regular intervals, and that on a day-to-day basis the facilities are deemed playable and safe. Club officials also have a responsibility to undertake a risk assessment prior to the start of any session, and to report any potential problems prior to play.

**Permission for use of any of the fixed equipment is required.** Those clubs which require the regular use of fixed equipment: i.e. climbing wall, are required to undertake induction training at the start of each year. To avoid any manual handling injuries all other equipment i.e. volleyball stands/netball stands, basketball hoops etc. are to be set up by the Sports Assistants on duty and/or in conjunction with other appropriately trained/qualified individuals such as club coaches or safety officers.

For a full guide to the University of St Andrews Athletic Union Safety Policy and Guidance for Club Officers, refer to the policies and procedures contained within the attached appendices.

## **Appendix: ATHLETIC UNION POLICIES**

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[University of St Andrews Athletic Union Health & Safety Policy](#)

[University of St Andrews Athletic Union First Aid Policy](#)

[High Risk Activity Management Policy](#)

[University of St Andrews Athletic Union Affiliated Club Travel Policy](#)

[University of St Andrews Athletic Union Incident reporting procedure](#)

## University of St Andrews Athletic Union Health & Safety Policy

### 1. Introduction

- a) Safety is a priority for all clubs and must be considered as an on-going process through all sessions. It is the primary responsibility of the club committee.
- b) Please remember that Saints Sport staff are here to help with any safety issues that you may encounter over the year. You can seek advice by emailing [aupres@st-andrews.ac.uk](mailto:aupres@st-andrews.ac.uk)
- c) The Athletic Union Executive Committee seeks to maintain and develop:
  - i) awareness of the potential risk inherent in sport and the duty of care that Club and Committee members have, to minimise it for the benefits of all participants;
  - ii) A culture of safety consciousness upheld by all club members and particularly amongst club officials;
  - iii) A number of control measures to affect and enforce good safety practices in the Club.

### 2. Saints Sport will:

- a) take all reasonable practical steps to ensure that clubs have and adhere to appropriate safety policies;
- b) organise safety and first aid training for Club Committees and members;
- c) disseminate good safety practices to club committees;
- d) provide reasonable assistance to clubs when acquiring skills or equipment, which have safety benefits (e.g. Helmets and SGB awards).

### 3. AU Executive Committee safety responsibilities

- a) The main responsibility of the Athletic Union Executive Committee is as follows:

*To ensure, so far as is reasonably practicable and without unduly compromising the student sporting experience, AU Executive Committee and affiliated club committee compliance with all safety legislation and with safety stipulations in the Athletic Union Constitution and Laws.*
- b) Officers and staff primarily achieve this by:
  - i. Liaison with external professionals and setting policy based on their advice;
  - ii. Ensuring that all clubs appoint a committee officer who is responsible for club compliance with club and AU safety policy. This includes review of all club constitutions with the purpose of strengthening the role and function of clubs and their officials towards safety;
  - iii. Assisting club officials by funding appropriate affiliation to SGB's;
  - iv. Paying particular attention to sports which are considered of higher risk;
  - v. Ascertaining that members of water-based sports can conduct themselves safely around water;

- vi. Ensuring: that an appropriate and effective system for reporting, monitoring and investigating accidents/incidents/near misses is maintained; that reported incidents are appropriately recorded, investigated and that the recommendations of any investigation are fulfilled;
- vii. Maintaining an inventory of all high-risk AU equipment and to ensure that all high-risk equipment is regularly inspected and tested as well as logged as to its use;
- viii. Paying particular attention to transport safety;
- ix. Organising appropriate safety training for club officials and ensuring that permanent staff have appropriate training in health and safety;
- x. Exercising their power to suspend club activity and impose sanctions on clubs when necessary.

#### **4. Saints Sport Safety Responsibilities**

- a) The President is primarily responsible for maintaining appropriate policy in consultation with appropriate external professionals.
- b) The Sports Development team and AU President are responsible for organising training, courses and ensuring that clubs are aware of their responsibilities.
- c) The President and Administration Manager and admin team members are responsible for maintenance and administration relating to transport safety.
- d) Club Safety officers are responsible for their club members' compliance with club policy and AU Executive policy.

#### **5. Club Committee Responsibilities**

- a) Club committee members have a responsibility for club members and any opposition during all sessions undertaken in the name of the club. It is the responsibility of the club committee to ensure that club risk assessments are complied with at any and all sessions.
- b) Session leaders have the authority to prevent a club member from participation if they judge the situation to be in contravention of the Club risk assessment. It should be made unmistakably clear that those who cannot fulfil the requirements of the risk assessment should not be allowed to participate. Any such incident should be reported in line with the incident reporting procedure.
- c) Clubs must promptly report incidents to [sportsreception@st-andrews.ac.uk](mailto:sportsreception@st-andrews.ac.uk) via the Incident Report Form (as detailed in 3.2), as well as any other relevant body (i.e. a University sports department or SGB).

#### **6. Club Committee Safety Officer**

- a) Primary duties
  - i) Develop safe practice and a safe culture within the club;

- ii) Act as an advisor to the Athletic Union on all safety matters to do with their sport;
- iii) Ensure that club members are aware of and comply with their risk assessment.

b) Administrative responsibilities:

i) Risk Assessment

- (1) Ensuring the club maintains an Athletic Union approved risk assessment, detailing the risks and appropriate control measures that have been taken to make club sessions safe.
- (2) Ensuring that the Risk Assessment is kept up-to-date and represents any new activities run by the club.
- (3) Ensuring that all club members abide by the Risk Assessment.
- (4)

ii) Equipment Inventory

- (1) Ensuring that the Club's Equipment Inventory is maintained
- (2) Organising equipment checks and monitoring:
- (3) Registering high-risk equipment must be registered and organising annual external equipment testing and regular servicing.
- (4) Planning and documenting all such testing and servicing over the lifetime of the piece of equipment.

iii) Affiliation

- (1) Ensure that, where necessary, the club is a member of their National Governing Body.
- (2) If the club does not affiliate to a SGB, Athletic Union approved measures must be taken to ensure risk assurance is in place.
- (3) Where appropriate, the Athletic Union covers the cost of club affiliation (excluding optional insurance cover)
- (4) Evidence of affiliation must be uploaded into the club's Team channel.

iv) First Aid Equipment

- (1) Ensure that an appropriate stock of relevant first aid equipment is maintained by the club



## University of St Andrews Athletic Union First Aid Policy

### 1. First Aid Courses

The Sports Development team and AU President will liaise with the Saints Sport Duty Managers to arrange sufficient first aid courses to train the relevant club committee members.

### 2. Minimum First Aid Equipment Required

Clubs training outside Saints Sport are required to have appropriate first aid equipment which is kept fully stocked at all times and attends all club activity. The minimum stock of a club first aid kit should be as follows:

- 6 cleansing wipes
- 2 triangular bandages
- 1 conforming bandage
- 1 foil blanket
- 1 pair of gloves
- Microporous tape
- HSE and non-adherent dressings in various sizes
- Plasters

Some clubs will be required to carry additional items by their safety policy.

Clubs can approach [aupres@st-andrews.ac.uk](mailto:aupres@st-andrews.ac.uk) for support with their first-aid kit.

#### Actions:

- a. Sports Development team and AU President to organise appropriate training
- b. Club Safety officer to ensure that members attend training
- c. Club Safety officer to ensure that club has appropriate first aid equipment at all times

## High Risk Activity Management Policy

### 1. High Risk Sports

Additional risk mitigation procedures apply to higher risk clubs:

- a. Equipment can only be accessed by the Club Captain and registered club officials providing photographic identification and registering at the Sports Centre Reception.
  - a. Archery
  - b. Fencing
  - c. Rugby
  - d. Sub-Aqua
  - e. Trampoline
- b. All water-based clubs must ask both **members and those trying the club** to sign the Swim Test form declaring they are able to swim 50 metres in light clothing and tread water for 2 minutes. The form is available on the CMP.
  - a. Boat
  - b. Canoe
  - c. Sailing
  - d. Surfing
  - e. Sub Aqua
  - f. Swimming
  - g. Water Polo
  - h. Windsurfing
- c. An external equipment check must have been undertaken (certification required) by the end of week one in the 1<sup>st</sup> Semester. **Motorboats, guns, sub aqua equipment and trailers must be serviced annually.**
  - a. Boxing
  - b. Canoe
  - c. Clay Pigeon
  - d. Mountaineering
  - e. Rifle
  - f. Rugby
  - g. Sailing
  - h. Sub Aqua
  - i. Trampoline

- d. Clubs must provide up to date equipment service details in line with current guidelines laid down by the SGB or their safety policy (whichever is stricter).
  - a. Sub Aqua

**Actions:**

1. Club Safety officer to ensure compliance with relevant procedures.
2. The Administration Manager/AU President to ensure that records are kept of club compliance.

## University of St Andrews Athletic Union Affiliated Club Travel Policy

### 1. Club Travel

If a club intends to run a match, tour, trip, expedition or other travel outside of St Andrews for an event or session that is not BUCS or SSS organised their president **must** fill in the domestic travel form/foreign travel form on the Club Portal **before** they leave St Andrews. Domestic Forms should be submitted a week before they travel, and Foreign Travel Forms should be submitted as soon as discussions have taken place to have to tour to see approval. **This is absolutely vital for foreign travel.** This form will provide the Admin Office with sufficient information to be able to initiate contact with any individuals on the trip. Clubs are only covered by University held insurance policies if they book through DP&L (otherwise, additional cover should be taken by individuals going on foreign travel).

### 2. High Risk Travel

If a club intends to travel outside of the United Kingdom and the Foreign & Commonwealth Office ([www.fco.gov.uk](http://www.fco.gov.uk)) advises against all travel or all but essential travel to a part of the country concerned then the club **MUST** meet with the Administration Manager & Athletic Union President to consult on safety issues well in advance of booking any travel. Minutes of these meetings **must** be taken and kept on file until the club returns from their trip.

### 3. Travel Safety

The Admin Office has the power to stop a club travelling if the club does not take appropriate steps to mitigate unacceptable risks to members.

The Admin Office may impose sanctions on clubs who do not complete travel documentation or organise meetings as necessary.

#### Actions:

- a. Club President to ensure travel form is filled in before every departure.
- b. Club President to check FCO advice before booking overseas travel and meet with AU Management as necessary.
- c. The Administration Manager/AU President to minute and file high risk travel meetings.
- d. AU Executive to judge disciplinary cases when necessary.

## University of St Andrews Athletic Union Incident reporting procedure

**1. What must be reported:** Clubs must report any incident, which resulted, or could have resulted in medical treatment (including first aid) being required. All such accidents, incidents and near misses must be reported and recorded at the Sports Centre reception so the Executive can take action if necessary. Once reported, all serious/head injuries are also reported to ASC/Out of Hours Service for St Andrews Students or for oppositions from other Universities the AU will contact the opposition and report the accident for them to follow up.

**Submit a Saints Sports Incident Report Form to the Sports Centre Reception ASAP, as detailed in section 3.2.**

**2.** The AU President/Administration Manager must be informed of the accident/incident via the Saints Sport Accident/Incident/Near Miss Report Form **within 24 hours of the accident**. The form is available at Sports Centre Reception. One copy of this form should be completed and submitted to Sports Centre Reception.

### **3. Major Incidents**

In the case of serious accidents resulting in hospitalisation, serious injury or death, please inform the University Management by telephoning one of the emergency numbers at the end of this policy.

### **4. Media Relations**

It is important in the event of serious accidents and fatalities that disclosure of information is restricted to a minimum number of people and that:

- a. communications are made only to the emergency services and the University management.
- b. **Make no comment to the media or other parties.** Cases have been reported where the media rather than the Police or University Management have contacted relatives following death, causing distress.

## **Major incidents: Emergency Contacts**

Please contact one of the following:

	University	Home	Mobile
Security and Response Team	01334 46 (8999)		
Saints Sport Duty Manager	+44 (0)1334 46 2190		

In a major incident, relay the following information to the management contact:

1	Your name, contact number and whereabouts	
2	Name of club	
3	A brief description of the incident and state of casualties	
4	The names of the students involved	
5	The name of the hospital or location of the casualty	
6	The name of the local police station if known	
7	Your intended movements and contact availability over the next few hours	
8	Your group's intention	
9	The duty mobile number for the AU President	
10	Any assistance that you require from the University (Transport, etc)	

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