



POLISI IECHYD A DIOGELWCH **HEALTH AND SAFETY POLICY**

Lluniwyd y ddogfen hon yn unol â darpariaethau Deddf Iechyd a Diogelwch yn y Gweithle ac ati 1974 a'r rheoliadau a ffurfiwyd yn ei sgil.

This document has been prepared in accordance with the provisions of the Health and Safety at Work etc. Act 1974 and the regulations made under it.

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DATGANIAD CYFFREDINOL

Polisi Morlan, hyd y bo hynny'n rhesymol ymarferol, yw darparu a chynnal amgylchiadau gwaith, offer a systemau gwaith diogel ac iach ar gyfer ei holl weithwyr¹ ac i ddarparu'r cyfryw wybodaeth, hyfforddiant ac arolygaeth sydd eu hangen i'r diben hwn.

Bydd Morlan hefyd yn ymdrechu hyd y bo hynny'n rhesymol ymarferol, i ddiogelu iechyd, diogelwch a lles pawb sy'n llogi'r ganolfan neu'n mynychu digwyddiadau yma, ond disgwylir i'r

¹ Noder: defnyddir y term gweithiwr (gweithwyr) trwy'r ddogfen er hwylustod; mae'n cyfeirio at weithwyr cyflogedig a gweithwyr gwirfoddol fel ei gilydd.

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GENERAL STATEMENT

Morlan's policy, so far as is reasonably practicable, is to provide and maintain safe and healthy working conditions, equipment and systems of work for all its workers² and to provide such information, training and supervision as they need for this purpose.

Morlan will also endeavour to ensure, so far as is reasonably practicable, the health, safety and welfare of all who hire the centre or who attend events here. However, visitors are also

² Note: the term worker (workers) is used throughout this document for simplicity; it refers to both paid and voluntary workers alike.

bobl hynny ymddwyn yn synhwyrol a chyfrifol tra yn Morlan, a dilyn unrhyw gyfarwyddiadau a roddir iddynt, mewn pa bynnag ffurf y cânt eu rhoi.

Bydd y Polisi, a'r modd y'i gweithreidir, yn cael ei adolygu'n gyson ac yn cael ei ddiweddarau a'i addasu yn ôl yr angen, yn arbennig:

- wrth i ddeddfwriaeth newid
- fel y bydd Morlan yn datblygu neu os bydd unrhyw newid o fewn yr adeilad ei hun
- pan geir damwain annisgwyl neu ddigwyddiad peryglus.

Bydd Morlan yn ymgynghori'n gyson gyda gweithwyr er mwyn derbyn eu barn ar faterion iechyd a diogelwch. Lle bo angen hynny, gofynnir am gyngor arbenigol wrth asesu unrhyw beryglon yn y ganolfan a'r mesurau sydd angen eu cymryd i ddiogelu rhag y peryglon hynny.

Mabwysiadwyd: Tachwedd 2008

Adolygwyd a diweddarwyd: Mehefin 2017

1. TREFNIADAETH A CHYFRIFOLDEBAU

1.1 Cyfrifoldebau Morlan

Pwyllgor Rheoli Morlan (yn gweithredu ar ran yr Ymddiriedolwyr) sydd â'r cyfrifoldeb pennaf a therrfynol am iechyd a diogelwch. Dirprwyir materion iechyd a diogelwch i Reolwr Morlan fel Swyddog Iechyd a Diogelwch. Fe ddylai'r Swyddog Iechyd a Diogelwch:

- ymgyfarwyddo â Rheolau Iechyd a Diogelwch sy'n ymwneud â chanolfannau cymunedol
- ymgyfarwyddo â, a chadw at, y Polisi Iechyd a Diogelwch a'r trefniadau
- sicrhau hyd y bo hynny'n rhesymol ymarferol bod systemau gwaith diogel mewn lle
- sicrhau y cedwir Morlan yn lân ac yn daclus
- sicrhau bod yr holl offer yn cael eu cynnal a'u cadw mewn cyflwr da a bod pawb sy'n eu defnyddio yn derbyn hyfforddiant priodol, yn ôl yr angen
- sicrhau bod y mynedfeydd a'r allanfeydd yn cael eu cynnal a'u cadw
- sicrhau bod offer ymladd tân ar gael ac yn cael eu cynnal a'u cadw
- sicrhau bod offer a dillad diogelwch yn cael eu darparu ac yn cael eu defnyddio pan fo angen hynny.

expected to behave sensibly and responsibly whilst at Morlan, and to follow instructions given to them, in whatever form they may be given.

The Policy, and the way in which it is operated, will be reviewed regularly and will be updated and adapted as necessary, but particularly:

- following any changes in legislation
- as Morlan will develop or following any changes to the building itself
- following an unexpected accident or a dangerous occurrence.

Morlan will consult with workers on a regular basis in order to seek their views on health and safety matters. When needed, specialist advice will be sought when assessing dangers in the centre and what safety measures are needed to guard against those dangers.

Adopted: November 2008

Reviewed and updated: June 2017

1. ORGANISATION AND RESPONSIBILITIES

1.1 The Responsibility of Morlan

Overall and final responsibility for health and safety lies with Morlan's Management Committee (acting on behalf of the Trustees). Health and Safety issues are delegated to Morlan's Manager as Health and Safety Officer. The Health and Safety Officer should:

- be familiar with Health and Safety Regulations for community centres
- be familiar with and observe the Health and Safety Policy and arrangements
- ensure, so far as is reasonably practicable, that safe systems of work are in place
- ensure that Morlan is kept clean and tidy
- ensure that all equipment is properly maintained and in good condition and that everyone that users receive appropriate training, if needed
- ensure that all entrances and exits are maintained
- ensure adequate fire fighting equipment are available and maintained
- ensure that safety equipment and clothing are provided and used where this is required.

1.2 Cyfrifoldebau Gweithwyr Morlan

Y mae gan weithwyr Morlan gyfrifoldeb i gydweithio er mwyn gweithredu'r Polisi Iechyd a Diogelwch hwn ac i gymryd gofal rhesymol drostynt eu hunain a thros eraill wrth weithio yn y ganolfan. Gofynnir yn garedig iddynt felly:

- cydymffurfio â rheolau diogelwch, cyfarwyddiadau a threfniannau gwaith
- hysbysu Rheolwr Morlan yn syth os oes unrhyw ddiffyg neu nam mewn offer
- rhoi gwybod am unrhyw ddamwain (waeth pa mor fach), anafiadau, digwyddiadau sydd bron â throï'n ddamweiniau ac unrhyw beryglon eraill mor fuan â phosibl
- peidio â chamddefnyddio unrhyw beth gaiff ei ddarparu i bwrpas iechyd a diogelwch
- defnyddio dillad ac offer diogelwch pan fo angen.

1.3 Cyfrifoldebau Llogwyr ac Ymwelwyr

Er y bydd Morlan yn ymdrechu, hyd y bo hynny'n rhesymol ymarferol, i ddiogelu iechyd, diogelwch a lles Llogwyr ac ymwelwyr, disgwylir i'r bobl hynny ymddwyn yn synhwyrol a chyfrifol tra yn Morlan, a dilyn unrhyw gyfarwyddiadau a roddir iddynt, mewn pa bynnag ffurf y cânt eu rhoi.

Cyfrifoldeb Person Penodedig y Llogwr fydd materion iechyd a diogelwch o fewn y digwyddiad ei hun, ac ymddygiad pob person sy'n mynychu'r digwyddiad, ym mha bynnag rhinwedd.

Mae copïau o'r *Telerau ac Amodau Llogi a'r Cynllun Argyfwng* ar gael i bob Llogwr. Mae llofnod y Llogwr ar y ffurflen llogi yn golygu ei fod wedi cydsynio i dderbyn y cyfrifoldebau a nodir yn y dogfennau hyn.

Mewn argyfwng, cyfrifoldeb Person Penodedig y Llogwr yw sicrhau bod y bobl sy'n mynychu'r digwyddiad yn gadael yn ddiogel. Os taw Morlan sydd wedi trefnu'r digwyddiad, cyfrifoldeb gweithwyr Morlan yw hysbysu'r ymwelwyr o'r drefn briodol.

2. TREFNIADAU

Mae'r Adran hon yn gosod allan y trefniadau a wnaed er mwyn lleihau, hyd ag y bo hynny'n bosibl, y risg i iechyd a diogelwch gweithwyr

1.2 The Responsibility of Morlan's Workers

Morlan's workers have a responsibility to co-operate in the implementation of this Health and Safety Policy and to take reasonable care of themselves and others whilst in the centre. They are therefore kindly asked to:

- comply with safety rules, operating instructions and working procedures
- report any fault or defect in equipment immediately to Morlan's Manager
- report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible
- not misuse anything provided in the interests of health and safety
- use protective clothing and equipment when it is required.

1.3 The Responsibility of Hirers and Visitors

Although Morlan will endeavour to ensure, so far as is reasonably practicable, the health, safety and welfare of Hirers and visitors, such users are also expected to behave sensibly and responsibly whilst at the centre, and to follow instructions given to them, in whatever form they may be given.

Health and safety matters within the event itself are the responsibility of the Hirer's Designated Person, as is the behaviour of all persons attending the event, in whatever capacity.

Copies of Morlan's *Terms and Conditions of Hire* and *Emergency Plan* are available to every Hirer. The Hirer's signature on the booking form constitutes acceptance of the responsibilities noted in these documents.

It is the responsibility of the Hirer's Designated Person to ensure that people attending the event leave safely in an emergency. If Morlan has arranged the event, it is the responsibility of Morlan workers to inform visitors of the appropriate procedure.

2. ARRANGEMENTS

This section sets out the arrangements to minimise, as far as is reasonably practicable, risks to the health and safety of workers and

Morlan ac ymwelwyr.

2.1 Damweiniau a Chymorth Cyntaf

Mae Blwch Cymorth Cyntaf wedi'i leoli yng nghegin y Bar Coffi (ar y silff waelod).

Rhaid hysbysu Rheolwr Morlan am unrhyw ddamwain neu ddigwyddiad er mwyn ei nodi yn y Llyfr Damweiniau a leolir yn swyddfa Morlan. Dylid tynnu sylw'r Rheolwr at unrhyw ddigwyddiad a fu bron ag achosi damwain fel y gellir ymdrin â'r broblem a'i datrys. Bydd adroddiad ar ddamweiniau yn cael ei gyflwyno i Bwyllgor Rheoli Morlan bob tri mis.

Camau i'w cymryd:

- Os ydych yn cael damwain fach, dylech roi Cymorth Cyntaf i'ch hunan neu ofyn am gymorth os oes angen.
- Os ydych yn trin rhywun sy'n gwaedu, dylech fod yn ymwybodol o'r posibilrwydd o ddal haint a gludir yn y gwaed. Mae'n hanfodol gwisgo menig pwrpasol cyn ceisio trin unrhyw un sy'n gwaedu, a'u taflu wedyn (ceir bocs o fenig wrth ymyl y Blwch Cymorth Cyntaf ynghyd â hylif pwrpasol ar gyfer golchi clwyfau sy'n gwaedu).
- Os yw'r ddamwain yn fwy difrifol ac onid oes modd ymdrin â hi yn y fan a'r lle yna fe ddylid trefnu i'r person fynd ar unwaith i Adran Ddamweiniau Ysbyty Bronglais – naill ai mewn cludiant preifat neu trwy alw am ambiwlans (os oes unrhyw ansicrwydd, galwch am ambiwlans). Gellir defnyddio'r ffôn yn swyddfa'r Rheolwr os yw'r swyddfa yn agored. Deialwch 999 a rhowch y cyfeiriad canlynol:

**CANOLFAN MORLAN / MORLAN CENTRE,
MORFA MAWR (QUEEN'S ROAD), ABERYSTWYTH SY23 2HH**

- Os yw'r person yn anymwybodol neu wedi'i niweidio'n ddifrifol, ni ddylid ceisio ei symud na'i godi; dylid gadael hyn i bersonau proffesiynol oni bai fod ei adael yno yn ei roi mewn mwy o berygl. Bydd y gwasanaeth argyfwng yn gallu estyn cyngor.
- Cynhelir ymchwiliad i amgylchiadau pob damwain ddifrifol, felly ni ddylid newid safle'r ddamwain mewn unrhyw fodd, heblaw am resymau diogelwch, nes bod personau cyfrifol yn awdurdodi hynny.

visitors.

2.1 Accidents and First Aid

A First Aid Box is located in the kitchen of the Coffee Bar (on the bottom shelf).

Please notify Morlan's Manager of any accident or incident so that it may be recorded in the Accident Book which is located in the Morlan office. Any 'near miss' incident should be drawn to the attention of the Manager so that the problem may be dealt with and resolved. A report on accidents will be presented to Morlan's Management Committee every three months.

Steps to take:

- If you suffer a minor accident, you should administer First Aid to yourself, or ask for assistance if required.
 - If you are treating someone, you should be aware of the possibility of catching a blood-borne infection if that person is bleeding. It is essential to wear suitable gloves before treating anyone who is bleeding, disposing of them carefully afterwards (a box of gloves is located next to the First Aid Box as well as a solution for irrigating a wound).
 - If the accident is more serious, and it cannot be treated on site, arrangements should be made to take the person to Bronglais Hospital's Emergency Department – either in private transport or by calling for an ambulance (if there is any uncertainty, call an ambulance). The phone in the Manager's office can be used if the office is open. Dial 999 and give the following address:
- If the person is unconscious or seriously injured, no attempt should be made to lift or move him/her; this should be left to the professionals unless it leaves the person in more danger. The emergency service will be able to advise.
 - Any serious accident will be investigated, so no changes should be made to the site of the accident, except for safety reasons, until authorisation to do so is given by a responsible person.

2.2 Diogelwch Cyffredinol yn Morlan

Bydd Morlan yn sicrhau bod yr adeilad, gosodion ac addurniadau ac ardaloedd allanol yn cael eu harchwilio'n rheolaidd fel y nodir yn y ddogfen *Asesiad a Chofrestr Peryglon*, a bydd unrhyw ddiffygion yn cael eu cofnodi a threfniadau yn cael eu gwneud i'w hatgyweirio. Pan fo hynny'n angenrheidiol, ymgwymerir â gwaith dros dro er mwyn sicrhau nad oes risg o ddamwain neu niwed, a hynny hyd nes y bydd modd trefnu atgyweiriadau mwy parhaol.

Disgwylir hefyd i weithwyr Morlan ac ymwelwyr gymryd gofal rhesymol dros eu hiechyd a'u diogelwch eu hunain a thros iechyd a diogelwch pobl eraill a allai gael eu heffeithio gan eu gweithredoedd hwy. Synnwyr cyffredin yw llawer o hyn, ond fe nodir yma rai canllawiau cyffredinol:

- Cymerwch ofal wrth agosáu at ddrysau caeedig, ac ar unrhyw risiau.
- Peidiwch â gosod na gadael unrhyw eitem mewn man lle gallai beri i bobl faglu neu gwmpo, nac mewn lle sy'n rhwystro llwybrau dianc neu allanfeydd tân.
- Dylid cadw stordai a manau storio eraill yn dwt ac yn daclus. Awgrymir cadw eitemau trwm neu rai sy'n gallu torri ar y llawr neu ar y silffoedd isaf, a defnyddio stepiau/ysgol i gyrraedd y manau storio uchel.
- Defnyddiwch stepiau wrth agor a chau ffenestri'r neuadd (cedwir yng nghefn y neuadd).
- Cymerwch ofal rhesymol wrth symud llwythau, gan gynnwys symud dodrefn a'r llwyfan. Peidiwch â cheisio symud y llwyfan heb fod cymorth ychwanegol ar gael.
- Ceisiwch osgoi cario llwythau trymion ond, os yw hynny'n angenrheidiol, cofiwch blygu'r penliniau ac nid y cefn cyn codi'r llwyth, er mwyn lleihau'r straen ar y cefn. Peidiwch â chario gormod o lwyth er mwyn osgoi gwneud siwrnai arall, a cheisiwch sicrhau nad yw'r llwyth mor fawr fel ei fod yn rhwystro golwg.
- Os oes rhaid defnyddio ysgol, gwnewch hynny dim ond pan fo'r ysgol wedi'i gosod yn ddiogel. Gall hyn olygu defnyddio rhwymyn ysgol neu sicrhau cymorth person arall.

2.2 General Safety at Morlan

Morlan will ensure that the building, fixtures and fittings and outside areas will be regularly inspected as noted in the document *Register and Assessment of Hazards*, and any defects noted will be immediately reported and procedures put in hand for repairs. Where necessary, temporary measures will be taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out.

Morlan workers and visitors are also expected to take reasonable care of their own health and safety, and the health and safety of those who could be affected by their actions. Much of this is common sense but some general guidelines are noted here:

- Take care when approaching closed doors and when walking up or down stairs.
- Do not leave or place any item where it could cause people to fall or trip, or where it blocks escape routes or fire exits.
- Storerooms and other storage areas should be kept neat and tidy. It is recommended that heavy or breakable items should be kept on the floor or on the lower shelves, and steps/ladder used to reach higher storage areas.
- Use a stepladder (kept at the back of hall) when opening or closing windows in the hall.
- Take reasonable care when moving loads, including furniture or the stage. Do not attempt to move the stage without additional help.
- Try to avoid carrying heavy loads but, if this is essential, remember to bend at the knees, not the back, when lifting the load so as to reduce the strain on the back. Do not carry an excessive load in order to avoid doing an additional journey, and ensure that the load is not so big as to restrict your vision.
- If you need to use a ladder, only do so when it can be safely secured. This may necessitate the use of ladder ties or two person operation.

2.3 Ysmygu

Yn unol â'r gyfraith, ni chaniateir ysmygu o fewn Morlan.

2.4 Diogelwch Tân Cyffredinol

Polisi Morlan yw cyfarfod â'i oblygiadau o dan y Gorchymyn Diwygio Rheoliadau (Diogelwch Tân) 2005. Bydd Morlan felly:

- trefnu asesiad risg tân blynyddol
- yn cymryd pob cam rhesymol i sicrhau y gellir darganfod tân mewn amser rhesymol ac y gellir rhybuddio pobl – ceir larymau mwg a phwyntiau gweithredu'r larwm tân ar hyd yr adeilad sy'n cael eu harchwilio'n flynyddol gan gwmni cydnabyddedig
- darparu offer ymladd tân priodol a sicrhau bod yr offer yn cael eu harchwilio'n flynyddol gan gwmni cydnabyddedig
- yn cymryd pob cam rhesymol i wneud yn siŵr y gall pobl gadael yr adeilad yn ddiogel trwy sicrhau nad yw allanfeydd tân a llwybrau dianc wedi'u rhwystro
- paratoi Cynllun Argyfwng ar gyfer Llogwyr fel eu bod yn gwybod beth i'w wneud pe ddigwydd tân (copi o'r Cynllun ym mhob ystafell, ar wefan Morlan ac ar gael o'r swyddfa).

Bydd amgylchiadau unrhyw dân yn cael eu harchwilio a chomau'n cael eu cymryd i leihau'r posibilrwydd o achos tebyg yn digwydd eto.

2.5 System ac Offer Trydanol

Mae Morlan ond yn gyfrifol am ddiogelwch teclynnau trydanol sy'n eiddo i'r ganolfan. Nid yw'n gyfrifol am ddiogelwch unrhyw offer trydanol sy'n eiddo i'r Llogwr neu ymwelwyr eraill.

Archwilir pob teclyn trydanol yn flynyddol (yn unol â chyngor arbenigol a dderbynnir) gan drydanwr ardystiedig cymwys (prawf PAT). Hefyd, archwilir plygiau, ceblau a socedi yn rheolaidd er mwyn sicrhau nad oes unrhyw gysylltiadau rhydd, fflecsys wedi treulio neu wifrau hir allai faglu pobl. Defnyddir trydanwr ardystiedig i wneud unrhyw atgyweiriadau.

Bydd y system drydanol sefydlog yn cael ei harchwilio a'i phrofi gan gontractwr cymwys sy'n aelod o NICEIC, ECA neu gorff cydnabyddedig perthnasol arall bob pum mlynedd, ac unrhyw

2.3 Smoking

In accordance with the law, no smoking is permitted within Morlan.

2.4 General Fire Safety

Morlan's policy is to fulfil its obligations under the Regulatory Reform (Fire Safety) Order 2005. In order to achieve this, Morlan will therefore:

- undertake an annual fire risk assessment
- take every reasonable step to ensure that a fire can be detected in a reasonable time and that people can be warned – smoke alarms and fire alarm activation points are located throughout the building which are inspected annually by a reputable company
- provide appropriate fire fighting equipment and ensure the equipment is checked and maintained annually by a reputable company
- take every reasonable step to ensure that people in the building can get out safely by ensuring that no obstacles are placed in front of fire exits
- prepare an Emergency Plan so that Hirers know what to do if there is a fire (a copy is located in every room, on Morlan website and copies are also available from the office).

The circumstances of any fire in Morlan will be investigated, and steps taken to reduce the possibility of a similar fire occurring again.

2.5 Electrical System and Equipment

Morlan is only responsible for the safety of the electrical appliances owned by the centre. It is not responsible for the safety of any electrical appliances owned by the Hirer or other visitors.

All portable appliances will be inspected annually (as recommended by the relevant experts) by a certified electrician (PAT tested). Plugs, cables and sockets will also be inspected regularly to ensure there are no loose connections, worn flexes or trailing leads. Any repairs required will also be carried out by a certified electrician.

Every five years, the fixed electrical system will be inspected and tested by a competent contractor who is a member of the NICEIC, ECA or other relevant approved body, and any

waith atgyweirio angenrheidiol yn cael ei wneud.

Oherwydd peryglon defnyddio offer trydanol sydd â nam arnynt, gofynnir i weithwyr (ac ymwelwyr os yw hynny'n berthnasol):

- sicrhau eu bod yn defnyddio'r offer hyn yn synhwyrol, gan ddiffodd teclynnau trydan a'u datgysylltu pan nad ydynt yn cael eu defnyddio
- hysbysu'r Rheolwr o unrhyw ddiffygion yn syth, gan gynnwys plygiau, ceblau neu socedau nad ydynt mewn cyflwr boddhaol.

Ni ddylid:

- defnyddio na cheisio atgyweirio unrhyw declyn nad ydyw'n gweithio iawn
- byth gorlwytho cylchedau trydanol
- gosod ceblau ar draws manau lle mae pobl yn cerdded heb ddefnyddio gorchuddion diogelwch addas
- gosod gwresogyddion cludadwy yn ymyl deunyddiau hylosg neu eu gadael heb eu diffodd mewn ystafell wag.

2.6 Offer Nwy

Bydd Morlan yn cynnal a chadw bwyleri ac unrhyw offer nwy a'u harchwilio'n flynyddol gan ddefnyddio contractwyr cymwys sy'n aelod o'r corff cydnabyddedig perthnasol. Bydd unrhyw waith angenrheidiol o ran diogelwch yn cael ei wneud.

2.7 Sylweddau Peryglus

Lle bo hynny'n bosibl bydd Morlan yn sicrhau na ddefnyddir sylweddau peryglus. Pan nad yw hyn yn bosibl, byddant yn cael eu cadw dan glo a dim ond pobl â chaniatâd fydd yn gallu eu defnyddio, gan wneud hynny'n ofalus trwy: osgoi cyswllt uniongyrchol, dilyn y cyfarwyddiadau ar y label, gwanedu'r cynnyrch yn ofalus, peidio â throsglwyddo'r cynnyrch i gynhwysydd heb ei labelu a pheidio cymysgu sylweddau.

O ran y llungopiwr, cedwir pob deunydd, megis y tonydd neu'r inc, yn unol â chyfarwyddiadau'r gwneuthurwr. Rhaid ceisio osgoi cysylltiad corfforol â'r deunydd hwn.

Darperir offer amddiffynnol yn ôl yr angen.

necessary remedial work will be carried out.

Because of the dangers of using faulty electrical equipment, workers (and visitors if applicable) are asked to observe the following:

- ensure that they are using this equipment sensibly, and switch off and disconnect electrical equipment that are not in use
- report any faults to Morlan's Manager, including any plugs, cables or sockets that are not in a satisfactory condition.

On no account should anyone:

- attempt to use or repair faulty equipment
- overload electrical circuits
- position cables across areas where people will walk without covering them with appropriate safety covers
- position portable heaters close to flammable material or leave them in an empty room without turning them off.

2.6 Gas Equipment

Morlan's gas boilers and any other gas equipment will be maintained and checked annually by a competent contractor who is a member of the relevant approved body. Any necessary work required for safety will be carried out.

2.7 Hazardous Substances

If possible, Morlan will ensure that hazardous substances are not used in the centre. Where this is not possible, hazardous substances will be locked away and only used by persons with permission who should do so with care by: avoiding direct contact, following the instructions on the label, diluting the product carefully, never mixing any substances and never storing them in unmarked containers.

With regards to the photocopier, all substances, such as the toner or ink, will be kept according to the manufacturer's instructions. Physical contact with such substances should be avoided.

Protective equipment will be provided where appropriate.

2.8 Goleuo

Er mwyn sicrhau bod Morlan wedi ei goleuo'n ddigonol, archwilir y goleuadau yn rheolaidd i wneud yn siŵr eu bod yn gweithio, gan osod bylbiau newydd pan fo angen hynny. Dilynir y canllawiau diogelwch angenrheidiol ar gyfer gosod bylbiau newydd mewn llefydd uchel, gan alw ar drydanwr cymwys pan fo angen hynny.

2.9 Defnyddio'r Gegin

Dylid cymryd gofal wrth ddefnyddio'r gegin i baratoi paneidiau, a dylid gweithredu arferion glendid.

Darperir sinc ar wahân ar gyfer golchi dwylo ynghyd â thywelion papur. Dylid defnyddio'r sinc hwn ar gyfer golchi dwylo yn unig.

2.10 Contractwyr

Heblaw am weithwyr arferol (gwirfoddol a chyflogedig), ystyrir unrhyw un sy'n dod i Morlan i wneud gwaith yn gontractwr. Bydd Morlan yn gweithredu yn unol â rheoliadau cyfredol parthed contractwyr.

Disgwylir i bob contractwr, gan gynnwys rhai hunangyflogedig:

- bod â pholisi iechyd a diogelwch (pan fo hynny'n ofyniad cyfreithiol) a darparu copi pe bai Morlan yn gofyn amdano
- dangos, pan fo angen hynny, bod unrhyw beiriannau a chyfarpar wedi cael eu harchwilio a'u profi o ran diogelwch
- peidio defnyddio is-gontractwyr heb ganiatâd penodol Pwyllgor Rheoli Morlan. Bydd y cyfrifoldeb yn aros gyda'r contractwyr.

2.8 Lighting

In order to ensure that Morlan is adequately lit, regular inspections will be carried out to ensure that all lights are working and are replaced as necessary. The necessary safety precautions will be followed for replacing bulbs at high levels, calling out a qualified electrician when necessary.

2.9 Using the Kitchen

Care should be taken when using the kitchen to prepare drinks, and hygiene procedures should be followed.

A separate sink is provided for hand washing as well as paper towels. This sink should only be used to wash hands.

2.10 Contractors

Anyone entering Morlan for the purposes of carrying out work, other than an employee or voluntary worker, will be regarded as a contractor. Morlan will deal with all contractors in accordance with current regulations.

All contractors, including the self-employed, are expected to:

- have their own health and safety policy (where required by law) and be able to provide a copy on request
- show where necessary that any equipment or machinery has been inspected and tested to ensure its safe operation
- not use subcontractors without the express permission of Morlan's Management Committee. Responsibility will remain with the contractors.