

# Play Scotland

## Health and Safety Policy Statement

### A) SAFETY

1. You should make yourself familiar with our Health and Safety Policy and your own health and safety duties and responsibilities.
2. You must not take any action that could threaten the health or safety of yourself, other employees, customers or members of the public.
3. Protective clothing and other equipment which may be issued for your protection because of the nature of your job must be worn and used at all appropriate times. Failure to do so could be a contravention of your health and safety responsibilities. Once issued, this protective wear/equipment is your responsibility.
4. You should report all accidents and injuries at work, no matter how minor, in the accident book that can be found in the office.
5. You must ensure that you are aware of our fire and evacuation procedures and the action you should take in the event of such an emergency.

### B) ALCOHOL & DRUGS POLICY

Under legislation we, as your employer, have a duty to ensure so far as is reasonably practicable, the health and safety and welfare at work of all our employees and similarly you have a responsibility to yourself and your colleagues. The use of alcohol and drugs may impair the safe and efficient running of the business and/or the health and safety of our employees.

Where the organisation has a reasonable belief that you are under the influence of some form of intoxicants it may at its discretion send you home for the remainder of the day without pay. This is not considered a form of disciplinary action but is done solely in the interests of the Health and Safety of you, your work colleagues and any customers.

If your performance or attendance at work is affected as a result of alcohol or drugs, or we believe you have been involved in any drug related action/offence, you may be subject to disciplinary action and, dependent on the circumstances, this may lead to your dismissal.

### C) HYGIENE

1. Any exposed cut or burn must be covered with a first-aid dressing.
2. If you are suffering from an infectious or contagious disease or illness such as rubella or hepatitis you must not report for work without clearance from your own doctor.
3. Contact with any person suffering from an infectious or contagious disease must be reported before commencing work.

### D) SMOKING POLICY

Play Scotland is a committed non smoking organisation. Smoking is prohibited throughout the entire workplace and there are no exceptions to this rule. Smoking is only permitted during official breaks and should occur outside the premises or the designated smoking area. Failure to comply with this Policy may result in the Organisation taking disciplinary action. You are not permitted to smoke at any meeting convened by Play Scotland or when representing Play Scotland.

Play Scotland

Reviewed 8<sup>th</sup> August 2019, due for discussion and review August 2020.

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Included in Employees Handbook