

Health and Safety Policy 2022

Continental Sports Limited



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Section 1 – Health and Safety Policy Statement

Continental Sports Limited

The Managing Director of Continental Sports Limited accepts the delegated overall accountability for all operational matters within the group. This Policy explains the care and responsibility that each of us must practice and the guidance we must follow. This policy applies to all parts of Continental Sports Limited and its business activities.

It is the Policy of Continental Sports Limited to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all its employees and others who may be affected by its activities.

In meeting this commitment, we will provide the necessary resources to ensure so far as is reasonably practicable: -

- Provide information, training, instruction and supervision for all employees to achieve the appropriate level of competence for the safe completion of their duties.
- Work continuously to identify potential risks to health, safety and the environment, prioritise the need for changes and take practical actions to minimise risks.
- Consult relevant personnel when planning changes and reviewing existing precautions to minimise disruption while continuously improving Health and Safety standards.
- Ensure that personnel and organisations working for Continental Sports Limited, in particular Contractors, also operate effective Risk Management and due diligence systems to ensure that, so far as is reasonably practicable, they too comply with this policy as a minimum standard.
- Ensure the production of waste material is kept to a minimum; being reused or recycled where appropriate and/or disposed of in accordance with relevant statutory requirements.
- Ensure plant, equipment, fixtures and fittings provided are maintained and inspected.

Employees will: -

- Report all health and safety related concerns, accidents, injuries, incidents and near misses to his / her immediate manager so that appropriate investigations can be made and realistic actions taken to manage risks to an acceptable level as soon as is reasonably practicable
- Cooperate with management to enable Continental Sports Limited to meet its statutory, moral and financial duties.
- Comply with all company rules, procedures and reasonable requests.
- Take reasonable care for his / her own health and safety, and for the safety of others who may be affected by his / her acts and omissions.
- Avoid potential risks to themselves and others by not interfering with equipment and devices provided for health and safety reasons and not acting recklessly.
- Attend for health surveillance as required



Signed:.....

Date: 27/07/2022.....

Nick Booth
Managing Director

Section 2 – Health and Safety Policy Organisation

Continental Sports Limited

2.1 Explanation

This section sets out the different Health and Safety responsibilities of each persons working in the business. Each Executive Member, manager and supervisor must manage Health and Safety issues within their own area of responsibility.

2.2 Overall Accountability & Responsibility

Continental Sports Limited Managing Director accepts overall accountability for all operational matters including those regarding health and safety. The Head of Operations accepts the delegated overall responsibility for all operational matters.

2.3 Individual Responsibility

In meeting the requirements of the policy statement, Continental Sports Limited requires its directors, managers and employees to acknowledge and accept their individual and collective responsibilities and ensure so far as is reasonably practicable their actions meet, or enhance, this Health and Safety Policy.

2.4 Responsibilities in Law

The Health and Safety at Work etc. Act (1974), (HASAWA) and subsequent legislation inclusive of associated regulations, codes of practice, guidance notes, etc. place legal responsibilities upon employers, employees, persons in control of premises or sites, designers, manufacturers, suppliers, installers, self-employed persons and the occupiers of buildings. A breach of those responsibilities is an offence criminally chargeable and ignorance of the relevant legal duties is not an acceptable defence at Law.

It is in the interests of each employer and employee to understand the potential severity of any failure to comply with safety legislation, standards and codes of practice on a corporate and personal level.

Failure to act within the law can lead to fines and / or imprisonment and may also result in disciplinary action being taken by the Company.

2.5 Responsibilities of the Managing Director

Recognise and accept overall accountability for all matters resulting from Continental Sports Limited business, including health and safety issues.

- Ensure adequate resources are made available for effective implementation of this policy.
- Provide the final authority on matters concerning Health and Safety at Work issues arising from business decisions and activities.
- Ensure responsibilities are properly assigned and authority delegated to the appropriate Executive Committee Members and subsequently to nominated individuals within the company.
- Ensure employees, contractors and others as necessary are provided with adequate information, instruction and training to fulfil their responsibilities.
- Ensure effective communication is provided and effectively disseminated on Health and Safety issues to the Executive Committee Members and subsequently to managers and employees.
- Require routine monitoring and reporting of compliance with statutory and policy requirements by each part of Continental Sports Limited and include this performance in the group annual report.
- Ensure the company has access to competent advisors for health and safety matters.

2.6 Responsibilities of the Head of Operations Manager (Safety Officer)

- Recognise and accept overall responsibility for all matters resulting from Continental Sports Limited business, including health and safety issues.
- Ensure adequate resources are made available for effective implementation of this policy by agreement with the Managing Director and fellow Executive Committee Members.
- Work with the Managing Director where necessary on the standards and systems for managing Health and Safety at Work issues within Continental Sports Limited.
- Ensure responsibilities are properly assigned and authority delegated to Executive Members and managers within the group sector and subsequently to nominated individuals within the sector.
- Ensure executive committee members, managers, employees, contractors and others as necessary are provided with adequate information, instruction and training to fulfil their responsibilities.
- Ensure effective communication is provided and effectively disseminated on Health and Safety issues to all directors and subsequently to managers and employees.
- Require routine monitoring and reporting of compliance with statutory and policy requirements by each part of Continental Sports Limited and include this performance in the group annual report.
- Ensure and maintain access to and use of competent advisors for health and safety matters.
- Ensure all Board decisions are made with consideration of the relevant health and safety legislation, guidance, standards and codes of practice.
- Ensure at Board level, all relevant health and safety issues are adequately addressed.
- Ensure recommendations on the continued health and safety of employees are advised to the Board.
- Ensure the Board are advised of any legal issues relative to the above recommendations.
- Ensure all decisions by the Executive Committee members in relation to employee health and safety are recorded.
- Ensure all guidance on health and safety issues from advisors is adequately explained.
- Ensure records are maintained on training and experience of individuals, relevant to the health, safety and welfare of employees.
- Ensure this Policy is reviewed at least annually and arrange for any changes to be implemented and the Policy document updated as necessary.
- Administer the resources provided by the Executive Members for health and safety to meet the legal duties and the executive committees' standards and targets.
- Accept day-to-day management of Health and Safety matters.
- Agree actions on Health and safety issues with the relevant executive members and implement.
- Review Health and Safety Committee minutes and ensure concerns are implemented and results/outcomes communicated to employees.
- Monitor performance against targets by reports and personal observation.
- Provide relevant feedback to the Managing Director and executive committee members where necessary.
- Ensure Executive Committee decisions, targets and standards are clearly communicated and implemented.
- Ensure contractors, so far as is reasonably practicable are made aware of significant risks on site.
- Ensure, so far as is reasonable practicable, that employees are provided with:
 - A safe work place, free from significant risk of personal injury or illness.
 - Safe systems of work to reduce the risk of injury or illness to an acceptable level.
 - Training to ensure awareness of the current work related Health and safety risks.
 - Training on relevant safe working practices.
- Annual appraisal including Health and safety training and policy compliance.
- Reporting facility for any incident that may / has resulted in injury / damage so that practical improvements can be planned and implemented.
- Practical precautions and controls to maintain acceptable standards as required by this policy.

2.7 Responsibilities of All Employees

- Take reasonable care for your own health and safety and that of others, (contractors, members of the public, etc.), who may be affected by their acts or omissions at work.
- Co-operate with Continental Sports Limited and others, so far as is necessary to enable compliance with relevant health and safety legislation.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.
- Refrain from any task which involves significant risk for which you are not trained, authorised and competent to undertake.
- Use the correct tools, plant, equipment and safety devices, keep them in good order and ensure they are checked before, during and after use.
- Use all personal protective equipment safely and correctly. Report any defects to your line manager immediately.
- Warn personnel (employees, contractors and others) of known hazards or danger.
- Report any hazard, defect, accident or incident to your line manager, a member of the site management team or a director immediately.
- Keep the working area in a clean, tidy and safe condition at all times.
- Follow local site Health and Safety rules when visiting other premises.

Legal Register

This Safety Management System will endeavour to implement industry accepted practices as a minimum for all working standards within Continental Sports Limited.

The SMS will also take into account current legislation that impacts upon it. A list of current legislation is indicated below. This list is subject to modification as legislative changes will occur, current legislation can be modified and new legislation enacted.

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regs (2006 amendment & 1999)
- Workplace (Health, Safety and Welfare) Regs 1992
- Manual Handling Operations Regs 1992 (amended 2002)
- Health and Safety (Display Screen Equipment) Regs 1992 (amended 2002)
- Personal Protective Equipment at Work Regs 1992
- Reporting of Injuries Diseases and Dangerous Occurrences Regs 2013
- Provision and Use of Work Equipment Regs 1998
- Control of Substances Hazardous to Health Regs 2002 (amended 2004)
- Electricity at Work Regs 1989
- Control of Noise at Work Regs 2005
- Control of Vibration at Work Regs 2005
- The Lifting Operations and Lifting Equipment Regs 1998
- Control of Asbestos Regs 2012
- The Gas Safety (Installation and Use) Regs 1998 (amended 2018)
- Health and Safety First Aid Regs 1981
- Work at Height Regs 2007 (as amended)
- Dangerous Substances and Explosive Atmosphere Regs 2002
- Confined Space Regs 1997
- Construction Design & Management Regs 2015
- Fire Regulatory Reform Safety Order 2005
- Health and Safety (Consultation with Employees) Regs 1996
- Pressure Systems Safety Regs 2000
- Special Waste Regulations (as amended) 1996

- The Electricity at Work Regulations 1989

Section 3 – Health and Safety Policy Arrangements of Continental Sports Limited

3.1 Communication

Responsibilities: Director/ Executive Members/ Managers

It is our aim to comply with relevant Health and Safety legislation. Standard signs are displayed throughout the premises under our control giving information, warnings, etc. A health and safety committee meeting will be held at least 3 monthly to continually improve health and safety systems and practices by working together. Minutes will be published on the notice board or other appropriate locations. Urgent issues should be reported immediately to a member of the executive committee/Manager for appropriate action.

When necessary a meeting of staff is called to explain issues, consult staff on realistic actions, agree practical improvements and ask for help in making changes where necessary. It will also be necessary to provide information, instruction and training to different groups of personnel. These will include induction, general health and safety awareness, training on specific tasks or hazards, etc. Normally the training or briefing will be provided when necessary by the local managers and directors who may also involve third parties.

Continental Sports Limited maintains access to external safety advisors who, in addition to fulfilling the “Competent Person” role as defined within the Management of Health and Safety at Work Regulations, will visit premises and provides advice as required. The significant findings will be discussed and actioned.

3.2 Risk Assessments and Method Statements

Responsibilities: Director/ Executive Members/ Managers

Tasks undertaken by Continental Sports Limited will be the subject of a Risk Assessment, which will be reviewed on an annual basis. Where necessary, a specific risk assessment will be recorded and approved before work starts.

Risk assessments will normally be undertaken by the respective locations Manager. It will identify potential hazards and appropriate control measures to ensure that those activities can be undertaken safely. Training will be provided, as necessary, to any person who is required to record risk assessments.

When it is planned to use contractors, a Method Statement must be agreed before work can start. It will identify hazards and an agreed safe method for the task to minimise the risk to Continental Sports Limited personnel, its Contractors and others who may be affected. The Director/Executive members / Manager in charge of the work must ensure this document is prepared, agreed with the Executive Member in charge; relevant managers are then made available to all involved before the work starts.

Copies of Risk Assessments and Method Statements will be held locally. All employees and its Contractors will ensure that they are fully conversant and comply with these documents. Any new hazards or circumstances, which render a Risk Assessment or Method Statement inadequate, will require a revised document to be agreed by the Executive member in charge before work continues.

3.3 Health and Safety Training and Site Induction

Responsibilities: Director/ Executive Members / Managers

The Executive Member in charge will arrange for all new staff to have site induction training before starting work. This induction will include general site safety rules and procedures together with specific hazards for the site. It will also ensure employees are aware of their duties and responsibilities and are fully aware of the relevant safety issues. Risk Assessments will be available to all employees who must be conversant and comply with them.

3.4 Specific Training and Competence

Responsibilities: Director/Executive Committee Members / Managers

Health and safety training will be provided to all employees. If you are not trained to do a job, inform your Executive Member/Manager immediately and check that it is safe for you to do the work, or he / she arrange for appropriate training if necessary.

Those employees needing specific skills and knowledge will be identified and appropriate training given. This will include work with hazardous substances, etc. identified by risk assessment. All training will be recorded, signed for by recipient and reviewed for updating / refreshing as necessary. Records of all training (with certificates) will be held in personal files.

3.5 Personal Protective Equipment (PPE)

Responsibilities: Director/ Executive Committee Members / Managers

PPE is considered a temporary or last resort control measure. Where PPE is considered to be necessary in order to safely undertake the work, it will be provided free of charge and will be subject to an assessment to ensure that it affords the appropriate protection. Appropriate training will be provided to those employees undertaking tasks which require specific PPE.

3.6 Emergency Procedures

Responsibilities: All Employees

Emergency Procedures will be drawn up, communicated, documented and tested at all locations under the control of Continental Sports Limited. Employees must participate in all training, testing and evacuation drills.

Continental Sports Limited will provide training to ensure that employees are conversant with the procedures and confident to apply them in an emergency situation.

Continental Sports Limited will regularly review emergency procedures in the light of its own experience or legislative changes.

Continental Sports Limited will operate agreed procedures for dealing with the media in the event of an emergency situation.

3.7 First Aid

Responsibilities: All First Aiders

A First Aid Risk Assessment has been conducted and the number of First Aiders and First Aid kits has been identified and recorded. A central first aid kit is provided and maintained in the office location and is available for use by First Aiders and injured persons. Materials used from a first aid kit must be replaced at the end of the same day from the stock held at the office. A list of the items, which must be present in each first aid kit, is kept inside the first aid kit. A nominated First Aider checks the contents of every first aid kit each month and the materials replaced are recorded as proof of the inspection.

3.8 Accidents Response, Reporting and Investigation

Responsibilities: All Employees

An accident is defined as any undesired event that results in personal injury, loss of production, or damage to equipment, buildings etc. A near miss is an incident that did not result in injury, loss of production, damage to equipment, buildings etc.

All accidents and near misses must be recorded in the central Accident Book. RIDDOR reportable accidents, dangerous occurrences or ill-health incidents will be reported as required by the Manager in charge of Health and Safety or their nominated deputy. It is the responsibility of the Executive Member/Manager in charge to ensure that each reported incident is correctly recorded and investigated appropriately. In the event of a serious accident occurring, the Police and HSE / EHO may consider the incident site to be a potential crime scene and will expect that a thorough investigation be conducted whilst the scene is left undisturbed.

In the event of any accident or near miss incident, the risk assessment should be reviewed and additional control measures identified and implemented to prevent a recurrence.

3.9 Management of Contractors

Responsibilities: Director/ Executive Committee Members / Managers

The system for approval and control of contractors will be followed in all cases to ensure the safety of contractors, visitors, employees and the public.

All Bona Fide Contractors must satisfy Continental Sports Limited that they are: -

- Competent to do the planned work safely
- Routinely managing health and safety matters as part of their activities
- Providing adequate resource to health and safety risk control, including training, documented safe working procedures, method statements, etc.
- Adequately insured for the planned work, with a minimum insurance cover in place

Contractors will be given a clearly defined written arrangement of the management system used to control and monitor them while on site, including site rules and safety procedures.

Continental Sports Limited or the contractor for sub-contractors as appropriate will deliver the site induction. Personnel will be met when starting work on the first day and all operational points covered; including task specific risk assessments and method statements, etc.

Scheduled supervision of contractors will be by the Executive Member / Manager in charge or nominated person. Specific high-risk work will be controlled using permit systems including hot work, work at height, work underground, confined spaces, etc.

3.10 Work at Height – General Provisions

Responsibilities: Director/Executive Committee Members / Managers

Work at height presents a hazard both to persons undertaking the work e.g. falling from height, and to others in the vicinity e.g. being struck by falling objects.

Continental Sports Limited will ensure that work at height will be avoided, wherever practical, unless it is absolutely necessary. Where work at height is conducted, the work will be risk assessed, planned and carried out to minimise the potential for falling. All stepladders and other means of access provided will be suitable for the task.

3.11 Electrical Safety

Responsibilities: All Employees

Electrical equipment can present a risk of electric shock, burns and possibly death. The equipment currently used in the offices is 240 volt commercial or domestic quality e.g. computers, printers, kitchen appliances, etc. This equipment is tested before initial use and re-tested annually to ensure it is in safe condition. If it fails the test it is repaired or replaced, but not used again until it is proved to be safe. Trailing cables will be routed to minimise the risk of tripping and covered in a suitable floor device. In the long term, trailing cables will be eliminated by provision of additional power supplies in appropriate locations.

A maintenance system for all portable and fixed electrical equipment includes daily user checks and combined inspection and electrical appliance testing (PAT Testing) annually. Electrical appliances and their cables should not be used in wet conditions, on wet floors, or in areas with potential for flammable vapours, gases or dusts. All portable appliances used by contractors, e.g. for premises repairs, will be either low voltage, battery operated or mains-transformed to 110V. All contractors' appliances which are connected to the mains supply while on site must be clearly marked as tested within the previous 3 months and suitable documents must be provided on request if needed. This requirement applies to all electrical appliances, even if they are reported as being new.

Defective or damaged equipment, including cables, will be immediately withdrawn from service and not re-used until repaired by a competent person or replaced. The use of insulating tape as a temporary repair is prohibited. Flexible cables will be kept as short as possible and will be frequently checked (daily visual) and properly repaired before use by a competent person or replaced where defects are identified. Cables should be fully unwound from reels or drums to reduce the potential for overheating. The daisy chaining of extension leads is not permitted.

The wiring installation of the office premises is tested every 5 years and at the recommended specified frequency at each of the tenanted premises. It is acceptable to arrange for a rolling programme of testing each year to avoid cash-flow problems for each office.

Records of all tests, repairs, etc. will be kept locally and are the responsibility of the executive Member in charge.

3.12 Purchase of New Equipment

Responsibilities: All Employees

An assessment of plant and equipment used by Continental Sports Limited is undertaken to ensure that it is suitable and that it is safe to use. Routine checks are carried out to ensure that its operation remains safe and the services of Engineering Surveyors are made as appropriate.

A pre-use inspection is necessary to ensure that safeguards are in place and in working order. Defects should be reported to the employees respective Manager for rectification.

3.13 Manual Handling

Responsibilities: All Employees

Continental Sports Limited is committed to managing the risk to health from manual handling operations. Manual work will be automated or carried out using suitable equipment where practical. For the remaining tasks, Manual Handling Risk Assessments will be conducted and suitable and sufficient control measures identified and implemented to reduce the risk to the lowest level reasonably practicable.

Written procedures for safe lifting accompany this Policy.

3.14 Noise at Work

Responsibilities: Director/ Executive Committee Members / Managers

The Noise at Work Regulations 2005 set out what must be done to provide information and prevent damage to hearing caused by noisy jobs. A determined effort to find out where noise creates a risk, then reducing the noise as far as is reasonably practicable or putting into practice an ear protection programme will prevent damage.

Exposure to high noise levels can cause incurable hearing damage. The important factors are the noise level, given in decibel units as dB (A) and how long people are exposed to the noise, daily and over a number of years. The total amount of noise exposure over the whole working day is called the 'daily personal noise exposure' (LEP.d).

The Regulations place responsibilities on employers, employees and people who make and supply noisy machinery.

Ear Protection

If people have to work in noise-hazardous areas they will need ear protectors. However, these should not be regarded as a substitute for noise reduction. At the Upper Exposure Limit Value (85dB(A)) employers have to make sure that workers use ear protection all the time. Between Upper and Lower Exposure Limits Value employers should make sure that: protection is freely available and the workers know that unless they wear it there is some risk to their hearing.

The Regulations do not make it a legal duty for workers to wear protection below the Lower Exposure Limit Value.

3.15 Hazardous Substances and Asbestos

Responsibilities: Director/ Executive Committee Members / Managers

Some work involves the use of hazardous substances, e.g. cleaning products etc. This work may be done by employees or contractors but must be managed in the same way. Only those trained and authorised may use these substances, following the safe systems of work and controls specified. If you are not trained and authorised, do not use any substance known to be, or marked as, hazardous. Only approved substances will be retained and will be securely locked away in an appropriate storage cupboard.

Authority to use hazardous substances will only be given by the Head of Operations after adequate training and achieving a satisfactory competence. Those authorised will work safely as trained. Each authorised person must strictly control storage, use and disposal of hazardous substances.

All excess of such materials must be removed from the workplace after the work is done, and instructions followed as detailed in the CoSHH assessments and training. CoSHH Assessments will be written using the free HSE website and final adjustments made to suit local facilities and needs. Data sheets and assessments will be kept available for reference at all times, with an up to date library set controlled by the Executive Committee Member. Information will be displayed in summary form in the workplace.

If anyone is exposed to a hazardous substance, a copy of the data sheet will be taken to hospital / doctor with the injured person.

Continental Sports Limited understands their responsibilities for the identification, assessment and management of asbestos in premises under their control or in which they are tenants themselves. The site Asbestos Survey and Asbestos Management Plan must be consulted before any maintenance work is conducted.

3.16 Alcohol and Drugs

Responsibilities: All Employees

Continental Sports Limited policy is to prohibit the misuse of all prescribed and non-prescribed drugs or alcohol in the work place. This is to avoid the associated risks to those taking the substance and those who may be affected by the consequences. Any misuse or abuse of alcohol or drugs at work will be treated as industrial misconduct, subject to disciplinary action.

Any employee who raises a personal concern or that of a colleague relating to taking such substances while not at work will be provided with advice and some support in dealing with the situation provided it does not put themselves or others at risk while at work.

3.17 Lone Working

Responsibilities: All Employees

Working alone can be dangerous. We therefore arrange for employees who are working alone to be adequately trained and equipped to work safely. We require the same standard from contractors. Each person must be made aware of the risks before working alone and be able to summon help quickly in any emergency.

When visiting clients, tenanted premises, etc. alone an employee must take sensible precautions for personal safety, e.g. parking in a safe area, meeting in an office during normal hours, etc. All personnel who travel to visit clients or others are provided with a mobile telephone or similar device. They should use this device to summon help, report concerns, etc. Where employees are travelling outside office hours, it is presumed that a spouse or partner is aware of their activities and will respond to a call for help. If an employee is not able to call a spouse or partner, arrangements must be made with their manager or director to provide help or other response if needed.

3.18 Health Screening

Responsibilities: All Employees

The Equality Act 2010 limits the circumstances when employers can ask pre-employment health-related questions before offering the individual a job. Up to this point, Continental Sports Limited will only ask health-related questions:

- to help decide whether any reasonable adjustments are needed for the person during the selection process
- to decide whether an applicant can carry out a function that is essential ('intrinsic') to the job
- to monitor diversity among people making applications for jobs
- to take positive action to assist disabled people
- to assure yourself that a candidate has the disability where the job genuinely requires the jobholder to have a disability

Once a candidate has passed the interview and been offered a job (whether this is an unconditional or conditional job offer), Continental Sports Limited will ask appropriate health-related questions. If the Health Screening process identifies a health issue that could affect the employee's ability to carry out their job role, then Continental Sports Limited will conduct an individual risk assessment to identify any reasonable adjustments that can be made.

Employees must ensure that any changes in health that could affect their ability to carry out their job role must be reported to their Line Manager. Continental Sports Limited will conduct an individual risk assessment to identify any reasonable adjustments that can be made.

Employees Health Screening records will be held on the personal file during employment and for at least a further 10 years.

3.19 Health Surveillance

Responsibilities: All Employees

Where an ongoing health risk due to exposure at work is recognised during risk assessment, routine monitoring of employees exposed will be carried out by a third party provider and records kept for 40 years after they leave Continental Sports Limited e.g. exposure to a hazardous substance/occupational disease might require monitoring if the employee develops sensitivity to this substance.

3.20 New and Expectant Mothers

Responsibilities: All Employees

The Management of Health and Safety Regulations 1999 (MHSW) provides the legal requirements on employers to protect their employees who are or in the future could be a new or expectant mother.

It is important that employees inform Continental Sports Limited, in writing and as early as possible, that they are pregnant, have given birth in the previous six months or are breastfeeding. Continental Sports Limited will conduct a New and Expectant Mothers Risk Assessment to identify any specific hazards/risks and implement suitable and sufficient control measures. The New and Expectant Mothers Risk Assessment will be regularly updated to reflect any changes, including health advice provided by the employee's GP or Midwife.

3.21 Young Persons

Responsibilities: All Employees

Continental Sports Limited will conduct a specific Young Persons Risk Assessment for each person under the age of eighteen years. Appropriate control measures will be identified and agreed with each Young Person and their Line Manager. The Young Persons Risk Assessment will be regularly reviewed and updated to reflect any changes.

3.22 Work Related Stress

Responsibilities: All Employees

Stress can be a significant concern. Continental Sports Limited can only provide help and support when aware of any employee suffering stress problems. Executive Committee Members and managers will be trained to identify possible stress symptoms and take reasonable steps to avoid exposure. Employees are reminded at induction and routine briefings to report any such problems so that appropriate help can be provided.

3.23 Working Hours

Responsibilities: All Employees

Continental Sports Limited works in line with requirements of the Working Time Regulations. Employees are invited to work overtime when necessary but are not coerced and are at liberty to refuse. Opt out agreements from the Working Time Regulations are offered to employees where appropriate and records of hours worked are accessible to review. Employees who control their own diaries are routinely monitored and reminded to avoid excessive hours when necessary.

3.24 Working with Computers

Responsibilities: All Employees

Many employees use computers routinely. All workstations are set up correctly to suit the employee and appropriate equipment is provided. A detailed risk assessment will be recorded at least annually for each employee (and contractor) to record the measures taken and to identify additional measures needed. The decision and responsibility for action will then be for the line manager responsible for the individual with resources made available by the Executive Committee.

3.25 Fire Precautions

Responsibilities: Director/ Executive Committee Members / Manager / Employees

Continental Sports Limited will comply with the Regulatory Reform (Fire Safety) Order 2005 by undertaking a specific Fire risk assessment to address risks of fire arising from any company practices and procedures which will include the provision of firefighting equipment, fire procedures, prevention and protection equipment and means of escape.

Each location has the means of raising the alarm, either by shouting, or using a fire alarm, extinguishers are provided and maintained in safe condition and emergency lights are provided and maintained where appropriate. Evacuations, checks and maintenance are all recorded. Staff are responsible to conduct their activities are trained in evacuations by 6 monthly fire drills and at induction. Monthly recorded inspections of all fire exit doors, fire evacuation routes, fire doors, fire extinguishers and fire call points are carried out by those appointed for this task by the Executive Members in charge for each premises.

Smoking is a risk to health for smokers and those nearby. It also involves a risk of fire from unsafely discarded smoking materials. Smoking is only allowed outside each premises in authorised areas with suitable waste bins to minimise fire risk. Waste bins are emptied regularly to minimise the risk of fire.

Executive Committee Members/Line Managers take charge in the event of an emergency. Their principle duty is to ensure that all employees are accounted for and to liaise with the Emergency Services. Suitable instruction and/or training in these duties will be extended.

3.26 Hot Work

Responsibilities: Director/ Executive Committee Members / Managers

Cutting, welding, heating and burning activities which are carried out away from areas designated for hot works (fabrication engineers and trampoline assembly departments) will be controlled to prevent fire spread. If such work is required, it will be agreed with the Head of Operations and carefully controlled under a Hot Work Permit and a specific method statement.

3.27 Smoking Policy

Responsibilities: All Employees

Premises under the control of Continental Sports Limited are smoke-free environments. This is a legal requirement aimed at protecting the health and safety of non-smokers. This means that you are not allowed to smoke in any of the premises at any time.

Continental Sports Limited, are committed to the health, safety and well-being of all its staff and wishes to promote a healthy and pleasant work environment. Additional benefits of these legislative requirements include a reduced risk of fire, improved resilience of the company, and reduced cleaning and decorating costs.

If any members of staff have difficulties in cutting down their smoking habit or would like to give up completely, Continental Sports Limited is willing to discuss whether we could help and support you in doing so.

Section 4 – Safety Inspections

Continental Sports Limited

4.1 Routine Safety Inspections

Responsibilities: Director/ Executive Committee Members/ Managers

Routine Inspections and all necessary record keeping and actions to be taken will be carried out by the Executive Committee Members / Manager and their staff as follows. Required actions should be notified in writing to the relevant department. Any urgent actions should be reported immediately.

Item / Area	Person Inspecting	Frequency	Information to
Work Equipment		Weekly	Manager
		Monthly	Executive Member
Work / Store Areas		Weekly	Manager
		Monthly	Executive Member
Shelves & Racking		Weekly	Manager
		Monthly	Executive Member

4.2 Statutory Safety Inspections

Responsibilities: All Executive Committee Members

Statutory Inspections will be carried out as detailed below. No item of plant will be used unless it has been inspected according to this schedule and found to be safe for use.

Item	Inspector	Frequency	Information to	Comments
Passenger Lifts	Insurer	6 Monthly	Executive Member (Operations)	Report & action taken
Water -Legionella	Contractor	6 Monthly	Executive Member (Operations)	Records, fault & repair
Fire Alarm	Fire Marshalls	Weekly, etc.	Executive Member (Operations)	Fire Log
	Contractor	Annually	Executive Member (Operations)	Fire Log
Fire Extinguisher	Fire Marshalls	Monthly	Executive Member (Operations)	
	Contractor	Annually	Executive Member (Operations)	Fire Log
Fire Exits & Escape Routes	Fire Marshalls	Monthly	Executive Member (Operations)	Inspection Report

	Maintenance	6 Monthly	Executive Member (Operations)	Fire Log
Evacuation	Fire Marshalls	6 monthly	Executive Member (Operations)	Fire Log
Emergency Lighting	Fire Marshalls	3 monthly	Executive Member (Operations)	Fire Log
	Contractor	Annually	Executive Member (Operations)	Fire Log
Electrical Appliances	User	Daily		
	Manager	6 Monthly	Executive Member (Operations)	Inspection Report
	Contractor	Yearly/after repair	Executive Member (Operations)	Records
Electrical Installation	User	Daily		
	Landlord	5 yearly	Executive Member (Operations)	Records
	Contractor	Recommended frequency/after repair	Executive Member (Operations)	Records
Air Conditioning	Contractor	Recommended frequency	Executive Member (Operations)	Records
Vending Machines	Contractor	Recommended frequency	Executive Member (Operations)	Records
Boiler Maintenance	Landlord	Annually	Executive Member (Operations)	Records
	Contractor			
Gym Equipment	User	Pre-use		
	Inspector	Monthly	Executive Member (Operations)	Inspection Report
	Contractor	Recommended frequency	Executive Member	Records

			(Operations)	
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End of Health and Safety Policy

Date: April 2021

Environmental Policy

Continental Sport Limited recognises its responsibilities towards protecting the environment as a trader/manufacturer of Sports/gymnasium equipment.

The Company will endeavour to monitor pollutants from all media, and wherever possible, take measures to reduce their detrimental effects on the environment to ensure compliance with legislation.

The Company will where possible enhance the quality of the environment and consequently the health of the local population, through a positive policy on safety in the workplace, control of pollution and care of the local environment. The Company will make every effort to improve the health of the people living and working within the area of the Company, through the reduction and prevention of environmental damage and by promoting environmental awareness.

The Company in partnership with its suppliers shall aim for continual improvement in its environmental performance by following a documented Environmental Management System that reflects the following key policy principles.

- Setting clear environmental objectives and regularly monitoring progress against them
- Recognising that the minimum acceptable level of environmental performance is that stipulated in environmental legislation
- Seeking to reduce the pollution of air, water and land that may result as a consequence of the activities of the Company wherever practicable.
- Facilitating the responsible management and efficient use of energy and water
- Promoting the minimisation of waste generated, and reducing any environmental impact by its responsible disposal
- Adopting a purchasing policy that takes account of the environmental sustainability performance of suppliers, goods and services
- Promote sustainable transport alternatives to, from and between Company sites and client properties
- Preserving natural resources, and wherever practicable utilising supplies obtained from sustainable resources
- Ensuring that service and building developments are sensitive to visual amenity, and their ecological impact on natural wildlife habitats and the local community
- Providing suitable environmental training for appropriate personnel and promoting the general environmental awareness of all staff
- Communicating the Company environmental performance to all staff, clients, suppliers and other interested parties.

The overall responsibility for ensuring the policy is implemented, developed and reviewed effectively rests with the director and executive committee members. This responsibility will be delegated to the General Manager and Contract Managers, reflecting the continued commitment to the provision of a high standard of energy solutions.