

## **Scottish Squash and Racketball Ltd**

### **Health and Safety Policy**

This version dated January 08

#### **Policy Overview**

The Board has ultimate responsibility for Health and Safety unless this responsibility has been delegated to an appropriate employee.

Scottish Squash and Racketball Ltd (SSRL) will do all in its power to ensure every employee's well-being and safety whilst at work. However every employee also has the duty to take reasonable care of themselves and their colleagues who may be affected. Any action by an employee, which endangers the health or safety of another person whilst at work, will lead to disciplinary action being taken which could result in dismissal.

#### **General Housekeeping**

The majority of accidents recorded in companies are falls, cuts and bruises sustained in corridors and offices not normally considered to be dangerous. The number of such incidents can be reduced by tidiness, forethought and by remedying or reporting things that are obvious hazards, such as damaged flooring or steps or carelessly left obstructions.

The Health and Safety at Work Act 1974, part of which is quoted below, gives employees certain statutory duties.

"It shall be the duty of every employee whilst at work:

- To take responsibility for the health and safety of himself and of other persons who may be affected by his acts and omissions at work;
- As regards any duty or requirement placed on his employer or any other person by or under relevant statutory provisions, to co-operate with him so far as necessary to enable that duty or requirement to be performed or complied with."

#### **Corridors and Access**

It is the responsibility of all staff to ensure that we:

- Keep corridors, exits and entrances clear of obstruction and litter
- Never obstruct fire exits, alarms and appliances
- Report defects in stairs, walkways, flooring, handrails etc
- Clean up spilt liquids
- Report faulty lighting.

When objects are unavoidably left in corridors, such as goods bought for re-sale, they should be:

- Stacked carefully and securely
- Not left in dangerous projections
- Not stacked on both sides of the corridor.

## Offices

Safety is often neglected in offices. The following points should be kept in mind, and remedial action taken when necessary:

- Tripping hazards are common. Open filing cabinets, trailing leads and defective floor covering may cause accidents. Do not have cables from computer equipment trailing across walkways. There should be sufficient power points within the premises to make this unnecessary.
- As far as possible load cupboards and filing cabinets from the bottom up, keeping any heavier items low down. Do not stow heavy objects on top of cupboards.
- Do not stand on the furniture.
- Do not sit too close to visual display units and, if necessary, turn brightness down. Ensure that you are sitting in the correct ergonomic position with adequate wrist support.

## Management of Health & Safety

The COO of SSRL is responsible for its safe running in the Main Office and the NPD in the Performance Office.

- Tools and equipment must be maintained in good condition and working order. Regular maintenance must be organised where appropriate and all faults and defects must be reported immediately they are observed.
- Only competent personnel may use equipment and machinery. Personnel not fully competent may be allowed to learn how to use a machine, only under the continuous supervision of a competent person. Machinery and equipment should be left in a safe condition at all times.
- Floors and floor coverings must be free of dangerous defects.

In general, take reasonable care for the health and safety of yourself and others around you who may be affected by your actions. Do not fool around – this is when accidents occur.

## Electrical Policy

- Electrical repairs are to be undertaken only by qualified electrical or electronic tradesman using the proper tools and test equipment.
- Electrical faults are to be reported as soon as they are discovered.
- Particular attention must be paid to cables, connections, correct fuse rating and earthing of portable appliances.
- The permanent electrical installation of buildings is the responsibility of **sportscotland** and must not be tampered with by Scottish Squash and Racketball Limited personnel.
- The temporary connection of equipment to the supply for test purposes must be by connectors, adequately covered to prevent accidental contact.
- When working on mains type equipment, please ensure that it is disconnected or suitably isolated from mains supply.

## **Handling**

Appropriate training is to be given to stores and other personnel whose jobs require the handling of goods and heavy equipment.

- Remove ragged edges or wear gloves.
- Use correct method of lifting.
- Store heavy objects low down in racks, put only light objects up high.
- If two or more people are lifting one object, be clear who is in charge of the operation.
- When carrying long objects, take great care approaching corners. If possible, keep the front end above head height.
- Ensure that you can see where you are going.

## **Fire**

All employees must ensure that they are aware of the procedure. Fire notices are to be displayed in each area. It is the responsibility of all employees to be familiar with the correct procedure to be followed in the event of fire and evacuation from the building.

## **Use of VDU's**

The Health and Safety Executive's published guidance on working with visual display units (VDU's) points out that the equipment is not hazardous to health but that due consideration must be given to the way it is introduced and operated if difficulties are to be avoided.

Most work involving a VDU is not continuous and is interspersed with pauses and other activities e.g. telephone and non-VDU work. The need for set spells away from VDU should not normally arise. However if a continuous operation period arises, in any one-hour period of VDU operation there should be a 15-minute break away from the VDU. It should be noted that this is not a rest period and should be used for non-VDU tasks.

Scottish Squash and Racketball Limited is committed to providing the most suitable VDU equipment and conditions of use to ensure safe working practice and comfort of use for employees.

## **VDU Eye Tests**

Scottish Squash and Racketball Limited will pay for you to have an eye test every six months if you wish. If you subsequently need glasses solely for use when working on your computer, Scottish Squash and Racketball Limited will pay the basic cost. If the glasses are required for general use, including VDU operation, Scottish Squash and Racketball Limited will contribute towards the cost of the glasses.

## **Disabled Personnel**

Managers are to give special consideration to the safety of disabled personnel and to make specific provision for their escape in the event of fire or other emergency evacuation of the building.

## **First Aid**

**sportscotland** has a number of trained First Aiders. First Aid boxes are held at all sites and are appropriately maintained. Accidents should be recorded in the Accident Report Books.

## **Medical Emergencies**

Procedures exist for First Aid and emergency transport. To summon aid in an emergency contact a First Aider direct.

### **Action in the event of an accident where a person has been injured:**

- A person who has sustained a minor injury must report to a First Aider.
- The injured person, or their representative, must fill in the Accident Report Book held by Scottish Squash.
- A person who discovers an accident victim, who has sustained injury, is to summon immediate help of a First Aider and alert the emergency services by dialling 999.
- A representative or the immediate manager of the injured person, must fill in the Accident Report Book, and for reportable accidents inform the COO.

### **Note:**

It may be necessary for the person finding an accident victim to remove the cause of the accident, i.e. switching off an electrical current or moving a fallen object etc. The finder, if knowledgeable, may have to render First Aid or artificial respiration. The principle criteria must always be the welfare of the victim. Do not move the victim, unless essential to prevent further injury.

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