

HEALTH AND SAFETY HANDBOOK

SAFETY BEGINS HERE!

Health and Safety Policy Statement

The Youth Sport Trust regards the Health, Safety and Welfare of the company's employees and those who may be affected by its activities as being of prime importance. The following statement recognises our obligations under the Health and Safety at Work Act 1974, including all relevant regulations and approved codes of practice additional to the Act.

Each employee will be given such information, instruction and training as necessary to enable their duties to be carried out safely. Our management have the duty to guarantee that all processes and systems of work are planned to take account of Health, Safety and Welfare and are properly supervised at all times.

Adequate arrangements will be maintained in order to enable employees or their representatives to raise issues on Health and Safety.

For this policy to be successful every employee must co-operate with us to enable all statutory duties to be complied with. The implementation of this statement relies heavily on the total commitment from all levels of management and employee alike. However, each individual has a legal obligation to take responsibility for their own acts or omissions.

This safety policy document is regularly monitored to ensure that the Youth Sport Trust, Youth Sport Direct and Top Foundation remain totally committed to Health, Safety and Welfare.

Signed:

Sue Campbell

Sue Campbell
Chair

Health and Safety Responsibilities

The Youth Sport Trust has safety policies and systems in place to ensure the provision of a healthy and safe environment to work.

Youth Sport Trust responsibilities:

- Ensure that employees, contractors and visitors are aware of the safety policy and procedures.
- Establish the fact that all equipment, plant and substances used at Youth Sport Trust are suitable for the task and are kept in a good state of repair. This also includes the regular maintenance and servicing of equipment.
- Provide adequate training, information, instruction and supervision to ensure that any task is conducted safely.
- Take steps to rectify all risks to Health and Safety arising from any activity, so far as reasonably practicable.
- Bring to the attention of Senior Management, the Health and Safety issues that require their attention.
- All accidents, incidents or near misses are properly recorded and a thorough investigation carried out in order to determine the root cause.
- Maintain safe access and egress from the workplace at all times.

Everybody at the Youth Sport Trust has a duty to:

- Comply with Youth Sport Trust health and safety Policy
- Following the appropriate safety systems and procedures
- look after their own safety and that of others
- Not to misuse things provided in the interests of health, safety and welfare e.g. moving fire extinguishers, blocking escape routes

Fire Safety

Familiarise yourself with:

Local fire exits, Alternative escape route(s) and Assembly areas;
Location of Fire extinguishers

In case of fire:

On hearing the fire alarm, evacuate the building by the nearest fire exit and report to assembly point
Do not use lifts to evacuate the building
Do not re-enter the building until advised to do so

If you discover a fire

Sound the alarm

If possible call the Fire service for every fire or suspect fire by **dialing 999**, when the exchange operator answers, ask for FIRE, you will then be connected to the Fire Service Control. Speak clear and concise when giving your address

DO NOT pause to fight the fire. The Fire Department will carry out that task. The prime concern is the safe evacuation of the premises.

FIRE APPLIANCES

Fire extinguishers are placed in strategic positions, in all areas around the building.
All Fire Extinguishers are coloured RED, the contents will be signified by an appropriate colour band or triangle around the extinguisher.

COLOUR	CONTENTS	USAGE
All Red	Water	General fires, wood paper, textiles, fibre, litter NOT ELECTRICAL FIRES
All Red with a BLUE band or triangle	Dry Powder	General fires, wood, paper, textiles, fibre, litter plus electrical fires and burning liquids.
All Red with a BLACK band or triangle	Carbon Dioxide	Electrical equipment and liquid fires
All Red with a BIEGE band or triangle	Foam	Free burning fires-Petrol, oil cooking fats NOT FOR ELECTRICAL FIRES.

Care should be taken when using the CARBON DIOXIDE appliance

(All RED with BLACK band) because of the extremely low temperature of the gas being dispersed from the funnel, the skin of the hand holding the funnel may become attached to the unit, thereby causing skin burns and much discomfort.

Move the funnel into position and then deploy the contents of the extinguisher. If the user has to hold the funnel, it is advisable to cover the hand with material in order to avoid skin burn.

Detailed Fire Emergency Plans for each office can be found on the following 7 pages.

Fire Emergency Plan

Youth Sport Trust – Sport Park, 2nd Floor, Pavilion 1 & 2

The fire alarm is tested every Thursday morning at 10.30am. If you hear the fire alarms at any other time please follow the fire evacuation process below.

- Leave by your nearest emergency exit, located in each pavilion behind YST Finance and YSD.
- Try to avoid the internal staircase as this becomes congested.
- Fire Marshals will sweep the building.
- YST Fire Marshalls are:
 - Pavilion 1: Nicola Wilson & Sandra Bexon (Reception)
 - Pavilion 2: Jane Wood & Caley Parnell
- Please see more detailed information below.

FIRE SAFETY

Familiarise yourself with:

Local fire exits, Alternative escape route(s) and Assembly areas;
Location of Fire extinguishers

Fire Escape Routes

The building is protected by a fire alarm system. The fire alarm points are situated on each floor. On hearing the fire alarm staff should make their way to the nearest fire exit.

There is a fire escape route from each pavilion and the one used in the event of a fire will be dependent upon your location in the building and the location of the fire.

The means of escape are:

- There is a fire exit at the back wall of each pavilion.
- The main door

Fire Extinguishers

Fire extinguishers are located in each pavilion by the fire escapes.

IF YOU DISCOVER A FIRE

- Immediately operate the nearest fire alarm call point in order to sound the alarm throughout the premises and proceed to fire assembly point – located in the main car park at the front of the building.
- Inform a Fire Marshall or University Security Officer of your reasons for raising the alarm.
 - **Security control can be contacted in the following ways**
 - 1) Use any university internal line dialling 888
 - 2) Use external lines (e.g. mobile & private telephone lines) dialling 0800 526966
- Should there be any problem or delay in contacting the Security Control, call the Fire & Rescue Service direct by dialling 9-999 and give the correct address of the building and any other information they require. Then contact Security after this, if safe to do so, so they are aware of the situation to support you.
- Evacuate in a calm and orderly manner and proceed to fire assembly point (car park)

ONLY ATTEMPT TO EXTINGUISH THE FIRE IF YOU ARE TRAINED AND PROFICIENT IN THE USE OF FIRE EXTINGUISHERS.

IF YOU DO ATTEMPT TO EXTINGUISH THE FIRE DO NOT PLACE YOURSELF OR ANY OTHER PERSON IN DANGER.

EVACUATION PROCEDURE

On hearing the fire alarm:

- Evacuate the premises in a calm and orderly manner using the nearest fire exit. **DO NOT USE THE LIFTS** and proceed to fire assembly point (Car park)
- Staff will take responsibility for their visitors and direct them to the fire assembly points.
- Do not stop to collect your personal belongings
- Wait at assembly point until you have been accounted for by your Fire Marshal
- Notify your Fire Marshal immediately if any persons you know who have not reached the assembly point and who may still be in the building.

Evacuation for disabled persons:

Staff and visitors who are unable to use the staircase for whatever reason should move towards the temporary refuge areas (located in the internal protected staircases and the external staircase landings on the 1st, 2nd & 3rd floors). Initially the person with the disability should wait until the majority of people have evacuated. When the majority of the occupants have evacuated and the staircase seems to be free of people evacuating, it is then recommended that you go into the staircase refuge and activate the Refuge Alarmer Intercom and await further instructions from either a Fire Marshall or Security Officer.

Do not return to the building until you have been told to do so by the Fire Marshall, University Security Officer or the Fire & Rescue Service.

Fire Emergency Plan



Youth Sport Trust – Whittington House, 19-30 Alfred Place, London, WC1E 7EA

The fire alarm is tested every Tuesday morning at 9.15am. If you hear the fire alarms at any other time please follow the fire evacuation process below.

- Leave by your nearest emergency exit, located at each end of the office.
- Try to avoid the internal staircase as this becomes congested.
- Fire Marshals will sweep the building.
- Youth Sport Trust Fire Marshalls are:
 - Ajla Nebi
 - Chris Finch
- Football Foundation Fire Marshalls are:
 - Danny Brown
 - Paul Charles
 - Kayleigh Hemmings
 - Kirsty Aitken
- Please see more detailed information below.

FIRE SAFETY

Familiarise yourself with:

Local fire exits, Alternative escape route(s) and Assembly areas;
Location of Fire extinguishers

Fire Escape Routes

The building is protected by a fire alarm system. The fire alarm points are situated on each floor.

On hearing the fire alarm staff should make their way to the nearest fire exit.

There is a fire escape route from each floor and the one used in the event of a fire will be dependent upon your location in the building and the location of the fire.

The means of escape are:

- At each end of the office area, via the main stairwell, leading to the ground floor

IF YOU DISCOVER A FIRE

Employee Actions –

In the case of fire employees should immediately operate the nearest fire alarm call point. These are situated:

- The far end of the main office area
- Reception
- The exit to the stairwell
- The meeting room lobby

ONLY ATTEMPT TO EXTINGUISH THE FIRE IF YOU ARE TRAINED AND PROFICIENT IN THE USE OF FIRE EXTINGUISHERS.

IF YOU DO ATTEMPT TO EXTINGUISH THE FIRE DO NOT PLACE YOURSELF OR ANY OTHER PERSON IN DANGER.

EVACUATION PROCEDURE

On hearing the fire alarm: Continuous ring

Employee Actions - Other than standard weekly test – Tuesday 9.15am

On hearing the fire alarm:

- Leave the building by the nearest available exit.
- Do not stop to collect personal belongings.
- Do not use the lifts.
- Do not re-enter the building on any account
- Proceed to the Assembly Point (currently outside Next Home).

Report to the Fire Warden or Deputy Fire Warden and await authority to return to the building.

Do not return to the building until you are told that it is safe to do so by a Fire Warden or the Building Manager

Display Screen Equipment

Health Risks

Stress
Neck and back pain
Repetitive strain injury
Eye Strain
Headaches
Skin Rashers

Repetitive Strain Injury

RSI is believed to be caused as a result of repeated motions of the Hand or Arm. Therefore it is essential that workstations provide a satisfactory operating position in to enable the operative to maintain a good posture when working. The symptoms for RSI are described as back pain, numbness and feelings of weakness of the hands or arms. Tingling in the fingers, swelling near the Tendon Sheath of the wrist joint, creaking, muscle spasm and restriction or loss of movement. A safe system of work that includes relevant rest breaks and the avoidance of repetition will help avoid the locking of muscles in one position, thus preventing the onset of RSI.

For computer users, listed below is a list of useful tips, which you need to consider for your daily system of work.

Take regular breaks, the rule of thumb is that for every hour worked at the PC a ten-minute break away from the workstation is sufficient in **order to refocus the eyes and exercise the limbs**. Rotate the work load in order to take yourself away from the workstation.

Ensure that the display screen is directly in front of you and the top of the unit is at eye level in order to avoid eyestrain. The keyboard and mouse should be low enough to allow you to relax your shoulders.

Sit up straight in order to ensure that your chair supports the spine in an erect position. Always use a fully adjustable.

Never rest your wrists on the desk, wrist pad or arm rests while you are typing or using the mouse. Your arms and wrists should be level with your forearms when using the keyboard.

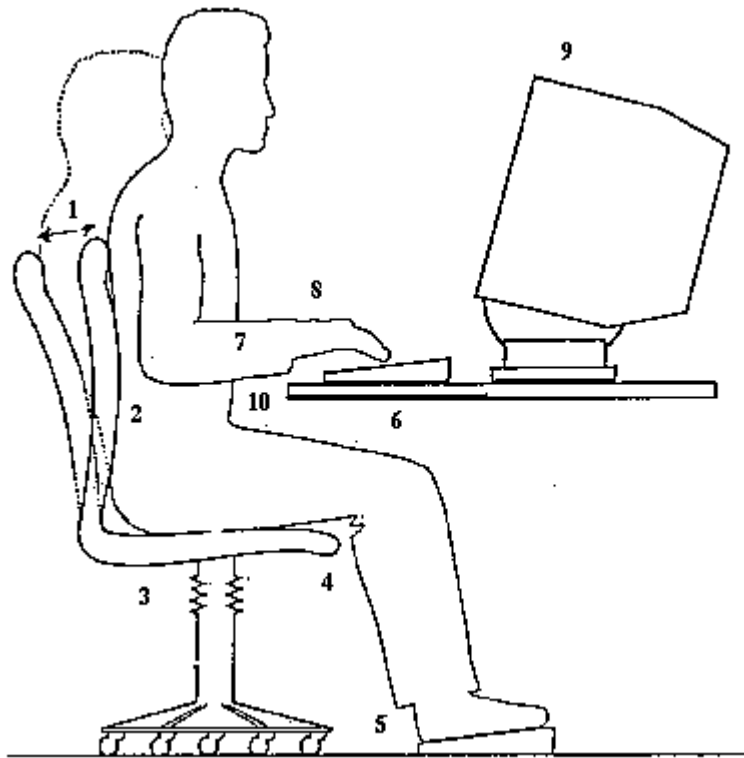
If possible, stand up and stretch several times during the working day.

Do not work at your computer if you perceive pain, fatigue or Soreness.

If you experience any discomfort at your workstation, for example, eye strain, back ache or any problems described in previous paragraphs, always report the condition to your Line Manager or Human Resources Department

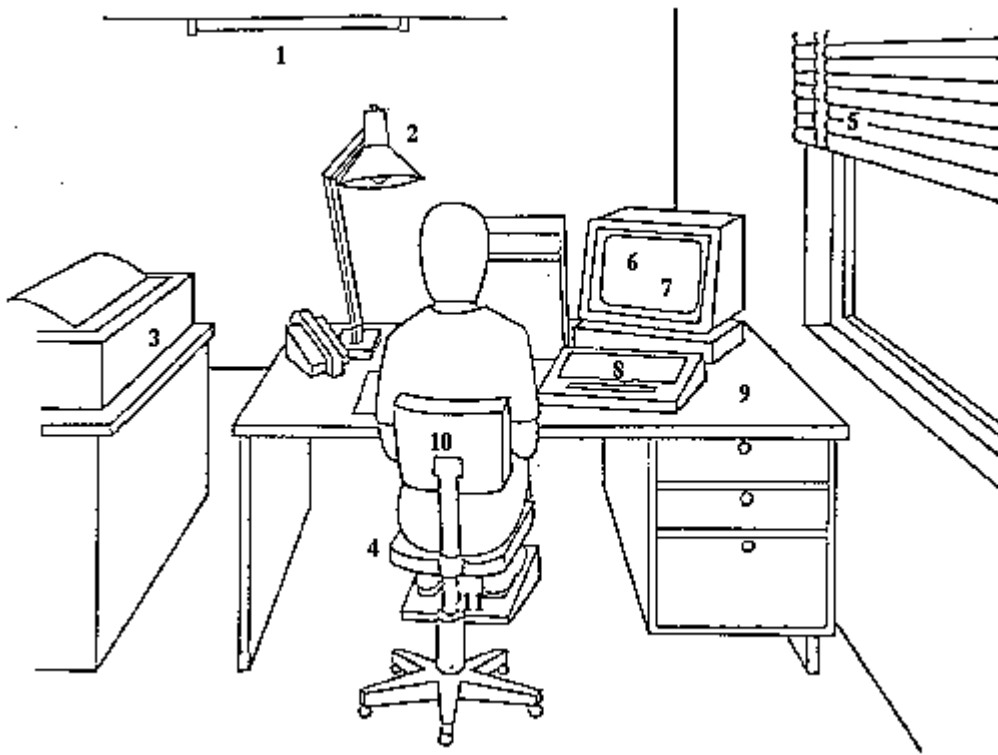
Avoid using the mouse only, alternate your method of work by using the keypad.

Good Posture



1. Seat back adjustability
2. Good lumbar support
3. Seat height adjustability
4. No excess pressure on underside of thighs and back of knees
5. Foot support if needed
6. Space for postural change, no obstacles under desk
7. Forearms approximately horizontal
8. Minimal extension, flexing or deviation of wrists
9. Screen height and angle should allow comfortable head position
10. Space in front of keyboard to support hands/wrists during pauses in keying.

Desk layout



1. Lighting adequate.
2. No glare or distracting reflections free of strong shadows and contrast.
3. Distracting noise minimised.
4. Leg room and clearances to allow postural changes.
5. Window covering.
6. Software: appropriate to task, adapted to user.
7. Screen: stable image, adjustable, readable, glare/reflection free.
8. Keyboard: useable, adjustable, detachable, legible.
9. Work surface: allow flexible arrangements, spacious, glare free.
10. Work chair: adjustable
11. Ventilation and temperature adequate to work in comfort.
12. Floors and walk routes to be clear of trailing cables and other trip hazards.

Manual Handling

A quarter of accidents reported are associated with the manual handling of loads. Sprains and Strains are common together with cuts and bruises; no type of work is immune from this source of injury.

How do we define Manual Handling?

- Lifting
- Putting down
- Pushing
- Pulling
- Carrying
- Moving

Good Handling Technique

- **Stop and think!**
Should you be doing the task at all?
How heavy is the load?
Where is it going?
Can or should you carry it on your own?
Could you use a trolley?
- **Stand Close**
Stand as close as possible to the load, placing the feet slightly apart to give a stable base. The leading leg should be placed as far forward as is comfortable
- **Bend the Knees**
A good posture should be adopted by bending the knees and keeping the back straight. Do not however bend the knees too fully or kneel as this will reduce lifting power. The bend should be such that the hands gripping the load are as near to waist level as possible
- **Grip the load firmly**
A secure grip is essential and a hook grip is less tiring than keeping the fingers straight. Where a change of grip is necessary it should be made as smoothly as possible
- **Lift Smoothly**
Raising the head, the lift should be as smooth as possible and fully controlled. Lift with the legs, maintaining good momentum, leverage and balance
- **Move the feet**
If a turning movement is necessary, keep the load straight and avoid twisting movements
- **Keep the Load close**
Make the load part of the body by holding it as close as possible for as long as possible. Where a close approach to the load is not practicable try to slide it towards you before attempting to lift
- **Place the load with care**
Put the load down first on the edge of a surface, then adjust its position if necessary. Be sure that the load is secure