



Health and Safety at Work

COMPANY POLICY

Company: Continental Sports Ltd

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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.