

# AYR UNITED FOOTBALL ACADEMY



## **POLICY HEALTH AND SAFETY POLICY FOR VOLUNTEERS AND STAFF VERSION 1.4**

Passed by Board of Management  
Review date

November 2007  
September 2010

---

## OVERVIEW

This is the Health and Safety policy statement of Ayr United Football Academy.

Overall and final responsibility for Health and Safety lies with the Board of Management of Ayr United Football Academy, with day to day responsibility for ensuring this policy is put into practice lying with the staff and volunteers of the Academy as appropriate.

Risk Assessments (formal and documented) will be carried out and are the responsibility of all paid staff. The findings of the risk assessments will be reported to the Board of Management, who will action any controls that need to be applied and it will be responsibility of the Board of Management to ensure that the actions are implemented.

Risk assessments will be reviewed periodically and as and when new procedures or equipment is introduced to the workplace

Consultation with team members will be via team meetings.

The Health and Safety poster is displayed in appropriate offices of the Academy and Health and Safety advice is available from the Board of Management.

## LEGAL BACKGROUND

Responsibility for the safety of paid staff, volunteers and work placements (here after known as team members), clients and service users, while they are under the supervision of Ayr United Football Academy (AUFA), is affected by two separate areas of law:

- a) The civil law of delict, under which all citizens have a duty to avoid any act or omission which causes harm to their "neighbours". The expression "harm" includes any legal wrong (for example, injury or damage) and the expression "neighbours" includes people who are so closely concerned with one's activities as to be affected by them. Clients/service users being provided with various services would be in this category. The law states that all **reasonable** steps must be taken to ensure that others are not harmed while under one's care. These steps may include; continually assessing potential risks, implementing and maintaining procedures and systems of work to deal with such risks and providing adequate instruction on these procedures and systems of work.
- b) Statutory legislation, which includes the Health and Safety at Work Act 1974, Approved Codes of Practice and the various Regulations such as the Management of Health and Safety at Work Regulations, PUWER, COSHH and others.

The Act and Regulations place wide-ranging responsibilities to ensure, as far as is reasonably practical, the health, safety and welfare of team members while at work and also any other people who may be involved with the organisation including service users and clients. The principle of such Law is that none of an individual's Acts or Omissions shall endanger the Health, Safety or Welfare of any person and places an obligation on paid staff and on other people involved in the organisation to take reasonable care of their own Health and Safety. Services provided by AUFA, therefore, have to be designed to prevent **foreseeable** risks.

### 1. POLICY

AUFA provides a range of services and support to a wide range of clients/service users. Advice and information on matters of Health and Safety are provided by the Board of Management. Specialist advice is sought when considered appropriate. The intention is that team members understand their responsibilities under Health and Safety and in particular:

- Are familiar with Health and Safety issues in respect of the services provided.
- Adhere to Risk Assessments.

- 
- Ensure that any activity is conducted in a manner that may not lead to unreasonable risk.

To ensure the safety of team members and clients it shall be policy to:

- a) Issue clear guidelines concerning safety to all team members.
- b) Support staff and volunteers in the assessment of potential safety risks in the workplace and at any other locations visited by staff and volunteers.
- c) Provide staff and volunteers with reference material and sources of information on safety matters;
- d) Team members who are primarily responsible for ensuring the safety of clients in various environments.
- e) Provide appropriate insurance cover.
- f) Ensure that all safety guidelines are fully explained.
- g) Comply with all safety laws and other appropriate legislation that is implemented from time to time.
- h) Review any accidents that have occurred in the previous year and seek advice on prevention of incidents in the future.

## **2. PROCEDURE**

- AUFA shall ensure that Risk Assessments are carried out formally and in documented format and that the findings of such Risk Assessments are communicated to team members.
- AUFA shall ensure that training and support is provided to team members in relation to Health and Safety matters.
- For major activities taking place at outdoor locations, an Emergency Action Plan and Site Specific Risk Assessment shall be carried out. In the event that the site does not meet approved standards any such activity shall cease. This assessment shall be recorded on the appropriate form.
- Any control factors identified within the Risk Assessment(s) are to be implemented.

## **3. FIRST AID**

There is a first aid box located in Space Place reception. First Aid boxes are carried by appropriate Academy personnel during all external activities.

## **4. ACCIDENTS**

An accident book is kept in Space Place reception as well as by the Football Development Officer. Volunteers/staff members, when on outreach duties are responsible for recording accidents and/or dangerous occurrences on relevant forms carried during all external activities. All Academy personnel are made aware of the accident policy

## **5. FIRE**

The Board of Management is responsible for training and informing team members on general fire safety precautions and procedures. Particular reference should be given in the use of the correct extinguisher.

The Board of Management is responsible for ensuring that all fire extinguishers are checked on a regular basis and an adequate supply of each type is available.

Each team member is responsible for ensuring that all fire exits and escape routes are kept clear.

### **If a fire is discovered then –**

- Raise the alarm.
- Ensure that the fire brigade is called.
- Evacuate the building and adjoining offices.
- Close all the doors behind you if you are sure the building has been evacuated.

- 
- Report to the person in charge at the assembly point, which is at the front of the building.
  - Only attempt to fight the fire if it is small and contained and fire fighting training has been undertaken.

**Do not –**

- Delay departure to collect personal belongings.

**6. RESPONSIBILITY**

The Chair of the Board of Management of the Academy has ultimate responsibility for Health, Safety and Welfare and reference should be made to him directly in the event of any difficulty arising from implementation of this policy. S/he is supported in his role by the Academy Board.

Signed: \_\_\_\_\_

Date:

---

## ACADEMY ARRANGEMENTS

In order to ensure that health and safety is successfully managed within the Academy the following responsibilities have been allocated.

### CHAIR

The Chair has ultimate responsibility for all operational matters including those regarding health safety and welfare.

- Maintenance of all safety records.
- Accident reporting.
- Provision of health and safety training.
- Organise Health and safety audits.
- Supervise Health and Safety Co-ordinators
- Ensure statutory compliance on all health and safety matters.
- Organise and provide Personal protective equipment s as and when required.
- Employee induction on general health and safety issues.
- Manage health and safety budget.
- Review and develop on an annual basis the Academy Health and Safety Policy.
- Liaise with Line Managers and Co-ordinators to ensure implementation of policy throughout Academy.
- Chair Health & Safety Committee.

### Who?

1. Ensure contractors are aware of Academy safety procedures
2. Maintain safe access and egress from the workplace at all times.
3. Keep environment, plant, equipment and buildings in a safe condition.
4. Arrange and monitor all maintenance work identified by audit, inspection and survey reports within agreed timescales.
5. Academy and employee security.
6. Academy appointed person during construction projects.
7. Maintain records of all testing, inspections and repairs to Academy buildings, plant and equipment.
8. Ensure that statutory compliance is met in relation to tests and inspection of plant and equipment wherever necessary.
9. Act as Fire Marshall - This will involve organising of all Academy fire drills, ensure that appropriate fire fighting equipment is provided, is adequate and regularly maintained; carry out all risk assessments involving fire evacuation and emergency procedures.
10. Maintain up to date record of transport providers and ensure their compliance with Academy health and safety standards.

### Who?

1. Initial health and safety vetting of work experience providers of Modern Apprentices and Skillseekers.
2. General health and safety induction for Modern Apprentices and Skillseekers.
3. Regular on site visits for the purpose of monitoring health and safety arrangements at work in respect of Modern Apprentices and Skillseekers.
4. Accident reporting (non-employed Skillseekers on work experience).
5. Liaison with Enterprise Ayrshire on health and safety issues.

### LINE MANAGER/SUPERVISOR

1. Ensure that induction of students on relevant health and safety issues is carried out promptly.
2. Ensure that workplace risk assessments are carried out as and when necessary and those records are maintained and monitored regularly.
3. Ensure statutory compliance with relevant regulations within particular specialist area.
4. Ensure that proper accident investigations are carried out and internal incident forms are completed and forwarded to the Personnel Section timeously.
5. Arrange all repairs, replacements and alterations when required in conjunction with Facilities Manager.
6. Ensure that all staff, students and visitors to the section observe Academy general and sectional emergency procedures.
7. Ensure that checks are made for the well being of anyone working alone.
8. Ensure that protective equipment where provided is maintained in good working order.
9. Ensure a safe working environment and safe systems of working are in place.
10. Ensure that health and safety training is provided for all section members of staff when necessary.

---

## SAFETY REPRESENTATIVES

1. Carry out regular workplace inspections.
2. Ensure that safety practices and procedures are adhered to.
3. Reporting of health and safety problems to appropriate managers identified above.
4. Assist with Academy **fire** drills at Dam Park as and when required.
5. Accident investigation of notifiable incidents.
6. Investigate health and safety complaints by staff members.
7. Represent employees in consultations with management on health and safety issues.
8. Liaise with Personnel Manager on all the above items.

## EMPLOYEES/VOLUNTEERS

1. Take reasonable care for their own health and safety.
2. Consider the safety of other persons who may be affected by their acts or omissions.
3. Work in accordance with information and training provided.
4. Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons.
5. Report any hazardous defects in plant or equipment to a responsible person.
6. Do not undertake any task for which authorisation/training has not been given.
7. Responsible for health and safety of visitors attending the Academy under their particular supervision.
8. Participate in Academy Fire Drills and any Health and Safety training initiatives.

## GENERAL ARRANGEMENTS FOR THE SPACE PLACE

### ACCESS & EGRESS STATEMENT

The Academy is committed to providing a safe place of work and a safe means of access and egress within all parts of the workplace. The following guidelines will be followed to ensure that wherever possible this is maintained, it is the responsibility of each staff member to assist in this process whenever possible.

### SAFE SYSTEM

1. Do not store objects on the floor or in walkways; please return articles or equipment to their designated storage point when no longer required.
2. Ensure that articles are not stored precariously on top of cabinets or on shelves.
3. Regular inspection of doors, handrails, walkways will be carried out.
4. Lighting will be checked regularly for suitability.
5. Flooring will be maintained in a safe condition and cleaned regularly using non-slip cleaning agents.
6. Wet floors will be coned off when necessary.
7. Contractors will be monitored regularly to ensure that they do not hinder safe access and egress.
8. Lifts and platforms will be inspected at regular intervals and maintained in a safe condition at all times.

## ACCIDENTS

### STATEMENT

All accidents require to be reported and records kept up to date. The Academy will monitor and investigate accidents and incidents as they arise in an effort to reduce or eliminate wherever practicably possible any repetitions. In order to achieve this, the following system must be used and adhered to by all staff members.

### SAFE SYSTEM

1. When an accident /incident or dangerous occurrence takes place it must be reported immediately or as soon as practicably possible to the Director of Football.
2. All accidents/incidents or dangerous occurrences must be entered on the form HS/1.
3. On completion of the form HS1, a copy must be taken and held within the Space Place or by the Director of Football.
4. The Line Manager/Supervisor or nominated Health & Safety Co-ordinator will investigate the incident and if necessary make alterations or changes to working practices to prevent any further occurrences. If changes are required that are more wide ranging and require authorisation from Senior Management then a report should be prepared and forwarded to the Board of Directors for consideration in the first instance.
5. Details of the incident will be entered into the Academy Accident Report Book which is held in the Space Place or by the Director of Football.
6. If a major injury occurs the scene should be left undisturbed until advised otherwise by the enforcing authority. (HSE).
7. When an accident involves a Skillseeker/Modern Apprentice within the Academy a copy of form (HS/1) must also be forwarded to the Board of Management who in turn will forward a copy to the appropriate Training Provider if necessary.

- 
8. Any visitor who is involved in an accident whilst on Academy premises must report the incident immediately to the person responsible for his or her presence on site.
  9. For Ayr United Football Academy Skillseekers/Modern Apprentices on site the relevant Board Member should complete form (HS/1).

## **ALCOHOL & DRUGS**

### **STATEMENT**

The use of alcohol is not appropriate in the workplace and drug abuse can be a criminal offence as well as a serious risk to health and safety. Please adhere to the following:

Look after your own health and safety by adopting a responsible attitude towards alcohol and drugs.  
Be aware of colleagues or others who may put safety at risk by their actions.  
Recognise when and how to ask for help.

Please refer to the Academy ALCOHOL/DRUGS/OTHER SUBSTANCES policy document for further guidance.

### **SAFE SYSTEM**

1. Do not come to work under the influence of alcohol or drugs.
2. Do not bring alcohol or non-prescribed drugs onto Academy premises.
3. Check with your doctor or pharmacist about the side effects of prescribed medications.
4. Never drive or operate machinery of any description if alcohol or drugs affect you.
5. Offer support and advice to colleagues suspected of suffering from alcohol or drug abuse: do not 'protect' them by keeping silent.
6. Ask a member of the Personnel Section for assistance if you feel matters are beyond your own control.

## **DISPLAY SCREEN EQUIPMENT**

### **STATEMENT**

The Academy accepts that health and safety hazards may arise from the use of this equipment and that these risks will be reduced or eliminated wherever possible. The implementation of this policy and the following safety system will require the full co-operation of all members of staff.

### **SAFE SYSTEM**

1. Assessment to be carried out on all workstations to identify risk.
2. Staff members who are identified as 'users' of VDU equipment will require to have their eyesight tested. The Academy will meet the cost of the test.
3. Information and training will be provided as and when necessary on using VDU stations.

Note: A 'user' is someone who meets the criteria as defined in Regulation 1 of the Health and Safety (Display Screen Equipment) Regulations 1992.

## **CLEANING OF SPILLS OF HUMAN BODY LIQUIDS**

### **SUBSTANCES HAZARDOUS TO HEALTH**

Blood spills

Vomit

Urine

Faeces

### **CONTAMINATED ARTICLES**

Clothing

Soft furnishings

Contaminated sharps

First aid materials

## **STAFF RESPONSIBLE FOR CLEARING UP HUMAN BODY LIQUIDS**

- All Ayr United Football Academy named First Aiders.
- All Building Supervisors.
- Sharps disposal container.

THE UNDERNOTED EQUIPMENT WILL BE HELD AT EACH ACADEMY RECEPTION AREA.

- Body fluids disposal kit in a plastic case.
- Clinical waste bags.

---

## SAFE SYSTEM

1. Area to be isolated from Academy population until contamination has been cleaned up and all body substance contaminates and materials have been disposed of in the approved manner and the area made safe.
2. When clearing up or dealing with the removal of body fluid contaminated materials or areas, body substance isolation protocols must be used; this will involve the use of disposable plastic/latex gloves, plastic apron & arm gaiters *ALL OPEN CUTS SORES MUST BE COVERED BY WATERPROOF PLASTERS*
3. Place all contaminated materials dressings gloves etc. in the hazardous BIO waste bag *DO NOT PLACE SHARP OBJECTS IN THIS BAG, PLACE IN A SHARPS DISPOSAL BAG.*
4. Blood spills on non-absorbent surfaces: Step 1 - sprinkle with super absorbent powder. Step 2 - when the powder has turned the spill into a gel using the scoop and scraper dispose of the gel into the yellow bag. Step 3 - spray the area with disinfectant. Wait for 2 minutes clean the area with a bonded wipe, place the soiled wipe in the yellow bag repeat the process
5. Any sharps, broken glass, etc, must be placed in a bio-hazard sharps container for safe disposal *GREAT CARE MUST BE TAKEN TO ENSURE THERE IS NO DANGER OF CUTS OR PUNCTURE WOUNDS.*
6. Place soiled gloves, apron and arm gaiters in the yellow bio-hazard bag
7. All contaminated materials must be placed in a *BIO-HAZARD WASTE BAG (YELLOW IN COLOUR)* and sealed.
8. Arrange for suitable disposal of the yellow *BIO-HAZARD* bag as per Academy clinical waste disposal system.
9. *FINALLY*, wipe hands using disinfectant wipe, dispose of the wipe into a suitable waste bin.
10. Wash you hands with soap and water and dry with paper towels as soon as possible (do not drink eat or smoke before you have done this)
11. If you splash blood in your eyes you must rinse your eyes with fresh water immediately.
12. If you splash blood on your skin rinse it off with soap and water immediately
13. Clothing that is contaminated with blood must be removed and sealed in a plastic bag
14. If you cut yourself on sharps contaminated with blood or an exposed cut or sore is contaminated, encourage the wound to bleed, do not suck the wound, rinse thoroughly under running water.
15. If you are contaminated you must report this to the Occupational Health Nurse or the Personnel Manager who will advise on the action to follow.
16. Where there is a contamination occurrence, an accident/incident form must be completed and forwarded to Personnel.

## FLAMMABLE LIQUIDS

### STATEMENT

All reasonable steps will be taken to ensure that employees working with or near flammable liquids are protected and given where necessary sufficient information, instruction and training on their use, handling and storage in line with current legislation.

## SAFE SYSTEM

1. Where a problem arises in the use, handling or storage of flammable liquids please inform the Line Manager/Supervisor or Co-ordinator immediately. It is the responsibility of the Line Manager/Supervisor or Co-ordinator to carry out an immediate investigation and if necessary make arrangements to remedy the situation.
2. In the case of an accident involving flammable liquids staff should respond quickly, particularly in emergency situations to ensure appropriate action is taken.
3. Risk assessments will be carried out on all processes, storage and handling involving flammable liquids.
4. The Academy will ensure that only minimum quantities of flammable liquids are held within Academy main building, all larger quantities to be held separately at external storage locations.
5. Staff involved in the use, storage and handling of flammable liquids will be given sufficient information, instruction and training.
6. Appropriate fire extinguishers will be located at workplaces where flammable liquids are held with staff trained in their use.
7. Smoking is prohibited in areas where flammable liquid is used or stored, notices will be displayed to warn individuals of this danger.
8. Flammable liquids must only be handled and transported by authorised individuals wearing proper protective equipment. This operation should be carried out at periods when the Academy is relatively quiet i.e. Academy closure periods or after 4.15pm each day.
9. Workplaces must be kept free from rubbish and waste material at all times. Waste flammable liquid must be disposed of immediately.

- 
10. Highly flammable liquids must be stored in fixed storage tanks or closed vessels. In rooms where less than 50 litres of highly flammable liquid are stored, a fire resistant bin or cupboard may be used for storage provided adequate ventilation is available. Every storeroom or vessel used for storage of highly flammable liquids must be marked with an appropriate sign, such as "Highly Flammable". Temperatures must not exceed 27 degree Celsius in these storage areas.

### **HAZARDOUS SUBSTANCES**

#### **STATEMENT**

No substance can be considered completely safe. All reasonable steps will be taken to ensure that all exposure of employees to substances hazardous to health is prevented or at least controlled to within statutory limits of the COSHH regulations.

### **INDUCTION**

#### **STATEMENT**

In order to secure the health and safety of all employees/volunteers the Academy will provide health and safety training to new employees as part of the normal induction process.

### **SAFE SYSTEM**

1. New employees will be briefed on Academy policy and in particular accident reporting procedures, first aid and fire procedures at the commencement of employment by the Personnel Section. In the first few weeks of employment new employees will also be given information on safety legislation relative to their work location as well as site-specific safety rules and sectional policy by their respective Line Manager/Supervisor or Co-ordinator.

### **WORKING ALONE**

#### **STATEMENT**

Solitary working exposes employees and others to additional risks. It is the Academy intention where reasonably practicable to protect employees from hazards by eliminating or reducing the risks through proper control methods. Assessments will be carried out to determine the level of risk encountered by individuals working in isolation and proper information, instruction and training will be given to enable them to recognise hazards and how to effectively control or eliminate them.