

AYR UNITED FOOTBALL ACADEMY



POLICY FOR **Workplace and Environmental Conditions**
VERSION 1.1 **VOLUNTEERS AND STAFF**

Created January 2013
Passed by Board of Management June 2013
Review dates June 2017

1. Purpose

1.1 To ensure that the premises occupied by the Academy comply with the Workplace (Health, Safety and Welfare) Regulations 1992 and provide a safe and healthy working environment.

2. References

- 2.1 Health and Safety at Work etc. Act 1974
- 2.2 Management of Health and Safety at Work Regulations 1999
- 2.3 Workplace (Health, Safety and Welfare) Regulations 1992

3. Environmental Conditions

3.1 Maintenance

All workplaces, equipment, devices and systems will be maintained in efficient working order, and in good repair. Where appropriate, they will be subject to a suitable system of maintenance.

3.2 Ventilation

All workplaces will be provided with an adequate supply of fresh or purified air, sufficient to reduce stale, contaminated, hot and humid air, without causing discomfort.

3.3 Temperature

A reasonable temperature (not less than 16°C after the first hour of working) will be maintained within all premises during work times. The upper level is not determined by legislation but will be maintained at a reasonable level.

3.4 Lighting

Suitable and sufficient levels of lighting will be provided, utilising natural light where possible. Emergency lighting will be provided where failure of normal lighting would pose a significant risk.

3.5 Cleanliness

Workplaces and furnishings will be kept sufficiently clean. Waste materials will not be left to accumulate, except in suitable receptacles.

3.6 Space

Work areas will have sufficient floor area, height and unoccupied space. The “Air Space” provided for each employee will not be less than **eleven** cubic metres.

3.7 Workstations

Workstations will be suitable for the worker and the work being undertaken. A suitable seat will be provided where necessary.

3.8 Floors

Floors will be suitable, not uneven or slippery and unlikely to present a safety risk. They will be kept free from obstructions likely to cause a trip, slip or fall. Handrails will be provided on staircases, except where they would obstruct traffic.

3.9 Falls and Falling Objects

Suitable and sufficient measures will be taken to prevent people falling or being struck by falling objects.

3.10 Windows

Windows and transparent / translucent surfaces will consist of safe materials; will be clearly marked; and will remain safe when they are open. Windows large enough to allow a person to fall out will be so-designed (or modified) to prevent such falls. Consideration will be given to glazing full glass doors and patio windows with toughened or safety glass.

3.11 Doors

Doors and gates will be suitably constructed and will comply with relevant specifications, (i.e. Building Control guidelines etc.).

3.12 Toilets and Washing Facilities

Suitable and sufficient, well ventilated and lit sanitary conveniences and washing facilities will be provided at readily accessible places. Hot and cold, or warm, running water and a supply of towels, soap and waste bins will be provided. Adequate provision will be made for employees, students and visitors with disabilities.

3.13 Water

An adequate supply of wholesome drinking water, and cups, will be readily accessible and clearly marked.

3.14 Clothing

Suitable and sufficient accommodation for clothing will be provided, as well as changing facilities where specific protective clothing is worn.

3.15 Rest Areas

Suitable and sufficient rest facilities will be provided at readily available accessible places. In the office environment, employees’ desks will suffice as rest areas and areas at which meals may be eaten, with the exception of locations at which excessive disturbance (e.g. contact with the public) is likely.

Suitable facilities will also be provided for pregnant or nursing workers to rest, and for employees to eat meals.

3.16 Kitchen Areas

Facilities will be provided for preparing or obtaining a hot drink. All kitchen equipment will be kept clean and in good repair and will be subject to inspection and maintenance as appropriate.

3.17 Housekeeping

High standards of general housekeeping will be maintained to minimise the level of risk in the workplace. Particular attention will be paid to the control of trailing cables, obstacles in walkways, clean-up of spills, etc.

3.18 Waste Disposal

Safe disposal of waste, including potentially environmentally hazardous waste (oils, greases, paint, solvents, chemicals etc.); will be facilitated by individual departments using a Scottish Environmental Protection Agency (SEPA) registered contractor.