





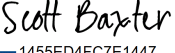
Access and Egress Guidance

Version control

The version history must reflect the current status of a document, i.e., whether it is in its draft or approval status. The table shall reflect the date issued / approved, who by, the current version, and a brief statement outlining the amendments made.

Rev:	Status / amendments	By	Date
1_01	Draft created	C. Warden	05.10.2022
1_02	Final draft issued to sportscotland	A. MacDonald	06.07.2023
1_03	Comments received from Health and Safety Operational Group Document amended	M. Fraser	18.10.2023

Document creation / approval

	Signature	Title	Date
Prepared by: Christopher Warden (Amalgamate – Safety Risk Management Ltd)		Health & Safety Consultant	06.07.2023
Approved By: Jo Dixon on behalf of the H&S Committee	DocuSigned by:  889E63E8056342B...	Head of Human Resources	04-Nov-23 10:49:42 GMT
Approved By: Scott Baxter on behalf of PCS Union	DocuSigned by:  1455ED4FC7E1447...	Trade Union Representative	07-Nov-23 09:17:48 GMT

Having good access and egress to the site and to the plant and equipment operating on the site is a basic health and safety requirement that is often overlooked. Addressing the fundamental issues associated with access and egress can help reduce accidents, incidents and near misses in the workplace.

sportscotland recognises that there are significant risks to the health and safety of our employees and others (such as contractors, visitors and members of the public) arising from activities relating to access to and egress to our workplace. We will ensure that all entrance and exit areas are designed, maintained and controlled to prevent danger.

Our premises include car parking and/or outdoor spaces that lead to entrances and away from exits. As such we will undertake risk assessments of these areas and if appropriate, implement the following control measures:

- Sufficient lighting is provided and is maintained in good working order;
- Trees in the area are subject to an inspection and maintenance programme to manage the risk of falling branches and avoid their growth dangerously restricting the height available for vehicles;
- Leaves are swept up to prevent surfaces becoming too slippery;
- Surfaces are inspected regularly and maintained to prevent potholes and tripping hazards;
- Shrubs are clipped back regularly to ensure that sight lines are maintained;
- Where CCTV cameras are installed, they may be monitored. Signs are displayed warning that CCTV is in operation as per current GDPR legislation;
- Parking bays are marked out to control parking within designated areas;
- The layout of car parks may be designed to enable the safe circulation of vehicles and pedestrians and to allow access for emergency vehicles;
- Pedestrians and vehicles are separated so far as reasonably practicable, with the provision of marked pedestrian routes, pavements, pedestrian crossings and pedestrian barriers;
- Where a public right of way passes through the car park, measures have been taken to protect users from vehicles;
- Signs are displayed indicating speed restrictions and speed bumps have been installed to discourage speeding;
- Adequate drainage is installed and is subject to periodic maintenance;
- Arrangements are in place for clearing ice and snow in winter and for closing off parts of the car park and/or outdoor areas and pedestrian routes which are not able to be cleared.