



## Documents pack – 2010/11

**Project name:**

**Main contractor:**

**Date:**


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**A further copy of this document and other useful information is available at:  
[www.continentalsports.co.uk](http://www.continentalsports.co.uk)**

*17 February 2010*

**Continental Sports Limited**  
Hill Top Road, Paddock, Huddersfield, West Yorkshire, England, HD1 4SD  
Tel: +44 (1484) 542 051 Fax: +44 (1484) 539 148  
Email: [sales@contisports.co.uk](mailto:sales@contisports.co.uk)  
Company registered number 830200





## Company Information

Company number	-	830200
Registered office	-	Millgate Paddock Huddersfield West Yorkshire HD1 4SD
Auditors	-	Wheawill & Sudworth 35 Westgate Huddersfield HD1 1PA
Bankers	-	HSBC Bank plc 2 Cloth Hall Street Huddersfield West Yorkshire HD1 2ES  Sort Code: 40-25-10 Account: 31318810
VAT Number	-	516 3500 76
Contact email addresses	-	<a href="mailto:sales@contisports.co.uk">sales@contisports.co.uk</a> – General enquiries and requests for quotations, site visits, and new project enquiries <a href="mailto:drawingoffice@contisports.co.uk">drawingoffice@contisports.co.uk</a> – Submission of drawings / requests for technical information

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Company registered number 830200



## Company Directors

Michael Booth	-	Chairman & Company Secretary
Nick Booth	-	Managing Director
Diane Booth	-	Director
Anthony Booth	-	Director

We confirm that no Directors have been disqualified under the Company Directors Disqualification Act 1986.

## Other Company Officers

Robert Green	-	Operations Manager Safety Officer	<i>(Responsible for production, all on-site employees and health &amp; safety)</i>
Mark Haverson Garry Spivey	-	Sales Manager Drawing Office Manager	<i>(Responsible for layout and installation drawings and technical specification / information)</i>
Michael Hunsley	-	Materials & Quality Manager	<i>(Responsible for purchasing, ISO9001:2000 standard compliance and environmental management)</i>
Simon Rowlands	-	Customer Services Manager	

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## **SAFETY POLICY**

Including Organisation and Arrangements for  
Health and Safety

Thirteenth Revision – 17 February 2010

## **HEALTH AND SAFETY REVIEW**

The health and safety policy is reviewed from time to time in light of changes in regulations, legislation and best policy. In addition, a formal review takes place annually by the Managing Director and the Operations Manager.

The latest review took place:

<b><u>DATE</u></b>	<b><u>YEAR</u></b>	<b><u>SIGNATURE</u></b>
17 February .....	2010 .....	.....

## **INTRODUCTION**

This document sets out the Safety Policy adopted by Continental Sports Limited

Enquiries relating to the Safety Policy should be addressed to: -

THE SAFETY OFFICER  
CONTINENTAL SPORTS LIMITED  
PADDOCK  
HUDDERSFIELD  
WEST YORKSHIRE  
HD1 4SD

TEL: 01484 542051  
FAX: 01484 539148

## **GENERAL STATEMENT**

The management of the Company regards the promotion of Health and Safety as a mutual objective for both management and employees at all levels, ranking equally in importance to Production and Sales and that the co-operation on the part of all employees is vital to the success of the Health and Safety Policy. The Company also aims to protect others, outside the business, who may be affected by its acts or omissions.

The Health and Safety Policy will be annually revised. Major changes occurring as work develops will be included within the policy. Sufficient resources are made available in the Company's budgets in order to help promote and maintain a safe and healthy working environment.

The requirements of the Health and Safety at Work Act and all duties and obligations imposed by the Act and all other Acts and regulations affecting the activities of the Company are to be complied with.

Copies of the Safety Policy have been issued to all employees and any major changes will be brought to their attention.

It is the Company's policy to ensure that all safety procedures are observed and that safety awareness should be an integral part of the Management Control Systems.

The monitoring of the Safety Policy is carried out annually by Robert Green who also carries out safety checks on policy and premises annually.

The effectiveness of the Safety Policy and procedures are monitored and reviewed by the Safety Officer, whose responsibility it is to make recommendations based on the results of those reviews to maintain and improve the Safety Policy effectiveness. Employees will be consulted and take part in inspections when required.

Small organisations are to hold safety committee meetings. Employees are consulted and training arranged where new techniques and equipment are introduced to the company. Where there are changes in the Health and Safety legislations/regulations e.g. COSHH/NOISE regulations, the employees will be drawn to these changes.

The requirements of the Environmental Protection Act 1990 are to be complied with. Any effects on the local environment due to the company's activities are controlled and minimised where reasonably practicable.

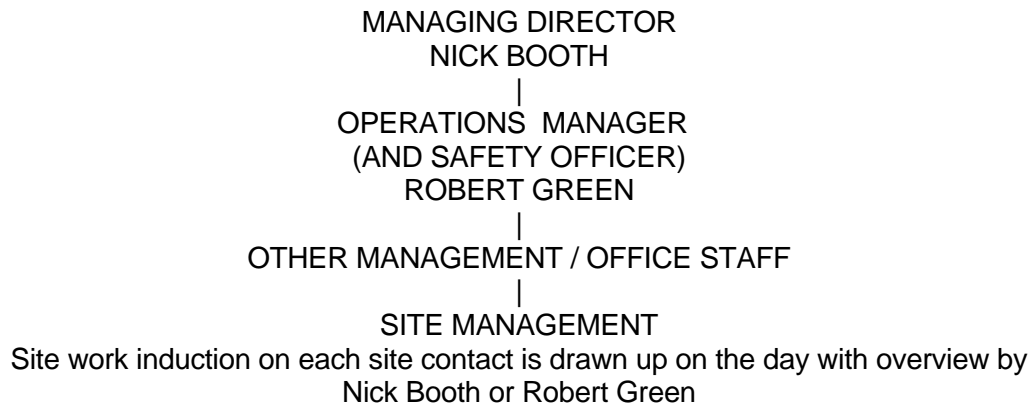
The management team will ensure all employees are up to speed with knowledge of Health and Safety Issues and regular checks are made on the competence of employees.

All employees are inducted on Health and Safety by Main Contractors where site work is involved. Other visual health and safety instruction is displayed within the company workshop and periodic attention is drawn to these by management.

Overall control and policy direction is the responsibility of Mr N Booth, Managing Director.

.....  
Nick Booth  
Managing Director  
Continental Sports Limited  
17 February 2010

## ORGANISATION CHART STRUCTURE



### SPECIFIC RESPONSIBILITIES

#### MANAGING DIRECTOR

Apply the Company's Safety Policy, receive reports and recommendations and ensure implementation when decided by the Managing Director.

#### OPERATIONS MANAGER (Safety Officer)

- a) **Ensure that adequate health, safety and welfare is maintained in all areas of the Company's activities.** Where discussions are held with a Main Contractor, we confirm that site specific Health and Safety procedures communicated to site-based employees will be in line with the Main Contractors' previously arranged Health and Safety Requirement and will be communicated to those employees prior to them travelling to site. All relevant health and safety information is therefore issued to such employees verbally (some Main Contractors have required written health and safety instructions and in these cases they are issued to the relevant people).
- b) **Carry out inspections and prepare safety reports after each inspection.** Spot checks are carried out by management, office and Department Heads to verify compliance. A site safety inspection checklist is appended to the end of this policy for information.
- c) **Ensure safety training is carried out on matters relating to the Health and Safety of all employees and that the training given is adequate and documented. We have an annual in-company check undertaken by the Safety officer. We also make use of the Engineering Employers Federation Safety Officer.**
- d) Ensure that all registers, certificates and other related statutory documents are properly maintained.
- e) We occasionally seek clarification on Health and Safety regulations and compliance issues by telephone with the Engineering Employers Federation. If confirmation is required that a policy or procedure is in compliance with applicable law, such confirmation is sought from the Engineering Employers Federation.

- f) Policy is revised annually by the management team and when major changes are made in law and regulations.
- g) Ensure that all office personnel are aware of safety precautions and work in a safe manner.
- h) Ensure safety training is carried out on matters relating to the Health and Safety of all office personnel and that training is adequate and documented.

#### ALL OTHER STAFF WITH SUPERVISORY RESPONSIBILITIES

- a) Ensure that personnel under their control are aware of safety precautions and work in a safe manner, where necessary enforcing the policy by utilising the disciplinary procedure.
- b) Ensure all access and exit points are unobstructed and safe.
- c) Ensure that protective equipment is correctly used and in good working order any faulty equipment to be repaired or replaced.
- d) Ensure personnel do not take unnecessary risks

#### ALL EMPLOYEES

- a) Take all necessary care for the Health and Safety of themselves and any other persons who may be affected by their work.
- b) Use all tools, guards and equipment provided correctly.
- c) Use all protective equipment supplied and report any equipment malfunction.
- d) Co-operate with management to enable them to comply with any duty or requirement imposed by any statutory provisions.
- e) Report any hazards, defects or incidents to management.

#### TRAINING

The Safety Officer is responsible for ensuring that all new personnel are trained in safety matters affecting the work they carry out and providing refresher training for existing personnel if required. Particular regard is to be given where special risks are involved. A record of employee safety training is to be maintained.

#### SAFE SYSTEMS OF WORK

All employees responsible for the supervision of personnel and outside contractors are expected to identify, provide and maintain safe systems of work.

Employees responsible for organising the provision and maintenance of safe systems of work shall ensure that any change in a previously established safe system of work is reported to the Department Head of that area.

Where changes to plant or working practices are made which may affect the safety of the Company's activities the Safety Officer must be informed.

Standard procedures are available from the Safety Officer for work which has been assessed to have special risks.

### SAFE PLACE OF WORK

All work places must be kept clean, orderly and in a safe condition. Gangways, exits and roadways are as necessary to be marked and kept clear.

All flammable, toxic and corrosive substances are to be stored in appropriate areas and/or containers and be used safely and without risk to health in accordance with all relevant directives or legislation.

### SITE WORK

All site-specific Safety Procedures are to be followed by Company personnel. To ensure compliance, the lead fitter will report to the Site Safety Officer or responsible person to be made aware of the site procedures. Those procedures will then be communicated to the rest of the team and the team's understanding of those policies confirmed by the lead fitter.

The Site Safety Officer or responsible person will be made aware of any special risks and/or procedures, which may be required as a result of the Company's work.

All electrical equipment used will be tested and of the safest possible voltage i.e. 110 volts or 240 volts with safety circuit breakers.

All scaffolding/ladders will be inspected at regular intervals, erected and used according to manufacturers' instructions and safe working practice.

### PLANT/MACHINERY AND TRANSPORT

All employees responsible for the supervision of work involving the use of plant/machinery and transport shall ensure that it is used correctly and is safe without risk to health.

All plant/machinery and transport shall be inspected, serviced and maintained as necessary, where necessary documented and ensure that all legal requirements are met in accordance with all current regulations.

Only suitably qualified personnel are allowed to inspect, service, maintain or use equipment. All new equipment introduced to the Company shall comply with all relevant legislation.

### NOISE

Wherever practicable when new plant/machinery is being purchased the level of noise will be taken into account in its selection.

Where possible the plant/machinery will be silenced, isolated or enclosed to reduce the overall noise levels to below 85 dB(A).

Where it is impracticable to reduce the noise to an acceptable level, warning notices are to be displayed and employees affected provided with suitable protective equipment.

## HAZARDOUS SUBSTANCES

All employees responsible for the use, handling, storage or transport of substances that are either flammable, toxic, corrosive must ensure that they are used, handled, stored and transported in a safe manner without risk to health.

Where hazardous substances are used, adequate precautions are to be taken to ensure the health and safety of personnel is maintained, where necessary by the use of personal protective equipment.

Safety data sheet(s) will be obtained and assessed prior to any new substance(s) being introduced to the Company.

## ELECTRICITY

All electrical equipment is to be safe for use and free from mechanical and electrical defect when in use.

All equipment is to be inspected and tested at regular intervals, carried out by a competent person. The results of the inspection and tests being recorded as laid down in the Company procedures.

## FIRE

Procedures in the use of fire fighting equipment, means of escape, fire alarms and fire drills will be drawn up and steps taken to ensure all employees are familiar with the procedure all in accordance with the Fire instructions regulated by the fire drill officers.

## MEDICAL AND WELFARE FACILITIES

Employees are informed by management of the location and arrangements made for First Aid treatment.

First Aid equipment, facilities and suitably trained first aiders to administer First Aid are provided.

## RECORDS

Appropriate registers are kept for all statutory records, maintained by the Safety Officer and Maintenance Department as necessary.

Such records are audited by the Safety Officer, and are kept for a statutory period.

## EMERGENCY PROCEDURE

Procedures to be followed in the event of accident, fire or any other emergency are specified by management, all personnel will be made familiar with the emergency procedures.

## MONITORING AT THE WORKPLACE

Regular inspections of the Company workplace will be carried out, guidance and advice on all aspects of Health, Safety and Welfare will be given by the Safety Officer.

All accidents/incidents will be reported to the Safety Officer who will investigate major accidents and dangerous occurrences and where practicable make recommendations to prevent a recurrence all in accordance with RIDDOR regulations 1995.

## RISK ASSESSMENT

The management of Health and Safety at work regulations 1992 requires employers to carry out risk assessment of work activities.

Written records will be kept of the findings of these assessments and whether any preventative measures are required to minimise the risks or eliminate them entirely.

It is the duty of the Safety Officer to ensure that a sufficient and suitable risk assessment programme is implemented.

## COMMUNICATIONS

Copies of the Safety Policy are made available to all employees in the Department Heads Office. The Department Head will make employees aware of any revisions as they are made.

Management will be advised of changes in legislation, Guidance Notes and relevant Codes of Practice by the Operations Manager by preparing and circulating information relating to Health and Safety matters and making appropriate recommendations. Copies of all relevant legislation, Guidance Notes and Codes of practice on safety are available from the Safety Officer.

All communications received by the Safety Officer from Enforcing Authorities will be circulated following consultation with the management concerned.



# Health and Safety at Work

## COMPANY POLICY

Company: Continental Sports Ltd

Address: Paddock  
Huddersfield  
West Yorkshire  
HD1 4SD

Tel: 01484 542051

Fax: 01484 539148

## **GENERAL STATEMENT OF POLICY**

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and to provide such information, training and supervision for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out on the following pages.

The policy will be kept up to date, particularly as the business changes in nature and size. To ensure the policy and the way in which it has been operated will be constantly reviewed.

A complete copy of this Health and Safety Policy has been issued to all employees. Any changes to the policy will be recorded and notified to all employees.

**SIGNED**

\_\_\_\_\_  
Managing Director

**DATE**

\_\_\_\_\_

## **RESPONSIBILITIES**

Overall and final responsibility for Health and Safety in the company is that of the Managing Director.

Additional responsibility for this policy being carried out is that of the Safety Manager.

The Managing Director and the Safety Manager are advised by and have access to the consulting services of the Engineering Employers Federation (<http://www.eef.org.uk/UK/>). The EEF is the principal trade association for engineering manufacturing companies in the UK and Continental Sports Ltd is a full member of that organisation. The EEF provide information, advice and consultancy services including health and safety consultancy services to enable the Managing Director to ensure that Continental Sports Ltd fulfils all necessary obligations under current health and safety legislation.

## **EMPLOYEES RESPONSIBILITY**

1. Company Health and Safety policy rules and procedures must be complete understood and adhered to.
2. All employees must carry our work in accordance with method statements and risk assessments.
3. All employees have the responsibility to co-operate fully with management to achieve a healthy and safe workplace and to take care of themselves and others.
4. All employees are encouraged to report and suggest ways of eliminating hazards.
5. Employees must **NEVER** undertake any task that they are not trained or authorised to carry out.
6. Employees must comply fully with customers Health and Safety policy when working on their premises.

## **ACCIDENTS**

In case of an accident occurring on our premises we have approved first aiders with the appropriate kit.

Our book for recording accidents is situated in the production office. Mr Michael Hunsley is responsible for recording accidents.

All men working on site are provided with a first aid kit in their vehicles.

## **GENERAL FIRE SAFETY**

<u>Escape routes:</u>	Side fire doors and main door. Assemble in front of premises
<u>Fire Extinguishers</u>	Checked annually by Lepol
<u>Responsibility for checking fire escape routes is that of:</u>	Mr Robert Green

## **TRAINING**

Mr Robert Green is responsible for the job training to ensure that employees can carry out their jobs safely. Additional training is provided by the Engineering Employers Federation where necessary.

## **VISITORS**

All visitors must report to the office and are always accompanied whilst in the workshop and made aware of our safety regulations. A visitors badge is provided and must be worn clearly in view at all times whilst on company premises. Visitors must sign in the visitors book the time of arrival and leaving.

## **HAZARDS**

All gas bottles are stored in specific locations and chained in place to prevent accidents.

All paint is stored in a locked steel cupboard.

The Safety Officer is responsible for ensuring that all safety procedures are carried out correctly.

## **ELECTRICAL EQUIPMENT AND MACHINERY**

Electrical equipment and machinery is checked daily and any faults reported to Mr Daniel Moorhouse, Plant Manager.

All electrical plant and machinery is tested annually and complies with EAWA 1989 as outlined by the current guidance notes issued by the Health and Safety Executive regarding electrical portable appliances.

**IN PURSUING THE AFORMENTIONED AIMS ALL REASONABLE, PRACTICAL STEPS WILL BE TAKEN TO COMPLY WITH:**

**1. MANUAL HANDLING OPERATIONS REGULATIONS 1992**

Management will reduce the risk of injury by assessing any hazardous manual handling operations which cannot be avoided.

The findings of the assessment will be recorded on our assessment check list.

Where necessary the use of lifting equipment will be used, i.e. hoist and gantry.

The findings of the assessment will be discussed with the personnel involved and instructions and / or training given to assist in carrying out the task.

All lifting equipment used on our premises is checked by our Insurance Company and certified.

Any hire equipment to be used will come from reputable firms and will be certified.

**2. PROVISION AND USE OF WORK EQUIPMENT REGULATIONS 1992**

All work equipment supplied will be suitable for the purpose for which it is provided.

Maintenance to plant and machinery will be carried out on a regular basis. However any defect noticed during working operations must be reported immediately.

A maintenance log for plant and machinery is in use and is kept up to date.

All electrical equipment is checked as used and faults reported to the Safety Officer. All reported faults are repaired and tested by the Maintenance Department. All portable electrical plant and machinery is tested annually by the Maintenance Department and complies with EAWA 1989 as outlined by the current guidance. All notes issued by the Health and Safety Executive regarding electrical portable appliances will be recorded.

All new personnel / apprentices are not to use machinery until instructions and / or training is given. They will have to sign a record to say they have received this instruction / training.

**3. HEALTH AND SAFETY DISPLAY SCREEN EQUIPMENT REGULATIONS 1992**

Adequate information, instruction and training will be given in use of the equipment to all personnel.

Employees will be expected to inform management of any hazards which arise in the course of their work.

Daily work will be planned at users discretion to ensure periodic breaks. Adequate training will be given to ensure employees understand the need for breaks.

A Risk Assessment will be carried out and action taken against any problems found.

Risks in the workplace and working conditions will be taken into account when selecting new equipment.

#### **4. MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1992**

Assessments are carried out on a regular basis to ensure there is no risk to any employees or any persons connected with work involved.

The findings of such Risk Assessments will be recorded.

Any findings will be used in a positive manner to change working procedures as necessary.

If required, extra training will be given if workers are not familiar with certain tasks.

Method Statements will be issued if requested, or if it is felt they would be of assistance.

#### **5. WORKPLACE HEALTH, SAFETY AND WELFARE REGULATIONS 1992**

We will ensure so far as is reasonably practicable the Health, Safety and Welfare of employees at work and persons on our premises who are not employees.

Risks will be assessed but our aim will be to avoid risk initially by, for example guarding machines, providing adequate working temperatures etc.

Workers views will be assessed before and after any changes introduced as per Health and Safety (Consultation with Employees) Regulations 1996.

Workplace and equipment will be maintained in efficient working order and good repair. If a potentially dangerous defect is discovered, it will be rectified immediately, or action will be taken to protect anyone at risk (e.g. by denying access to the area).

The workplace will be ventilated by a sufficient quantity of fresh air and the temperature inside the buildings shall be reasonable. Lighting will be suitable and sufficient.

The workplace will be kept sufficiently clean and rest facilities will be provided. Waste material will be kept in suitable receptacles.

Materials and objects will be stored and stacked in such a way as not likely to fall and cause injury. The racking will be of adequate strength and stability.

Sanitary conveniences will be sufficient and suitable.

#### **6. PERSONAL PROTECTIVE EQUIPMENT AT WORK REGULATIONS 1992**

We will provide all necessary safety clothing and equipment for our workforce, i.e. safety helmets, safety shoes or boots, harnesses, ear defenders, eye protection, foul weather clothing, gloves, overalls etc. Overalls will be kept laundered and repaired. A record of issue will be kept.

We will provide the employee with all the instruction and information required to ensure that the equipment is used in the manner for which it was provided.

After use, most personal protective equipment will be returned to the storage place provided. Any defect, repair or replacement necessary is to be notified to the Safety Officer and carried out – the equipment not to be used until such action is carried out.

## **7. THE CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2007**

All relevant information on Health and Safety risks created by work and how they can be controlled will be given to each of our employees carrying out site work.

Employees will be able to express their views about health and safety to the principal contractor.

Method Statements will be completed for site work if requested.

Information will be provided to the principal contractor with regard to any Health and Safety risks created by our works and how they will be controlled by means of Risk Assessment.

Employees will be instructed to comply with any site rules regarding health and safety.

Employees will be expected to provide information for the health and safety file about injuries, dangerous occurrences and ill health.

## **8. COMPLIANCE WITH ALL COSHH AND RIDDOR REGULATIONS**

Risks to health will be assessed to identify any precautions needed.

Appropriate measures will be introduced to prevent or control the risk.

Employees will be informed, instructed and trained about the risks and the precautions to be taken.

Accidents and dangerous occurrences will be reported to the HSE using Form F2508 within the time limits stipulated by RIDDOR April 1996.

Records will be kept of any injury, occurrence or case of disease requiring report.

**The Safety Manager will ensure that management provide adequate information, instruction and training to comply with the above regulations and any future requirements as they may be from time to time.**

## **SITE PROCEDURES**

### **ALL EMPLOYEES MUST COMPLY WITH THE MAIN CONTRACTORS POLICY**

1. When arriving and leaving site, our employees are instructed to report to reception or the site supervisor. If required to work overtime unexpectedly, employees must inform the supervisor and their own work place.
2. We will provide all necessary safety clothing and equipment for our workforce, including safety helmets, safety footwear, safety harnesses, ear defenders, eye protection and any other equipment we find necessary. A record of issue will be kept.
3. All plant and equipment used by this company will be in good order and correctly maintained, any plant guarded or equipped with safety devices are tested in accordance with regulations.
4. All portable electrical tools used on site are 110 volts and fuse rated. All workforce personnel have had full instructions in their use. Please note that for gymnastics centre installations an electrically operated staple gun is often required – these are only available at 240v. For some floor maintenance work a scrubber drier machine may be required – these are only available at 240v.
5. Ladders and scaffolding. All ladders are in a safe working condition and tied off or footed at the right angle.

All quick assembly type scaffolding to be assembled correctly in accordance with the manufacturers instructions. Each set of such quick assembly scaffolding will be accompanied by a copy of the manufacturer's instructions, and those instructions take precedence over any alternative methods of use proposed by a Main Contractor. Only qualified employees with certificate to erect scaffolding (i.e. a PASMA certificate) are permitted to use such equipment.

6. Supervision. A named employee on each site will have the authority to supervise the work carried out.
7. Accidents. All accidents on site will be reported to the site supervisor. First aid kits will be supplied in each van on site.
8. Method Statements and Risk Assessments. A Risk Assessment will be carried out as necessary and site-specific Method Statements provided.



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# DET NORSKE VERITAS

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## MANAGEMENT SYSTEM CERTIFICATE

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Certificate No. 50831-2009-AQ-GBR-UKAS

*This is to certify that*

### **Continental Sports Limited**

Millgate  
Paddock  
Huddersfield  
HD1 4SD  
United Kingdom

*has been found to conform to the Management System Standard:*

**BS-EN-ISO 9001:2008**

*This Certificate is valid for the following product or service ranges:*

**Manufacture and in-house servicing of gymnastic and sports equipment, sports mats,  
physical education equipment and sports hall equipment.**

*Initial Certification date:*

23 November 1992

*This Certificate is valid until:*

8 May 2012

*The audit has been performed under the  
supervision of:*

Dave Roberts  
*Lead Auditor*



013

*Place and date:*

London, 11 May 2009

*for the Accredited Unit:*  
DET NORSKE VERITAS CERTIFICATION B.V.,  
THE NETHERLANDS

  
K.S. Cheung

*Management Representative*

Lack of fulfilment of conditions as set out in the Certification Agreement may render this Certificate invalid.



# Certificate of Accreditation

This is to certify that:

## Continental Sports Ltd

Achilles ID: 300319

have successfully achieved the BuildingConfidence accreditation standard, having completed an online pre-qualification questionnaire and been subject to an onsite audit.

Signed:

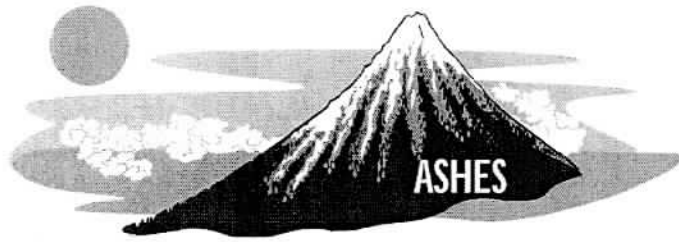
Nigel McKay  
BuildingConfidence Steering Group  
Chairman

Philip Foster  
Director, Construction  
Achilles Information Ltd

Issue Date: 11/02/2010  
Expiry Date:† 10/05/2010  
Certificate Number: 300319/0317

† This is not a legal document and cannot be used as such. This certificate is only valid when both subscription and PQQ are also valid. To check validity of this supplier please visit [www.achilles.com/buildingconfidence](http://www.achilles.com/buildingconfidence).





Alimor Safety, Health &  
Environment Services  
6 Copse Walk,  
Bents Farm,  
Littleborough.  
OL15 8LF

FAO: Mr N Booth  
Continental Sports Ltd  
Millgate  
Paddock  
Huddersfield  
West Yorkshire  
HD1 4SD

04 March 2009

Our Ref: 674/42908

Dear Sir:

**RE: Health and Safety Prequalification Assessment: Contractors Health & Safety (CHAS) Assessment Scheme**

The assessment of your application has been completed; you will recall you were required to respond to a number of health and safety questions that were used to complete my assessment of your policy, organisation and arrangements for health and safety.

I am pleased to inform you that your application has been assessed as compliant and you are now a CHAS registered contractor; you should not take compliance within the CHAS scheme as a right of entry to a member approved or select list. Members have the right to ask for additional health and safety information on future applications or at invitation to tender.

We do not issue certificate of "CHAS Compliance" as this could, in certain circumstances lead to abuse of our copyright and loss of revenue. You are welcome to tell clients you have been assessed as compliant by CHAS but they will need to seek confirmation through the scheme manager.

If you feel you would like your company to have a "Certificate of Accreditation" (and become a CHAS Accredited contractor) with a CHAS Certificate and license for the use of the logo on livery and stationery, you should visit the CHAS website [www.chas.gov.uk](http://www.chas.gov.uk) "What is Accreditation?" for further details. As an Accredited Contractor you can get access to your database page and the history of any client hits on your company. However, accreditation requires you to be assessed annually.

One of the aims of our scheme is to reduce unnecessary duplication. In the event your company is asked to complete a CHAS or similar questionnaire by one of our members (list on the web site) please contact them before completing that application to verify what is required.

Please visit the CHAS web site for any further information about the scheme.

MFoster

M Foster, GradIOSH, MIIRSM, AIEMA  
CHAS Accredited Assessor

Private & Confidential  
Mr N Booth  
Continental Sports Limited  
Paddock  
Huddersfield  
West Yorkshire HD1 4SD

7<sup>th</sup> January 2010

Dear Sir/Madam

**Re: Continental Sports Limited, Paddock, Huddersfield, West Yorkshire, HD1 4SD – Insurance Arrangements**

We confirm that the following insurance arrangements are in force:

**1. Employers Liability**

Insurers:	Zurich Insurance Co Ltd
Policy No:	54/GA583605
Period of Insurance:	18 <sup>th</sup> January 2010 to 17 <sup>th</sup> January 2011.
Limit of Indemnity:	£10,000,000 any one occurrence/unlimited any one Period, reduced to £5,000,000 in respect of terrorism.

**2. Primary Public/Products Liability**

Insurers:	Zurich Insurance Co Ltd
Policy No:	57/KA583607
Period of Insurance:	18 <sup>th</sup> January 2010 to 17 <sup>th</sup> January 2011.
Limit of Indemnity:	£5,000,000 any one occurrence but limited to any one period of insurance for Products Liability. Use of Heat Application Clause – work away.

**3. Excess Public/Products Liability**

Insurers:	Chartis Insurance UK Ltd
Policy No:	24650174.
Period of Insurance:	18 <sup>th</sup> January 2010 to 17 <sup>th</sup> January 2011.
Limit of Indemnity:	£5,000,000 Excess Layer over the above £5,000,000 Primary Layer, any one occurrence but limited to any one period of insurance for Products Liability Subrogation rights Suitable Hot Work Condition on the Primary Policy Proviso Asbestos Exclusion

Public & Products Liability Clauses excluding North America Exports

**HSBC Insurance Brokers Limited**

Quay West, Trafford Wharf Road, MANCHESTER, M171PL, United Kingdom  
Tel: 0161 253 1000 Fax: 0161 253 1050

Registered in England: number 149013

Registered Office: 8 Canada Square, London E14 5HQ

Lloyd's Broker. Authorised and regulated by the Financial Services Authority. FSA firm reference number 310240

All Covers include an Indemnity to Principals.

#### 4. Contract Works

Insurers:	Zurich Commercial
Policy No:	067/512/LJ282677/0
Period of Insurance:	18 <sup>th</sup> January 2010 to 17 <sup>th</sup> January 2011.
Insured Property:	Contract Works £300,000 any one contract. Employees Personal Tools and Effects £10,000. Owned Plant £10,000 any one occurrence. Hired-In Plant a) Plant £50,000 any one occurrence. b) Continuing Hire Charges £ 5,000 any one occurrence.

Excess: £500 each & every loss reducing to £50 in respect of employees personal tools and effects.

#### 5. Professional Indemnity

Insurers:	Chartis Insurance UK Ltd
Policy No:	34017295
Period of Insurance:	18 <sup>th</sup> January 2010 to 17 <sup>th</sup> January 2011.
Limit of Indemnity:	£3,000,000 in the aggregate including costs and expenses.
Excess:	£1,000 each and every claim but not applicable to costs and expenses.

This document has been prepared to meet your specific requirements, as our client, and for your sole benefit. It has not been prepared for, and may not meet, the requirements of any other party. Any third party to whom it is supplied should therefore take such steps as it considers necessary to satisfy that its own requirements have been met.

Yours faithfully

*PP* *Alan P Taylor*

**Alan P Taylor ACII CIB**  
Client Executive  
Corporate Customer Group  
Direct Dial: 0161 253 1022  
E-Mail: [alan.taylor@hsbc.com](mailto:alan.taylor@hsbc.com)

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www.continentalsports.co.uk

## New CIS scheme - Company details

<b><i>Company name:</i></b>	Continental Sports Ltd
<b><i>Company status:</i></b>	Private limited company
<b><i>Company registration number:</i></b>	00830200
<b><i>Company registered address:</i></b>	Millgate, Huddersfield, HD1 4SD
<b><i>Company unique tax reference:</i></b>	23350 15820
<b><i>Accounts office ref:</i></b>	072/PB 156232
<b><i>Employers ref:</i></b>	072/P9419



HM Customs  
and Excise

# CERTIFICATE OF REGISTRATION FOR VALUE ADDED TAX

REGISTRATION NUMBER 516 3500 76

EFFECTIVE DATE 1 AUGUST 1989

CONTINENTAL SPORTS LIMITED  
MILLGATE PADDOCK  
HUDDERSFIELD  
WEST YORKSHIRE  
HD1 4SD  
015/000001478

AMENDED  
CERTIFICATE ISSUED ON 10 NOVEMBER 1989

LOCAL OFFICE HALIFAX

RETURNS TO BE MADE IN RESPECT OF  
PERIOD ENDING 31 DECEMBER 1989  
AND THREE MONTHLY THEREAFTER

NO BANK DETAILS HELD  
SEE NOTES BELOW

LEGAL ENTITY INCORPORATED COMPANY

TRADE CLASSIFICATION 8630 PROPERTY OWNING AND MANAGING ETC

DOCUMENT NUMBER 071189/01598494/051

Where an amended certificate is issued because of a change in particulars the word "AMENDED" will be shown before "CERTIFICATE ISSUED ON" above.

If you receive an amended certificate, you are required to furnish by due dates previously notified any returns outstanding for periods ending before that shown above.

Please check that the details above are correct. Your bank account details will be shown if you receive regular repayments of VAT or if you are making regular payments on account by direct debit and submit an annual return. It is particularly important that you should check these details as they will be used to make any repayment of tax which may be due to you.

You should inform your local Customs and Excise VAT Office of any error or change in these details.

You should quote your registration number in all correspondence with Customs and Excise.



## Programming and scheduling policy

We aim to operate a fair and reasonable policy for scheduling work and for dealing with requests for changes to that schedule. The system is transparent and open to avoid confusion and confrontation towards the end of your project. **This policy forms part of our terms and conditions of acceptance of your order**, and is as follows:

### Our commitment to the initial date:

- 1) On receipt of a sub-contract order we send a formal acknowledgement within approximately three business days. This confirms acceptance of your stated installation date, or if that date is not available, it states the next nearest date. We are committed to that date and we will resource accordingly to comply with that commitment. It would only be under extremely unusual circumstances outside our control (e.g. unusual levels of sickness absence, accident etc.) that we are unable to stick to that date.

### Our working week:

- 1) We schedule based on working Monday to Friday and requests for commencement mid-week on jobs that take a week or more will be re-scheduled for the next available Monday.
- 2) Our fitters commence work at 7am in Huddersfield on Mondays. They load their vehicles and then travel to site, so they will not arrive on site "first thing" on Monday. Arrival time depends on loading times, traffic and distance to travel.
- 3) Our fitters must complete certain administrative tasks and offload their vehicles in Huddersfield by 3:30pm on Friday and they will therefore allow for travelling time when deciding when to leave site.

### What we do if you request a change of installation date:

- 1) We try our best to accommodate your changes – we do realise the change in date may not be your fault and we want to be helpful. However we do not keep vacant installation slots available for changes to your programme.
- 2) Our schedule is often full many weeks in advance, so it may be that the next date that we can commit to is later than the revised date that you require. You will therefore have an option of :
  - i. booking the next slot available that we can commit to, or
  - ii. taking a "waiting list" place for the week you now require
- 3) If we do have an empty slot in your revised week, we will commit to the amended slot – if this is the case we will put this in writing. If we do not put the commitment in writing, then we are not committed to that slot.
- 4) As committed slots are frequently subsequently changed by contractors, the only way we can efficiently manage our business is to operate an airline style

over-booking policy and maintain waiting lists. Our experience is that a very large percentage of our committed slots will subsequently be moved on us by contractors, so the likelihood of waiting list slots actually being installed in the required weeks is very high.

- 5) The length of waiting lists takes into account our experience of the number of projects that will typically be delayed in a particular week. If you are on a waiting list for a slot the probability of us being able to undertake the work in that week is high – we do not accept you on a waiting list unless we consider there is a genuine likelihood of us being able to do the work in that week. However, as with airlines that sometimes need to bump passengers off flights, sometimes we remain overcommitted in certain weeks and we ultimately end up not being able to attend to some waiting list slots.
- 6) We will endeavour to give you as much notice as possible if we cannot attend on the date of a waiting list slot, but the nature of those slots mean that we often do not know whether we can attend site until the Friday before you have requested us on the following Monday.
- 7) If you are on a waiting list, your installation will have a lower priority than other committed slots that week for which the relevant contractors have not changed their initially requested installation dates.
- 8) You will be higher up any waiting list the more notice you give us of any requested programming changes, and you will be lower down the waiting list the more changes you have made to the requested installation date.
- 9) If you have a waiting list place and we remain overbooked and we cannot install your equipment in that slot, you will gain the highest priority for the next week's waiting list.
- 10) If we attend site and the site is not ready for us (please refer to our method statement for our requirements) – i.e. you have failed to let us know in advance – then as well as incurring abortive visit charges, you will take the lowest priority on any subsequent waiting list. It is therefore better for you not to have us attend site if the conditions of the site are not suitable for us to commence work.

**Overriding principle is “fair & reasonable”:**

- 1) We try to be as accommodating as possible, but we do need to be fair to all our customers. The way to avoid last minute scheduling problems is to provide realistic installation dates, and to inform us of any required changes as early as possible.
- 2) We ask that you also please try to be fair to us and remember that if you have moved an installation date on us, we have to re-organise our programme to accommodate you which results in us incurring costs.
- 3) In a typical project we are the last sub-contractor, and we will therefore be required immediately prior to handover. This means that we can suffer unreasonable and unfair pressure to prevent delays to handover dates, even though the delay to handover will be as a result of the cumulative delays caused by all other sub-contractors throughout the programme.
- 4) In the unlikely event that we are unable to attend on the date of a waiting list slot, the good news is that in the vast majority of such cases you will only have to wait another week.



## ENVIRONMENTAL MANAGEMENT SYSTEM

Continental Sports Limited is actively pursuing a programme of reduction and prevention of pollution, evidenced by the following preventative and remedial actions that have been taken:

- The significant usage of glue in our factory has been reviewed and all glues used in the factory are now water-based.
- Packaging usage has been reduced where possible – when our engineers take equipment to site we make full use of reusable containers wherever possible such as:
  - trolleys to hold and protect locker doors during transit rather than bubble wrap and plastic sheet
  - sewn carpet bags made from otherwise scrap carpet and Velcro used to protect basketball backboards in transit rather than cardboard etc.
- Materials used are recyclable and/or biodegradable wherever possible and economically justifiable.
- All timber used in our manufacturing processes is sourced from sustainable sources. All suppliers of timber to Continental Sports Ltd must be able to provide Forestry Stewardship Council Chain of Custody certification if requested.
- All materials used by our engineers on site are centrally reviewed for possible hazard and any waste is returned to our factory for disposal or recycling where appropriate
- We aim to include all employees in our environmental improvement plans: An employee incentive scheme is in place whereby economically justifiable environmental improvement suggestions may qualify the employee for a bonus if implemented.

Continental Sports Ltd is currently working with our standards auditor to enhance our ISO9001:2008 policies and procedures to ensure full compliance with ISO14001. It is the aim and intention of Senior Management to develop an Integrated Quality and Environmental Management System that complies with and is audited to both standards. The Managing Director is leading this effort and is committed to allocating adequate resource to fulfil this vision.

.....  
Managing Director

### Continental Sports Limited

Hill Top Road, Paddock, Huddersfield, West Yorkshire, England, HD1 4SD

Tel: +44 (1484) 542 051

Fax: +44 (1484) 539 148

Email: sales@contisports.co.uk

Company registered number 830200



## Site safety inspection checklist

Project name:.....

Date of inspection:.....

Audit point	Requirement	Compliance checked by	Remedial action required (if any)
1	All personnel attend Main Contractor's safety briefing / toolbox talk		
2	All members of fitting team aware of site specific method statement and any site specific risk assessments		
3	Unloading of vans undertaken using appropriate carrying techniques and safety precautions		
4	Scaffold towers erected and used in accordance with regulations (including required use of outriggers as necessary)		
5	Safety clothing (boots, hi-vis jackets, helmets) worn at all times		
6	Power tools all 110v and used with appropriate eye protection		
7	All tasks carried out in accordance with method statements		
8	Site left in a clean, tidy state and safe for use		

Signed: .....(Operations Manager / Manager responsible for H&S)

Signed: .....(Site foreman / team leader)



**METHOD STATEMENT FOR:** .....

**INSTALLATION TYPE:** Sports Hall / gymnasium / changing room

**MAIN CONTRACTOR:** .....

**DATE OF STATEMENT:** .....

**VERSION NUMBER:** .....

Before we commence our works on site, we will require **written confirmation** that the following works have been completed in the sports hall / gymnasium / changing room area as applicable:

1. LIGHTING AND HEATING
2. ELECTRICAL POWER POINTS
3. FLOOR DOWN AND SEALED
4. ALL OTHER TRADES TO HAVE FINISHED IN THE SPORTS HALL / GYMNASIUM / CHANGING ROOM (LEAVING SITE OF WORKS CLEAR FOR OUR TECHNICIANS).

We require unrestricted access to work in the hall between 8.00 am and 7.00 pm and we shall also require vehicle access for the off-loading of our equipment into the sports hall.

If the situation changes subsequent to you confirming the above, please contact us **in writing** as soon as possible with all necessary details so that our workload can be re-scheduled to take into account the delayed installation date.

**IN THE EVENT THAT WE ARE NOT PREVIOUSLY ADVISED, WE REGRET THAT A CHARGE WILL BE MADE FOR AN ABORTIVE VISIT. THIS WILL BE AN “AREA CHARGE” BASED ON YOUR DISTANCE FROM OUR FACTORY AND A “PER MAN HOUR CHARGE” BASED ON LOADING, UNLOADING AND TRAVELLING TIME.**

1.0 **Project Information**

1.1 Location of Works: .....

1.2 Sub Contractor: Continental Sports Limited

2.0 **Delivery and Offloading**

2.1 Check with site foreman on arrival to site. Advance arrangement made by letter or telephone.

2.2 Vehicle parked as close as possible to installation site

2.3 The equipment is off-loaded manually by the two fitters and carried into the room where installation will be carried out – the lorry has a drop down tailgate for this purpose.

3.0 **Distribution**

3.1 Main Contractor issued with copy of method statement prior to installation date and copy to site manager on arrival

4.0 **Materials**

4.1 Materials used and requiring physical installation will include (as applicable to the equipment ordered):

- Sports hall netting and trackway,
- Basketball equipment,
- Spotting rig,
- Floorplates/sockets,
- Associated sports equipment and furniture for the sports hall and / or changing room equipment and / or gymnasium.

Also delivered by the same team of fitters may be other portable items of sports equipment.

5.0 **Drawing Information**

5.1. Drawings issued by Drawing Office – contact Garry Spivey, Drawing Office Manager

5.2 Drawings issued after final site survey for approval by client. Setting out drawings, installations drawings both issued and used by fitters on site.

5.3 Client requested to sign documents after installation to confirm correct location of installed equipment.

## 6.0 **Schedule of Plant and Equipment**

- 6.1 Scaffold and tools necessary for installation work. Electrical equipment tested for safety and certified – all electrical equipment runs on 110v transformers.

## 7.0 **Location on Site of Works**

- 7.1 Location as directed by Site Manager/Client Representative.

## 8.0 **Nature of Works**

- 8.1 **High level work** to include (where appropriate) – installation of trackway and netting from brackets attached to roof structure/bearers/purlins. Basketball goals / spotting rig attached to supporting steelwork from roof structure.

**Low level work** to include (where appropriate) – installation of basketball goals attached to wall/steel structure.

**Floor level work** to include (where appropriate) – installation of floor fixings for games posts.

## 9.0 **Access**

- 9.1 Security forms/ID cards submitted prior to arrival on site for validation.
- 9.2 Photographic ID cards to be carried by fitting personnel whilst on site and shown if requested.

## 10.0 **Preparing Area for Work**

- 10.1 All fitters wear soft soled, non-marking footwear to protect floor
- 10.2 Heavy duty canvas, plastic or hardboard is laid out in the localised area of the specific working location to protect the floor. Such protection to be moved around the room as the work location in the room changes. Full covering of the entire floor is not undertaken.
- 10.3 Scaffold is positioned on plastic or plywood sheets to protect floor. Wheels of the scaffold are non-marking
- 10.4 Ground level work – i.e. installation of floorplates/sockets – is carried out with floor covers surrounding the work area
- 10.5 Area cleared of all other trades and equipment to be installed located on coned / marked off area.

## 11.0 **Control Measures to Ensure Safety of Third Parties**

- 11.1 All other trades cleared from working area and area secured by coning / marking off.

- 11.2 All operatives are required to wear hard hats.
- 11.3 Supervision of materials and tools being used on towers controlled by chargehand.
- 12.0 **Method of Works**
- 12.1 Erection and use of scaffold tower undertaken by qualified fitters who have passed the necessary examination in the use of scaffold, including the requirements of out-rigger where necessary. Each fitter carries personal certificate for inspection on site.
- 12.2 All equipment including steelwork hoisted into position. Equipment being lifted by the fitters is secured by means of ropes / chains and this equipment is lifted above the height of the scaffold. The scaffold is moved back in position and the equipment then lowered onto the platform.
- 12.3 High level work carried out first, comprising of attachment of brackets using the appropriate fixings and steelwork by means of clamp fixings onto exposed roof members.
- 12.4 Trackway/spotting rig then attached to secondary steelwork or telescopic brackets.
- 12.5 Division and cricket nets then attached to trackway.
- 12.6 If electronically winched basketball goals are being installed, electrical work to connect power source to winch and control panel undertaken by qualified electrician employed by Continental Sports Ltd.
- 12.7 All fixings to side walls/steel columns are undertaken using rawlbolt fixings appropriate to the structure.
- 12.8 Floor fixings are final element of fixture and fixing work and these are installed to suit the floor type.
- 12.9 Residual dust is removed with vacuum cleaners etc. and all waste is removed from site.
- 13.0 **Site Supervision**
- 13.1 Site Supervisor – T B A. The supervisor has 2-day CITB Site-Supervisors certification.
- 13.2 Contracts Manager – G M Spivey
- 14.0 **Site Safety**
- 14.1 On arriving at site all fitters will attend (if required) a site induction to be carried out by Contractor
- 14.2 Operatives will have a copy of this method statement and be experienced in carrying out these particular works, adhering to the methods as defined in this statement

- 14.3 Minimum requirements for PPE to be worn at all times
  - i) hard hats
  - ii) safety boots or shoes tested to 200 joules
  - iii) high visibility vests / jackets
  - iv) gloves

15.0 **Facilities**

- 15.1 Operatives will use facilities as provided by Contractor

16.0 **First Aid Provision**

- 16.1 First aid kit carried on site

17.0 **Risk Assessment**

- 17.1 See sheets in enclosed booklet

18.0 **COSHH Assessment**

- 18.1 See sheet in enclosed booklet

19.0 **Manual Handling Assessment**

- 19.1 See sheets in enclosed booklet

20.0 **Emergency Procedures**

- 20.1 All as Contractors Safety Plan

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**Operatives' Confirmation**

Signed, read and understood by:

- 1) Operative's name: .....  
Signature: ..... Date:.....
- 2) Operative's name: .....  
Signature: ..... Date:.....
- 3) Operative's name: .....  
Signature: ..... Date:.....
- 4) Operative's name: .....  
Signature: ..... Date:.....



# **CONTINENTAL SPORTS LIMITED**

## **The Management of Health and Safety at Work Regulations 1999**

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### **External Installations Risk Assessment**

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Review : 17 February 2010

## **Management Risk Assessment – External Installations – February 2010**

### **INTRODUCTION**

The Company is a manufacturer and supplier of Physical education and Sports equipment. The Company operates from its premises in Huddersfield.

The Company has a Safety Officer who provides support on health and environmental matters utilising the advice and consultancy services of The Engineering Employers Federation (<http://www.eef.org.uk/UK/>).

Products for delivery and/or installation are classified as: -

1. Fixed equipment. (Installed above 2.0 metres).
2. Fixed equipment. (Installed up to 2.0 metres).
3. Portable equipment.

The above is a broad list of the range of products the company manufactures/delivers and/or installs and is not intended to encompass all the products that may be manufactured/delivered and/or installed.

### **IDENTIFICATION OF HAZARDS**

The assessment has identified hazards, where there are or may be potential risks to health, safety and welfare of employees and persons other than employees.

The risks from these hazards have been assessed individually or under the specific assessment requirements of other legislation.

#### **IDENTIFIED HAZARDS OR AREA OF HAZARD ASSESSED UNDER SPECIFIC LEGISLATION.**

<b><u>Respirable dusts</u></b>	<p>These dusts arise from various operations, (Drilling, Woodworking etc.)</p> <p>These are assessed under the control of Substances Hazardous to Health Regulations 2002.</p>
<b><u>Noise</u></b>	<p>Excessive noise can arise from the use of woodworking equipment.</p> <p>This is assessed under the Noise at Work Regulations 1989.</p>
<b><u>Manual Handling</u></b>	<p>There is by the nature of the business, a certain amount of unavoidable manual handling.</p> <p>This is assessed under the Manual Handling Operations Regulations 1992.</p>
<b><u>Spillage</u></b>	<p>Glue, wood treatment liquids, paints, varnishes and cleaning agents required on external installation work are carried in suitable sealed containers. Any risk to health from these products would only come from accidental spillage.</p> <p>The risk from this hazard is assessed under the Control of Substances Hazardous to health Regulations 2002</p>

## Miscellaneous

Where hazards have been identified and the individual assessment has established that, after other means have been investigated and implemented (such as engineering controls/modifications or procedural changes). In order to adequately control the risk, the issue of personal protective equipment is necessary (e.g. gloves, boots, hard hats etc.) The personal protective requirements will be assessed under the Protective Equipment at Work Regulations 1992.

### HAZARDS NOT ASSESSED BY SPECIFIC LEGISLATION.

1.	<b>Falls from height</b>	The fall of employees and persons who are not employees from scaffolding towers, ladders, vehicles
2.	<b>Falls of materials</b>	The fall of products and materials from scaffolding towers, mechanical handling equipment and delivery vehicles which may place at risk employees and persons and persons who are not employees
3.	<b>Trips and slips</b>	Housekeeping, floor surface conditions that might result in the risk of injury to employees and other persons who are not employees.
4.	<b>Fire</b>	The existence of conditions that may create an unacceptable fire risk at/in installation site/s
5.	<b>Electrical systems</b>	The identification of electrical hazards that may present a risk of injury to employees and persons other than employees
6.	<b>Mechanical handling equipment</b>	Hazards arising from the use of fork-trucks pallet trucks etc.
7.	<b>Power tools</b>	Hazards arising from the use of power tools which may present a risk of injury to employees and persons other than employees
8.	<b>Lighting levels</b>	Hazards arising from the lighting levels of various work areas at the installation site

**The risk from these hazards is appraised by the attached individual assessments.**

## **First Aid Provisions.**

The provision of first aid facilities is in accordance with the requirements of the Health and Safety (First-Aid) Regulations 1981 and the revised code of Practice 1990

## **Monitoring and Review**

The monitoring of this assessment will be observation on a continuous basis by line management, and by periodic audits and inspections by support health and safety, and risk management personnel.

The assessment will be in three years or earlier if there are significant changes to the external installation operations. Reviews of hazard and risk are ongoing, therefore this assessment will be amended on knowledge and experiences gained elsewhere.

Date: 17 February 2010

Assessor: R Green

## CONTINENTAL SPORTS LIMITED

### **RISK ASSESSMENT No. 1**

#### **THE MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999**

<b>1. HAZARD</b>	<u>Falls from Height</u> The fall of employees and persons who are not employees from scaffolding towers, ladders and delivery vehicles.
<b>2. LIKELY CONSEQUENCES</b>	Minor to severe injuries and possibly death can result from falls from any height
<b>3. PERSONS AT RISK</b>	Chiefly Installation and Maintenance Fitters. Other persons at lower risk are warehouse personnel and office staff.
<b>4. PREVENTATIVE &amp; PROTECTIVE MEASURES</b>	Strict adherence to the rules and procedures contained in the company handbook, observance of restricted and prohibited access notices, site signage and procedures on the care of customers and the control of contractors. All operatives using mobile access towers to have suitable training and must be PASMA certified
<b>5. POTENTIAL RISK</b>	Medium
<b>6. ACTUAL RISK</b>	Low
<b>7. FURTHER PREVENTATIVE MEASURES</b>	
<b>8. ASSESSMENT VIEW</b>	This assessment will be reviewed in three years or earlier if there are any major changes in the use of equipment utilised by the persons at risk.

Review date : 17 February 2010  
Assessor: R Green

## CONTINENTAL SPORTS LIMITED

### **RISK ASSESSMENT No. 2**

#### THE MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999

<b>1. HAZARD</b>	<u>Falls of Materials</u> The fall of materials striking employees, and persons who are not employees, from scaffolding towers, ladders and delivery vehicles.
<b>2. LIKELY CONSEQUENCES</b>	Minor to serious injuries and in extreme circumstances death can result from falls of materials striking employees and persons not in our employment.
<b>3. PERSONS AT RISK</b>	All employees, customers and other personnel on site while installation is being carried out.
<b>4. PREVENTATIVE &amp; PROTECTIVE MEASURES</b>	Strict adherence to company procedures, the use of mechanical handling plant as per the guidelines in the company handbook and relevant company procedures and systems covering training, and authority to use handling plant and equipment. Personal protective equipment, as per company instructions, to be worn at all times on site installations. All operatives using mobile access towers to have suitable training and must be PASMA certified
<b>5. POTENTIAL RISK</b>	Medium
<b>6. ACTUAL RISK</b>	Low
<b>7. FURTHER PREVENTATIVE MEASURES</b>	Where appropriate products, equipment and tools etc. should be stored in timber kit boxes or on undamaged pallets where available.  Protective helmets are to be worn at all times.
<b>8. ASSESSMENT VIEW</b>	This assessment will be reviewed in three years or earlier if there are any major changes in the use of equipment utilised by the persons at risk

Review date : 17 February 2010  
Assessor: R Green

## CONTINENTAL SPORTS LIMITED

### **RISK ASSESSMENT No. 3**

#### THE MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999

<b>1. HAZARD</b>	<u>Trips and Slips</u> Housekeeping, floor surface conditions that might result in the risk of injury to employees and other persons who are not employees.
<b>2. LIKELY CONSEQUENCES</b>	Minor to moderately severe injury from cuts and bruising to bone breakage and head injuries.
<b>3. PERSONS AT RISK</b>	All employees, customers and office staff visiting a site.
<b>4. PREVENTATIVE &amp; PROTECTIVE MEASURES</b>	Strict adherence to company procedures covering housekeeping at on site installations
<b>5. POTENTIAL RISK</b>	Medium
<b>6. ACTUAL RISK</b>	Low
<b>7. FURTHER PREVENTATIVE MEASURES</b>	None
<b>8. ASSESSMENT VIEW</b>	This assessment will be reviewed in three years or earlier if there are any major changes in the use of equipment utilised by the persons at risk.

Review date : 17 February 2010  
Assessor: R Green

## CONTINENTAL SPORTS LIMITED

### **RISK ASSESSMENT No. 4**

#### THE MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999

<b>1. HAZARD</b>	<u>Fire</u> The existence of conditions that may create an unacceptable fire risk at/in installation site/s.
<b>2. LIKELY CONSEQUENCES</b>	Minor to severe injuries and long term ill health effects from smoke inhalation and burns. In exceptional circumstances fatalities may occur.
<b>3. PERSONS AT RISK</b>	All employees, customers and office staff visiting the site.
<b>4. PREVENTATIVE &amp; PROTECTIVE MEASURES</b>	Strict adherence to the guidelines on fire precautions, no smoking rules, evacuation procedure, the use of fire extinguishers, housekeeping and the use of electricity in the employees 'Safe at Work' handbook. Observance of on site rules on the storage of flammable materials. The ongoing training of personnel by the management support staff. All site teams to be provided with a minimum of 2 fire extinguishers which are tested and certified annually.
<b>5. POTENTIAL RISK</b>	Medium
<b>6. ACTUAL RISK</b>	Low
<b>7. FURTHER PREVENTATIVE MEASURES</b>	
<b>8. ASSESSMENT VIEW</b>	This assessment will be reviewed in three years or earlier if there are any major changes in the use of equipment utilised by the persons at risk.

Review date : 17 February 2010  
Assessor: R Green

## CONTINENTAL SPORTS LIMITED

### **RISK ASSESSMENT No. 5**

#### THE MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999

<b>1. HAZARD</b>	<u>Electrical Systems</u> The identification of electrical hazards that may present a risk of injury to employees and persons other than employees.
<b>2. LIKELY CONSEQUENCES</b>	Minor to severe injuries and burns from contact with faulty installations and equipment. In severe cases fatality may result.
<b>3. PERSONS AT RISK</b>	All employees, customers and office staff visiting the site.
<b>4. PREVENTATIVE &amp; PROTECTIVE MEASURES</b>	Strict observance of the guidelines on electricity in the employees 'Safe at Work' handbook and the use of residual current devices for the portable electrical tools. All electrical work to be carried out by competent and trained persons. The portable equipment to be examined by the works maintenance department and a log of all PAT testing will be maintained centrally and a certificate provided for each item. The period between inspections is every 12 months. All installation, repair and testing to be requirements of the Electricity at Work Regulations 1989.
<b>5. POTENTIAL RISK</b>	Medium
<b>6. ACTUAL RISK</b>	Low
<b>7. FURTHER PREVENTATIVE MEASURES</b>	Ensure immediate remedial action on faults identified. Prominently display notice of action to be taken in the event of electric shock. Employees to constantly check electrical equipment for visual faults and ensure immediate replacement or repair.
<b>8. ASSESSMENT VIEW</b>	This assessment will be reviewed in three years or earlier if there are any major changes in the use of equipment utilised by the persons at risk.

Review date : 17 February 2010  
Assessor: R Green

## CONTINENTAL SPORTS LIMITED

### **RISK ASSESSMENT No. 6**

#### THE MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999

<b>1. HAZARD</b>	<u>Mechanical Handling Equipment</u> Hazards arising from the use of fork-trucks, pallet trucks etc.
<b>2. LIKELY CONSEQUENCES</b>	Minor to sever injuries and possibly fatality to persons being struck, trapped, and crushed by handling equipment.
<b>3. PERSONS AT RISK</b>	Warehouse, Maintenance and Installation Fitters
<b>4. PREVENTATIVE &amp; PROTECTIVE MEASURES</b>	Strict observance of the guidelines on the use of mechanical handling equipment contained in the employees 'Safe at Works' handbook. Fork-truck operators are trained and certified in accordance with the requirements of the Approved Code of Practice for Rider Operated Trucks. All equipment to be regularly serviced and maintained by approved manufacturer agent/supplier.
<b>5. POTENTIAL RISK</b>	Medium
<b>6. ACTUAL RISK</b>	Low
<b>7. FURTHER PREVENTATIVE MEASURES</b>	Management and supervision to continually monitor operating and maintenance standards and arrange for retraining and additional maintenance where appropriate.
<b>8. ASSESSMENT VIEW</b>	This assessment will be reviewed in three years or earlier if there are any major changes in the use of equipment utilised by the persons at risk.

Review date : 17 February 2010  
Assessor: R Green

## CONTINENTAL SPORTS LIMITED

### **RISK ASSESSMENT No. 7**

#### THE MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999

<b>1. HAZARD</b>	<u>Power Tools</u> Hazards arising from the use of power tools which may present a risk of injury to employees and persons other than employees.
<b>2. LIKELY CONSEQUENCES</b>	Minor to severe injuries to hands from contact with drill bits etc. resulting in lacerations, cuts and bruising from impact, also eye damage can occur from material ejecting from the operations.
<b>3. PERSONS AT RISK</b>	Maintenance and Installation Fitters
<b>4. PREVENTATIVE &amp; PROTECTIVE MEASURES</b>	Strict observance of the guidelines on the use of Power Tools.  All relevant employees to be provided with all necessary PPE (i.e. gloves, steel toe-cap boots, eye protection, ear protection) to suit their tasks
<b>5. POTENTIAL RISK</b>	Medium to High
<b>6. ACTUAL RISK</b>	Medium to Low
<b>7. FURTHER PREVENTATIVE MEASURES</b>	
<b>8. ASSESSMENT VIEW</b>	This assessment will be reviewed in three years or earlier if there are any major changes in the use of equipment utilised by the persons at risk.

Review date : 17 February 2010  
Assessor: R Green

## CONTINENTAL SPORTS LIMITED

### RISK ASSESSMENT No. 8

#### THE MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999

<b>1. HAZARD</b>	<u>Lighting Levels</u> That levels of illumination are in accordance with acceptable standards and HSE guidelines.
<b>2. LIKELY CONSEQUENCES</b>	Increased danger of trips and falls resulting in minor to serious injury. Long term ill health effects to eyes and eyesight.
<b>3. PERSONS AT RISK</b>	All maintenance and installation fitters. Occasionally office personnel visiting site.
<b>4. PREVENTATIVE &amp; PROTECTIVE MEASURES</b>	Ensure lighting is adequate to do the job safely by means of task lighting
<b>5. POTENTIAL RISK</b>	Low
<b>6. ACTUAL RISK</b>	Low
<b>7. FURTHER PREVENTATIVE MEASURES</b>	
<b>8. ASSESSMENT VIEW</b>	This assessment will be reviewed in three years or earlier if there are any major changes in the use of equipment utilised by the persons at risk.

Review date : 17 February 2010  
Assessor: R Green





# **CONTINENTAL SPORTS LIMITED**

## **The Manual Handling Operations Regulations 1992**

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### **External Installations**

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Review : 17 February 2010

## **Manual Handling – External Installations – February 2010**

### **ASSESSMENT OF PRODUCTS**

#### **Description**

The Company is a manufacturer and supplier of Physical Education and Sports Equipment

The Company's products can be classified under the following categories:-

1. Fixed equipment (installed above 2.0 metres)
2. Fixed equipment (installed up to 2.0 metres)
3. Portable equipment

#### **Task**

The movement of equipment involving loading, delivery and unloading at customer's premises/sites, installation of equipment and commissioning.

#### **Employees Affected**

Warehouse staff, installation engineers and maintenance fitters. Occasionally office staff and management may be involved in manual handling when requested.

#### **Handling Aids**

Counter balance fork-trucks, pallet trucks, multi-purpose sack trucks, mobile access platforms, block and tackle (manual type), 2 and 3 section ladders and portable vehicle tail ramps.

#### **Loading**

All products are normally loaded onto the vehicle by manual handling and secured in the vehicle as required. The portable vehicle tail ramps are normally utilised for this operation. Occasionally items are loaded by forktruck and the pallet truck is occasionally utilised for movement of loads on the vehicle.

#### **Delivery and Unloading to Customer Premises/Sites**

The delivery vehicle will always be positioned as near as practicable to the locations of the premises to which the products/equipment are being delivered/installed. Offloading will be carried out by manual handling, utilising the vehicle tail ramps where appropriate. Occasionally products may be off-loaded from the vehicle by fork-truck.

#### **Installation**

Installation of the products will involve manual handling, erecting and positioning of scaffolding towers and 2/3 section ladders, the use of manually operated block and tackle.

#### **Fixed Equipment (Installed Above 2.0 metres)**

The manual handling and movement of this type of equipment is carried out manually. The majority of equipment can be carried or moved by one person, but in the case of bulky or awkward items, these are to be carried by two or more persons.

Mobile access platforms must be utilised, as appropriate, in all applications where installation occurs above 2.0 metres from ground level.

## **Fixed Equipment (Installed Up To 2.0 Metres)**

The manual handling and movement of this type of equipment is carried out manually. The majority of equipment can be carried or moved by one person, but in the case of bulky or awkward items, these are to be carried or moved by two or more persons.

## **Portable Equipment**

The manual handling of this type of equipment can be carried out by one or more persons where required.

## **SUMMARY OF MANUAL HANDLING ON EXTERNAL INSTALLATIONS**

### **The Task**

1. The movement of equipment involving loading, delivery and unloading at customer's premises/sites, installation of equipment and commissioning will involve many different handling operations. Most of these operations can only be performed by manual handling with assistance by other personnel or handling aids.
2. Manual handling of most of the equipment will mean periods of stooping, twisting, bending and reaching above shoulder height and occasionally involve awkward movements.
3. When manually handling, it is usually necessary to carry the load and may involve changing grip. Carrying distances are not excessive to the load.
4. Manually handling intermittent and variable. Frequency and type are intermittent throughout the working day. Personnel are instructed to seek assistance/wait for assistance where necessary.

**Potential Harm - Medium**

**Actual Harm - Low**

### **The Load**

Loads can be bulky/awkward and must be gripped correctly. The weights of the loads vary from light to heavy.

All personnel are instructed in handling techniques and are provided with the appropriate protective equipment where necessary.

The products are not hazardous.

**Potential Harm - Medium**

**Actual Harm - Low**

### **The Individual**

Age is not relevant, but some operations could be a hazard to employees with certain health problems that might affect their ability to manually handle some products because of size and weight restrictions. The Management are aware of this risk and take it into consideration when selecting personnel for external installations.

It is possible that some manual handling operations could overtax and overstretch some employees. Personnel are aware of this possibility and are instructed to seek help and assistance if faced with a difficult handling operation.

**Potential Harm - Medium**

**Actual Harm - Low**

### **Working Environment**

During the course of the day there can be a build up of various items. Good housekeeping is essential to minimise and eliminate these hazards to prevent the risk of trips and falls.

**Potential Harm - Medium**

**Actual Harm - Low**

### **SUMMARY AND CONCLUSION**

There is, by the nature of the business, a considerable amount of Manual Handling, Mechanical Handling Equipment is provided and is used whenever possible. All necessary personnel protective equipment is provided and it is the policy of the Company that it must be used.

Training in manual handling techniques is particularly important and every employee, regardless of position, is introduced to and receives basic instruction in this discipline through the Company Induction Programme and via the Company Handbook and "Safe at Work Guidelines". Explanatory posters and ongoing training are being used to re-inform employees.

All employees are informed of any subsequent assessments, instructed to comply with any of its findings and asked to advise management on any details where they feel the risks from manual handling hazards may be reasonably reduced.

**R GREEN**  
**Operations Manager**

**17 February 2010**



## **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002**

With regard to the Control of Substances Hazardous to Health Regulations 2002 ("Regulations"), we confirm that under normal installation and usage conditions our products do not contain substances which under the Regulations require control.

### **CONTINENTAL SPORTS LIMITED**

**17 February 2010**

**Continental Sports Limited**

Hill Top Road, Paddock, Huddersfield, West Yorkshire, England, HD1 4SD

Tel: +44 (1484) 542 051

Fax: +44 (1484) 539 148

Email: [sales@contisports.co.uk](mailto:sales@contisports.co.uk)

Company registered number 830200