



AVERY FIELDS

SPORTS & EVENTS

Avery Fields Community Sports Trust Sports and Events
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General Enquiries

HEALTH AND SAFETY POLICY MANUAL

July 2018

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H A Overton & Associates
*Dedicated to providing a new dynamic realistic
and sensible approach to Management
and H&S support for organisations*

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INTRODUCTION

1. INTRODUCTION

This Health and Safety manual contains our Health and Safety Policy as required by the Health and Safety at Work Act 1974 and it defines the way we manage the health and safety hazards and risks associated with our business, premises and activities.

Avery Fields Community Sports Trust are committed to managing health and safety effectively to protect our employees and other persons with whom we interact because we recognise that we have not only a moral and legal duty but also that our employees are our greatest asset.

Our Health and Safety Policy Statement sets out our commitment and the objectives we aspire to in managing health and safety. It is signed by the most senior person in our organisation to demonstrate that our commitment is led from the top.

Our approach to managing health and safety will be pragmatic and proportionate and will be prioritised according to risk with the objective of maintaining continuous improvement. We accept that we cannot eliminate risk from everything we do but we can manage risk in such a way that exposure to hazards is controlled as far as is reasonably practical.

We recognise that improvement in health and safety will not happen by chance and that planning to manage using a systematic approach through risk assessment is a necessary first step and an ongoing process. In moving forwards, we will wherever possible eliminate risk through selection and design of buildings, facilities, equipment and processes. Where risks cannot be eliminated they will be minimised by the use of physical controls or, as a last resort, through systems of work and personal protection.

Our success in managing health and safety will be measurable and we look to establish performance standards against which we can monitor our progress to identify future actions to go into our improvement programme.

Based on our performance measurement in the form of accident monitoring, internal monitoring and external audits we will review our health and safety arrangements periodically and at least annually.

POLICY REVIEW

This Health and Safety Policy will be reviewed annually in conjunction with our nominated responsible person.

Review Date	Signed	Confirmed

AMENDMENT RECORD

Any amendments made to the Health and Safety Policy will be recorded below with information on changes made.

Where significant changes are to be made which could impact on the business or client, we will consider the reasons for change, potential problems and how it will be implemented.

Date	Section	Ref /Title	Details of amendment made	Change made by

POLICY STATEMENT

2. HEALTH AND SAFETY POLICY STATEMENT

The management of Avery Fields Community Sports Trust recognises that it has a legal duty of care towards protecting the health and safety of its employees and others who may be affected by our activities.

In order to discharge its responsibilities, the management of Avery Fields Community Sports Trust will:

- bring this Policy Statement to the attention of all employees
- carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
- communicate and consult with our employees on matters affecting their health and safety
- comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
- eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- encourage staff to identify and report hazards so that we can all contribute towards improving safety
- ensure that emergency procedures are in place at all locations for dealing with health and safety issues
- maintain our premises, provide and maintain safe plant and equipment
- only engage contractors who are able to demonstrate due regard to health & safety matters
- provide adequate resources to control the health and safety risks arising from our work activities
- provide adequate training and ensure that all employees are competent to do their tasks
- provide an organisational structure that defines the responsibilities for health and safety
- provide information, instruction and supervision for employees
- regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement
- where risks cannot be eliminated they will be minimised by substitution, the use of physical controls or, safe systems of work or as a last resort through use of personal protective equipment.

This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all employees.

Signed:

Dated:

Chairman

QUALITY POLICY STATEMENT

Avery Fields is based in Edgbaston, Birmingham

Quality is important to our business because we value our customers. We strive to provide our customers with products and services which meet and even exceed their expectations. We are committed to continuous improvement and have established a Quality Management System which provides a framework for measuring and improving our performance.

We have the following systems and procedures in place to support us in our aim of total customer satisfaction and continuous improvement throughout our business: -

1. regular gathering and monitoring of customer feedback
2. a customer complaints procedure
3. selection and performance monitoring of suppliers against set criteria
4. training and development for our employees
5. regular audit of our internal processes
6. measurable quality objectives which reflect our business aims
7. management reviews of audit results, customer feedback and complaints

Our internal procedures are reviewed regularly and are held in a Quality Manual which is made available to all employees.

This policy is posted on the Company Notice Board and can also be found in the staff handbook.

Though the Chairman has ultimate responsibility for Quality all employees have a responsibility within their own areas of work so helping to ensure that Quality is embedded within the whole of the company.

Signed:

Chairman

ENVIRONMENTAL POLICY STATEMENT

Avery Fields believe that businesses are responsible for achieving good environmental practice and operating in a sustainable manner.

We are therefore committed to reducing our environmental impact and continually improving our environmental performance as an integral and fundamental part of our business strategy and operating methods.

It is our priority to encourage our customers, suppliers and all business associates to do the same. Not only is this sound commercial sense for all; it is also a matter of delivering on our duty of care towards future generations.

Our policy is to

- Wholly support and comply with or exceed the requirements of current environmental legislation and codes of practice.
- Minimise our waste and then reuse or recycle as much of it as possible.
- Minimise energy and water usage in our buildings, by switching lights off in rooms that are empty and ensuring windows are closed, and ensuring taps do not leak.
- Operate and maintain company vehicles with due regard to environmental issues as far as reasonably practical and when replacing vehicles consider environmental factors such as bio fuel or electric vehicles and ensure they are regularly maintained.
- Apply the principles of continuous improvement in respect of air, water, noise and light pollution from our premises and reduce any impacts from our operations on the environment and local community.
- As far as possible purchase products and services that do the least damage to the environment and encourage others to do the same.
- Assess the environmental impact of any new processes or products we intend to introduce in advance.

For any issues related to Environmental Policy linked to this business please contact:

Signed

Chairman

ORGANISATION FOR HEALTH & SAFETY

3. ORGANISATION FOR HEALTH AND SAFETY

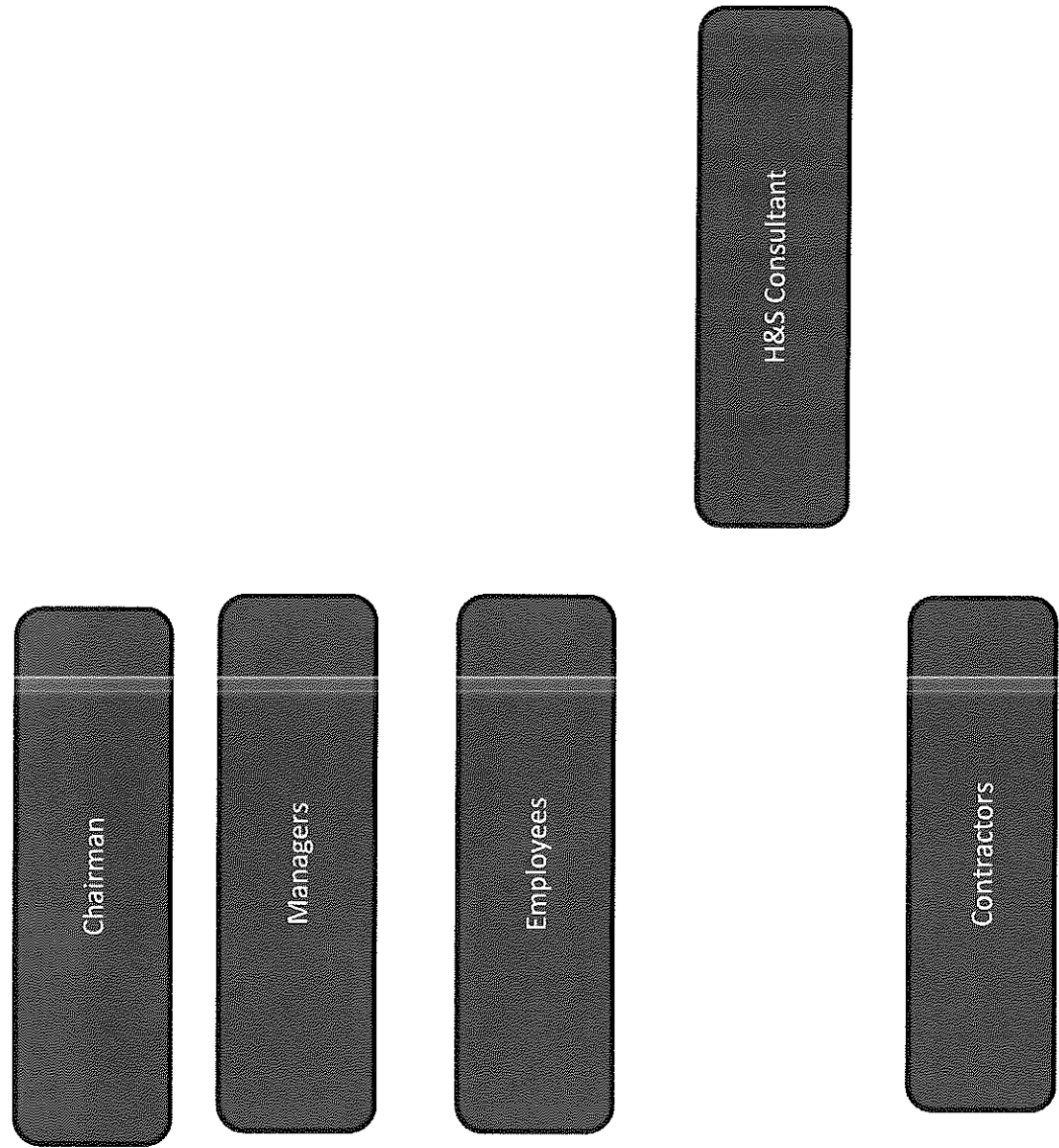
The overall responsibility for health and safety rests at the highest management level. However, it is the responsibility of every employee to co-operate in providing and maintaining a safe place of work.

This part of our policy allocates responsibilities to managers to provide a clear understanding of individuals' areas of accountability in controlling factors that could lead to ill health, injury or loss. Managers are required to provide clear direction and accept responsibility to create a positive attitude and culture towards health and safety.

The following positions have been identified as having key responsibilities for the implementation of our health and safety arrangements:

Chairman
Managers
Employees
Contractors

Organisation Chart for the Management of Health and Safety



HEALTH AND SAFETY RESPONSIBILITIES

4. HEALTH AND SAFETY RESPONSIBILITIES

Chairman

The Chairman has overall responsibility for ensuring compliance with Health and Safety legislation in the day to day running of Avery Fields Community Sports Trust

The Chairman will ensure that:

- our Health and Safety Policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required
- a health and safety plan of continuous improvement is created and progress against agreed targets
- suitable and sufficient funds, people, materials and equipment are provided to meet all health and safety requirements
- a positive health and safety culture is promoted and employees develop a pro-active safety culture which will permeate into all activities undertaken and reach all personnel
- a system of communication and consultation with employees is established
- effective training programmes have been put in to place

Managers

Managers will ensure that in their areas of control:

- they actively lead the implementation of the Health and Safety Policy
- they supervise their staff to ensure that they work safely
- the completion of written risk assessments of all activities including equipment and substances; that any general safety matters are implemented, that this is then translated into written safe methods of working practice
- safe methods of work are implemented
- inform staff and visitors as to their own personal safety and makes sure they are aware of the health and safety procedures in place
- risk assessments are regularly reviewed
- accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported to the Chairman.
- they communicate and consult with staff on health and safety issues
- they encourage staff to report hazards and raise health and safety concerns
- safety training for staff is identified, undertaken and recorded to ensure staff are competent to carry out their work in a safe manner
- issues raised by anyone concerning safety are thoroughly investigated and, when necessary, further effective controls implemented
- equipment is maintained in a safe condition
- personal protective equipment is provided and worn by staff and that staff are instructed in its use
- any safety issues that cannot be dealt with are referred to the Chairman for action
- hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures
- agreed safety standards are maintained, particularly those relating to housekeeping
- all relevant safety documents are maintained and made available to all employees
- health and safety rules are followed by staff, perform regular health and safety inspections within their department as required by the Chairman.

Employees

All employees must:

- take reasonable care of their own safety
- take reasonable care of the safety of others affected by their actions
- observe the safety rules
- comply with the Health and Safety Policy
- conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others
- dress sensibly and safely for their particular working environment or occupation
- conduct themselves in an orderly manner in the work place and refrain from any antics or pranks
- use all safety equipment and/or protective clothing as directed
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- maintain all equipment in good condition and report defects to their supervisor
- report any safety hazard or malfunction of any item of plant or equipment to their supervisor
- report all accidents to their supervisor whether an injury is sustained or not
- attend as requested any health and safety training course
- observe all laid down procedures for processes, materials and substances used
- observe the fire evacuation procedure and the position of all fire equipment and fire exit routes

Contractors

All contractors must:

- take reasonable care of their own safety
- take reasonable care of the safety of employees and others affected by their actions
- observe the safety rules of the site
- submit their health and safety policy and relevant risk assessments for approval
- comply with and accept our health and safety policy, if they do not have one
- dress appropriately, sensibly and safely and for the task being undertaken
- conduct themselves in an orderly manner in the work place and refrain from any antics or pranks
- use all safety equipment and/or protective clothing as required as indicated in the risk assessment for the task
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- maintain all equipment in good condition, not use any defective equipment and ensure that any portable electrical equipment bears a current test certificate
- report any safety hazard or malfunction of any item of plant or equipment to their supervisor
- report all incidents to their supervisor and to the responsible manager whether an injury is sustained or not
- ensure that their employees only use equipment for which they have been trained
- attend as requested any health and safety training course
- observe all agreed procedures for processes, materials and substances used
- observe the fire evacuation procedure and the position of all fire equipment and not obstruct fire exit routes
- provide adequate first aid arrangements unless otherwise agreed.

Health and Safety Consultant

H&S Consultant, in agreement with management, provides us with the following services:

- development of our documentation throughout the period of our contract and keeping it updated for:
 - changes in Health and Safety legislation relevant to us
 - organisational changes which affect our management system
- Produce and review risk management programme and helps us plan our future actions to reduce risk.
- a consultant will support us in our implementation of this Policy by:
 - Complete specific risk assessments
 - Providing further training, as agreed, on relevant agreed topics
 - Reviewing and auditing our health and safety procedures and legal compliance
 - Providing advice on implementing changes and system procedures
- provide crisis help if we have a serious accident or incident involving the Enforcement Authorities
- provide briefings to help keep us up to date with new and forthcoming legislation

HEALTH AND SAFETY RULES

5. HEALTH AND SAFETY RULES

This section of our Health and Safety Policy specifies the rules laid down for the attention of all employees. These rules are prepared in accordance with legal requirements and acknowledged safe working practices. In addition to the legal duty imposed upon employees to comply with these rules, failure to observe them will be considered to be a breach of the contract of employment and will result in disciplinary action being taken.

Employees are reminded that a breach of health and safety legislation by an employee is a criminal offence and action taken by an Enforcing Officer against an individual may result in heavy penalties.

Safety rules may vary depending upon the nature of work and the circumstances therefore the overriding requirement is that employees are expected to act in a sensible manner and adhere to verbal instructions given by Management.

General

- It is the duty of all employees to co-operate with the Chairman in fulfilling our legal obligations in relation to health and safety.
- Employees must not intentionally or recklessly interfere with anything provided in the interests of health, safety or welfare.
- Employees are required to notify to management of any unsafe activity, item or situation.

Working Practices

- Employees must not operate any item of plant or equipment unless they have been trained and authorised.
- Employees must make full and proper use of all equipment guarding.
- Employees must not clean any moving item of plant or equipment.
- Employees must not make any repairs or carry out maintenance work of any description unless authorised to do so.
- Employees must use all substances, chemicals, liquids etc. in accordance with all written instructions.
- Employees must not smoke except in prescribed areas.

Hazard / Warning Signs and Notices

- Employees must comply with all hazard/warning signs and notices displayed on the premises.

Working Conditions / Environment

- Employees must make proper use of all equipment and facilities provided to control working conditions/ environment.
- Employees must keep corridors, offices and work areas clear and in a clean and tidy condition.
- Employees must dispose of all rubbish, scrap and waste materials using the facilities provided.
- Employees must clear up any spillage or liquids in the prescribed manner.
- Employees must deposit all waste materials and substances at the correct disposal points and in the prescribed manner.

Protective Clothing and Equipment

- Employees must use all items of protective clothing/equipment provided as instructed.
- Employees must store and maintain protective clothing/equipment in the approved manner.



- Employees must report any damage, loss, fault or unsuitability of protective clothing/equipment to their supervisor.

Fire Precautions

- Employees must comply with all laid down emergency procedures.
- Employees must not obstruct any fire escape route, fire equipment or fire doors.
- Employees must not misuse any firefighting equipment provided.
- Employees must report any use of firefighting equipment to their line manager.

Accidents

- Employees must seek medical treatment for work related injuries they receive by contacting a designated first aider. Upon returning from treatment they must report the incident to their line manager.
- Employees must ensure that any accident or injury treatment is properly recorded in the Accident Book.
- Employees must notify management of any incident in which damage is caused to property.

Health

- Employees must report to management any medical condition or medication which could affect the safety of themselves or others.
- Employees must co-operate with the management on the implementation of the medical and occupational health provisions.

Transport

- Drivers must carry out prescribed checks of vehicles prior to use and in conjunction with the laid down checking procedure.
- Employees must not drive or operate any vehicles for which they do not hold the appropriate driving licence or permit.
- Employees must not carry unauthorised passengers or unauthorised loads.
- Employees must not use vehicles for unauthorised purposes.
- Employees must not load vehicles above the stated capacity.
- Employees must not drive or operate vehicles whilst suffering from a medical condition or illness that may affect their driving or operating ability.
- Employees must not drive whilst using a mobile phone or any other electronic device.

Rules Covering Gross Misconduct

An employee will be liable to summary dismissal if they are found to have acted in any of the following ways:

- A serious or wilful breach of Safety Rules.
- Unauthorised removal or interference with any guard or protective device.
- Unauthorised operation of any item of plant or equipment.
- Unauthorised removal of any item of first aid equipment.
- Wilful damage to, misuse of or interference with any item provided in the interests of Health and Safety or welfare at work.
- Unauthorised removal or defacing of any label, sign or warning device.
- Horseplay or practical jokes which could cause accidents.
- Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence.
- Misuse of any item of equipment, utensil, fitting/ fixture, vehicle or electrical equipment.
- Deliberately disobeying an authorised instruction.

ARRANGEMENTS

6. ARRANGEMENTS

Accident, Incident and Ill-Health Recording, Reporting and Investigation

This policy sets out the procedures that are to be followed when any employee and visitors or contractor has an accident, near miss or dangerous occurrence on the premises.

Employees who develop a work-related illness must also report via these procedures.

Definitions:

An **accident** is an unplanned event that causes injury to persons, damage to property or a combination of both.

A **near miss** is an unplanned event that does not cause injury or damage but could do so.

A **work-related illness** is illness that is contracted by an employee through the course of work as a result of activities carried out by Avery Fields Community Sports Trust

The Accident Book

All accidents resulting in personal injury must be recorded in the Accident Book.

Completed Accident Report Forms will be stored to comply with the requirements of the Data Protection Act.

Completed Accident Report Forms will be reviewed regularly by the Chairman to ascertain the nature of incidents that have occurred. This review will be in addition to any investigation of the circumstances surrounding each incident.

All near misses must also be reported to the Chairman as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

Employees must ensure that they are aware of the location of the accident book.

Reporting Requirements

Certain accidents causing injury, both fatal and non-fatal, certain occupational diseases and certain dangerous occurrences are reportable to the Enforcing Authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Major injuries including the following reportable events must be reported by the quickest means practicable, usually the telephone:

- death
- major injury (includes any fracture (other than to fingers, thumbs or toes), amputation, dislocation, loss of sight, eye injury, electric shock leading to hospitalisation)
- hospitalisation of a non-employee as a result of a work activity

Incapacitation for work of a person for more than 7 consecutive days as a result of an injury caused by an accident at work must be notified within 15 working days.

To calculate whether the absence classifies as 'over 7-day':

- Exclude the day of the incident if they went home or did not return to work on the day
- Include weekends, bank holidays and weekdays (whether the person would normally work on them or not).

For example: if a person has an accident on Friday and comes back to work the following Friday, then count Saturday, Sunday, Monday and Tuesday etc. but this is still only 6 days, if the next day of work is the Monday it would count as 9 days and would be reportable.

Non-Consensual Violence

Major or over 7 day injuries to people at work arising from non-consensual violence are notifiable.

Reporting of accidents involving visitors

If a visitor has an accident this must be reported if:

- The person involved is killed or taken to hospital; and
- The accident arises out of or in connection with a work activity

Examples of 'in connection with a work activity' are:

- Work organisation – supervision of a field trip/sports trip
- Plant or substances – lifts, machinery, experiments
- Condition of premises, slips, trips and falls

Contact details for the Health and Safety Executive are:

Tel: 0300 300 3000 (Monday to Friday 8:30am to 5:00pm)

Website: www.hse.gov.uk

The completed report form should be kept with other accident records and documents on the accident investigation.

Forms are kept to advise the insurers of a potential claim and to present to the Enforcing Authority in the event of an investigation.

Records are to be kept for 3 years from the date of the incident.

Investigation

All injury related accidents that are either notified to the Enforcing Authority or where a serious injury has occurred will be investigated:

- to ensure that all necessary information in respect of the accident or incident is collated
- to understand the sequence of events that led to the accident or incident
- to identify the unsafe acts and conditions that contributed to the cause of the accident or incident
- to identify the underlying causes that may have contributed to the accident or incident
- to ensure that effective remedial actions are taken to prevent any recurrence
- to enable a full and comprehensive report of the accident or incident to be prepared and circulated to all interested parties
- to enable all statutory requirements to be adhered to

The investigation will include obtaining signed witness statements, photographs and drawings as appropriate.

Contractors

When working with Avery Fields Community Sports Trust it is considered that contractors are joint occupiers for that period and therefore we have both joint liabilities in “common areas”. In order to meet our legal obligations with regard to contractors we will ensure that prior to engaging any contractor they are competent and that any works are carried out safely.

The following factors will be considered as part of our procedures for vetting contractors:

- sight of the contractor’s own safety policy, risk assessments, method statements, permits to work, etc. as applicable
- clarification of the responsibility for provision of first aid and fire extinguishing equipment
- details of articles and hazardous substances intended to be brought to site, including any arrangements for safe transportation, handling, use, storage and disposal
- details of plant and equipment to be brought onto site, including arrangements for storage, use, maintenance and inspection
- clarification for supervision and regular communication during work including arrangements for reporting problems or stopping work in cases where there is a serious risk of personal injury
- confirmation that all workers are suitably qualified and competent for the work (including a requirement for sight of evidence where relevant)
- evidence showing that appropriate Employers and Public Liability Insurance is in place

Clearly, it will not be necessary to go to such elaborate lengths if the contract is very short and will not create hazards of any significance. The complexity of the arrangements will be directly proportional to the risks and consequences of failure.

Similarly, we have a parallel duty to the contractor and must ensure that the contractor is not put at risk by our own activities for the duration of the contract.

We will stop contractors working immediately if their work appears unsafe. Staff should report any concerns to the Chairman immediately.

Communication and Consultation

It is a legal requirement to establish arrangements to communicate and consult with employees on issues affecting their health and safety and to take account of their views.

To achieve this objective, we will:

- establish effective lines of communication via the Chairman
- involve and consult with employees through:
 - individual conversations
 - notice boards
 - internal publications
 - staff meetings
 - health and safety meetings
- display the 'Health and Safety Law – What You Should Know' poster
- consult with employees when changes to activities, equipment, work methods etc. are to be introduced that may affect their health and safety

Communication, information and training

The Chairman is responsible for ensuring that all staff are made aware of this policy and ensuring that the procedures are followed, providing suitable training or directing new staff for recording the dates and content of any training given.

Risk assessments

Avery Fields Community Sports Trust follows the recommendation of the Health and Safety Executive to adopt published 'model' or 'general' risk assessments. If a model risk assessment for a particular operation involving hazards cannot be found, a special risk assessment must be completed.

Every activity is to be assessed for risk including working with simple hand tools as well as potentially hazardous processes such as wood machining. It is the responsibility of all staff to follow the relevant risk assessments.

Equipment Safety

New equipment will be purchased that is safe and suitable for the intended purpose and to comply with the *Provision and Use of Work Equipment Regulations*.

Use of guards

All staff must use all guards and other safety devices on machines and other equipment at all times. Under no circumstances should any guard or other safety device be removed or not used to enable a task to be done. Any operation which cannot be done with guards and other safety devices in place must not be done.

Maintenance, Inspection and Testing of Equipment

All equipment and machinery must be maintained in a safe condition. To achieve this, equipment will be regularly maintained, inspected and, where necessary, tested.

There are 3 levels of inspection, maintenance and testing of equipment which must be carried out. These are:-

Level 1 A visual check by staff of equipment prior to its use or on a daily basis.

Level 2 A more formal visual inspections which should be carried out termly by staff. This requires checking equipment against an inventory using a checklist. Small items, e.g. hand tools, knives, can be banded together.

Level 3 Formal maintenance/inspection checks carried out by specialist contractors. This is normally undertaken annually including PAT testing, no electrical equipment should be used unless it has in up to date PAT sticker.

When maintenance of equipment is carried out all machines must be isolated from the power supply and the fuses removed or the isolator locked off. A notice stating that the machine is under maintenance should be fixed to the machine. A risk assessment of the hazards involved in the task should be carried out before the work is started.

Recording of Inspections and Testing

All Level 2 formal inspections of equipment by members of staff should be recorded. An up to date record of Inspections will be maintained by the technicians on a weekly basis.

All Level 3 inspections/maintenance must be recorded. It is recommended that the subject leader holds records of examinations, tests and certificates. This information will be kept in the office in the health and safety folder.

If any faults, or the need for maintenance, are identified at any time, they must be reported to the Chairman. If the fault or need for maintenance makes the equipment unsafe, it must not be used and must be electrically isolated. An appropriate label must be clearly displayed on the equipment.

Storage

Storage must be kept well organised and tidy. Large items should not be stored high and proper stepladders or similar must be available for reaching high shelves safely;

All chemicals should be stored in accordance with the COSHH Regulations and risk assessments must be in place dealing with their safe use.

Standing on benches, chairs, tables to watch a demonstration/get equipment etc. is not permitted

Sharp tools and utensils must be stored so that accidental contact with the sharp part is unlikely and they must be securely locked when not in use

All materials which are hazardous, for example they may be toxic, flammable or corrosive, must be clearly labeled. The labeling must state the material and the nature of the hazard(s)

Keep all working quantities of these materials to a minimum

Access to hazardous materials must be restricted to authorised staff only

All hazardous materials must be stored away from direct access by visitor

Stocks of flammable liquids must be stored in a lockable fire-resistant cabinet in a well-ventilated stockroom.

Shelving

Shelves must not be overloaded and heavy materials must not be stored high up.

Proper stepladders must be provided for access to shelving beyond easy reach from the floor.

Safety Signs, Notices and Displays

Safety rules and procedures displayed clearly. Cautionary notices and signs must be displayed where appropriate.

Personal Protective Equipment

Avery Fields Community Sports Trust accepts the duty to provide eye protection, gloves, overalls and aprons for employees where the risk assessment requires them and safety spectacles.

Eye protection must be worn by all staff when using any machine or when soldering using soldering irons. Eye protection should be used for any other operation where the risk assessment shows it is required. Eye protection must conform to BS EN166.

The employer expects eye protection to be available for staff. Safety spectacles are provided for general use, with a set of goggles or face shields used whenever the risk assessment requires them.

The condition of the eye protection is checked at the start of each term.

Emergency procedures

In the event of a fire sound the fire alarm.

On hearing the fire alarm staff should turn off the gas, electric and any machinery or equipment and make their way to the assembly point

In the event of a fire and if it is safe to do so staff should attempt to extinguish a fire using the appropriate fire extinguisher provided

Disabled Persons

Avery Fields Community Sports Trust will give full and proper consideration to the needs of disabled employees and visitors.

To achieve this:

- treat all disabled employees and visitors with respect and dignity, both in the provision of a safe working environment and in equal access to facilities
- ensure that risk assessments are undertaken of the special needs of the disabled and carry out reasonable adjustments to the premises and/or employment arrangements
- encourage employees with special needs to suggest any premises or task improvements
- discipline any employees found treating their disabled colleagues with less than the expected standards of respect and dignity
- in an emergency evacuation, ensure suitable plans are in place which will assist disabled people to leave the premises swiftly.

Display Screen Equipment (DSE)

All reasonable steps will be taken by Avery Fields Community Sports Trust to secure the health and safety of employees who work with display screen equipment.

To achieve this objective:

- identify those employees who are user's as defined by the regulations, see below
- carry out an assessment of each user's workstation
- implement necessary measures to remedy any risks found as a result of the assessment
- provide adequate information and training to persons working with display screen equipment
- endeavour to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity
- review software to ensure that it is suitable for the task and is not unnecessarily complicated

- arrange for the provision of free eye tests when requested, at regular intervals thereafter and where a visual problem is experienced
- arrange for the supply, at subsidised cost, any corrective appliances (glasses or contact lenses) where these are required specifically for working with display screen equipment
- advise existing employees, and all persons applying for work with display screen equipment, of the risks to health and how these are to be avoided
- investigate any discomfort or ill-health believed to be associated with the use of display screen equipment and take appropriate remedial action
- make special arrangements for individuals with health conditions that could be adversely affected by working with display screen equipment.

'Users'

This policy is aimed at those who regularly use DSE:

- a) for continuous periods of more than one hour *and*
- b) for more than 2½ hours per day

Typically, this will therefore apply to administrative functions, the teaching of computer skills and other prolonged users. Others who operate DSE should have a workstation which meets the standards set down in the regulations but are not entitled to financial contributions.

Employees must:

- comply with the instructions and training given regarding safe workstation set-up and use, including the need for regular changes of activity or breaks and the use of the equipment provided
- inform their manager of any disability or health condition which may affect their ability to work using display screen equipment or be affected by working with DSE (this information will be treated confidentially)
- report to their manager any discomfort or health concern believed to be associated with the use of DSE (this information will be treated confidentially)

Eye tests

Under the DSE regulations staff identified as DSE users are entitled to an eyesight test, every 2 years by a qualified optician (and corrective glasses if required specifically by the Optician for DSE use).

Summary of Key Actions

The key actions necessary to control the health and safety risks arising from the use of Display Screen Equipment (DSE) are to:

- Identify all individuals who are classified as DSE 'Users'.

- Ensure risk assessments of DSE workstations been carried out using the Display Screen Equipment Workstation Assessment Form.
- Supply users with information and/or training on the safe use of Display Screen Equipment.
- Advise staff about setting up laptops on a suitable surface and the risks of working for prolonged periods.
- Ensure remedial actions identified by DSE risk assessments been carried out.
- Review risk assessments annually or sooner if significant changes have occurred.

Drivers

Drivers will remain responsible for their safety and others and must comply with the Highway Code and Road Traffic Act.

It is the responsibility of drivers to inform their line manager of:

- anything that could affect their driving e.g. health conditions or injuries, use of prescribed medication
- changes to licence such as limitations, offences recorded, period bans
- vehicle defects that affect ability / safety to drive
- any accidents / incidents that occurred whilst driving on behalf of Avery Fields Community Sports Trust

Before driving, drivers must

- review the need to travel
- have a valid licence for the vehicle they are driving
- carry out a pre-use vehicle check
- allow sufficient time to drive allowing for traffic, poor weather and rest breaks
- ensure sufficient rest
- be physically fit, with zero alcohol level and not under the influence of drugs that may affect the ability to drive
- adjust their driving position, head restraints and mirrors to ensure maximum comfort and safety

Whilst driving, drivers must

- drive in accordance with the applicable law and with consideration for the safety of passengers and other road users

- take regular rest breaks every 2-3 hours or at first signs of tiredness
- remain in control of the vehicle at all times
- not smoke
- not use a mobile phone or other electronic device unless a hands-free system is fitted.

Electricity

All reasonable steps will be taken to secure the health and safety of employees and others who use, operate or maintain electrical equipment.

To ensure this objective Avery Fields Community Sports Trust will:

- ensure electrical installations and equipment are installed in accordance with IEE Wiring Regulations
- maintain the fixed wiring installation in a safe condition by carrying out routine safety tests
- inspect and test portable and transportable equipment as often as required to ensure safety
- inspect and test second-hand electrical equipment
- promote and implement a safe system of work for maintenance, inspection and testing
- forbid live working unless absolutely necessary, in which case a permit must be issued
- ensure employees and contractors who carry out electrical work are competent to do so
- maintain detailed records

Employees must:

- visually check electrical equipment for damage before use
- report any defects found to their manager. However, if there is any doubt whether the equipment is safe then it should be labelled 'out of use' and withdrawn until it has been tested and declared fit for use by a qualified person.
- not use defective electrical equipment
- not carry out any repair to any electrical item unless qualified to do so
- switch off non-essential equipment from the mains when left unattended for long periods
- not bring any electrical item onto the premises until it has been tested and a record of such a test has been included in the appropriate record

- not leave electric cables in such a position that they will cause a tripping hazard or be subject to mechanical damage
- never run extension leads under carpets or through doorways.
- not daisy-chain extension leads to make a longer one
- not use adapter sockets – devices that plug into mains sockets to increase the number of outlets.

Summary of Key Actions

The key actions necessary to control the health and safety risks arising from electricity are to:

- The main electrical installation should be tested every five years except for those parts of building with:
 - a. licensed areas
 - b. lightning protection
 - c. which should be tested annually.
- Retain copies of electrical test certificates
- A record must be kept of all portable items of electrical equipment showing:
 - the detail of the item
 - the date of acquisition
 - details of any inspection, testing or repair work
- Arrange for the inspection and testing of portable electrical appliances in accordance with the guidance on electrical testing.

Fire

All reasonable steps will be taken to prevent a fire occurring. In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire.

In order to prevent fire and to minimise the likelihood of injury in the event of a fire:

- assess the risk from fire at premises and implement appropriate control measures
- ensure good housekeeping standards are maintained to minimise the risk of fire
- provide and maintain safe means of escape from the premises
- develop a fire evacuation procedure for all buildings
- provide and maintain appropriate fire-fighting equipment including the sprinkler system

- regularly take part in fire evacuation drills, inspect the means of escape and test and inspect fire-fighting equipment, emergency lighting and any fire warning systems
- provide adequate fire safety training to employees
- display fire action notices
- keep fire safety records

Avery Fields Community Sports Trust not require persons to attempt to extinguish a fire but extinguishing action may be taken if it is safe to do so.

Immediate evacuation of the building must take place as soon as the evacuate signal is given. All occupants, on evacuation, should report to the pre-determined assembly points.

Re-entry of the building is strictly prohibited until the fire service officer or a senior person present declares it is safe to do so.

Employees are encouraged to report any concerns regarding fire procedures so they can investigate and take remedial action if necessary.

Summary of Key Actions

The key actions required to ensure fire safety is effectively managed are:

- a) Complete and review annually a fire risk assessment
- b) Arrange for fire safety checks to be completed and recorded for the following:
 - I. Fire evacuations (drills)
 - II. Fire alarm tests
 - III. Fire escape route checks
 - IV. Extinguisher checks
 - V. Emergency lighting tests
 - VI. Post fire evacuation notices
- c) Develop personal evacuation plans for people with special needs
- e) Provide fire safety training
- f) Service the fire alarm, emergency lighting and sprinkler system as appropriate.

FIRE MAINTENANCE/TEST PROCEDURES

FIRE DRILLS		
ANNUALLY Fire Evacuations must be carried out at least once in each term.	Ensure all occupants are able to evacuate to a place of safety in a reasonable time. (3 minutes)	Record details of drill, evacuation time and any problems.
FIRE ALARM PANEL / SYSTEM		
DAILY	Check fire alarm panel for normal working conditions	Report any faults and actions
WEEKLY	<p>Fire alarm audibility test conducted at a different call point tested each week in rotation. Number each call point for identification. (each zone to be tested every 13 weeks)</p> <p>Check alarm is audible in all areas (test to be carried out during full occupation)</p> <p>Check that any fire doors on automatic door closures linked to the fire alarm are closing properly.</p> <p>Check any doors fitted with electromagnetic locks are released.</p>	Record details of call point test and call point number. Repair / replace defective units
SIX MONTHLY	<p>For systems with battery back up a six monthly battery check by a competent service engineer is required.</p> <p>This check may also include 50% of the automatic smoke / heat detectors, sounders and manually operated devices</p>	Site to keep maintenance records
ANNUALLY For 230 volt systems without battery back up	<p>An annual test and examination of the alarm system by a competent service engineer is required.</p> <p>Test and examination of alarm system by competent service engineer including all automatic smoke / heat</p>	Site to keep maintenance records.

	detectors, sounders and manually operated devices.	
MEANS OF ESCAPE		
DAILY	<p>Check for any obstructions on escape routes (internally and externally)</p> <p>Doors: check self-closing devices, and that push bars/ other emergency fastening devices are operational</p>	Site to record details and actions only if there is a fault
WEEKLY	Check all internal fire doors for ease of opening, that they are a good fit, closing fully, fire door seals and self-closures working correctly, correctly signed etc.	Site to record details and actions only if there is a fault
MONTHLY	Check all electronic release mechanisms on escape doors work correctly (i.e. fail safe in the open position on activation of alarm / loss of power)	Site to record details and actions only if there is a fault
FIRE FIGHTING EQUIPMENT		
WEEKLY	<p>Check all extinguishers, fire blankets etc. are available for use, undamaged and unobstructed.</p> <p>Extinguishers properly affixed to wall brackets or on plinths. Check for any evidence of tampering.</p>	Site to record details and actions only if there is a fault
ANNUALLY	Full check and test of extinguishers, fire blankets etc. by competent service engineer.	Maintenance records to be kept on site.

FIXED SYSTEMS (WHERE APPLICABLE, e.g. Sprinkler systems)		
Frequency specified by installer	<p>Programme of inspections and checks dependant on type of system and to be specified by installer.</p> <p>e.g. weekly checks on water and air pressure gauge readings, water levels in storage tanks. Weekly test on automatic pump and diesel engines etc.</p>	Site to record details and actions only if there is a fault
ANNUALLY or to insurance / installers guidelines	Formal inspection and testing of fire sprinkler system	Maintenance records to be kept on site.
EMERGENCY LIGHTING (WHERE APPLICABLE)		
DAILY	<p>Check indicator lights functioning (report faults to contractor)</p> <p>Operate and replace batteries in torches if necessary.</p>	Site to record details and actions only if there is a fault
MONTHLY	In house operational test for a short period (a maximum of one quarter of the rated duration).	Maintenance records to be kept on site.
YEARLY	Emergency lighting full duration discharge test by competent person.	Maintenance records to be kept on site.

Fire Safety Training

The type of training should be based on the particular features should:

- take account of the findings of the fire risk assessment;
- explain the emergency procedures;
- take account of the work activity and explain the duties and responsibilities of staff;
- take place during normal working hours and be repeated periodically where appropriate;
- be easily understandable; and
- be tested by fire drills.

Fire training should include the following:

- what to do on discovering a fire;
- how to raise the alarm and what happens then;
- what to do upon hearing the fire alarm;

- the procedures for alerting members of the public and visitors including, where appropriate, directing them to exits;
- the arrangements for calling the fire and rescue service;
- the evacuation procedures for everyone in your premises (including young children or mobility impaired persons) to reach an assembly point at a place of total safety;
- the location and, when appropriate, the use of firefighting equipment;
- the location of escape routes, especially those not in regular use;
- how to open all emergency exit doors;
- the importance of keeping fire doors closed to prevent the spread of fire, heat and smoke;
- where appropriate, how to stop machines and processes and isolate power supplies in the event of a fire;
- the reason for not using lifts (except those specifically installed or nominated, following a suitable fire risk assessment, for the evacuation of people with a disability);
- the safe use of and risks from storing or working with highly flammable and explosive substances;
- the importance of general fire safety, which includes good housekeeping; and
- the use of premises by outside bodies.

All staff identified in the emergency plan should be given details of your fire risk assessment and receive additional training.

In addition to the guidance above as a minimum all staff should receive training about:

- the items listed in your emergency plan;
- the importance of fire doors and other basic fire-prevention measures;
- where relevant, the appropriate use of firefighting equipment;
- the importance of reporting to the assembly area;
- exit routes and the operation of exit devices, including physically walking these routes;
- general matters such as permitted smoking areas or restrictions on cooking other than in designated areas; and
- assisting disabled persons where necessary.

Training is necessary:

- when staff start employment or are transferred into the premises;
- when changes have been made to the emergency plan and the preventive and protective measures;
- where working practices and processes or people's responsibilities change;
- to take account of any changed risks to the safety of staff or other relevant persons;
- to ensure that staff know what they have to do to safeguard themselves and others on the premises; and where staff are expected to assist disabled persons.

Training should be repeated as often as necessary and should take place during working hours.

Enforcing authorities will want to examine records as evidence that adequate training has been given.

First Aid

Avery Fields Community Sports Trust is committed to providing sufficient provision for first aid to deal with injuries that arise at work or as a consequence of activities.

To achieve this objective:

1. appoint and train a suitable number of first aid personnel
2. display first aid notices with details of first aid provision
3. provide and maintain suitable and sufficient first aid facilities including first aid boxes
4. provide any additional first aid training that may be required to deal with specific first aid hazards

First Aiders

A First Aider is a person who has a valid certificate in either first aid at work or emergency first aid at work training.

First Aiders training will be refreshed every three years by undertaking the two day First Aid at Work requalification. (This may be taken up to 3 months before / 28 days after the expiry date on the certificate).

First aid personnel will be provided with refresher training at regular intervals to keep their skills up to date.

The number of first aiders required will be determined by completing a risk assessment. The HSE provide some general guidance on the number of first aiders required and expected provision is illustrated below:

Category of Risk	Numbers employed at any one location	Suggested Number of First Aid Personnel
Lower Hazard	fewer than 25	- at least one Appointed Person - <i>it is recommended they receive Emergency First Aid at work training (EFAW)</i>
	25 -50	- at least one first aider trained in (EFAW)
	more than 50	- at least one first aider trained in first aid at work (FAW) for every 100 employed (or part thereof)
Higher Hazard	fewer than 5	- at least one Appointed Person - <i>it is recommended they receive Emergency First Aid at work training (EFAW)</i>
	5-50	- at least one First Aider trained in EFAW or FAW - at least one additional First Aider trained in FAW for every 50 employed (or part thereof)

	more than 50	
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The numbers of first aid personnel will be determined by individual circumstances, the level of risk and in line with current government guidance.

Additional First Aid Provision

In addition to the above in higher risk areas such as welding, manufacturing and fabrication at least one person will be trained to a minimum level of emergency first aid.

Adequate first aid provision will include cover for break times.

First aid provision will be available at all times whilst people are present including out of hours' activities. The assessment of need will be reviewed at least annually.

First Aid Boxes

First aid kits, clearly marked, will be provided in readily accessible locations and be made known to all staff.

First aid kits will contain a sufficient quantity of suitable first aid materials and nothing else.

First aid does not include the administration of medicines and thus first aid boxes should NOT contain drugs of any kind including aspirin, paracetamol, antiseptic creams etc.

First aid kits should be located near to hand washing facilities as far as possible.

All first aid kits will be checked regularly and maintained by a designated member of staff, items should not be used after expiry date shown on packaging.

Suitable protective clothing and equipment such as disposable gloves (e.g. vinyl or powder free, low protein latex CE marked) and aprons will be provided near the first aid materials.

Blunt-ended stainless steel scissors (minimum length 12.7 cm) will be kept where there is a possibility that clothing might have to be cut away. These should be kept along with items of protective clothing and equipment.

Small quantities of contaminated waste (soiled or used first aid dressings) can be safely disposed of via the usual refuse collection arrangements. Waste to be double bagged in plastic and sealed by knotting.

First Aid Rooms

The first aid room, where provided, is equipped with a sink and accessible WC.

First Aid Information

Notices are posted in conspicuous positions giving the location of first aid equipment and facilities and the name(s) and location(s) of the first aid personnel.

New and temporary employees are to be told of the location of first-aid equipment and first aid personnel, and facilities on the first day as part of the induction training.

First Aid Records

Ensure that the following records are available:

- Certification of training for all first-aiders and refresher periods;
- Any specialised instruction received by first-aiders or staff (e.g. Epi-pens);
- First aid cases treated (see accident / incident reporting).

Guidelines on Responding to Injuries

Minor injuries

The following injuries are considered minor and capable of being dealt with by a first aider: grazes, small scratches, bumps, minor bruising, minor scalding or burns resulting in slight redness to the skin.

Injuries requiring medical attention:

- Deep cut
- Long cuts. Long cuts are considered to be approximately 1 inch when on the hand or foot and 2 inches when elsewhere on the body
- The cut is jagged.
- The injury involved a pet, especially a cat
- The injury involved a wild animal
- The injury is due to a bite, either human or animal.
- The wound has debris stuck in it after cleansing
- The wound is bleeding heavily.
- The wound will not stop bleeding after applying direct pressure for 10 minutes
- The injury is a puncture wound.

Head injuries

Injuries to the head need to be treated with particular care. Any evidence of following symptoms may indicate serious injury and an ambulance must be called.

- unconsciousness, or lack of full consciousness (i.e. difficulty keeping eyes open);
- confusion
- strange or unusual behaviour – such as sudden aggression
- any problems with memory;
- persistent Headache;
- disorientation, double vision, slurred speech or other malfunction of the senses;
- nausea and vomiting;
- pale yellow fluid or watery blood coming from ears or nose;
- bleeding from scalp that cannot quickly be stopped;
- loss of balance;
- loss of feeling in any part of body;
- general weakness;
- seizure or fit.

Blood and Body Fluid Spillages

It is important that spillages of blood, faeces, vomit or other body fluids are dealt with immediately as they pose a risk of transmission of infection and disease, e.g. Blood borne viruses and diarrhoeal and vomiting illnesses, such as norovirus.

A spillage kit is available to deal with blood and body fluid spillages.

The person responsible for checking and replenishing the kit regularly is the first aider

General principles of blood and body fluid spillage management:

Body fluid spillages should be dealt with as soon as possible with ventilation of the area. Anyone not involved with the cleaning of the spillage should be kept away from the area and protective clothing should be worn when dealing with the spillage such as gloves and aprons.

Spillage Procedure

Cordon off the area where the spillage has occurred.

Cuts and abrasions on any areas of the skin should be covered with a waterproof dressing;

Use personal protective equipment and clothing to protect body and clothes: disposable gloves and apron must be worn.

Hard surfaces e.g. floor tiles, impervious table tops.

Small spills or splashes of blood: Clean with neutral detergent and hot water.

Large spills

- Remove spillage as much as possible using absorbent paper towels
- Flush these down toilet or dispose of carefully in waste bag
- Cover remaining with paper towels soaked in diluted bleach solution (1:10 dilution with cold water)
- Leave for up to 30 minutes, and then clear away.

- **Alternatively**, large spills may be covered with granules from the spillage kit for two minutes. Spillage and granules should be carefully removed with paper towels and disposed carefully into a waste bag. Clean area with neutral detergent and hot water.

Soft surfaces and fabrics e.g. carpets and chairs

- Remove the spillage as far as possible using absorbent paper towels,
- Then clean with a fresh solution of neutral detergent and water.
- Carpets and upholstery can then be cleaned using cleaner of choice.
- Steam cleaning may be considered.

Contaminated gloves, aprons, paper towels etc. should be carefully disposed of into a leak proof plastic bag, securely tied and placed immediately into the normal external waste container. Large quantities of contaminated waste should be disposed of in consultation with the local waste authority.

Wash hands after procedure.

As with other all hazardous substances used, bleach and disinfectants should be stored, handled and used in accordance with COSHH (Control of Substances Hazardous to Health, 2002) Regulations and the manufacturer's instructions. Product data sheets and safe use instructions should be accessible, along with risk assessments and details of actions required in the event of accidental ingestion, inhalation or contact with skin or eyes.

All chemicals must be stored in their original containers, in a cool, dry, well-ventilated place that is lockable and inaccessible to children, visitors and the public.

Appropriate protective clothing (e.g. gloves and aprons) should be worn when handling bleach and other chemical disinfectants. Contact with skin, eyes and mouth should be avoided

Microwave & Combination Ovens

Manufacturer's instructions must be followed.

The ovens must be kept clean, including ensuring that air vents are not blocked or obstructed and that food debris does not build up around the door seal which could lead to leaks.

The ovens must not be used if the door does not close properly or if the door interlock switch does not work properly.

The ovens must not be switched on when empty.

Burns and scalds can be avoided by using oven gloves, removing lids or microwave film away from the face and checking the temperature of food and drink.

It is important to ensure food is thoroughly cooked throughout by stirring and turning the food during cooking.

Only food grade microwave film should be used in direct contact with food during cooking and defrosting.

Food should not be cooked in sealed containers; pierce the film covering containers (unless there are specific manufacturer's instructions to the contrary). Only use containers, films and ingredients which are known to be suitable for heating in a microwave oven.

Users should be made aware of the risk of certain foods superheating.

Hazardous Substances (COSHH)

All reasonable steps will be taken to ensure all exposure of employees and to substances hazardous to health is prevented or at least controlled to within statutory limits.

Implement the following:

- maintain an inventory of all substances hazardous to be used on site and retain copies of relevant hazard data sheets

- competent persons will be appointed to carry out risk assessments of the exposure to substances hazardous to health and advise on their control
- all activities which involve, or may involve, exposure to substances hazardous to health will be assessed and appropriate control measures will be taken if elimination or substitution of the substance is not possible
- extraction systems will be properly maintained by planned preventive maintenance and annual monitoring to ensure continued effectiveness
- systems of work will be reviewed at suitable intervals and revised if necessary
- personal protective equipment (PPE) will be provided and maintained as determined by risk assessment
- assessments will be reviewed periodically or if changes to the operation or any hazardous substances used
- qualified professionals, where necessary, will carry out health surveillance
- employee health records of all exposures to substances hazardous to health will be kept for a minimum of 40 years
- all employees will be provided with understandable information and appropriate training on the nature of the hazardous substances they work with. Employees will be informed about any monitoring and health surveillance results
- no new substances will be introduced without prior assessment.

Substances Hazardous to Health

Substances hazardous to health as defined by the COSHH regulations are:

- substances classified as very toxic, toxic, harmful, corrosive or irritant. These can be identified by their warning label and carry the pictograms detailed below.

Symbols



- b) Biological agents directly connected with work including micro-organisms.
- c) Dust of any kind when present as a substantial concentration in the air.
- d) Substances which have a Workplace Exposure Limit (WEL) assigned to them by the Health and Safety Commission document EH40.
- e) Any other substance not specified above which may create a comparable hazard to a person's health.

Principles of Control

Exposure to substances hazardous to health should either be prevented altogether, substituted with a less harmful substance, or (where it is not reasonably practicable) adequately controlled.

In all cases personal protective equipment (PPE) should only be used where it is not reasonably practicable to adequately control exposure by other means.

If a substance is hazardous by inhalation it is likely to have been assigned a "workplace exposure limit" (WEL). This should be used to assess the level of control.

Where PPE is identified as necessary for use by staff it should be ensured it is suitable for the purpose.

Employees have a duty to make full and proper use of all control measures identified as required in the risk assessment and must wear appropriate PPE (lab coat, eye protection, gloves etc.) where this is identified as required. Adequate information and training must be provided on its use and maintenance.

Health Surveillance

Health surveillance is typically only required in certain circumstances and is dependent on individual circumstances. Where there is a reasonable likelihood that an identifiable disease or adverse health effect associated with exposure will occur and the risk assessment shows that health surveillance is appropriate for the protection of employees these should be carried out.

Monitoring and health surveillance records relating to named individuals must be kept for 40 years.

Information, Instruction and Training

Information, instruction and training must be given to employees who may be exposed, about the risks to health and precautions.

Staff Illness and Reporting

Staff should notify their line manager if they develop any of the following infectious diseases or symptoms:

- skin infections or exposed areas of infestation

- severe respiratory infection (e.g. pneumonia, TB)
- severe diarrhoea
- jaundice
- hepatitis
- Chicken Pox, Measles, Mumps, Rubella
- HIV

Individual suitable controls will need to be applied dependant on the circumstances of each case. In some instances, employees may need to be referred to an Occupational Health Practitioner or their GP for advice.

Staff should report diseases including Leptospirosis, Hepatitis, TB, and Tetanus which have been contracted through work as these are reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

Confidentiality

Confidentiality will be maintained at all times in relation to an employee who is known to have any infectious disease.

No health information will be disclosed without the written consent of the employee concerned and any breach of such confidentiality, either inside or outside, will be regarded as a disciplinary offence and may result in disciplinary action.

Lone Working

This Policy on lone working relates to any individual who spends some or all of their working hours working alone without direct supervision and who does not have someone close at hand to assist them in the case of an incident.

Lone working increases the health and safety risks to individuals because they may not be able to summon assistance in the event of an incident and any delay in receiving attention may increase the consequences of any injury.

People falling into this category may include:

- Anyone working outside normal hours on their own
- Cleaners who normally work outside hours
- Facilities or maintenance staff
- Employees who open up or close the building on their own.

It is acceptable for people to work alone so long as a risk assessment has been completed and any measures deemed necessary have been put into place.

People who are not lone workers:

- staff or others working alone

Some activities should not be carried out by people working alone and should identify those that are relevant to them, typically this may include:

- Working at height on ladders or tower scaffolds
- Use of high risk chemicals
- Use of high risk machinery
- Electrical work
- Entry to areas of restricted or limited access or exit.

Key Actions

- Identify all workers who work alone
- Identify all locations where lone working is carried out
- Complete a risk assessment for all lone working
- Control measures to be identified, prioritised and implemented.
- Higher risk activities/area identified and formal decisions made on authorisation of lone working.
- Formal systems/procedures developed for particular activities/areas as required.

Requirements of lone workers

- It is important that lone workers are considered for any known medical conditions which may make them unsuitable for working alone. Consideration to be given to routine work and foreseeable emergencies which may impose additional or specific risks.
- Lone workers must be suitably experienced, have suitable instructions and if necessary, training on the risks they are exposed to and the precautions to be used.
- Avery Fields Community Sports Trust shall ensure adequate supervision is provided. The adequacy of the supervision will depend on the level of the risk, types and duration of exposure. Adequacy of supervision may involve some of the following:
 - a) periodic checks on lone workers i.e. visual
 - b) periodic contact with lone worker i.e. telephone
 - c) general or specific alarms for emergencies
 - d) checks on lone workers to ensure they have returned on completion of activities.

Rules for Lone Workers

- Anyone working alone must have access to a telephone and ensure that a relative or colleague is aware;
- When the named person is not present all lone workers, for reasons of security, health and safety, should lock themselves in the building.
- Staff must not place themselves in danger by challenging intruders or vandals but should call the police for assistance.
- Staff working alone have a responsibility for making themselves familiar with and following the safety procedures and location of safety equipment.

- If staff rely on mobile phones they must ensure that their network has good reception. Although phones can give extra reassurance, they do not provide complete protection and staff should still be alert for their own personal safety at all times.
- In the situation where two or more people are working in isolated areas of an otherwise unoccupied building, personnel should keep each other informed about their movements.

Opening

- When the last person has left the building they should then secure the building. This includes the closing of all fire doors and leaving on any emergency and exterior lights.
- Key holders are also advised to inform someone when they are attending an alarm call out.

Emergency Considerations

Lone workers should be capable of responding correctly to emergencies. Risk assessment should identify foreseeable events. Emergency procedures should be established and the people concerned trained in using the procedures.

Emergency Procedures may need to cover:

- fires resulting from the process or work being undertaken
- if a person has an accident what needs to be done to recover them, especially important in laboratories
- actions to be taken in case of a chemical spill
- actions to be taken in the event of power failure (for example where the person is
- reliant on power for their safety systems or for egress from a building eg. power operated doors)

Manual Handling

Manual handling means: the transporting or supporting of a load by hand or by bodily force including lifting, putting down, carrying, pushing or pulling.

A load can include a person or animal as well as inanimate objects but not an implement, tool or equipment while in use for its intended person.

Typical manual handling tasks are:

- moving and lifting equipment
- maintenance activities
- loading and unloading

To prevent injuries and long-term ill-health from manual handling Avery Fields Community Sports Trust will ensure that activities which involve manual handling are eliminated, so far as is reasonably practicable. Where it is not practical an assessment to determine what control measures are required to reduce the risk to an acceptable level.

To implement this policy Avery Fields Community Sports Trust will ensure that:

- there is no lifting wherever possible, this policy is intended to promote a safer handling approach, which means no manual lifting of the whole or a substantial part of a person's body weight.
- manual handling assessments are carried out of activities that:
 - i. pose a foreseeable risk of injury
 - ii. cannot be avoided
 - iii. cannot be mechanisedand consider the risks to employees.
- adequate information and training is provided to persons carrying out manual handling activities including details of the approximate weights of loads to be handled and objects with an uneven weight distribution, where appropriate
- any injuries or incidents relating to manual handling are investigated, with remedial action taken
- employees are properly supervised
- where relevant, employees undertaking manual handling activities are suitably screened for reasons of health and safety, before doing the work
- special arrangements are made for individuals with health conditions which could be adversely affected by manual handling operations

Reducing the risk of injury

In considering the most appropriate controls, an ergonomic approach to designing the manual handling operation will optimise the health, safety and productivity associated with the task.

Techniques of risk reduction will include:

- mechanical assistance
- redesigning the task
- reducing risk factors arising from the load
- improvements in the work environment
- employee selection

No employee will be required to lift any item that they do not feel confident of doing without risking personal injury.

New and Expectant Mothers

Avery Fields Community Sports Trust recognises that the general precautions taken to protect the health and safety of the workforce as a whole may not in all cases protect new and expectant mothers and there may be occasions when, due to their condition, different and/or additional measures will be necessary.

To implement effective measures for new and expectant mothers will ensure that:

- employees are instructed at induction to inform the Chairman of their condition at the earliest possible opportunity and that the highest level of confidentiality is maintained at all times
- risk assessments are carried out for all work activities undertaken by new and expectant mothers and associated records and documentation maintained
- new and expectant mothers are not allowed to work with chemicals of a mutagenic/teratogenic classification
- necessary control measures identified by the risk assessment are implemented, followed, monitored, reviewed and, if necessary, revised
- new and expectant mothers are informed of any risks to them and/or their child and the controls measures taken to protect them
- any adverse incidents are immediately reported and investigated
- appropriate training etc. is provided where suitable alternative work is offered and accepted
- provision is made to support new and expectant mothers who need to take time off work for medical reasons associated with their condition
- where relevant a suitable rest area is provided to enable the new or expectant mother to rest in a degree of privacy and calm
- where risks cannot be eliminated or reduced to an acceptable level then consideration will be given to adjusting working conditions and/or hours or if necessary providing suitable alternative work or suspension with pay

Personal Protective Equipment

Avery Fields Community Sports Trust provides personal protective equipment (PPE) when the risk presented by a work activity cannot be eliminated or adequately controlled by other means. When it is provided, it is because health and safety hazards have been identified that require the use of PPE and it is therefore necessary to use it in order to reduce risks to a minimum.

To effectively implement its arrangements for the use of PPE will:

- ensure that PPE requirements are identified when carrying out risk assessments

- use the most effective means of controlling risks without the need for PPE whenever possible and only provide PPE where it is necessary
- carry out an assessment to identify suitable PPE
- ensure that if two (or more) items of PPE are used simultaneously, they are compatible and are as effective used together as they are separately
- ensure PPE is available to all staff who need to use it
- provide adequate accommodation for correct storage of PPE
- provide adequate maintenance, cleaning and repair of PPE
- inform staff of the risks their work involves and why PPE is required
- instruct and train staff in the safe use and maintenance of PPE
- make arrangements for replacing worn or defective PPE
- review assessments and reassess the need for PPE and its suitability whenever there are significant changes or at least annually

Employees provided with PPE for their own personal use at work will be required to sign to confirm its receipt.

Stress

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Stress at work can come about for a variety of reasons. It may be excessive workload, unreasonable expectations, or overly-demanding work colleagues. Avery Fields Community Sports Trust will endeavour to ensure a pleasant working environment and that employees are as free from stress as possible.

We will:

- work to identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress
- regularly review risk assessments
- consult with employees on issues relating to the prevention of work-related stress
- provide access to confidential counselling for employees affected by stress caused either by work or external factors

- provide training for all managers and supervisory staff in good management practices

Employees who experience unreasonable stress which they think may be caused by work should raise their concerns with their Line Manager or through the grievance procedure.

Following action to reduce the risks, they shall be reassessed. If the risks remain unsustainable by the employee concerned, efforts shall be made to reassign that person to other work for which the risks are assessed as tolerable.

Work at Height

Avery Fields Community Sports Trust will take all reasonable steps to provide a safe working environment for all employees who may be affected by work at height activities.

Will ensure that:

- all work activities that involve work at height are identified and assessed
- the need to undertake work at height will be eliminated whenever it is reasonably practicable to do so
- all work at height is properly planned and organised
- all employees required to use stepladders or ladders are competent
- regular inspections of all stepladders and ladders are undertaken
- any contractors on property comply with this policy
- ladders and stepladders are secured to prevent unauthorised use.

Risk Assessment for Work at Height

For all activities involving work at height a risk assessment must be conducted and the findings recorded. This assessment should consider both the work to be done and the most appropriate access equipment to be used (not just what is available) to achieve a safe system of work.

When determining control measures the following hierarchy of controls for work at height as follows must be considered:

- avoid the risk by not working at height, for example by working from existing platforms, using long reach equipment etc. If it is not practicable to do the work safely in some other way, then:
 1. use work equipment or other measures to prevent falls; and
 2. where the risk of a fall cannot be eliminated further controls to minimise the distance and consequences of a fall should one occur.

The detail of the assessment will depend on the level of risk involved, as a general guide the risk assessment should consider:

- The task and activity involved
- The people (medical conditions etc.)
- Equipment to be used including erection and dismantling
- The location (proximity to roads, overhead electrical cables etc.)
- The environment, poor conditions and slippery surfaces (weather, temperature etc.)
- The effect on pedestrians, falling objects

Using Ladders (including stepladders)

Ladders should not be used simply because they are readily available, the risk assessment should determine if a ladder or stepladder is appropriate for the task.

Ladders and stepladders should only be used for short duration tasks (less than 30 minutes), light duty tasks or where more suitable access equipment cannot be used due to existing features of the site which cannot be altered.

For example, whilst a ladder may reach, if the task requires strenuous work, carrying bulky / heavy equipment or likely to take more than 30 minutes then an alternative means of access such as a tower scaffold or podium steps would be more appropriate.

Only those persons who have been trained to use ladders safely may use them.

All ladders should be secured against unauthorised use

Prior to use it should always be ensured that the ladder is in good condition and fit for purpose.

Where ladders are to be used to work from it should be ensured that:

- a secure handhold and support are available at all times;
- the work can be completed without stretching;
- the ladder can be secured to prevent slipping.

Equipment identification / inspection

Compile a register of equipment (excluding kick stools). Where there is more than one piece of equipment each should be indelibly marked with an identifying number.

Equipment for work at height, should be inspected prior to use and by a competent person termly/6 monthly. The inspection will depend upon the complexity of the equipment.

In the case of tower scaffolds a competent person must inspect these prior to its first use and thereafter every 7 days that it remains in place.

RISK ASSESSMENT

8. RISK ASSESSMENT

Risk Assessment

Risk Assessment involves identifying the hazards present in the work place or arising out of any work activity and evaluating the extent of the risks involved to employees and others, taking into account existing precautions and their effectiveness.

A **hazard** is something with a potential to cause harm and can include articles, substances, plant or machines, methods of work and the work environment.

Risk is the likelihood of harm from that hazard being realised. Risk increases with the number of people exposed to the hazard and also with the potential severity of the harm i.e. the resultant injury or ill health effect. If there are no hazards there are no risks.

The regulations require that risk assessments are '**suitable and sufficient**' in that they should identify all the significant hazards present within the business and its activities and that they should be proportionate to the risk. The assessment should cover all risks that are reasonably foreseeable.

The risk assessment must identify all those people who may be affected by the hazard, whether they are workers or others, such as members of the public.

We may be controlling risks in various ways, determining the effectiveness of those controls is part of the risk assessment process.

Health and safety law does not demand absolute safety when considering what safety controls are required but measures taken should go as far as is '**reasonably practicable**'; a balance between risk and costs, the greater the risk the greater the need to commit resources in terms of time and money to remove or control the risk.

It is a legal requirement that the significant findings of our risk assessments are brought to the attention of our employees.

Carrying out risk assessments

Those who are involved in risk assessments should:

- be competent
- have knowledge and experience of working procedures in practice, potential dangers and strengths and weaknesses of existing precautions
- have knowledge and experience of how to solve problems identified by the assessment
- be in a position to give the commitment, co-operation and resources required to implement the assessment results

It is important that the person carrying out the risk assessment is competent. This means that the person must have the necessary skills and knowledge gained through experience and training and may have qualifications that enable them to make sound judgments.

The five stages of risk assessment

STEP 1 - IDENTIFY THE HAZARDS

Look for hazards by walking around the workplace. List the hazards that could reasonably be expected to cause harm. Ask for the opinion of employees as they may have noticed things that are not immediately obvious.

Examples of hazards include:

- cables trailing over floors
- fire
- chemicals
- work benches which are too high or too low
- electricity
- loads which have to be moved manually
- work equipment
- working environment e.g. ventilation, lighting, heating

STEP 2 - IDENTIFY WHO MAY BE HARMED AND HOW

List groups of people and individuals who may be affected by the hazards e.g.:

- staff
- members of the public
- contractors on the premises

Pay particular attention to vulnerable persons, e.g. those with disabilities, visitors, female employees who are pregnant or who have recently returned to work after having a baby, inexperienced employees or young persons.

STEP 3 - EVALUATE AND CONTROL THE RISK

Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or if more should be done. When evaluating the extent of the risk, account should be taken of the chance of some harm occurring (likelihood), the likely severity of this, and the number of people who could be affected. The formula:

Severity x Likelihood = Risk

Is used on the risk forms within this policy manual

Even after all precautions have been taken some risk may remain. Ensure the precautions in place meet standards set by legal requirements comply with a recognised standard, represent good practice and reduce the risk as far as is reasonably practicable.

Where additional controls or further action are necessary to reduce the risk, decide what more could reasonably be done by adopting the following principles:

- avoid the risk completely
- evaluate risks which cannot be avoided
- combat risks at source
- adapt work to the individual

- make use of technical progress
- replace the dangerous with none or less dangerous
- develop an overall prevention policy
- give priority to measures which protect the greatest number of people
- give appropriate instructions to employees

IMPLEMENTING AN ACTION PLAN

Once the level of risk has been determined and the control measures needed to reduce or eliminate the risk established, an action plan should be drawn up with timescales for implementation of the control measures.

STEP 4 - RECORD YOUR FINDINGS

The significant findings of the assessment must be recorded since these provide evidence that something has been done, it is also a legal requirement. Keep any written assessments for future reference and ensure that employees are informed of the findings and control measures, either existing or additional, that have to be observed and used. In some circumstances the findings of the risk assessment should also be given to others who could be affected, for example agency workers, contractors etc.

Hazards and example controls

Hazard	Example control measures
Manual handling	Mechanical aids, hoists, getting assistance, breaking loads into smaller units, training
Hazardous substances	Substitution for less hazardous alternatives, extract ventilation, personal protective equipment, training
Work equipment (machinery, tools, etc.)	Guarding, demarcation of danger zones, restricted operation and use planned preventative maintenance, training
Ladders	Avoid working at height. correct type of ladder/stepladders, maintained, training
Electricity	Insulated tools, residual circuit breakers, fuses, earthing, inspection and testing of systems and appliances
Stairs, etc	Good lighting, handrails, non-slip surfaces, slightly raised/highlighted front edges
Fire	Detection/warning systems, fire drills, extinguishers, signs, suitable storage facilities for substances and goods, fire retardant furniture and fittings
Noise	Reduction at source, isolation, ear protection, demarcation of danger zones
Stress	Reduce/increase workload, more control over work, work suitable for the individual, avoidance of monotonous repetitive work
Work environment	Good lighting, ventilation, redesign layout of area, heaters/coolers

STEP 5 - MONITOR AND REVIEW THE ASSESSMENT

It is important that the control measures are monitored and that records are kept. A regular review of the assessments should be made to take into account any changes to the methods or systems of work. You should also review the assessment following an accident, where there has been a significant change to the work, if new information comes to light, or if there is any other reason to believe that it may no longer be valid. Following the review, additional control measures should be implemented if required. Even if there are no significant changes since the original risk assessment, it should be regularly reviewed to confirm that it is still relevant and valid.

Refer

- Risk Assessment Form

Fire Risk Assessment

A fire risk assessment is an organised and methodical look at the premises, the activities carried on there and the likelihood that a fire could start and cause harm to those in and around the premises.

The aims of the fire risk assessment are:

- to identify the fire hazards
- to reduce the risk of those hazards causing harm to as low as reasonably practicable
- to decide what physical fire precautions and management arrangements are
- necessary to ensure the safety of people in your premises if a fire does start

The significant findings of the fire risk assessment, the actions to be taken as a result of the assessment and details of anyone especially at risk must be recorded.

It is important that the fire risk assessment is carried out in a practical and systematic way and that enough time is allocated to do a proper job. It must take the whole of your premises into account, including outdoor locations and any rooms and areas that are rarely used. Small premises may be able to assess as a whole, in larger premises you may find it helpful to divide them into rooms or a series of assessment areas using natural boundaries, e.g. process areas, offices, stores, as well as corridors, stairways and external routes.

Risk assessments must take account of other users of the buildings and co-operation and communication of hazard and risk must be shared between businesses to ensure a co-ordinated response is prepared and implemented.

You need to appoint one or more competent persons to carry out any of the preventive and protective measures needed to comply with the legislation. This person could be you, or an appropriately trained, employee or, where appropriate, a third party.

Your fire risk assessment should demonstrate that, as far as is reasonable, you have considered the needs of all relevant persons, including disabled people.

Five Steps to Fire Risk Assessment

1. Identify the hazards

- Sources of ignition
- Sources of fuel
- Sources of oxygen

2. Identify people at risk

- Employees
- People in and around the premises
- Vulnerable persons, disabled etc.

3. Evaluate, remove, reduce and protect from risk

- Evaluate the risk of fire occurring
- Evaluate the risk to people from fire
- Remove or reduce the fire hazards
- Remove or reduce the risks to people

4. Consider:

- Detection and warning
- Fire fighting
- Escape routes and travel distances
- Lighting
- Signs and notices
- Maintenance

5. Record, plan, inform, instruct and train

- Record the significant findings and action taken
- Prepare an emergency plan
- Inform and instruct relevant people; co-operate and co-ordinate with other businesses
- Provide training

6. Review

- Keep assessment under review
- Revise where necessary

Refer:

- Fire Risk Assessment Form

MONITORING HEALTH AND SAFETY

9. MONITORING OF HEALTH AND SAFETY

Measurement is essential to maintain and improve our health and safety performance to identify how effectively we are controlling risks and how well we are developing a positive health and safety culture.

There are two types of performance monitoring, active and reactive.

Active monitoring

Monitoring is a line manager's responsibility and in this section there are monitoring checklists for each of the key management positions to be used to determine achievement against relevant health and safety standards. In completing the checklist managers are providing evidence that they have carried out monitoring within their areas of responsibility and they are reinforcing their commitment to health and safety objectives in general and helping to develop a health and safety culture.

This approach to proactive monitoring gives the company feedback on its performance before an accident, incident or case of ill health.

Managers and supervisors with defined health and safety responsibilities must monitor in detail the areas for which they have day to day control. Much of this checking will be informal and not recorded but formalised, structured checks are also essential to ensure all areas are covered and to demonstrate compliance to senior managers who must in turn seek assurance that first line monitoring is taking place.

Employees who take a proactive interest or represent groups for health and safety can also be involved with monitoring and may take the format of a health and safety tour or if more formally via a devised checklist.

Refer:

- Health and Safety Inspection Form

Reactive monitoring

Reactive monitoring of events including accidents, incidents, cases of ill health or property damage provide an opportunity to check performance and learn from mistakes and improve control measures.

Trends and common features arising from accident and incident investigation can identify jobs or activities where future health and safety initiatives would be most beneficial. Investigations may also provide valuable information in the event of legal action or an employee claim.

Chairman

To be completed: **Annually**

Date:

Subject	Yes	No	Comment
Health and Safety Management			
Has a report on the last 12 months health and safety performance been prepared?			
Has a Health and Safety Plan for the next 12 months been prepared?			
Are there adequate resources to implement the Health and Safety Plan?			
Are we on target with our Action Plan?			
Health and Safety Performance			
How many accidents/incidents have occurred within the last 12 months?			
How many RIDDOR reportable events have occurred in the last 12 months?			
Is there any outstanding enforcement action?			
Have policies and procedures been revised and implemented to prevent a recurrence of any serious incidents/enforcement action?			
How many employee claims have been made in the last 12 months?			
How many outstanding employee claims are there?			

Manager

To be completed: Quarterly

Date:

Subject	Yes	No	Comment
Health and Safety Management			
Is the Health and Safety Policy statement displayed?			
Is the 'Health and Safety Law' - poster and Employers Liability insurance certificate displayed?			
Risk Assessments			
Are all risk assessments up to date and outstanding control measures listed in an Action Plan?			
Are there any outstanding control measures from previous risk assessments?			
Have risk assessments been brought to the attention of the relevant staff?			
Training			
Have the Health and Safety training needs across the site team been determined, are they up to date?			
Are training needs being met?			
Are training records up to date?			
Is all induction training up to date?			
Fire			
Has the fire risk assessment been reviewed within the last 12 months?			
Have all the actions from the fire risk assessment been completed?			
Has the fire alarm and emergency lighting system been serviced in the last 12 months?			
Is the fire alarm tested for audibility on a weekly basis? Are records up to date?			
Is the emergency lighting checked monthly and records kept?			
Has a fire drill been completed?			
Have fire doors been checked to ensure they open fully and close on to the rebate?			

Are the visitor/contractor log books at reception being completed correctly?			
Is the fire logbook up to date?			
Accident and First Aid			
Is there an adequate number of First Aiders are notices clearly displayed with their names?			
Are the first aid boxes fully stocked?			
Is the Accident Book/Forms available for use and are details entered correctly?			
Have all relevant accidents been investigated and completed statements filed for safe keeping?			
Display Screen Equipment (DSE)			
Have workstation assessments been completed and recorded for all 'users' of DSE?			
Have all DSE 'users' been advised on the availability of eye tests?			
Are records kept up to date of eye tests taken and persons issued with glasses?			
Has instruction in the use of DSE been given to all 'users'?			
Hazardous Substances			
Are risk assessments available on the use of all hazardous substances?			
Are hazard data sheets readily available?			
Have staff received COSHH training?			
Are hazardous chemicals stored securely?			
Lifts/Hoists			
Are all lift maintenance contracts in place?			
Are all lifts examined in line with the legal requirement under LOLER?			
Are all servicing and lift examination reports kept readily available for examination?			
Are surfaces free from debris, algae and in good condition?			
Equipment			
Are all items of furniture in a safe condition?			

Is all the Site Team equipment serviced as required? Are service records up to date?			
Is all equipment provided maintained in a safe condition?			
Are window restrictors fitted above ground level checked at least termly?			
Noise			
Are systems in place to prevent staff being exposed to excessive noise?			
Have staff received training on the control measures for reducing noise to an acceptable level?			
Are noise levels monitored to ensure noise reduction methods are working?			
Do all personnel wear ear defenders in hearing protection zones?			
Work at Height			
Has a specific risk assessment been performed on all tasks involving work at height?			
Following the assessment, are appropriate control measures being implemented?			
Are assessments regularly reviewed?			
Are assessments reviewed following an accident/incident or whenever the nature of the work changes?			
Are all persons involved with work at height suitably trained?			
Is the work at height supervised?			
Are all ladders/stepladders suitable?			
Are all ladders/stepladders included on an inventory and checked periodically?			
Are ladders/stepladders kept secure to prevent unauthorised use?			
Construction Projects			
Is the competence of contractors being checked prior to commencing work?			
For notifiable projects is a CDM Coordinator appointed?			
Are principal contractors and designers appointed and provided with pre construction information?			
Are welfare arrangements made for all projects?			
Is a copy of the health and safety file retained for each project?			

Legionella bacteria			
Are water temperatures monitored and records kept up to date?			
Are all shower heads descaled termly?			
Are water system flushed through after holiday periods?			
Are hot water temperatures controlled? (max 43 deg °C in areas where vulnerable staff may come into contact)			
Gas Cylinders			
Are there proper storage areas for flammable liquids and gases, e.g. liquefied petroleum gas and acetylene?			
Are areas where cylinders are used and stored suitably signed to indicate their presence?			
Vehicles			
Are all servicing and MOT records up to date?			
Have driver licences been checked within the last 12 months?			
Are daily vehicle checks being completed?			

Manager

To be completed: Monthly

Date:

Subject	Yes	No	Comment
Health and Safety Management			
Are all Policies and Procedures being adhered to?			
Risk Assessments			
Have risk assessments been completed for all equipment and activities likely to result in injury?			
Are risk assessment actions implemented?			
Have all risk assessments been reviewed with the last 12 months?			
Have all staff signed off the risk assessments?			
Training			
Have all staff received induction training?			
Have all staff received relevant health and safety training?			
Classroom safety			
Are fixtures and fittings in a good state of repair?			
Are floors and traffic routes kept free of tripping and slipping hazards?			
Is the flooring in a good condition?			
Are there any changes in floor level or type of flooring that need to be highlighted?			
Are trailing electrical leads/cables prevented wherever possible?			
Is lighting bright enough to allow safe access and exit?			
Are procedures in place to deal with spillages, eg water, chemicals, blood from cuts?			
Is there safe means of access to high areas such as an 'elephant-foot', step stool or stepladder?			
Are permanent fixtures in good condition and securely fastened, eg cupboards, display boards, shelving?			

Is furniture in good repair and suitable for the size of the user?			
Where window restrictors are fitted to upper-floor windows, are they in good working order?			
Storage Areas			
Are storage areas kept tidy and floors free from obstruction?			
Are all stored items easily retrievable?			
Is all shelving/racking secured to prevent toppling?			
Is care taken not to overload shelving and racking?			
Is the storage of items on top of cabinets prohibited?			
Are goods and items stacked neatly?			
Are all stacks kept within a reasonable height to prevent them from becoming unstable?			
Is there a safe means of access to high areas?			
Gas Safety			
Are the gas supply isolators readily identifiable and accessible?			
Is a copy of the emergency procedure displayed at or near the gas meter?			
Are gas appliances inspected and tested at prescribed intervals?			
Electricity			
Have all portable electrical appliances been checked within the last 12 months?			
Are all visible items of the fixed installation e.g. sockets, switches etc. free from any obvious signs of damage? Are all visible items of the fixed installation free from any obvious signs of tampering?			
Are all sockets free from any obvious signs of overloading?			
Do all portable electrical appliances appear to be free from any obvious signs of damage?			
Manual Handling			
Are steps taken to minimise the risk of injury from manual handling?			
Are manual handling assessments completed?			

Are manual handling aids/trolleys provided wherever possible?			
Equipment			
Is all equipment properly guarded?			
Are daily pre start safety checks completed and recorded?			
Can all items of equipment be isolated to allow safe maintenance?			
Is all equipment subject to periodic maintenance?			
Are maintenance records kept?			
Hazardous Substances			
Are risk assessments available on the use of all hazardous substances?			
Do staff who use hazardous substances know where to find information on them?			
Are all substances properly and securely stored?			
Are all substances in their original, properly labelled containers?			
Are all items of personal protective equipment required available and used?			
Personal Protective Equipment and Clothing			
Are adequate numbers of goggles/safety glasses provided?			
Are the goggles/safety glasses checked?			



AVERY FIELDS

SPORTS & EVENTS

**Employee
Health and Safety Handbook**

INTRODUCTION

This handbook contains the health and safety information you require to comply with our Health and Safety Policy. After reading it you will be required to sign to confirm that it has been brought to your attention. If you have any queries regarding the contents, please do not hesitate to ask.

Avery Fields Community Sports Trust takes its responsibility for health and safety very seriously and is committed to a programme of progressive improvement that requires input from all its employees. If you see anything during your work that gives rise to a concern you are positively encouraged to report it to your line manager.

Safety is everyone's responsibility and that includes you.

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HEALTH AND SAFETY POLICY STATEMENT

The management of Avery Fields Community Sports Trust recognises that it has a legal duty of care towards protecting the health and safety of its employees and others who may be affected by its activities.

In order to discharge its responsibilities, the management will:

- bring this Policy Statement to the attention of all employees
- carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
- communicate and consult with our employees on matters affecting their health and safety
- comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
- eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- encourage staff to identify and report hazards so that we can all contribute towards improving safety
- ensure that emergency procedures are in place at all locations for dealing with health and safety issues
- maintain our premises, provide and maintain safe plant and equipment
- only engage contractors who are able to demonstrate due regard to health & safety matters
- provide adequate resources to control the health and safety risks arising from our work activities
- provide adequate training and ensure that all employees are competent to do their tasks
- provide an organisational structure that defines the responsibilities for health and safety
- provide information, instruction and supervision for employees
- regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement
- where risks cannot be eliminated they will be minimised by substitution, the use of physical controls or, safe systems of work or as a last resort through use of personal protective equipment.

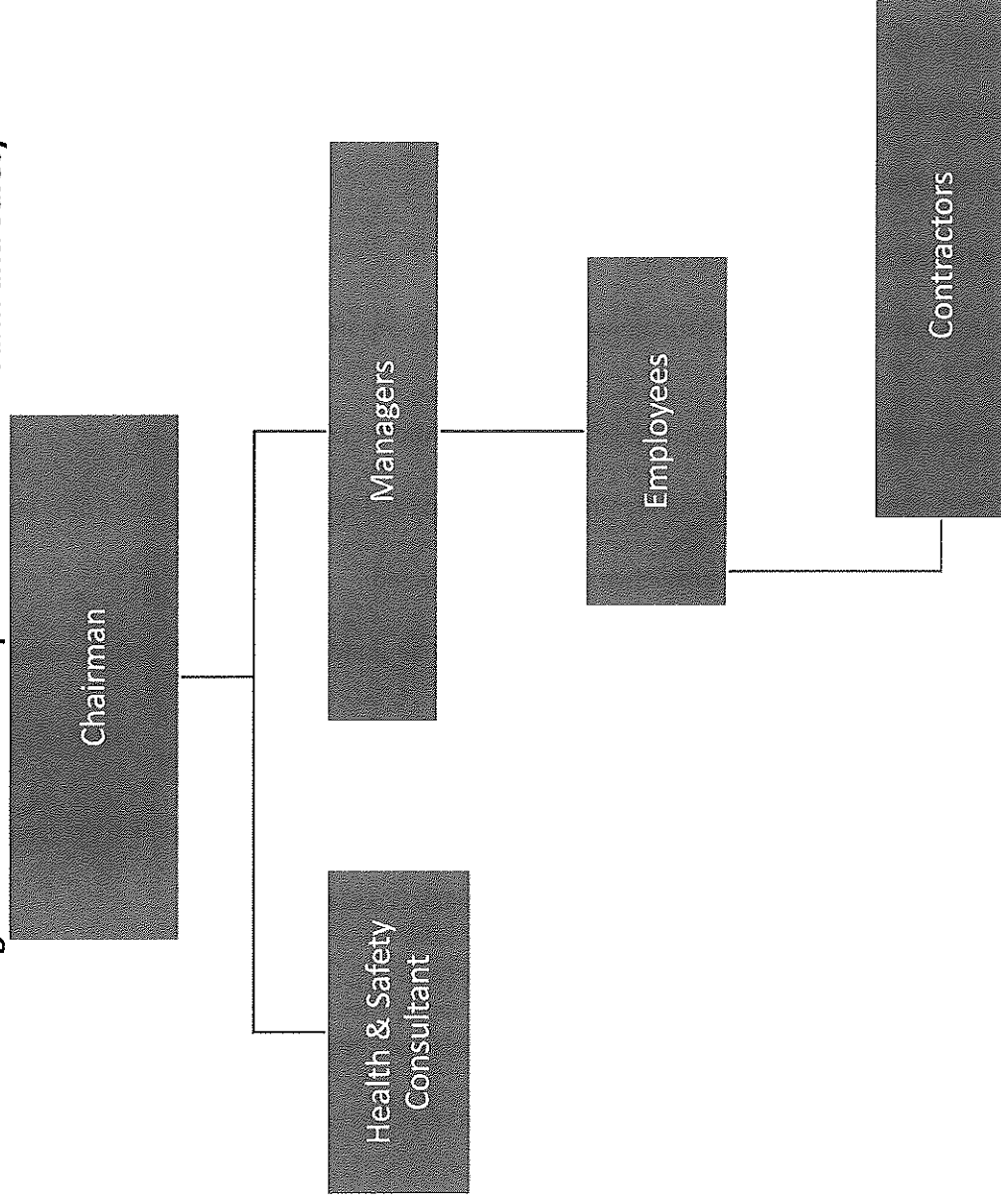
This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all employees.

Signed:

Dated: July 2018

Chairman

Avery Fields Community Sports Trust
Our Organisation for the Implementation of Health and Safety



RESPONSIBILITIES AND RULES

The Chairman and designated health and safety staff will take all reasonable steps to identify and reduce hazards to a minimum. To assist in this all staff must be aware of their own and others personal safety, and in any of Avery Fields Community Sports Trust activities, both on and off site.

Employees

All employees must:

- take reasonable care of their own safety
- take reasonable care of the safety of others affected by their actions
- observe the safety rules
- comply with the Health and Safety Policy
- conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others
- dress sensibly and safely for their particular working environment or occupation
- conduct themselves in an orderly manner in the work place and refrain from any antics or pranks
- use all safety equipment and/or protective clothing as directed
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- maintain all equipment in good condition and report defects to their line manager
- report any safety hazard or malfunction of any item of plant or equipment to their line manager
- report all accidents to their line manager whether an injury is sustained or not
- attend as requested any health and safety training course
- observe all laid down procedures for processes, materials and substances used
- observe the fire evacuation procedure and the position of all fire equipment and fire exit routes

HEALTH AND SAFETY RULES

General

- It is the duty of all employees to co-operate with the Directors in fulfilling our legal obligations in relation to health and safety.
- Employees must not intentionally or recklessly interfere with anything provided in the interests of health, safety or welfare.
- Employees are required to notify to management of any unsafe activity, item or situation.

Working Practices

- Employees must not operate any item of plant or equipment unless they have been trained and authorised.
- Employees must make full and proper use of all equipment guarding.
- Employees must not clean any moving item of plant or equipment.
- Employees must not make any repairs or carry out maintenance work of any description unless authorised to do so.
- Employees must use all substances, chemicals, liquids etc, in accordance with all written instructions.
- Employees must not smoke except in prescribed areas.

Hazard / Warning Signs and Notices

- Employees must comply with all hazard/warning signs and notices displayed on the premises.

Working Conditions / Environment

- Employees must make proper use of all equipment and facilities provided to control working conditions/ environment.
- Employees must keep stairways, corridors, offices and work areas clear and in a clean and tidy condition.
- Employees must dispose of all rubbish, scrap and waste materials using the facilities provided.
- Employees must clear up any spillage or liquids in the prescribed manner.
- Employees must deposit all waste materials and substances at the correct disposal points and in the prescribed manner.

Protective Clothing and Equipment

- Employees must use all items of protective clothing/equipment provided as instructed.
- Employees must store and maintain protective clothing/equipment in the approved manner.

- Employees must report any damage, loss, fault or unsuitability of protective clothing/equipment to their line manager.

Fire Precautions

- Employees must comply with all laid down emergency procedures.
- Employees must not obstruct any fire escape route, fire equipment or fire doors.
- Employees must not misuse any firefighting equipment provided.
- Employees must report any use of firefighting equipment to their line manager.

Accidents

- Employees must seek medical treatment for work related injuries they receive by contacting a designated first aider. Upon returning from treatment they must report the incident to their supervisor.
- Employees must ensure that any accident or injury treatment is properly recorded in the Accident Book.
- Employees must notify management of any incident in which damage is caused to property.

Health

- Employees must report to management any medical condition or medication which could affect the safety of themselves or others.
- Employees must co-operate with the management on the implementation of the medical and occupational health provisions.

Rules Covering Gross Misconduct

An employee will be liable to summary dismissal if they are found to have acted in any of the following ways:

- A serious or wilful breach of Safety Rules.
- Unauthorised removal or interference with any guard or protective device.
- Unauthorised operation of any item of plant or equipment.
- Unauthorised removal of any item of first aid equipment.
- Wilful damage to, misuse of or interference with any item provided in the interests of Health and Safety or welfare at work.
- Unauthorised removal or defacing of any label, sign or warning device.
- Horseplay or practical jokes which could cause accidents.
- Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence.

- Misuse of any item of equipment, utensil, fitting/ fixture, vehicle or electrical equipment.
- Deliberately disobeying an authorised instruction.

ARRANGEMENTS FOR HEALTH AND SAFETY

Accident, Incident and Ill-Health Recording, Reporting and Investigation

If you have an accident whilst in the course of carrying out your work, you must report the accident, however small, to a First Aider. **The First Aiders are:**

First aid boxes are sited in the clubhouse:

You must ensure details of the accident are recorded in the **Accident Book**.

All staff must make themselves familiar with the location of the nearest first aid point, the names of the first aid personnel and the location of the Accident Book.

All near misses must also be reported to the Chairman as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

Definitions

An **accident** is an unplanned event that causes injury to persons, damage to property or a combination of both.

A **near miss/incident** is an unplanned event that does not cause injury or damage but could do so.

A **work-related illness** is a prescribed illness that is obtained by an employee through the course of work or from a non-employee as a result of activities carried out by the company.

Communication and Consultation

Avery Fields Community Sports Trust has established effective lines of communication so as to involve and consult our employees.

These include:

- individual conversations
- notice boards
- internal publications
- staff meetings
- Health and Safety meetings



In addition, we display the 'Health and Safety Law – What You Should Know' poster on the Notice Board.

Disabled Persons

Avery Fields Community Sports Trust will give full and proper consideration to the needs of disabled employees and visitors.

To achieve this, we will:

- treat all disabled employees and visitors with respect and dignity, both in the provision of a safe working environment and in equal access to facilities
- ensure that risk assessments are undertaken of the special needs of the disabled and carry out reasonable adjustments to the premises and/or employment arrangements
- encourage employees with special needs to suggest any premises or task improvements to their line managers
- discipline any employees found treating their disabled colleagues with less than the expected standards of respect and dignity
- in an emergency evacuation, ensure suitable plans are in place which will assist disabled people to leave the premises swiftly.

Drivers

Drivers will remain responsible for their safety and others and must comply with the Highway Code and Road Traffic Act.

It is the responsibility of drivers to inform Avery Fields Community Sports Trust of:

- anything that could affect their driving e.g. health conditions or injuries, use of prescribed medication
- changes to licence such as limitations, offences recorded, period bans
- vehicle defects that affect ability / safety to drive
- any accidents / incidents that occurred whilst driving on behalf of Avery Fields Community Sports Trust

Before driving, drivers must

- review the need to travel
- have a valid licence for the vehicle they are driving
- carry out a pre-use vehicle check

- allow sufficient time to drive allowing for traffic, poor weather and rest breaks
- ensure sufficient rest
- be physically fit, with zero alcohol level and not under the influence of drugs that may affect the ability to drive
- adjust their driving position, head restraints and mirrors to ensure maximum comfort and safety

Whilst driving, drivers must

- drive in accordance with the applicable law and with consideration for the safety of passengers and other road users
- take regular rest breaks every 2-3 hours or at first signs of tiredness
- remain in control of the vehicle at all times
- not smoke
- not use a mobile phone or other electronic device unless a hands-free system is supplied for use.

Accident Procedures

If an accident occurs and any personal injury or damage to third party property is involved, then the driver must stop. He/she must be prepared to give his name and address and details of the owner of the vehicle to a Police Officer or any other person having reasonable grounds to ask. If for any reason the driver is not able to give these details then he/she must report in person to a Police Station as soon as practically possible, otherwise an offence is committed, and in any event not later than twenty-four hours afterwards.

Report the accident immediately to Avery Fields Community Sports Trust and complete the appropriate forms for onward transmission to our insurers.

Breakdown and Recovery

All Avery Fields Community Sports Trust owned vehicles are covered for breakdown and recovery. Details of how to contact the provider and our membership numbers are in the minibus.

First Aid

All Avery Fields Community Sports Trust owned vehicles contain first aid boxes which are checked at the end of each term. The contents of these boxes include:-

- Antiseptic wipes
- Bandages
- Assorted adhesive dressings
- Plasters
- Eye pads
- Scissors.

Any use of the first aid kit must be reported as soon as possible thereby maintaining a full kit at all times.

Electricity

All reasonable steps will be taken to secure the health and safety of employees, volunteers who use electrical equipment.

Employees must:



- visually check electrical equipment for damage before use
- report any defects found to the Director
- not use defective electrical equipment
- not carry out any repair to any electrical item unless qualified to do so
- switch off non-essential equipment from the mains when left unattended for long periods
- not bring any electrical item onto any working premises until it has been tested and a record of such a test has been included in the appropriate record
- not leave electric cables in such a position that they will cause a tripping hazard or be subject to mechanical damage
- not leave electric cables in such a position that they will cause a tripping hazard or be subject to mechanical damage
- never run extension leads under carpets or through doorways.
- not daisy-chain extension leads to make a longer one
- not use adapter sockets – devices that plug into mains sockets to increase the number of outlets.

Electrical Safety

What are the hazards?

The main hazards are:

- contact with live parts causing shock / burns (normal mains voltage, 230 volts AC, can kill)
- faults which could cause fires
- fire or explosion where electricity could be the source of ignition in a potentially flammable or explosive atmosphere, e.g. in a spray paint booth

Ensure that:

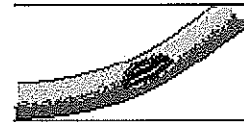
- suspect or faulty equipment is taken out of use, labelled 'DO NOT USE' and kept secure until examined by a competent person
- where possible, equipment, tools and power socket-outlets are switched off before plugging in or unplugging
- equipment is switched off and/or unplugged before cleaning or making adjustments

Visual checks on electrical equipment

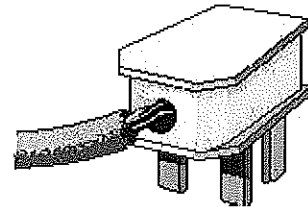
1. Inspections and testing of all portable electrical equipment and the fixed electrical installations is the responsibility of Avery Fields Community Sports Trust, though the responsibility for undertaking visual checks falls to all employees.

2. Around 95% of all faults or damage can be found by visual checks and this will involve checking:

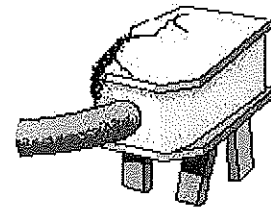
- for damage to the cable covering, such as cuts and abrasions, apart from light scuffing, or non-standard repairs e.g. cable wrapped with electrical tape



- where the cable enters the plug. Internal wires - those covered by the outer sheath may be exposed or the cable may be loose and move within the plug



- for damage to the plug, such as the cracked casing, bent pins, evidence of overheating i.e. burn marks or discoloration



- for damage to the sockets, switches, etc. e.g. cracked or broken casing
- that equipment has been used in conditions for which it is not suitable, e.g. a wet or dusty workplace or has damage to the outer cover of the equipment or has obvious loose parts or screws
- cables are routed safely, with the one extension lead used per socket. Where there is a risk of tripping over cables and they cannot be re-routed, cable strips must be fitted.

Fire




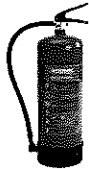

All reasonable steps will be taken to prevent a fire occurring. In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire.

Avery Fields Community Sports Trust does not require persons to attempt to extinguish a fire, but extinguishing action may be taken if it is safe to do so. Immediate evacuation of the building must take place as soon as the evacuate signal is given. All occupants, on evacuation, should report to the pre-determined assembly points.

Re-entry of the building is strictly prohibited until the fire brigade officer or a senior person present declares it is safe to do so.

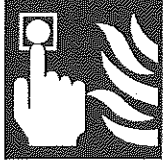
Employees are encouraged to report any concerns regarding fire procedures, so the organisation can investigate and take remedial action if necessary.

You should familiarise yourself with the location of the fire alarms, fire appliances, fire exits and assembly points.

Fire Extinguisher Chart							
Extinguisher		Type of Fire					
Colour	Type	Solids (wood, paper, cloth, etc)	Flammable Liquids	Flammable Gases	Electrical Equipment	Cooking Oils & Fats	Special Notes
 Red	Water	✓ Yes	✗ No	✗ No	✗ No	✗ No	Dangerous if used on 'liquid fires' or live electricity.
 Cream	Foam	✓ Yes	✓ Yes	✗ No	✗ No	✓ Yes	Not practical for home use.
 Canary Yellow	Wet Chemical	✗ No	✗ No	✗ No	✗ No	✓ Yes	Cooking Oils & Fats
 Blue	Dry Powder	✓ Yes	✓ Yes	✓ Yes	✓ Yes	✗ No	Safe use up to 1000v.
 Black	Carbon Dioxide (CO2)	✗ No	✓ Yes	✗ No	✓ Yes	✓ Yes	Safe on high and low voltages.

Fire and Emergency Evacuation

IF YOU DISCOVER A FIRE:



Operate the nearest fire alarm call point.

IF IT IS SAFE TO DO SO AND IF YOU HAVE AUTHORISATION AND APPROPRIATE TRAINING, attack the fire with the firefighting equipment provided

Always ensure there is a safe exit route before attempting to extinguish any fire.

Leave the building immediately if you cannot control the fire or your escape route is threatened.

ON HEARING THE ALARM:

The fire alarm sound is a: bell



Immediately vacate the premises by the nearest available exit

Close all windows and doors behind you

Go to assembly point



Report to the person in charge of your assembly point

The assembly point is located:



DO NOT RE-ENTER THE BUILDING TO COLLECT PERSONAL BELONGINGS.

DO NOT RE-ENTER THE BUILDING UNTIL TOLD TO DO SO BY THE SENIOR PERSON PRESENT

DO NOT USE LIFT UNLESS AUTHORISED TO DO SO

VISITORS

All visitors should be escorted to the assembly point by their host.

It is important that they do not leave the area before notifying the senior person present.

LIAISING WITH EMERGENCY SERVICES

The senior person present will meet and liaise with the emergency services and any other interested parties, giving them pertinent information related to the emergency, such as location and details of emergency, location and presence of hazardous and flammable materials, head count statistics, etc.

First Aid

Guidelines on Responding to Injuries

Minor injuries

The following injuries are considered minor and capable of being dealt with by a first aider: Grazes, small scratches, bumps, minor bruising, minor scalding or burns resulting in slight redness to the skin.

Injuries requiring medical attention:

- Deep cut
- Long cuts. Long cuts are considered to be approximately 1 inch when on the hand or foot and 2 inches when elsewhere on the body.
- The cut is jagged.
- The injury involved a pet, especially a cat.
- The injury involved a wild animal.
- The injury is due to a bite, either human or animal.
- The wound has debris stuck in it after cleansing.
- The wound is bleeding heavily.
- The wound will not stop bleeding after applying direct pressure for 10 minutes.
- The injury is a puncture wound.

Head injuries

Injuries to the head need to be treated with particular care. Any evidence of following symptoms may indicate serious injury and an ambulance must be called.

- unconsciousness, or lack of full consciousness (i.e. difficulty keeping eyes open);
- confusion
- strange or unusual behaviour – such as sudden aggression
- any problems with memory;
- persistent Headache;
- disorientation, double vision, slurred speech or other malfunction of the senses;
- nausea and vomiting;
- unequal pupil size;
- pale yellow fluid or watery blood coming from ears or nose;
- bleeding from scalp that cannot quickly be stopped;
- loss of balance;
- loss of feeling in any part of body;
- general weakness;
- seizure or fit.

Blood and Body Fluid Spillages

It is important that spillages of blood, faeces, vomit or other body fluids are dealt with immediately as they pose a risk of transmission of infection and disease, e.g. Blood borne viruses and diarrhoeal and vomiting illnesses, such as norovirus.

A spillage kit is available to deal with blood and body fluid spillages, the kit is located in rear corridor

The person responsible for checking and replenishing the kit regularly are the first aiders.

General principles of blood and body fluid spillage management:

Body fluid spillages should be dealt with as soon as possible with ventilation of the area. Anyone not involved with the cleaning of the spillage should be kept away from the area and protective clothing should be worn when dealing with the spillage such as gloves and aprons.

Spillage Procedure

Cordon off the area where the spillage has occurred.

Cuts and abrasions on any areas of the skin should be covered with a waterproof dressing;

Use personal protective equipment and clothing to protect body and clothes: disposable gloves and apron must be worn.

Hard surfaces e.g. floor tiles, impervious table tops.

Small spills or splashes of blood: Clean with neutral detergent and hot water.

Large spills

- Remove spillage as much as possible using absorbent paper towels
- Flush these down the toilet or dispose of carefully in waste bag
- Cover remaining with paper towels soaked in diluted bleach solution (1:10 dilution with cold water)
- Leave for up to 30 minutes, and then clear away.

Alternatively, large spills may be covered with granules from the spillage kit for two minutes. Spillage and granules should be carefully removed with paper towels and disposed carefully into a waste bag. Clean area with neutral detergent and hot water.

Soft surfaces and fabrics e.g. carpets and chairs

- Remove the spillage as far as possible using absorbent paper towels,
- Then clean with a fresh solution of neutral detergent and water.
- Carpets and upholstery can then be cleaned using cleaner of choice.
- Steam cleaning may be considered.

Contaminated gloves, aprons, paper towels, etc; should be carefully disposed of into a leak proof plastic bag, securely tied and placed immediately into the normal external waste container. Large quantities of contaminated waste should be disposed of in consultation with the local waste authority.

Wash hands after procedure.

As with other all hazardous substances used in onsite, bleach and disinfectants should be stored, handled and used in accordance with COSHH (Control of Substances Hazardous to Health, 2002) Regulations and the manufacturer's instructions. Product data sheets and safe use instructions should be accessible, along with risk assessments and details of actions required in the event of accidental ingestion, inhalation or contact with skin or eyes.

All chemicals must be stored in their original containers, in a cool, dry, well-ventilated place that is lockable and inaccessible to children, visitors and the public.

Appropriate protective clothing (e.g. gloves and aprons) should be worn when handling bleach and other chemical disinfectants. Contact with skin, eyes and mouth should be avoided

Gas Installations and Appliances

Avery Fields Community Sports Trust will ensure that all work carried out on gas fittings and appliances are in accordance with the requirements of the regulations and the Safety in the Installation and Use of Gas Systems and Appliances Manual.

Gas Emergencies

In the event of a suspected gas leak:

1. Call 24 hour gas emergency service on 0800 111 999
2. Evacuate the buildings and move the majority of the staff and members of the public to a distance of at least 250 metres away. Nominate some staff to stay at a safe distance to prevent access to the site and await the emergency Transco engineer.
3. If it is safe to do so:
 - Put out naked flames
 - Open doors and windows
 - Turn off the gas supply

DO NOT TURN ELECTRICAL SWITCHES ON OR OFF

4. If the general public in the neighbourhood are at risk contact the police on 999

No person shall interfere with any gas appliance or gas fitting or pipe work unless qualified and competent to do so.

Infection Control

Avery Fields Community Sports Trust staff are from time to time at risk of infection or of spreading infection.

Avery Fields Community Sports Trust aims to minimise the risk of the spread of infection and will implement appropriate policies and procedures.

Staff Illness and Reporting

Staff should notify the Director if they develop any of the following infectious diseases or symptoms:

- skin infections or exposed areas of infestation
- severe respiratory infection (e.g. pneumonia, TB)
- severe diarrhoea
- jaundice
- hepatitis
- Chicken Pox, Measles, Mumps, Rubella
- HIV

The director / supervisor will need to discuss with the individual suitable controls. In some cases, employees may need to be referred to an Occupational Health Practitioner or their GP for advice.

Staff should report diseases including Leptospirosis, Hepatitis, TB, and Tetanus which have been contracted through work as these are reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

Confidentiality

Confidentiality will be maintained at all times in relation to an employee who is known to have any infectious disease.

No health information will be disclosed without the written consent of the employee concerned and any breach of such confidentiality, either inside or outside the organisation, will be regarded as a disciplinary offence and may result in disciplinary action.

Ladders and Stepladders

This guidance is to help you:

- know when to use a ladder
- decide how to go about selecting the right sort of ladder for the particular job
- understand how to use it
- know how to look after it
- take sensible safety precautions

When is a ladder the most suitable access equipment?

As a guide, **only** use a ladder or stepladder:

- in one position for a maximum of 30 minutes
- for 'light work' - they are not suitable for strenuous or heavy work. If a task involves you carrying more than 10 kg (a bucket of something) up the ladder or steps it will need to be justified by a detailed manual handling assessment
- where a handhold is available on the ladder or stepladder
- where you can maintain three points of contact (hands and feet) at the working position
- On a **ladder** where you cannot maintain a handhold, other than for a brief period of time, other measures will be needed to prevent a fall or reduce the consequences of one. On **stepladders** where a handhold is not practicable you will need to consider whether it is safe to work or not.

Is it a safe place to use a ladder or stepladder?

As a guide, **only** use a ladder or stepladder:

- on firm ground or spread the load (e.g. use a board)

- on level ground - for stepladders refer to the manufacturer's instructions, for ladders the maximum safe ground slopes on a suitable surface (unless the manufacturer states otherwise) are as follows:
 - side slope 16° – but the rungs still need to be levelled
 - back slope 6°
- on clean, solid surfaces (paving slabs, floors etc). These need to be clean (no oil, moss or leaf litter) and free of loose material (sand, packaging materials etc) so the feet can grip. Shiny floor surfaces can be slippery even without contamination

Never stand ladders or stepladders on moveable objects, such as pallets, bricks, lift trucks, tower scaffolds, vans, stacks of paper or boxes etc. If the ladder or stepladder won't reach, you need to use a more suitable type of access equipment.

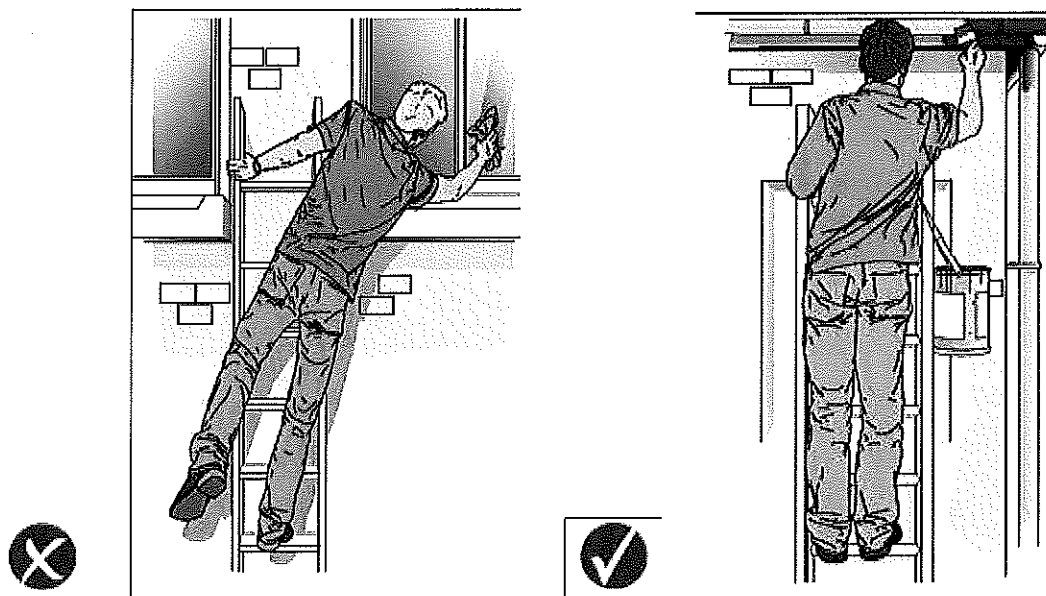
You should **only** use ladders or stepladders:

- where they will not be struck by vehicles, by protecting them with suitable barriers or cones
- where they will not be pushed over by other hazards such as doors or windows, by securing doors (not fire exits) and windows where possible. If this is impractical, have a person standing guard at a doorway, or inform building occupants not to open windows until they are told it is safe to do so
- where pedestrians are prevented from walking under them or near them, by using barriers, cones or, as a last resort, a person standing guard at the base

Safety in use – ladders

On a ladder **do not**:

- overload it – you and anything you are carrying should not exceed the highest load stated on the ladder
- overreach - keep your navel inside the stiles and both feet on the same rung throughout the task
- rest ladders against weak upper surfaces e.g. glazing or plastic gutters. Use effective spreader bars instead
- use the top three rungs
- move the ladder while someone is using it
- extend a ladder while standing on the rungs
- slide down the stiles



Overreaching – not maintaining 3 points of contact Maintaining 3 points of contact

Do:

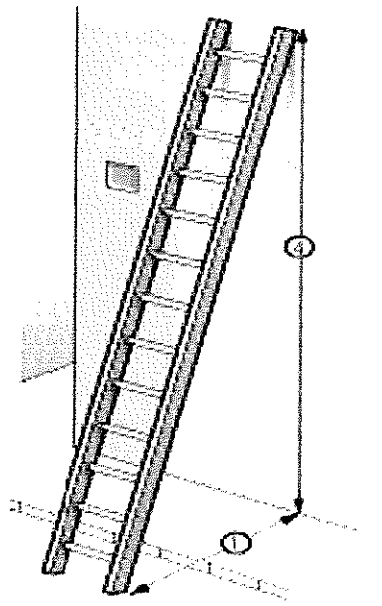
- make sure the ladder rungs are level. This can be judged by the naked eye. Ladders can be levelled using specially designed devices but not by using bits of brick or whatever else is at hand
- check that the weather is suitable - do not use ladders in strong or gusting winds
- wear sensible footwear. Shoes should not have the soles hanging off, have long or dangling laces, or be thick with mud or other slippery contaminants. High heels are also unsuitable!
- check that you are fit. Certain medical conditions or medication, or a fear of heights, could mean that you shouldn't be working at height
- know how to tie a ladder properly

You should also avoid holding items when climbing (for example by using tool belts). If you must carry something you must still have one free hand to grip the ladder. Remember the **THREE POINTS OF CONTACT RULE** – 2 hands and 1 foot or 2 feet and 1 hand **MUST BE** on the ladder at all times when climbing and descending.

Ladders must be erected at an angle of 75°. To judge the angle, use the angle indicator marked on the stiles of some ladders or the 1 in 4 rule (1 unit out for every 4 units up, as shown in Figure 3).

Ladders used for access to another level must be tied and should extend at least 1 metre above the landing point to provide a secure handhold (see Figure 4).

Correct 1 in 4 angle:

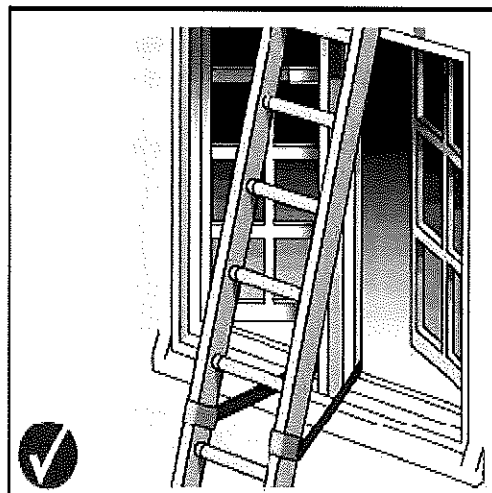
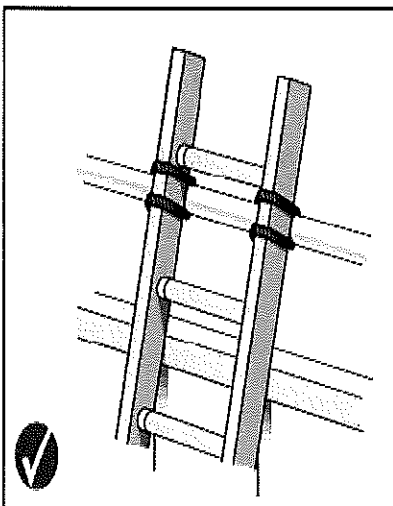


Securing a ladder

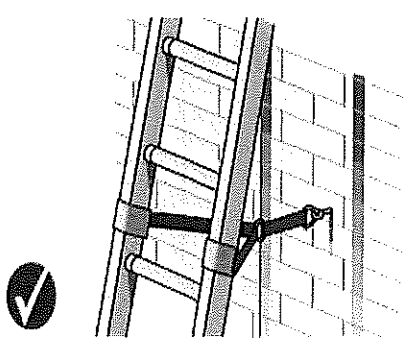
To prevent the ladder slipping away from the wall, or slipping sideways, you must secure it. The options for securing a **ladder** are:

- tie the ladder to a suitable point, making sure both stiles are tied
- where this is not practical, use a safe, unsecured ladder or a ladder supplemented with an effective ladder stability device
- if this is not possible, then securely wedge the ladder e.g. against a wall
- if none of the above can be achieved, foot the ladder. Footing is the last resort and other methods of securing the ladder should be used in preference

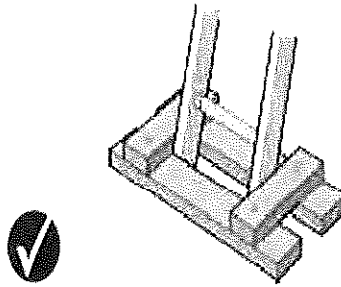
If you do have to foot a ladder, be aware that this will not stop a ladder slipping sideways at the top. Individuals footing ladders should apply weight downwards on the ladder by standing on a rung, or by pushing against the ladder stiles (although this is less effective).



Ladder tied at the top stiles (correct for tying part way down working on, but not for access)



Tying near the base

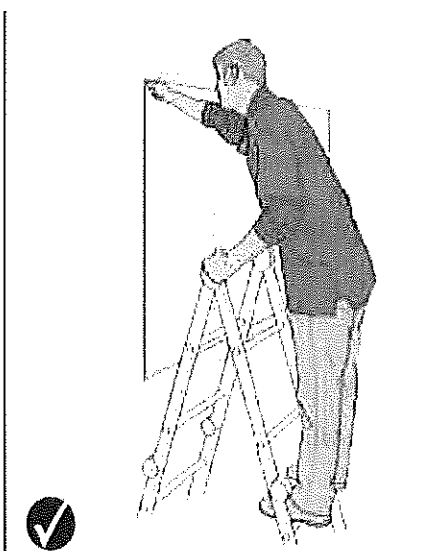


Securing at the base

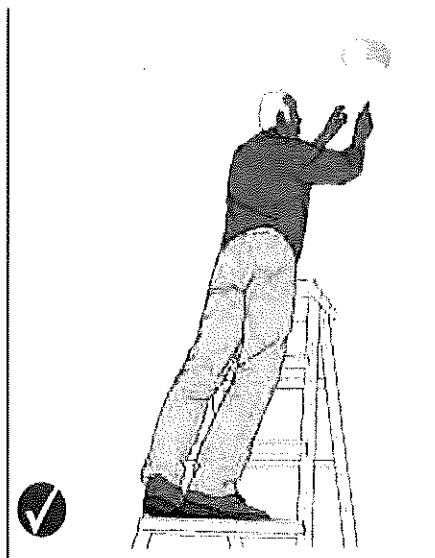
Safety in use – stepladders

On a stepladder **do not**:

- overload it – you and anything you are carrying should not exceed the highest load stated on the stepladder
- use it in locations where the restraint devices cannot be fully opened. Any locking devices must also be engaged
- use the top two steps of a stepladder, unless a suitable handrail is available on the stepladder
- use the top three steps of swing-back or double-sided stepladders, where a step forms the very top of the stepladder

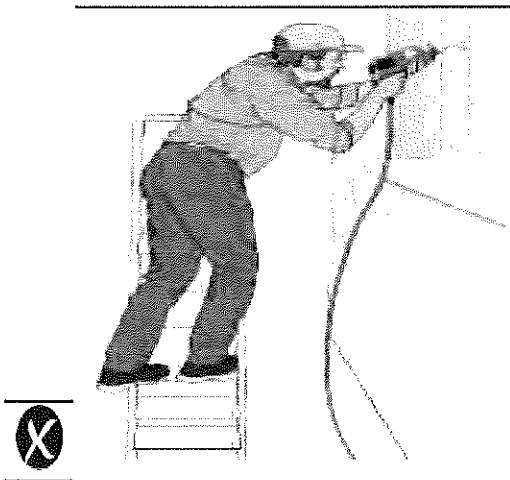


Correct – two clear rungs. Don't work any higher up this type of stepladder.

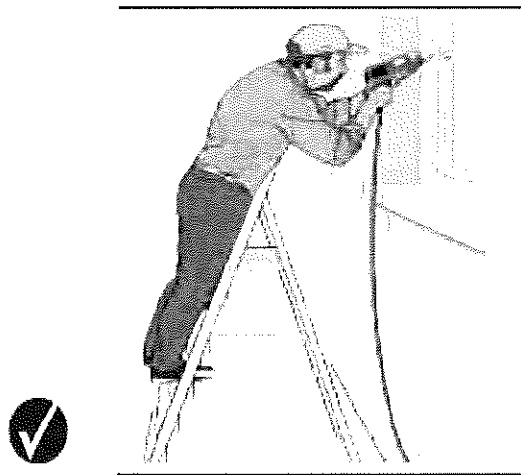


Correct – 3 clear rungs, do not work any higher on this type of stepladder

When using stepladders, avoid work that imposes a side loading, such as side-on drilling through solid materials (e.g. bricks or concrete), by having the steps facing the work activity. Where side-on loadings cannot be avoided you should prevent the steps from tipping over, for example by tying the steps to a suitable point, or you should use a more suitable type of access equipment.



Incorrect – steps side on to work activity



Correct – steps facing work activity

Where you cannot maintain a handhold (e.g. putting a box on a shelf), the use of a stepladder will have to be justified by taking into account:

- the height of the task
- a safe handhold still being available on the stepladder
- whether it is light work
- whether it avoids side loading
- whether it avoids overreaching
- whether your feet are fully supported
- whether you can tie the stepladder

Consider tying a **stepladder** where possible and helpful to the task (e.g. side-on working or where two free hands are needed). Stepladders should not be used for access to another level unless they have been designed for this.

Is the ladder or stepladder safe to be used?

You must check that the ladder or stepladder is in a safe condition before using it (a daily pre-use check). As a guide, **only** use ladders or stepladders that:

- have no visible defects
- have a current detailed visual inspection (look for an inspection label)
- are suitable for work use. Use Class 1 or EN 131 ladders or stepladders at work because domestic (Class 3) ones are not normally suitable for use at work
- have been maintained and stored in accordance with the manufacturer's instructions

Also, you must always use a non-conductive ladder or steps for any necessary live electrical work.

Pre-use checks

Look for obvious visual defects before using a ladder or stepladder. Check that:

- all the ladder feet are fitted
- the feet are in good repair (not loose, missing, splitting, excessively worn, secure etc)
- the feet are clean - the feet should be in contact with the ground. Ladder feet should also be checked when moving from soft/dirty ground (e.g. dug soil, loose sand/stone, a dirty workshop) to a smooth, solid surface (e.g. paving slabs), to ensure the foot material and not the dirt (e.g. soil, embedded stones or swarf) is making contact with the ground
- all the screws, bolts and hinges are secure
- on a stepladder, that the “spreaders” on the ladder can be locked into place
- There are no other obvious signs of damage such as cracks

If you find a problem, DO NOT USE the ladder. It should be repaired (if practicable) or destroyed

Storage

When storing ladders and stepladders, store them in a well-ventilated area to prevent sagging and warping. Store straight ladders in flat racks or on wall brackets, don't hand them from the rungs. Store step ladders in the closed, vertical position.

The information in this Guidance is based on the HSE leaflet 'Safe use of ladders and step ladders'.

Lone Workers

Rules for lone workers

- Anyone working alone must have access to a telephone and ensure that a relative or colleague is aware;
- The site coordinator (or other named person) must be informed of anyone intending to work late and a satisfactory arrangement made for locking up the building;
- When the facilities supervisor (or other named person) is not present all lone workers, for reasons of security, health and safety, should lock themselves in the building.
- Staff must not place themselves in danger by challenging intruders or vandals but should call the police for assistance.
- Staff working alone have a responsibility for making themselves familiar with the site safety procedures and location of safety equipment.
- If staff rely on mobile phones they must ensure that their network has good reception within the whole site. Although phones can give extra reassurance, they do not provide complete protection and staff should still be alert for their own personal safety at all times.
- In the situation where two or more people are working in isolated areas of an otherwise unoccupied building, personnel should keep each other informed about their movements.

Opening/Closing the Buildings

- When the last person has left the building, he should secure the building. This includes the closing of all fire doors and leaving on any emergency and exterior lights.
- Make a quick examination of the exterior of the building to make sure that there are no signs of a break-in or of anyone having been in the building. If in any doubt he should contact security firm and should never enter the building if he is unsure of his safety.
- Key holders are also advised to inform someone when they are attending an alarm call out.

Emergency Considerations

Lone workers should be capable of responding correctly to emergencies. Risk assessment should identify foreseeable events. Emergency procedures should be established, and the people concerned trained in using the procedures.

Emergency Procedures may need to cover:

- fires resulting from the activity or work being undertaken
- if a person has an accident what needs to be done to recover them, especially important in laboratories
- actions to be taken in case of a chemical spill
- actions to be taken in the event of power failure (for example where the person is
- reliant on power for their safety systems or for egress from a building eg. power operated doors)

Manual Handling

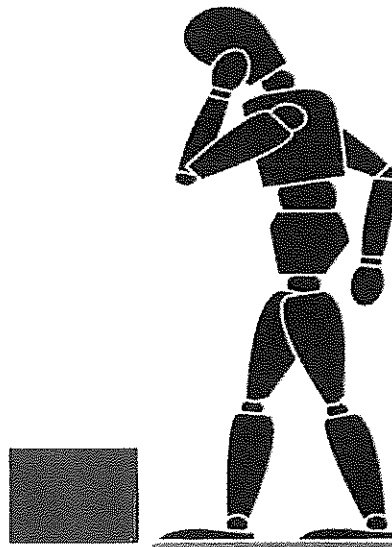
Unnecessary or incorrect handling can cause injury, in particular to the back.

Do not try to lift anything beyond your individual capability and before ascertaining weight, stability and centre of gravity.

The correct handling technique required to lift items safely is demonstrated below:

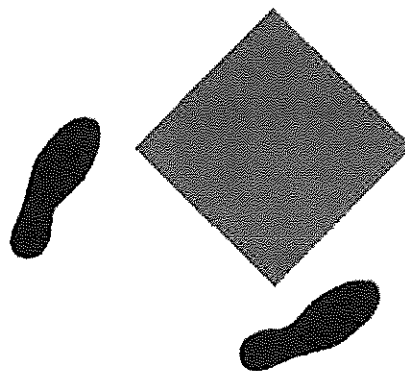
1 Planning

Plan the lift, consider where the load is to be placed, the distances involved, are there any obstructions such as closed doors? is assistance required? can handling aids or equipment be used?



2 Feet

The feet should be positioned apart (shoulder width), one foot ahead of the other in the direction of the intended movement



3 Knees

Adopt a good posture for handling with the knees bent (not squat – don't kneel), in order to gain the most effective power from the thigh muscles

Back

The back should be straight - not necessarily vertical (15 - 20° from vertical is alright) keeping the natural curve of the spine. It may help to tuck in the chin. If necessary, lean forward a little over the load to get a good grip and to keep the centre of gravity over the load.

4 Arms

The arms should be close to the body (nearer the centre of gravity) with the shoulders level and facing the same direction as the hips.



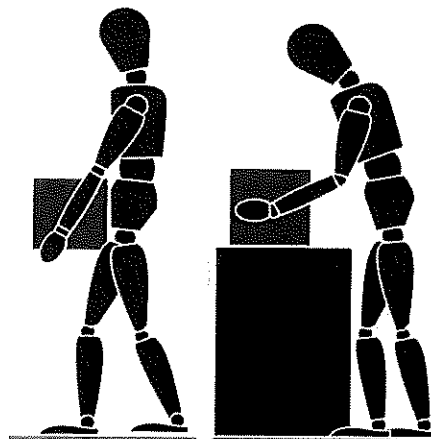
5 Hands

Ensure a firm grip on the load. Holding the load this way is also less tiring than keeping the fingers straight.

6 Head

Raise the chin out and up as the lift begins, otherwise this results in round shoulders and a curved spine.

8 Moving the load

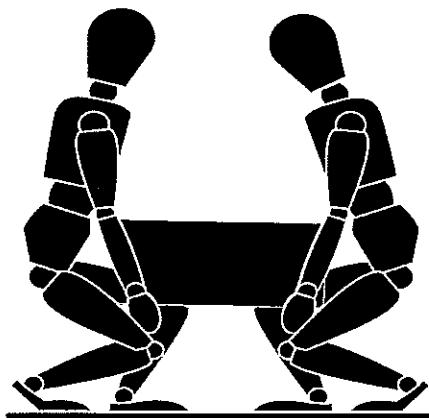


- Keep the load as close to the trunk for as long as possible, and where relevant, keep the heaviest side of the load close to the body. Slide the load towards you if required.
- Lift smoothly

- Move the feet not the trunk when turning to the side, i.e., don't twist.
- Put the load down and then slide the load into the required position if necessary.

9 Team Handling

Handling by two or more people may make possible an operation that is beyond the capability of one person or reduce the risk of injury to a solo handler.



Additional difficulties may arise if team members impede each other's vision or movement, or if the load offers insufficient good handholds. This can occur particularly with compact loads which force the handlers to work close together or where the space available for movement is limited.

When lifting loads at or near floor level is unavoidable, handling techniques which allow the use of relatively strong leg muscles rather than those of the back are preferable, provided the load is small enough to be held close to the trunk. In addition, if the task includes lifting to shoulder height, allow the handlers to change hand grip. Bear in mind, however, that such techniques impose heavy forces on the knees and hip joints which must carry both the weight of the load and the weight of the rest of the body.

The closeness of the load to the body can also be influenced by foot placement. The elimination of obstacles which need to be reached over or into will permit the handler's feet to be placed beneath or adjacent to the load before beginning the manual handling operation.

Personal Protective Equipment

Avery Fields Community Sports Trust provides personal protective equipment (PPE) when the risk presented by a work activity cannot be eliminated or adequately controlled by other means. When it is provided, it is because health and safety hazards have been identified that require the use of PPE and it is therefore necessary to use it in order to reduce risks to a minimum.

Employees and volunteers provided with PPE must:

- wear the PPE as instructed or where indicated by signage
- maintain it in good condition
- report any defects to your supervisor
- ensure the PPE fits correctly, is comfortable and fully adjusted



Work at Height

Avery Fields Community Sports Trust will take all reasonable steps to provide a safe working environment for all employees who may be affected by work at height activities.

Using Ladders (including stepladders)

Ladders and stepladders should only be used for short duration tasks (less than 30 minutes), light duty tasks or where more suitable access equipment cannot be used due to existing features of the site which cannot be altered.

Only those persons who have been trained to use ladders safely may use them.

Prior to use it should always be ensured that the ladder is in good condition and fit for purpose.

Where ladders are to be used to work from it should be ensured that:

- a) a secure handhold and support are available at all times;
- b) the work can be completed without stretching;
- c) the ladder can be secured to prevent slipping.

Under no circumstances should high areas be accessed using chairs, tables or such other items of furniture not designed the purpose.

Hand arm Vibration

What is hand-arm vibration?

Hand-arm vibration is vibration transmitted into your hands and arms when you use this equipment. It can cause hand-arm vibration syndrome (HAVS) and carpal tunnel syndrome (CTS).

What is hand-arm vibration syndrome?

HAVS:

- affects the nerves, blood vessels, muscles and joints of the hand, wrist and arm;
- can become severely disabling if ignored;
- includes vibration white finger, which can cause severe pain in the affected fingers.

What is carpal tunnel syndrome?

Carpal tunnel syndrome is a nerve disorder which may involve pain, tingling, numbness and weakness in parts of the hand and can be caused by, among other things, exposure to vibration.

How can I help reduce the risks?

It is your employer's responsibility to protect you against HAVS and CTS, but you should help by asking your employer if your job could be done in a different way without using vibrating tools and machines. If this cannot happen:

- ask to use suitable low vibration tools;
- always use the right tool for each job (to do the job more quickly and expose you to less hand-arm vibration);

- check tools before using them to make sure they have been properly maintained and repaired to avoid increased vibration caused by faults or general wear;
- make sure cutting tools are kept sharp so that they remain efficient;
- reduce the amount of time you use a tool in one go, by doing other jobs in between;
- avoid gripping or forcing a tool or workpiece more than you have to;
- store tools so that they do not have very cold handles when next used;
- encourage good blood circulation by: — keeping warm and dry, eg wear warm waterproof clothing; — giving up or cutting down on smoking because smoking reduces blood flow; and — massaging and exercising your fingers during work breaks;
- report any problems with your hands promptly to your employer or the person who does your health checks;
- use any control measures your employer has put in place to reduce the risk of HAVS;
- ask your trade union safety representative or employee representative for advice.

HEALTH AND SAFETY HANDBOOK ACKNOWLEDGEMENT FORM

Please read the notes below and then sign this form.

Clearly, we will do all in our power to ensure the health and safety and welfare of all our staff and we look to all of our employees to abide by the Health and Safety standards laid down.

We have formulated our Health and Safety at Work Policy as legally required and this handbook informs you of those sections of the Policy which affect you.

You should read the information contained in this Handbook and adhere to the rules at all times.

Please discuss any queries you may have with your line manager and sign this form.

I have read the Health and Safety Handbook and understand and accept its contents. I will keep myself informed of its contents.

Signature:

Date:

Print Name:

Risk Assessment 2018



Location:
79 Sandon Road, Edgbaston
Birmingham B17 8DT
General Enquiries -

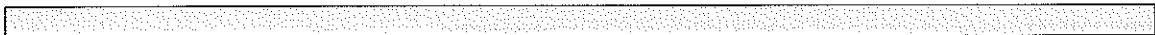
Created by	Helen Overton GradIOSH
Date	04.07.2018
Version	V1
Status	DRAFT
Authorised	

H A Overton & Associates
Dedicated to providing a new dynamic
realistic and sensible approach to Management
and H&S support for organisations.

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Risk Assessment - Avery Fields

Venue Risk Assessments

This assessment is designed to assess the risk to the following personnel attending or working at the venue:

- 1) Employees of the company working at the venue
- 2) Contractors working on behalf of the venue management
- 3) Performers and their guests attending the venue
- 4) Members of the public attending the venue

This risk assessment represents the proposals that will be adopted by the Chairman for the Avery Fields Community Sports Trust in order to ensure that the necessary safety and environmental precautions associated with the use of the venue are in place.

The control measures, indicated within the assessment, are considered to be reasonably practicable measures, to control the risks identified based on multiple experience with similar events at similar venues. A review of the assessment will be made, should further information be received which suggests that the control measures suggested are no longer sufficient to control risks, or are inappropriate, or if additional hazards are identified.

Description of Venue

Avery Fields is a £3 Million sports and community hub in Edgbaston, Birmingham. The sports club is offering a state of the art all weather pitch, two grass pitches and a large function suite with a café/bar, all of which are available for hire.

- Fire alarm system conforming to British Standard 5839 Part 1 2013 installed and tested.
- Fire safety related signs and notices conform to Health and Safety (Safety Signs and Signals) Regulations 1996. Those that comply with B.S. 5499, Part I 1990 also comply.
- Emergency lighting conforms to British Standard 5266 : Part I.
- Firefighting equipment complies with British Standard E.N.3-7.

1.1 The Construction Phase Health and Safety Plan is issued pursuant to the Construction Design and Management (CDM) Regulations 2015

1.2 The requirements for Construction Phase Health and Safety Plan are captured within the following documents:

For the delivery of stalls/stages/marquees/gazebos/funfair/inflatables the following shall apply:

Client Details	Avery Fields Community Sports Trust as the legal entity and Event Organiser shall assume those Client duties and responsibilities as required under the CDM Regulation 2015
Principal Designer Details	Avery Fields Community Sports Trust shall assume those Principle Designer duties and responsibilities as required under the CDM Regulation 2015
Principal Contractor details	Avery Fields Community Sports Trust shall assume those Principle Contractor duties and responsibilities as required under the CDM Regulation 2015 for activities undertaken by the event organiser. The following contractors who are undertaking significant construction on venue have are hereby appointed as PC for their zone during the construction phase and are responsible for active monitoring of their works on venue: a. fencing b. bars c. staging d. marquees
Description of Work / Event	A full description of the event and associated activities is provided in the Event management plan and risk assessment. Those activities captured under CDM include but are not limited to: i. Supply, installation and disassembly of stalls and similar temporary structures ii. Supply, installation and disassembly of temporary staging iii. Supply, installation and disassembly of temporary fencing
Key roles in the Event / Operations team	Roles and responsibilities for the event are as outlined in the Event Management Plan
How the work will be managed safely	Works will be managed in accordance with those systems, procedures and controls as identified within the Event Management Plan and Event Risk Assessments.

Activity	Hazards	Who might be at risk	Assessment			Control Measures	Residual		
			L	S	R		L	S	R
Battery Charging (Radios)	Fire Exposure to corrosive substances Electric shock Explosion Hazardous fume/vapours	All Employees Contractors Members of Public	3	3	9	<ul style="list-style-type: none"> A defect reporting system is in place and used by staff. Defective equipment is isolated and removed from use. Defects are corrected within a reasonable timescale. Staff have been briefed on the reporting of defects and damage. Battery chargers are inspected by operators before first use. 	1	3	3
Cleaning – General	Cuts and/or infection from sharps e.g. needles, broken glass etc. Slips, trips and falls Exposure to chemicals and or dust Faulty electrical/mechanical equipment	All Employees Contractors Members of Public	3	4	12	<ul style="list-style-type: none"> Where applicable safety warning barriers and/or notices are used during cleaning work. Employees are trained in the safe use of work equipment prior to use. Training includes instructions on reporting details of faulty/damaged portable appliances and to take appliances out of use until repaired. Employees are suitably trained and supervised in the safe and correct use of hazardous cleaning materials and substances. Hazardous substances are stored in their original containers. Condition of PPE is monitored and PPE is replaced when required. Arrangements are in place for glass and sharps to be identified separately from general waste. 	1	4	4

Activity	Hazards	Who might be at risk	Assessment			Control Measures	Residual		
			L	S	R		L	S	R
CoSHH	<p>Hazardous substances including Cleaning products</p> <p>Exposure by: Inhalation, ingestion, skin contact or contact with eyes.</p>	All employees	2	3	6	<ul style="list-style-type: none"> Protective clothing and equipment is provided to the employees exposed to hazardous substances. A list of the hazardous substances is available on the premises. All hazardous substances used there is a copy of the supplier's health and safety data sheet. A COSHH Assessment for each hazardous substance is created. Relevant employee information, instruction and training on the risks to health associated with the use of hazardous substances. 	1	3	3

Activity	Hazards	Who might be at risk	Assessment			Control Measures	Residual		
			L	S	R		L	S	R
Contractor Management	Injury to staff Uninsured losses Injury to public Injury to contractors	Contractors Employees	3	4	12	<ul style="list-style-type: none"> Contractors are provided with relevant information on your safety policy and applicable rules. Contractors supply relevant, comprehensive, current health and safety documentation. The contractor has adequate health and safety systems in place and is health and safety aware. The level of competency of the contractor to carry out the work is confirmed prior to engagement of contractor. If the contractor is an employer, they hold adequate employer's liability insurance. Risk assessments and method statements that are required have been provided, checked and considered adequate prior to the commencement of work. The contractor holds adequate professional indemnity insurance cover. The contractor holds adequate public liability insurance for the task to be carried out. Checks are carried out to ensure installation or working practices are carried out correctly. 	2	4	8

Activity	Hazards	Who might be at risk	Assessment			Control Measures	Residual		
			L	S	R		L	S	R
DSE Management	Incorrectly positioned screen Unsuitable furniture/bad workstation design Musculoskeletal injuries due to poor posture	DSE Users	2	3	6	<ul style="list-style-type: none"> • Corrective appliances are provided for users who require them for DSE work. • Records are kept of users who are provided with corrective appliances. • All users have been offered eye tests. • DSE Users have been provided with information, instruction and training on how to set up their workstation. • DSE assessments are reviewed when staff change roles or new starters join the organisation. • DSE assessments are reviewed when workstations and/or equipment changes. • DSE assessments are routinely reviewed at least annually. • DSE workstation assessments have been completed. 	1	3	3

Activity	Hazards	Who might be at risk	Assessment			Control Measures	Residual		
			L	S	R		L	S	R
Electrical Safety	Electric shock, fire and explosion.	All employees Contractors Maintenance Staff	2	5	10	<ul style="list-style-type: none"> Fixed electrical wiring is tested annually by a competent electrician to achieve compliance with the Electricity at Work Regulations 1989. All electric cupboards and switch rooms are secured to prevent unauthorised access. Earth bonding strips are provided to metal sinks etc. Electrical switchgear areas are free from storage of combustible products. Employees who carry out electrical work are competent to do so. All employees have been instructed and/or trained to visually inspect portable electrical appliances before use. Portable appliance testing, as appropriate to the equipment, is up to date. There is an inventory of all portable electrical appliances in use. 	1	5	5
First Aid	Delayed administration of first aid may lead to the consequences of injuries/ill health being exacerbated.	All employees Customers Lone workers Members of the public Visitors	3	4	12	<ul style="list-style-type: none"> First aid boxes are provided at key locations accessible to all employees. First aid notices are displayed. Persons have been nominated to take charge of the first aid kits and ensure they are kept fully stocked. 	1	4	4

Activity	Hazards	Who might be at risk	Assessment			Control Measures	Residual		
			L	S	R		L	S	R
Gas Safety	Asphyxiation Explosion Fire	All employees Customers Members of the public Visitors	2	5	10	<ul style="list-style-type: none"> Employees have been specifically instructed on the action to take in the event of a gas leak, on smelling gas in the building and in case of fire. In the event of a leak, all reasonably practicable steps are taken to shut off the gas supply and inform the gas supplier. Records are maintained of the inspection and servicing of gas appliances and installation. The gas supply isolators are readily identifiable. The premises' gas appliances and installation/supply pipes are subject to regular annual inspection by a competent person. 	1	5	5

H&S Management	Accidents and Incidents Communication and Consultation Emergency Plans Employee Training Monitoring & Measurement Organisation Statutory Notices	All employees Contractors Customers Visitors	4	3	12	<ul style="list-style-type: none"> • All serious accidents and/or incidents are investigated to determine the probable cause. • An Accident Book is provided for the recording of accidents. • Suitable arrangements are in place for reporting accidents, diseases and dangerous occurrences to the enforcing authority. • There are arrangements in place to report any work-related ill-health. • There is a near miss or incident reporting procedure. • Health and Safety is a regular agenda item on meetings that are held with staff. • Suitable arrangements are in place for communicating with and consulting staff on Health and Safety matters. • Procedures for serious or imminent danger are established. • Staff are provided with suitable training in emergency plans and understand their role within them. • There are suitable arrangements with external services in the event of an emergency. • Induction training for new staff includes health and safety subjects. • Monitoring of health and safety controls and standards is carried out and recorded. • Performance for health and safety is fed back to the most senior level of the organisation. • The company has established performance criteria for health and safety. 	2	3	6
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Activity	Hazards	Who might be at risk	Assessment			Control Measures	Residual		
			L	S	R		L	S	R
						<ul style="list-style-type: none"> Staff have been informed to whom they should report any concerns about health and safety issues, so that the management can address them. The organisation has an effective structure in place for the management of health and safety. Those managers to whom specific responsibilities have been allocated have had those responsibilities issued to them and/or included in their job descriptions. A copy of the employers' liability insurance certificate is displayed. The Health and Safety Policy is brought to the attention of all staff and a record kept as evidence of compliance. A copy of the current Health and Safety Law poster is displayed in a prominent position. 			

Ladders	Adverse weather Falling objects Falls from a height	Maintenance staff Contractors	4	4	16	<ul style="list-style-type: none"> Ladders must not be placed on metal building structure. A working at height plan must be developed before any work is carried regarding the glass roof. Any work on the roof must be carried out by a competent roofer Ladders are checked by the user before use. Ladders are erected on firm level ground. Ladders are positioned away from traffic routes. The height of the ladders used is sufficient for the height of the activities for which they are required to avoid over stretching and overreaching. Three points of contact can be reasonably maintained for the duration of most of the work when using the ladders and a good hand hold is available. Ladder users are competent to use them safely. Ladders are rested against solid surfaces. Ladders are secured in place before use. Ladders are used when weather conditions are suitable. Ladder users wear suitable footwear. Ladders are only used as a workstation where the use of other safer equipment cannot be used due to specific venue features or it is not justified because of the low risk and the short duration of use. Ladders are stored securely. Ladders are suitable for use. 	2	4	8
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Activity	Hazards	Who might be at risk	Assessment			Control Measures	Residual		
			L	S	R		L	S	R
Legionella Bacteria	Inhalation of Legionella Bacteria	All employees Members of the public	3	3	9	<ul style="list-style-type: none"> The premises have been assessed to identify potential areas of legionella growth including dead legs, long pipe runs, water tanks and old fittings. Monthly checks are carried out on the cold water entering the building and cold water at locations around the premises to verify that the temperature is below 20°C, the minimum growth temperature for legionella bacteria. Record all readings. Monthly checks are carried out on hot water outlets in rotation to verify that the hot water in circulation is above 50°C. Record all readings. The boiler settings are set to ensure that water is being heated for distribution to taps to 60°C. A procedure for dealing with a potential outbreak situation has been developed. Water systems are disinfected and after shut downs of five or more days. Water systems should be disinfected periodically (normally annually) by chlorination or by temporarily raising water temperature. Records of all checks and samples taken. Records kept for 2 years. 	1	3	3

Activity	Hazards	Who might be at risk	Assessment			Control Measures	Residual		
			L	S	R		L	S	R
Lone Working	Violence / aggression	Disabled workers	3	2	6	<ul style="list-style-type: none"> Lone workers have access to mobile communications (e.g. land line, mobile phone, 2 way radio). For lone workers, items can be safely lifted alone. Lone workers are periodically supervised to ensure that safe practices are being adhered to. A risk assessment covers work undertaken by lone workers. 	1	2	2
	Manual handling	Female workers							
	Unsafe use of work equipment	Lone workers							
	Delayed access to first aid / emergency services	Young People							
Manual Handling	Lack of supervision								
	Musculoskeletal injuries due to: General lifting of catering supplies and equipment.	All employees Delivery Staff Events Staff	4	3	12	<ul style="list-style-type: none"> Manual handling assessments have been completed where activities are likely to cause a risk of injury. Manual handling training has been provided for employees identified as being at risk. Wherever practical the manual handling of loads likely to result in a risk of injury is avoided. 	1	3	3

Activity	Hazards	Who might be at risk	Assessment			Control Measures	Residual		
			L	S	R		L	S	R
New & Expectant Mothers	Restricted work space, Violence, Manual handling.	Expectant Mothers New Mothers Women of childbearing age	3	2	6	<ul style="list-style-type: none"> If the risks to a pregnant worker or her child cannot be reduced to an acceptable level, she is suspended from work on paid leave for as long as necessary. Once the initial assessment has been carried out, it is reviewed and updated to ensure that it remains relevant throughout the pregnancy and/or period of breast feeding. Suitable arrangements are in place to assess the risks for any new or expectant mothers at work. Women of childbearing age are informed of the significant findings of the assessment and what they need to do if they become pregnant. 	1	2	2

Activity	Hazards	Who might be at risk	Assessment			Control Measures	Residual		
			L	S	R		L	S	R
Night Working	<p>Fatigue and exhaustion from patterns of work, lack of sleep, insufficient rest breaks.</p> <p>Errors or mistakes from lapses in concentration.</p> <p>Lack of information or instruction, lack of supervision.</p> <p>Reduced lighting levels leading to slips trips and falls.</p>	All night shift employees	4	3	12	<ul style="list-style-type: none"> Communication channels are open to those who work on night shifts e.g. email, intranet, newsletters. An out of hours' emergency plan is in place which covers all eventualities e.g. fire, first aid, flood, gas leak, equipment failure. Procedures for reporting events e.g. accidents, violence etc. are available to those working on nights. Rest breaks are scheduled or allocated so as to ensure adequate opportunities to eat etc. Suitable welfare facilities are available to those working on nights e.g. access to rest areas, food and drink available. The working environment is maintained at a suitable temperature, with adequate ventilation and lighting. Access steps into the premises are in good condition and suitably lit. Access to the premises is well lit sufficient to be able to enter and exit the building safely, and routes / pathways given an equal level of light. Adequate security is provided to prevent any unauthorised access. External areas are subject to camera surveillance. Gritting materials are available for night workers in order to treat the internal roadways and pathways in icy weather. 	2	3	6

Activity	Hazards	Who might be at risk	Assessment			Control Measures	Residual		
			L	S	R		L	S	R
Noise	Noise arising from events, music, crowd noise and special effects	All employees Contractors Maintenance staff Visitors	3	4	12	<ul style="list-style-type: none"> Suitable hearing protection is provided to all employees and contractors where average noise exposure levels exceed 80 dB (A). All employees and contractors working within areas of noise are instructed to wear hearing protection. 	2	4	8
PPE	Employees fail to wear the designated PPE. Failure to provide the correct PPE for the risks involved. Worn, damaged or ineffective PPE.	All employees Contractors Maintenance staff Visitors	2	3	6	<ul style="list-style-type: none"> A procedure has been established to enable employees to report defective PPE. Employees are issued with PPE appropriate to the hazards to which they may be exposed. Employees receive instruction and training in the wearing of PPE. Records are kept of PPE issued. Appropriate accommodation is provided for the storage of PPE when it is not in use. The PPE does not increase the overall risk to the employee. Where different items of PPE are required to be worn they are compatible with each other. 	1	3	3

Activity	Hazards	Who might be at risk	Assessment			Control Measures	Residual		
			L	S	R		L	S	R
Stepladders	Falls from a height Falling objects	Maintenance staff Contractors	4	5	20	<ul style="list-style-type: none"> Stepladders are only used for a short duration to put away and retrieve stock or to carry out minor repairs to the property or fixtures. The height of the stepladders used is sufficient for the height of the activities for which they are required to avoid over stretching and overreaching. The stepladders provided are of suitable class rating for their use. The work area is cordoned off by the erection of a soundly constructed barrier/safety tape with suitable warning signs displayed. Three points of contact can be reasonably maintained for the duration of most of the work when using the stepladders and a good hand hold is available. Stepladder users are competent to use them safely and have received suitable training. Stepladder users wear suitable footwear. Access to structural cross bars is not permitted for any load. A working at height plan must be developed in advance of any rigging. No access to the building roof is permitted via step ladders. 	2	5	10

Activity	Hazards	Who might be at risk	Assessment			Control Measures	Residual		
			L	S	R		L	S	R
Stress	<p>Increased occupational ill health.</p> <p>Poor performance from fatigue/debility affecting concentration.</p> <p>Increased absence, high staff turnover, low morale.</p>	All employees Managers Supervisors	2	3	6	<ul style="list-style-type: none"> Staff have been consulted on stress directly. Staff have been surveyed on factors around stress either through an employee opinion survey or stress survey e.g. HSE management standards indicator tool. 	1	3	3
Vibration	<p>Back Pain.</p> <p>Increased occupational ill health from Hand Arm Vibration Syndrome (HAVs).</p> <p>Building Structure</p>	All employees Contractors Customers Visitors	3	4	12	<ul style="list-style-type: none"> Staff and Contractors have been consulted on a vibration policy. A copy of the vibration structural report is made available to contractors. Work is planned to avoid long exposures and sufficient breaks provided. A specific vibration risk assessment has been written to help determine main sources of vibration and whether this is likely to be above the daily Exposure Action Value (EAV). 	1	4	4

Violence at Work	Aggressive behaviour	All employees	4	4	16	<ul style="list-style-type: none"> All CCTV facilities/surveillance equipment is subject to documented annual maintenance and servicing arrangements to ensure consistent good quality and reasonable working order. Clear, well positioned signs advertising levels of security were displayed. Closed Circuit Television Viewing (CCTV) recording facilities are provided that cover vulnerable/restricted areas. Written records detailing maintenance and servicing of the CCTV facilities are retained on the premises. Strict controls are in place regarding the access of unauthorised personnel to sensitive and/or restricted areas of the premises. Arrangements are in place to investigate all incidents of verbal, physical and threatening behaviour reported by employees. Access to cash handling areas is controlled via a security door which is kept locked while cash is being counted or the safe is open. Cash handling areas are located as far away as possible from entrances and exits and always in areas that cannot be observed by the public etc. Arrangements are in place for all door and window locks to be checked regularly to ensure that they are working effectively. A form is used to record all incidents of verbal and physical abuse, including threats, endured by employees. A process of employee consultation has been undertaken to determine whether employees feel threatened by verbal or physical violence. 	2	4	8
	Physical violence	Customers							
	Verbal abuse	Visitors							

Activity	Hazards	Who might be at risk	Assessment			Control Measures	Residual		
			L	S	R		L	S	R
						<ul style="list-style-type: none"> A programme of instructing employees in the policy on violence has been implemented. A specific policy on violence at work has been devised and implemented. 			

Activity	Hazards	Who might be at risk	Assessment			Control Measures	Residual		
			L	S	R		L	S	R
Work Equipment	Use by un-trained personnel Breakdown / failure Misuse of equipment Insufficient guarding	All employees Contractors Maintenance staff	2	2	4	<ul style="list-style-type: none"> A log of work equipment is maintained, with serial number and location. Work equipment is subject to a planned maintenance system / inspection programme. Safety signs / information on work equipment is suitably displayed, easily readable and where required, conforming to legislation. Suitable guards are fitted to prevent access to dangerous parts of any work equipment. Use of work equipment is restricted to trained/experienced or authorised personnel. Work equipment provided is suitable for the processes / tasks and environment. 	1	4	4

Workplace HSW	Temperature Ventilation Welfare Arrangements	All employees Contractors Maintenance staff Visitors Customers	2	3	6	<ul style="list-style-type: none"> • All reasonable effort has been made to maintain temperature at a comfortable level for the workforce, and warm facilities provided for outdoor employees such as door staff. • Rest areas and changing rooms are maintained at a comfortable level. • Air inlets are position away from any flues and exhaust ventilation systems. • An adequate supply of air is provided either through mechanical ventilation or openings /windows, such that stale air / fumes are removed. • Mechanical and air conditioning systems are regularly maintained and cleaned to ensure they are kept clean and free from anything that could contaminate the air. • Sanitary conveniences have warm/hot water, soap and means of drying. • Suitable and sufficient sanitary conveniences are provided and readily accessible. • An adequate supply of water is readily available and cups provided. • An adequate, suitable and secure space is provided to store workers' belongings. • Drinking water is marked where significant risk of drinking non-drinking water exists. • Suitable and sufficient rest areas are provided with clean surface on which to place food. • A means of heating food is provided where hot food cannot be obtained nearby. • Suitable changing facilities are provided with storage for work clothing. 	1	3	3
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Activity	Hazards	Who might be at risk	Assessment			Control Measures	Residual		
			L	S	R		L	S	R
						<ul style="list-style-type: none"> The rest area includes the facility to prepare or obtain a hot drink. Safety glass is provided where risk of collision or breakage. Transparent or translucent surfaces are apparent or suitably marked. Windows can be cleaned safely. Seating provided gives adequate support for the lower back and footrests are provided for those that need them and enable them to undertake their roles safely and comfortably. 			

Activity	Hazards	Who might be at risk	Assessment			Control Measures	Residual		
			L	S	R		L	S	R
Young Persons	Young workers are seen as being particularly at risk because of their possible lack of awareness of existing or potential risks, immaturity and inexperience.	Young Persons	2	2	4	<ul style="list-style-type: none"> Instruction, training and supervision arrangements for young persons employed have been put into place. 	1	2	2
Event Planning	Lack of pre event planning and multiagency communications resulting in a lack of resources, incidents resulting loss or injury, increased casualties or severity of injury due to any or all of the above.	Members of the Public Suppliers Contractors Others associated with the events	4	4	16	<ul style="list-style-type: none"> Overview has been delegated to an event safety professional to oversee and advise the event on matters pertaining to event safety, planning delivery and decommissioning. Contractors appointed have been so based on profession, skill and ability to demonstrate their understanding of H&S in the sector through interview and reliable and robust documentation. Event documentation has been created to support the overall risk assessment controls and the event safety file contains many controls for the risks identified herein and in more detail. These include: Event safety management plan and general arrangements for safety, Risk assessment which is specific to the event 	2	4	8

Activity	Hazards	Who might be at risk	Assessment			Control Measures	Residual		
			L	S	R		L	S	R
Appropriate training, information and - certification of staff.	Vehicles and equipment – forklifts cherry pickers etc.	Contractors, staff, other venue visitors, the public	4	5	20	<ul style="list-style-type: none"> Venue Manager to ensure only certificated drivers uses relevant plant and equipment. Each contractor will be required to have available on venue for inspection, on request, certificates and licenses for drivers to be used on venue. Only trained and competent persons are permitted to operate plant. No keys are to be left in plant. All forklift trucks should be parked with their forks safely at ground level. Forklifts are not permitted to move with forks raised unless they are carrying equipment. No passenger riding is permitted on forklift trucks. 	1	5	5
	Staff not familiar with safe methods of working.	Contractors, staff, other venue visitors, the public	3	5	15	<ul style="list-style-type: none"> All staff will be provided with safe working methods to follow the guidance and training provided by their respective companies. All contractors staff will be provided with contractor specific working methods where necessary or follow the guidance and training provided by their respective companies. Venue Manager to monitor activities 	1	5	5
First Aid	Inadequate First Aid Provision and access to the venue during event build	Suppliers Contractors Others associated with the event	4	5	20	Appropriate and suitable first aid cover to be provided by FAW/EFaw trained employees and contractors.	1	5	5

Activity	Hazards	Who might be at risk	Assessment			Control Measures	Residual		
			L	S	R		L	S	R
Erection and Breakdown of Structures	Falling materials – impact injuries Vehicle movement – impact with persons or structure Unstable part completed structures – collapse	Suppliers Contractors Others associated with an event	4	4	16	<ul style="list-style-type: none"> All structures to be erected by competent appointed contractors. The safety of the contractor's employees is the responsibility of the contractor. The Event Organiser will however intervene if unsafe working practices are observed. Areas where erection taking place should be "off limits" to others not involved. Head protection should be worn where necessary. Method Statements and/or Risk Assessments to be provided where appropriate, showing erection sequences to minimise risk of collapse. Working at height issues are addressed in method statements and within this risk assessment. 	2	4	8

Activity	Hazards	Who might be at risk	Assessment			Control Measures	Residual		
			L	S	R		L	S	R
Incorrect and/ or Unstable Structures	Potential for total or partial collapse. Stages / marquees	Suppliers Contractors Others associated with the event	4	5	20	<ul style="list-style-type: none"> Plans, specifications and calculations for all structures should be made readily available for examination by interested parties to allow checks to be made on the suitability of the finished structures in light of their intended use and foreseeable overload conditions. The structures to be erected by contractors who have had their health and safety standards vetted. The event organiser or event safety officer should monitor the erection. The final structure should be subjected to an erection check by a competent person and a completion certificated signed The event organiser should intervene if serious breaches of safe practice by contractors are observed. 	2	5	10
Communication	Poor Communications Confusion, anxiety, distress etc.	Suppliers Contractors Others associated with the event	3	4	12	<ul style="list-style-type: none"> Radio communications to be made available to key employees/ and areas where work is taking place. Medical staff to have radio communications at all times. Schedules to be issued in advanced. Management structure chart to be formalised and distributed. Induction / briefing process to be undertaken for all staff (by events safety officer) working at the venue. Venue maps / plans to be produced for employees and all involved in the event. 	1	4	4

Activity	Hazards	Who might be at risk	Assessment			Control Measures	Residual		
			L	S	R		L	S	R
Working at Height	Falls whilst working at height	Public, Staff	3	4	12	<ul style="list-style-type: none"> Working at height should only take place if necessary and if it has been assessed. Only competent riggers are to undertake climbing activities. All persons climbing as part of the rigging activity must wear harnesses and suitable hard hats with chin straps. All persons climbing must be attached to a suitable point before undertaking any work activity. All tools carried by the rigger must be fastened to a suitable point on the structure or the rigger. The area under where the rigging activity is taking place must be kept clear. Where necessary the area under the rigger must be monitored by a competent person 	1	4	4

Activity	Hazards	Who might be at risk	Assessment			Control Measures	Residual		
			L	S	R		L	S	R
Rigging	Structure collapses due to overweight. Overloading rigging equipment resulting in collapse.	Staff, contractors	3	4	12	<ul style="list-style-type: none"> Rigging should only be undertaken by competent persons/ company. Maximum safe working loads must be established and adhered to. No rigging to be attached to the older warehouse structure Rigging point, equipment and roof area of the exhibition must not be overloaded at any point. All rigging equipment must be suitable and sufficient for use. All rigging equipment must not be overloaded and checked prior to being used. Maximum loads of rigging equipment must be established and not exceeded. All bridals hung using correct angles. All dead points must not be suspended where it exceeds safety angle. All rigging equipment and hanging points must be suitably maintained and checked before being used. All electrical motors must be in compliance with current legislation, guidance and good practice. All equipment being hung must be attached to a secondary safety fitting. The secondary safety fitting must be fit for purpose and be able to take the emergency load applied to it. 	2	4	8

Activity	Hazards	Who might be at risk	Assessment			Control Measures	Residual		
			L	S	R		L	S	R
Rigging	Equipment such as lighting/PA/ screens etc. falling onto persons below.	Public, Contractors, Staff	3	4	12	<ul style="list-style-type: none"> All lighting and screens must be suspended in such a way as not to exceed safe working loads must be established and adhered to. All cables leading to equipment must be placed in a secure manner to prevent it falling onto person below. All equipment being suspended must be fixed using suitable attachments. All equipment being suspended must have a secondary safety fitting. The secondary safety fitting must be fit for purpose and be able to take the emergency load applied to it. 	1	4	4

Activity	Hazards	Who might be at risk	Assessment			Control Measures	Residual		
			L	S	R		L	S	R
Security and Stewarding	Access to the venue Contravene to venue Venue capacity and licensing requirements	Public, Contractors, Staff	4	4	16	<ul style="list-style-type: none"> Entrance is permitted by evidence of tickets only; security will carry out accreditation checks at the entrances. No unauthorised persons would be allowed onto venue During the event the capacity of the venue will be maintained by security – to prevent overcrowding. Security and stewards to be aware of location of extinguishers. Security would be present throughout the event and would take appropriate action where necessary. Security in place to monitor all areas and patrol the venue Door supervisors to perform duties as required by the DPS and ensure that searches are carried and that capacity levels are monitored and maintained. 	2	4	8

Constructions issues, certification/ examination, "signing off" the venue for the event.	Incorrect and/or unstable structures, potential for total or partial collapse. Unstable structures and work activity during construction	Persons on structures, near to structures, or those constructing venue or dismantling the structures Venue Staff, public and contractors	3	4	12	<ul style="list-style-type: none"> • Use of proprietary products and approved companies; supervision of the construction. Prior submission structural details and method statements. • Areas where construction is taking place where necessary should be suitably fenced, barriered or tape barriered or stewarded to prevent access to all but event staff and contractor's staff responsible for that area. Other persons will only have access with the authority of the event management team and or the contractor responsible for area concerned. 	1	4	4
	Work activities involved in construction	Contractors staff	4	3	12	<ul style="list-style-type: none"> • Event Management and Contractors are legally responsible for their staff's health and safety management. • The Event Management or the Local Authority will be authorised to stop any contractor working where their actions may endanger the public, staff or other contractors. 	2	3	6
Incorrect and/or Unstable Structures	Potential for total or partial collapse.	Staff, Public	3	5	15	<ul style="list-style-type: none"> • Plans, specifications and calculations for all structures should be made readily available for examination by interested parties to allow checks to be made on the suitability of the finished structures in light of the intended use and foreseeable overload conditions. 	1	5	5

Activity	Hazards	Who might be at risk	Assessment			Control Measures	Residual		
			L	S	R		L	S	R
Food Hygiene/Food Handling/Sale of Alcohol	Food poisoning	Members of the public Performers Suppliers Contractors	4	4	16	<ul style="list-style-type: none"> The caterers are registered with the Local Authority. All traders must comply with all food hygiene, food safety legislation. All caterers must use as necessary food hygiene PPE and have hand washing facilities in place. Alcohol sales – following Challenge 25 All food handlers must have the necessary food hygiene training. Background of caterers to be checked by event organiser. Firefighting equipment to normal requirements and to satisfaction of the Local Authority to be required. 	2	4	8
			3	4	12	<ul style="list-style-type: none"> Caterers to be trained/vetted in the use of extinguishing equipment. Waste storage has been provided in metal skips in secure locations away from main public areas. 	2	4	8
Cooking Fire	Fire		4	4	16		1	4	4
Waste Storage/Fire	Gas explosion, fire, burns		3	5	15		1	5	5
Gas Appliances						<ul style="list-style-type: none"> All gas appliances to be inspected and certificated by a gas Safety Scheme registered gas engineer. All gas hoses to be in good repair and inspected for splits. Prior to using gas appliances, all hoses and fittings to be inspected for leaks. Additional gas bottles to be stored in a gas compound away from guest's areas. Minimal amounts of gas to be stored and all to be removed from venue at the end of the event. 			

Activity	Hazards	Who might be at risk	Assessment			Control Measures	Residual		
			L	S	R		L	S	R
Vulnerable Persons	Lost or missing vulnerable person(s) Allegations of inappropriate behavior towards a vulnerable person	Members of the public Vulnerable Adults Children	4	2	8	<ul style="list-style-type: none"> All lost or vulnerable person(s) shall be dealt with by employees, stewards. All lost vulnerable person(s) shall be taken to the nearest steward and then follow the strict procedure as laid down in the event plan. All stewards trained and briefed on processes Stewards must observe the following basic guidelines to safeguard the interests of all concerned: <ul style="list-style-type: none"> Never be alone with a vulnerable person, always work in pairs Never shout at or restrain a vulnerable person Always notify the manager of the situation by the most expedient means Seek assistance from the police at the earliest opportunity 	3	2	6

Activity	Hazards	Who might be at risk	Assessment			Control Measures	Residual		
			L	S	R		L	S	R
LPG Use in Catering Units on site	Fire, Explosion	Members of the public Suppliers Contractors	3	4	12	<ul style="list-style-type: none"> LPG to be limited to a maximum of one-cylinder spare for each one in use at each unit. LPG to be sited outside of the catering unit within a gas cage with suitable signage. Additional firefighting equipment to be positioned here. Unit operators to submit certification in advance that gas installation has been installed and checked within the last three months by competent approved contractor. Details to be vetted in advance of siting. Competence/training of staff in the use/changing of LPG to be vetted. LPG storage facility to be established remote from building at an agreed location. 	1	4	4
Slips and trips	The venue is now to be considered a venue – equipment, tools and waste materials can create trip hazards.	Suppliers Contractors Others associated with the event	4	3	12	<ul style="list-style-type: none"> Litter pickers will collect rubbish around the venue throughout events and complete the process as soon as the event is closed. Caterers must clear all rubbish, equipment from their areas. All cables must be covered or highlighted as necessary 	1	3	3

	Name	Competency	Date
Conducted by:	Helen Overton	GradIOSH	04.07.2018
Review Conducted by:			

KEY: S = Severity Rating

L = Likelihood of Occurrence

R = Risk Rating

Severity	Likelihood					Risk Rating
	5	4	3	2	1	
5	25	20	15	10	5	Unacceptable risk. Plan out or add further control measures Acceptable only if no other method viable and with high level controls in place Acceptable with suitable control measures Acceptable. No further action required
4	20	16	12	8	4	
3	15	12	9	6	3	
2	10	8	6	4	2	
1	5	4	3	2	1	
Likelihood						
	5	4	3	2	1	

Severity	Likelihood	Risk Interpretation
1 No injury	1 Unlikely, unexpected	Acceptable. No further action required
2 Minor injury	2 Possible, rare	Acceptable with suitable control measures
3 Major injury to 1 person	3 Expected, 50/50 chance	Acceptable only if no other method viable and with high level controls in place
4 Major injury to more than 1 person	4 Regular, not again	Unacceptable risk. Plan out or add further control measures
5 Death / multiple deaths	5 Frequent, Often	



Avery Fields Community Sports Trust

Fire Risk Assessment

4th July 2018

INTRODUCTION

This Fire Risk Assessment has been carried out to assist the 'Responsible Person' for the premises in complying with the relevant statutory provisions of the Regulatory Reform (Fire Safety) Order 2005.

It also seeks to address relevant issues relating to business, property and environmental protection. This report reflects the circumstances found at the time of the survey only and does not absolve the 'Responsible Person(s)' from ensuring effective day-to-day fire safety management within the premises, as required by law.

The report contains some information provided by others with onsite responsibility and no liability can be accepted by the assessor for the accuracy or otherwise of such information.

A management overview is provided in section 4, however, this does not include all matters that should be actioned as it is an overview, and more detail regarding remedial issues is provided in the action plan itself. The person responsible for implementing this report and the 'Responsible Person' are advised to record their actions about the guidance provided.

The Fire Risk Assessment should be made available for the information of employees, employee representatives and the guardians of young person's as well as for inspection by Enforcing Authorities. It must be reviewed whenever it is no longer valid, i.e. significant change in working practices, material alteration, following any fire incident (or near miss) and in any case, at suggested periods not exceeding 12 months.

Address:	Avery Fields Community Sports Trust 79 Sandon Road, Edgbaston Birmingham B17 8DT		
Use of Assessed areas (Office, Factory, Shop etc.):	Clubhouse, Offices, Changing Rooms, Kitchen and Function Room.		
Number of Floors:	2		
Number of Basements:	0		
Approx. Footprint (Square Metres):			
Number of Lifts:	1		
Number of Staircases:	Internal	1	External
Fire Alarm Type	Includes automatic detection		
Single or Multi Occupied	Single		
Building/s Construction Description	The buildings are constructed of brick and block elevations with structural steel elements.		
Areas covered by this report include:	The premises in this report comprises the Clubhouse, changing rooms and sports grounds		
Other Relevant Information	This assessment was completed by Helen Overton GradIOSH		

PROCESSES AND ACTIVITIES

The clubhouse is primarily a concrete and brick structure.

The site has been developed in the last 12 months with a new structure housing the clubhouse a two-storey building. The site is encompassed by a security fence.

In the buildings included in this report activities include office and administration, function suit, kitchen and associated facilities and changing room facilities on the ground floor main building.

CCTV, intruder systems and access controls are located in the main building.

The site is occupied 7 a week generally between 07.30 to 21.00 hrs. Occupancy of the staff through all areas (including the buildings varies with about 10 employees. When rugby matches are underway there is a potential for about 1,000 people to be on site.

PEOPLE POTENTIALLY AT RISK

Number of employees on site:	Day 10
	Night 10
	Total

Approx. number of other persons sharing facilities (Multi Occ)	N/A
Number of visitors that may resort :	
Contractors that may resort : e.g. cleaners Detail any sleeping risk:	N/A
Detail special arrangements (if any are in place) for persons with disability:	There are some arrangements in place for people with disability that include contrast edges on steps that may assist the visually impaired. an evacuation (carry chair) is available and rudimentary plans for the management of people with ambulant difficulty are also in place but should be developed as advised in this report

MANAGEMENT OVERVIEW

Premises Business Value

The premises are described by the occupier as: **Important**

Fire Management Overview

Access to the clubhouse is via the main doors of the main building. The remainder of the site is surrounded by extensive security fencing with secured (locked) emergency access gates. The on-duty receptionist directs visitors and guests to the desired location where they become the responsibility of their host.

If this is a sporting event the coaching staff that are managing the event adopt the responsibility for spectators, guests and visiting teams.

The main buildings design contains the emergency escape staircases and function facilities are located on the first floor.

Students attending the location range from about 6 to about 17 years of age and are closely managed by the coaching staff when on site.

There are fire alarm systems associated with the clubhouse that when operated sound the evacuation. Fire alarms systems are tested regularly and are maintained and serviced by the contractor.

When the alarm operates in the clubhouse it is evacuated and those who evacuate attend the assembly point. A sweep process by trained staff confirms that everyone is safely out of the clubhouse.

Automatic fire detection is extensively provided in the Clubhouse. Generally, two way travel is available and this may negate the need for fire doors along the length of the ground floor corridors, however, many of the rooms off the ground floor corridor are changing rooms complete with shower facilities. This arrangement may delay evacuation response due to some not hearing the alarm due to the shower noise or pausing to dress before evacuating. For this reason, the assessor considers the regular maintenance and testing of the fire doors along these routes as essential.

Emergency lighting appears to be well located and is subject to test. The frequency of test is in accord with the British Standard 5266 and should be adjusted so that each unit is subject to a monthly flick test. Units will be maintained and serviced.

Firefighting equipment is provided. Staff will be trained in the use of extinguishers, the site policy is to evacuate and not to fight fire which appears reasonable given the volume of young people and people unfamiliar with the site who may be present in an emergency situation.

A maintenance scheme appears to be in place for fire related systems with documentation available that is relatively easy to audit and check. There is evidence of some good systems and practices on site with pictorial diagrammatic evacuation notices strategically located that support the standard safety sign evacuation notices. Their principle purpose is to assist some of the younger students and those whose first language is not English to identify the fire assembly point.

A summary of key concerns includes:

1. Review evacuation procedures and site planning to ensure that plans can be executed effectively.
2. Include a documented plan for the assisted evacuation of people with disability
3. Provide site information in a grab pack for the attending emergency services

ASSESSMENT PROCEDURE

The assessment should be maintained as a living document and be reviewed actively to ensure that acceptable standards are being maintained. A review of the fire risk assessment should always be completed where there is any significant change in: The actions required by your Risk Assessment are prioritised as follows:

Priorities explained

This assessment has been completed to reflect the practices and procedures operating on the premises at the time of the assessment. Information to complete the assessment has been gathered via inspection and by discussion with persons associated with the clubhouse and site e.g. employees, management. It is therefore to some extent reliant upon the quality of information and level of cooperation provided by those personnel that provided information.

Reference in part has been made to current policy documents in place but this is tempered by the ability to demonstrate that the policy or procedure has been effectively implemented and that there is clear evidence that this has occurred. It is thus the case that certain actions advised and recommended are already policy and that this report must not be interpreted as any criticism of current policy but as a prompt to ensure that these policies are implemented and to ensure that the safety system is effectively applied in a manner commensurate with good practice.

Materials used or stored on the location

- Numbers employed, where they are located and the activities that they engage in
- Structural or material change to the internal or external layout of the premises.
- Following any incident involving either a fire or a “near miss” occurrence
- Activity, machinery or process activity
- Any proposal to increase the fire loading of the premises
- Any significant change that may affect the fire safety arrangements that are in place

- At regular intervals – maximum advised interval, **12 months from date of assessment.**

1 Immediate Action required

A condition or activity likely to cause an immediate risk of fatal or major injury (usually dealt with during the consultant's inspection).

2 Short term action required

Contravention of a legal requirement with a potential to cause a serious injury or ill health. It may result in a Prohibition Notice if not attended to.

3 Medium term action required

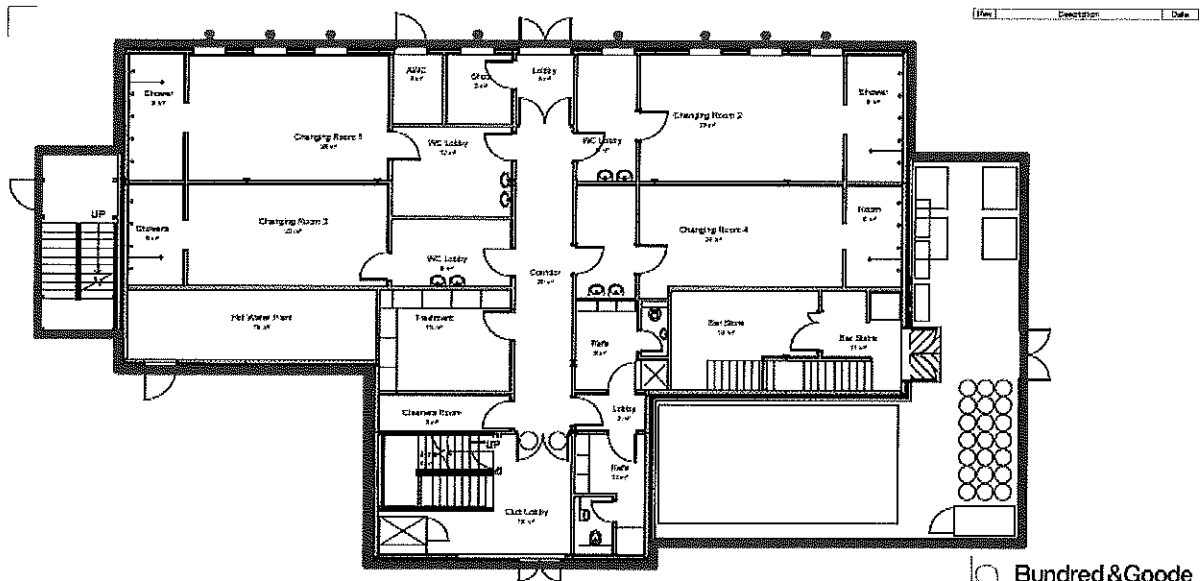
A legal contravention likely to result in injury or ill health which may result in an Improvement Notice if not attended to.

4 Longer term action required plan to complete within 12 months

Control inadequate or not in line with best practice/current guidance. Enforcement may follow if no action taken.

5 Review as part of Business Plan

No immediate risk to health or property. Action is desirable to meet current standards though costs not currently justified by risk.



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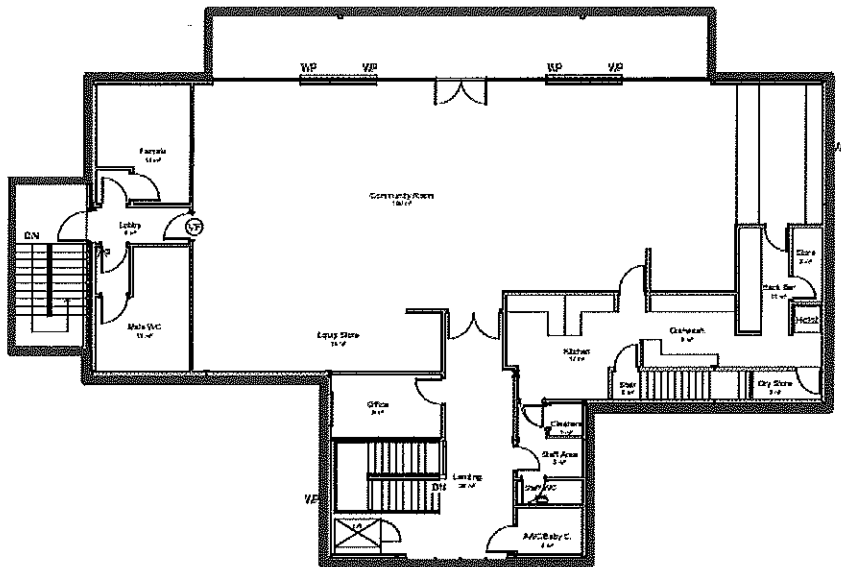
Proposed Warehouse and
 Changing Facilities
 Sited on the
 "Heavy Filler"
 Section Road



LOGMOOR
 Licence Plan Ground Floor

CONSTRUCTION

1/15
 1:100
 A26 L2



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License Plan First Floor

CONSTRUCTION

INS 1:100

ASB LS

SUBJECT	ACTION REQUIRED	PRIORITY	ACTION BY	COMPLETION DATE
Combustibles				
Controls	Suitable fire log book specific to this building should be obtained and used to record tests and checks carried out on weekly, monthly, quarterly basis etc.	3	01.08.2018	
Controls	A key person on site is the facilities manager who requires appropriate authority to manage fire safety issues effectively.	3	01.08.2018	
Controls	A site-specific fire evacuation plan should be available and, and staff trained so that they are aware of their role within the plan. The plan should include detail of the arrangements for disabled evacuation and the means for assuring that all areas are clear.	3	01.08.2018	
Controls	The fire evacuation plan should include specific arrangements for the management of people with disability particularly those that may have ambulant difficulty	3	01.08.2018	
Controls	All emergency light units should be subjected to monthly 'flick test' and records kept of all completed tests.	3	01.08.2018	
Controls	When evacuation plans have been fully reviewed ensure that appropriate training has been provided to all employees who are expected to fulfil the role of fire marshals and check the building if the sweep process is to be adopted.	3	01.08.2018	
Fire Service Facilities	Single line plans of the buildings should be maintained in an 'emergency grab pack' in the reception for use by the	3	01.08.2018	

	emergency services in the event of an incident. The plan should include details of the building layout, services isolation switches (gas, electric), and fire hydrant location, the location of highly flammables, emergency contact information and any other relevant information.			
Ignition Sources	The fixed electrical wiring was tested 2017 by an electrician to achieve compliance with the Electricity at Work Regulations 1989. It is best practice to maintain a copy of the test certificate on file for audit	3	01.08.2018	

FIRE RISK ASSESSMENTS

1. Ignition Sources
2. Combustibles and Oxygen Sources
3. Controls
4. Means of Escape
5. Fire Service Facilities

Ignition Sources

HAZARDS	LIKELIHOOD	SEVERITY	RISK
Presenting the risk of fire through electrical defect e.g. arcing, overload, short circuit			
Cooking or other work process including contractors engaged in 'Hot Work'	2	5	
Defective plant or poor management of the equipment			
Arson			
			MEDIUM RISK = 10

CURRENT CONTROLS	YES	NO	ACTION REQUIRED	PRIORITY
Electrical				
The premises hard wire circuits for all buildings have been checked and tested by a competent electrician in accordance with the IEE Regulations (2010) and a copy of the certificate is held on site	YES		Maintain and monitor existing controls	
Portable electrical equipment, appliances, leads, cables and plugs are subjected to regular PAT testing including inspection for damage.	YES		Maintain and monitor existing controls	
Cable management and the use of multi adaptors throughout the premises is satisfactory	YES		Maintain and monitor existing controls.	
New electrical equipment is subjected to visual inspection or PAT before use and equipment in use is well managed	YES		Maintain and monitor existing controls.	
Employees are aware of who to report defects with electrical equipment	YES		Maintain and monitor existing controls.	
A policy is in place controlling or restricting the use of personal electrical equipment in the workplace	YES		Maintain and monitor existing controls.	
Cooking, Smoking and Process Hazards				
Cooking facilities were available and is used by trained employees or trained contracted services only.	YES		Maintain and monitor existing controls.	
Cooking equipment (gas and electric) was provided with a conveniently located 'isolation' switch for use in the event of an emergency that is connected	YES		Maintain and monitor existing controls	

to the fire alarm to automatically isolate supply in the event of an alarm activation				
A procedure was in place in the event of a gas leak being detected	YES		Maintain and monitor existing controls.	
'No Smoking' policy is in place throughout the premises and no evidence of breaches were observed	YES		Maintain and monitor existing controls.	
A 'Permit to Work' system is in place to be implemented in the event of hot works being carried out by employees or contractors	YES		Maintain and monitor existing controls.	
Suitable measures are in place to control the dangers arising from normal workplace activities and processes e.g welding soldering, naked flames,	YES		Maintain and monitor existing controls.	
Heating installation and appliances				
The heating plant and equipment is subject to annual servicing and/or regular maintenance appropriate to the installation	YES		Maintain and monitor existing controls.	
Heating appliances in the work areas was suitably located and managed to be away from combustible materials	YES		Maintain and monitor existing controls.	
Storage was not located adjacent to any heating appliances observed during the inspection.	YES		Maintain and monitor existing controls	
External storage was well maintained and combustible materials were not readily available to arsonists	YES		Maintain and monitor existing controls.	
Bins and external waste receptacles where used were	YES		Maintain and monitor existing controls.	

either individually secured or secured in a suitable compound away from the building				
Appropriate security; CCTV, 24/7 security, intruder system, secure fencing and external lighting measures are in place to deter arson	YES		Maintain and monitor existing controls.	
There is no known recent arson activity in the general area	YES		Maintain and monitor existing controls.	

Person(s) Exposed:

Person 1	All Employees
Person 2	Contractors
Person 3	Visitors
Person 4	Students

COMBUSTIBLES AND OXYGEN SOURCES

HAZARDS	LIKELIHOOD	SEVERITY	RISK
<i>Paper, packaging, fixtures, sports kits and furnishings</i> <i>Oxygen/Entonox cylinders,</i> <i>Cooking Oils (small quantities)</i>	2	4	MEDIUM RISK = 8

CURRENT CONTROLS	YES	NO	ACTION REQUIRED	PRIORITY
Combustibles				
Significant quantities of explosive, cylinders or highly flammable substances are appropriately stored on the premises.	YES		Maintain and monitor existing controls.	
Housekeeping arrangements and standards were noted to be satisfactory during the assessment	YES		Maintain and monitor existing controls	
Boiler rooms, plant rooms, service cupboards and electric and gas intake cupboards were found to clear of combustible materials and suitably maintained.	YES		Maintain and monitor existing controls	
Storage areas/cupboards were inspected and suitably maintained	YES		Maintain and monitor existing controls	
Oxygen or other cylinders are on site and stored correctly	YES		Maintain and monitor existing controls.	

Windows and doors when not in use are normally kept shut to minimise airflow in the event of fire.	YES	Maintain and monitor existing controls.	
Whenever the premises is unoccupied doors and windows are kept shut e.g. checked before vacating at the end of the working day/shift	YES	Maintain and monitor existing controls.	
Ventilation systems dampers are linked to the fire alarm to stop air supplies in the event of a fire and are serviced by external contractors	YES	Maintain and monitor existing controls.	

Additional Comments

Person(s) Exposed:

Person 1	All Employees
Person 2	Contractors
Person 3	Visitors
Person 4	Students

ORGANISATIONAL CONTROLS, PREVENTION and MANAGEMENT

HAZARDS	LIKELIHOOD	SEVERITY	RISK
Inappropriate actions taken on operation of the fire alarm resulting in people being trapped or injured Failure to maintain systems and ensure that they operate if required People on site unaware of the correct place to evacuate to resulting in delay in escape and injury	2	4	MEDIUM RISK = 8

CURRENT CONTROLS	YES	NO	ACTION REQUIRED	PRIORITY
Responsibilities and Management				
The Chairman has accepted responsibility to act on the findings of this report.	YES		Maintain and monitor existing controls.	
The Chairman has accepted responsibility for the daily management of fire risk (To include; Means of escape, fire protection systems, fire equipment, housekeeping and relevant training)	YES		Maintain and monitor existing controls.	
The management structure permits reasonable control of the premises to ensure that fire safety management remains at an acceptable standard	YES		Maintain and monitor existing controls.	
Documentation				
Has the company got its own fire safety policy?	YES		Maintain and monitor existing controls.	
Are appropriate and suitable fire system records maintained	YES		Maintain and monitor existing controls.	
Written appropriate site-specific fire evacuation and emergency plans were in place and are adequately detailed.	YES		Maintain and monitor existing controls	
Are suitable specific arrangements in place for persons considered to be at significant risk in the	YES		Maintain and monitor existing controls	

event of a fire in the premises e.g. Visitors, young persons, the elderly or infirm, persons with sensory or other disabilities, persons that may not be conversant with location arrangements or may have linguistic or comprehension difficulties.				
Are suitable controls in place to manage Contractors and is a policy in place	YES		Maintain and monitor existing controls.	
Structural and material alterations				
Are suitable arrangements in place to ensure that fire safety and the assessment is reviewed when changes are proposed to be made to the internal layout of the walls, partitions or furniture. Or where structural or processes are to be changed that may materially affect the fire arrangements in place? (Note – review should be completed before, during and after such changes)?	YES		Maintain and monitor existing controls.	
Do structural alterations appear to have been made with appropriate building control approvals and is compartmentation satisfactory?	YES		Maintain and monitor existing controls.	
When assessed spacing between other buildings and structures appeared adequate?	YES		Maintain and monitor existing controls.	
Fire Alarm Systems and Emergency Lighting				
Suitable arrangements for providing warning throughout the premises/building are in place.	YES		Maintain and monitor existing controls.	
The fire alarm is arranged to ensure that a call is made to the fire brigade on actuation	YES		Maintain and monitor existing controls.	

The fire alarm system is appropriately tested and maintained, and records are kept available.	YES	Fire alarm systems should be tested monthly and should be tested weekly by the operation of a single break glass point (using a test key).	
Emergency Escape lighting is installed, tested and maintained in accordance with BS5266 Part 1. Records are maintained available.	YES	All emergency light units should be subjected to monthly 'flick test' and records kept of all completed tests	
Fire Fighting Equipment			
A suitable number of fire extinguishers and fire blankets are well located	YES	Maintain and monitor existing controls.	
All fire extinguishers are annually inspected and serviced by a competent person.	YES	Maintain and monitor existing controls.	
Fire extinguishers were appropriately positioned and secure	YES	Maintain and monitor existing controls.	
Signage			
Appropriate signage complying with the Safety Signs and Signals Regulations are provided in accordance with BS5499.	YES	Maintain and monitor existing controls	
No Smoking signage	YES	Maintain and monitor existing controls.	
Staff Training			
An appropriate number of trained fire marshals are provided, and routine checks and inspections of the workplace are completed and recorded.	YES	Maintain and monitor existing controls	

Appropriate evacuation drills and exercises are completed and documented.	YES		Maintain and monitor existing controls.	
Induction procedures include fire safety instruction for employees and they are reminded of these instructions at regular intervals.	YES		Maintain and monitor existing controls.	
Arrangements for managing the safety of visitors and contractors are in place	YES		Maintain and monitor existing controls.	

Additional Comments

Person(s) Exposed:

Person 1	All Employees
Person 2	Contractors
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Person 4	Students

MEANS of ESCAPE

HAZARDS	LIKELIHOOD	SEVERITY	RISK
A failure of structural and designed fire resisting elements that may prejudice the means of escape for all people particularly those that may be using showers when the alarm operates.			
Poor structural maintenance that prejudices the safety of occupants and the building	2	5	MEDIUM RISK = 10

CURRENT CONTROLS	YES	NO	ACTION REQUIRED	PRIORITY
At the time of the assessment adequate means of escape arrangements were provided and maintained	YES		Maintain and monitor existing controls.	
Travel distances were assessed as acceptable and appropriate to risk.	YES		Maintain and monitor existing controls.	
'Protected routes' and escape routes including staircases were found to be free of combustible items and storage	YES		Maintain and monitor existing controls.	
External escape routes were maintained available and free of trip hazards or obstructions	YES		Maintain and monitor existing controls.	
Wall linings in escape routes appeared to be of a Class 0 where appropriate	YES		Maintain and monitor existing controls.	
Exit arrangements from inner rooms was appropriate	YES		Maintain and monitor existing controls.	

Ceilings and walls appeared to be of a minimum 30 minutes fire resistance and suitably maintained where required	YES		Maintain and monitor existing controls	
The building was appropriately compartmented (i.e. no large uncomparted areas)	YES		Maintain and monitor existing controls.	
All fire resisting partitions appeared to meet the minimum 30 minutes fire resisting where required and extended to the underside of the floor above where required.	YES		Maintain and monitor existing controls.	
All openings permitting the passage of services (pipes, cables, ducts etc.) through walls, floors and partitions was appropriately fire stopped	YES		Maintain and monitor existing controls	
All cupboards and storage areas containing high fire loads were of 30 minutes fire resistance and fitted with doors either self-closing or locked shut (where appropriate).	YES		Maintain and monitor existing controls.	
Means of escape arrangements for all occupants including visitors and persons with disabilities were suitable (see Controls)	YES		Maintain and monitor existing controls.	
All fire resisting doors were fitted with heat and smoke seals and were in a good state of repair	YES		Maintain and monitor existing controls.	
All fire resisting self-closing doors were found to be operating correctly and closing the door fully into its frame from all angles of opening.	YES		Maintain and monitor existing controls.	
All 'secured' doors through which persons may have to pass when making their escape were secured with suitable devices that opened the door in one single easy action without the aid of a key	YES		Maintain and monitor existing controls.	

All final exit doors on escape routes opened outwards onto an even surface or ramp as appropriate	YES		Maintain and monitor existing controls.	
All staircases (internal and external) are suitably fitted with handrails	YES		Maintain and monitor existing controls.	
All glazing in staircase enclosures was installed above handrail height and was suitably fire resisting where required.	YES		Maintain and monitor existing controls.	
External Ladders, Staircases etc.				
External staircases were noted to be in good repair	YES		Maintain and monitor existing controls.	

Additional Comments

Person(s) Exposed:

Person 1	All Employees
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Person 3	Visitors
Person 4	Students

FIRE SERVICE OPERATIONAL FACILITIES

HAZARDS	LIKELIHOOD SEVERITY		RISK
	2	4	
Unable to access premises Unable to shut off supplies Delays in providing search and rescue			MEDIUM RISK = 8

CURRENT CONTROLS	YES	NO	ACTION REQUIRED	PRIORITY
Access to the building was suitable and sufficient for Fire Brigades.	YES		Maintain and monitor existing controls.	
Water supplies were considered adequate	YES		Maintain and monitor existing controls.	
Hydrants and water mains were suitably tested and maintained with hydrants indicated by yellow marker posts	YES		awaiting confirmation	
Has consideration been given to features of the building that incorporates design features or processes that pose a significant risk to fire fighters in the event of a fire	YES		Maintain and monitor existing controls.	

Person(s) Exposed:

Person 1	All Employees
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Fire Safety Policy

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Avery Fields Community Sports Trust

Fire Safety and Fire Safety Management

1.0 Introduction

The effects of a fire in the workplace can be devastating in terms of lives lost, injuries, damage to buildings, plant, machinery and property. Most fires which occur in workplaces are preventable. Good standards of fire safety management are essential to ensure that fires are unlikely to occur; that if they do occur they are likely to be controlled or contained quickly, effectively and safely; or that, if a fire does occur and grow, everyone in the premises is able to escape to a place of total safety easily and quickly.

This fire safety policy outlines the arrangements to provide an adequate and consistent standard of fire safety at Avery Fields Community Sports Trust. The protection of life is paramount.

2.0 Legal requirements

This risk management standard is designed to provide a framework to fulfill the legal requirements of the Regulatory Reform (Fire Safety) Order 2005, and with respect to the fire safety duties listed in articles 8-22 of the regulation.

3.0 Responsibilities

Everyone who works at, or visits Avery Fields Community Sports Trust has a responsibility to prevent fires and maintain good standards of fire safety.

3.1 Chairman

The Chairman is responsible for ensuring that sufficient competent personnel are provided to ensure that adequate standards of fire safety management can be maintained, and sufficient financial resources are provided to inspect, service and maintain all devices or systems related to fire safety matters, and to provide sufficient training and instruction.

The Chairman is also responsible for ensuring the general fire precautions and any protective and preventative measures are maintained to ensure the health and safety of any employees or other persons on the site. This includes the following:

- Ensuring a suitable and sufficient fire risk assessment for the site has been undertaken by a competent person.
- Ensuring adequate arrangements are in place to meet the requirements of any licences granted to the premises.
- Ensuring adequate contingency plans, including the contingency planning for the occurrence of fire, are in place to meet the requirements of the stadiums safety certificate
- Ensuring sufficient communication, cooperation and coordination is maintained with the emergency services to allow effective contingency planning and emergency preparedness.
- Ensuring preventative and protective measures are implemented and maintained to protect all persons from the risks associated with the premises, work processes or substances.
- Ensuring adequate means of escape are provided at all material times when the premises are occupied, including the provision of adequate emergency lighting and signage.
- Ensuring sufficient means of fire fighting are provided and maintained.
- Ensuring a suitable means of detecting fires is provided and maintained.
- Ensuring sufficient warning systems or arrangements are in place to warn all persons on the premises to the presence of fire or danger.
- Ensuring suitable emergency arrangements or action plans are documented and are able to be undertaken in the event of a fire occurring, including arrangements for liaison with the emergency services.
- Ensuring sufficient competent persons are appointed to assist the site management in implementing and maintaining the general fire safety precautions on the premises.
- Ensuring that fire safety and emergency information is provided to all employees, temporary labour and contractors engaged to offer services on the premises.
- Ensuring that fire safety and emergency information is provided to young persons engaged to work at the premises.
- Ensuring that fire safety and emergency information is provided to children, and the parents or guardians of those children engaged to work at the premises.

- Ensuring that relevant information and sufficient training is provided to persons undertaking fire safety duties including stewards, fire marshals or fire wardens.
- Ensuring that relevant fire safety and emergency action information is provided to all contractors and visitors to enable them to prevent fires occurring, raise the alarm in the event of a fire, or evacuate the premises if the fire alarm is raised.
- Ensuring that relevant emergency information is provided to all members of the public visiting the site as spectators or using the site facilities, to enable them to raise the alarm in the event of a fire or evacuate the premises if the fire alarm is raised.
- Ensuring suitable records are maintained with regard to fire safety management.

3.2 Facilities Manager

The Manager Role is applicable to event days (specified events). The Manager has operational health and safety responsibility for the specified event occurring in the Trust house and playing fields. The Manager has the following responsibilities with regard to fire safety:

- Arranging for sufficient resource to be available prior to the specified event, to enable the grounds contingency plans to be effectively undertaken.
- Ensuring the emergency communication systems are operational and suitably maintained.
- Coordinating and briefing on fire safety matters.
- Advising the Chairman as to any changes which are required to the contingency plan for specified events.
- Overseeing the execution of the contingency plan and liaising with the emergency services.

3.3 Managers, Employees

Managers, Employees and all other persons with responsibility for an area of work are responsible for ensuring the following where applicable to their job role:

- Adequate standards of fire safety including fire prevention and emergency arrangements are maintained within the areas under their control;
- The provision of fire safety information to employees has been provided as necessary in relation to the general fire safety and emergency arrangements for the site, and the specific fire safety and emergency arrangements for their area of work.

- Manage contractors and service providers engaged to work in their area of responsibility to ensure adequate fire safety controls are in place including the monitoring of hot works, contractor competency and the suitability of tools and equipment brought onto site.
- Ensure that sufficient arrangements are in place to ensure the safety of young persons and children working in their area if responsibility.

3.4 Employees

Employees of the company have the following responsibilities:

- To take reasonable care of their own safety and that of others who may be affected by the action they take, or fail to take.
- Co-operate with their employer where instructed, and to follow any instruction and training provided to enable a sufficient standard of fire safety to be achieved and maintained,
- To raise concerns to their employer relating to fire safety or health and safety in general.

3.5 Visitors

Visitors have a responsibility to follow the safety instructions, including fire safety instructions provided by the Trust, and to obey the relevant site and Trusthouse rules.

3.6 Contractors

Contractors have a responsibility to follow the instructions provided by the Trust. Contractors must work in accordance with their risk assessments and method statements, obey the site rules and adhere to the requirements of their permit to work where applicable.

4.0 Fire Risk Assessment

A fire risk assessment for the Trust must be conducted by a competent person. The competent person may be sourced internally or externally. One indication of competency would be the achievement of the following qualifications or accreditations:

- NEBOSH Fire Safety Certificate,
- Diploma in Occupational Health and Safety,
- Registration on the Institute of Fire Engineers Risk Assessors and Auditors Register.

The fire risk assessment must consider the legal duties imposed by the Regulatory Reform (Fire Safety) Order 2005. The risk assessment will indicate if the fire prevention measures and fire precautions such as action plans, employee training, auditing and system tests or maintenance regimes are in place and working properly.

The fire risk assessment should identify any fire safety deficiencies which require attention. The remedial actions to rectify these deficiencies should be prioritised in order of urgency i.e. high, medium and low. Once these remedial actions have been completed they must be signed off by the Chairman and a record kept with the fire risk assessment.

The fire risk assessment must be held onsite and be available for scrutiny by a visiting enforcing officer at all times. The fire risk assessment must be reviewed by a competent person. The fire risk assessment should be reviewed at a period not exceeding two years.

4.1 Dangerous Substances Explosive Atmospheres

During the risk assessment process consideration must be given to the presence of dangerous substances or explosive atmospheres which may require a separate risk assessment to be conducted as required by the Dangerous Substances Explosive Atmospheres Regulations 2002.

Dangerous substances are any substances that are present or may be used at work which could cause harm to people as a result of a fire or explosion. Examples of these substances include solvents, fuels and flammable gases such as liquid petroleum gas (LPG).

5.0 Fire Fighting

Fire fighting equipment may be used to aid a person's escape where the escape route is blocked by fire or burning debris. The inappropriate use of fire fighting equipment due to a lack of knowledge and experience can be dangerous.

All employees should receive information relating to the types of extinguisher in the workplace, the correct operation and the limitations of the extinguishing equipment. This information must form part of the information provided during the induction process and should be repeated at a period not exceeding 3 years. This training must be documented and recorded in the training records.

The use of fire fighting equipment may also allow a small fire to be extinguished to prevent potential loss, injury or death. Fire marshals will be identified and trained in the practical use of fire extinguishers.

The training should include the following points:

- Explanation of applicable legislation key legal duties,
- Employer, employee legal duties,
- The fire triangle,
- Ignition sources, fuel sources and oxygen sources,
- Principals of fire prevention,
- Classification of fire,
- Types of extinguisher,
- Correct operation of extinguishers,
- Limitations of extinguisher use,
- The practical operation of a fire extinguisher,
- The emergency action plan for the site.

The protection of life is the absolute number one priority. No person must endanger themselves or others in an attempt to extinguish a fire or save the Trusts assets.

6.0 Fire Marshals

The Trust will appoint sufficient Fire Marshals to manage fire safety in their areas of responsibility and to effectively execute the emergency arrangements. To ensure the premises have been fully evacuated, the fire wardens will sweep the building. Fire marshals will have fire safety duties including:

- Regular checks of the workplace to ensure that fire safety is not compromised, i.e. blocked fire exit routes and fire doors,
- Checks to ensure that fire fighting equipment is present and not obscured or otherwise compromised,
- Ensuring that persons in the workplace are aware of the fire and evacuation procedures, in particular the means of raising the alarm and escaping from the workplace,
- Assisting the evacuation of disabled persons,
- Informing the responsible person of any deficiencies in the fire safety procedures,

- Checking the workplace to ensure all persons have evacuated safely,
- Undertaking roll calls at the assembly point,
- Liaising with the site engineers or fire and rescue service.

7.0 Fire Drills

Fire drills must be undertaken on each site at least six monthly. Where the Trust operates a shift system or where all employees are not present at any one time, more than one fire drill must take place to allow a greater number of employees to participate in the fire drill.

An assessment of the effectiveness of the fire drill must be made and a record of the drill and the observations must be kept. The following information must be recorded as a minimum.

- Date of the drill,
- Time the alarm was raised,
- Time the last person left the building,
- Time to complete the roll call,
- Time to identify or investigate the cause of the alarm (If applicable)
- Names of staff present,
- Names of Fire Wardens at the drill,
- Details of any deviations from the emergency action plan,
- Details of any aspect of the drill which worked well,
- Observations or comments from drill participants.

8.0 Fire Safety Records

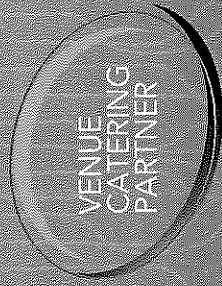
Each site must maintain adequate fire safety records. These records must be kept in a fire safety log book and must be readily accessible at all times. The records must include:

- Record of enforcement visits and inspections,
- Fire procedures / emergency action plan,
- Site plans,
- Fire risk assessment,

- Fire detection and warning system testing and maintenance,
- Emergency lighting system testing and maintenance,
- Record of fire drills,
- Record of incidents and faults,
- Site plans including the location of hazardous substances or disabled refuge areas on the site.

Introducing the third way...
*a new business model for sport, arena
and entertainment venue catering*





What is the Third Way?

The Third Way

The Third Way is a new integrated, partnership approach designed from over 50 years of business and venue catering experience, that will grow your catering business profits by making it more efficient, transparent and a cost effective part of your customer's total venue experience and helps to maximize the life time value of your customers to your venue.

It has generated significant proven results whether as a total solution partner, part solution partner or project advisor.

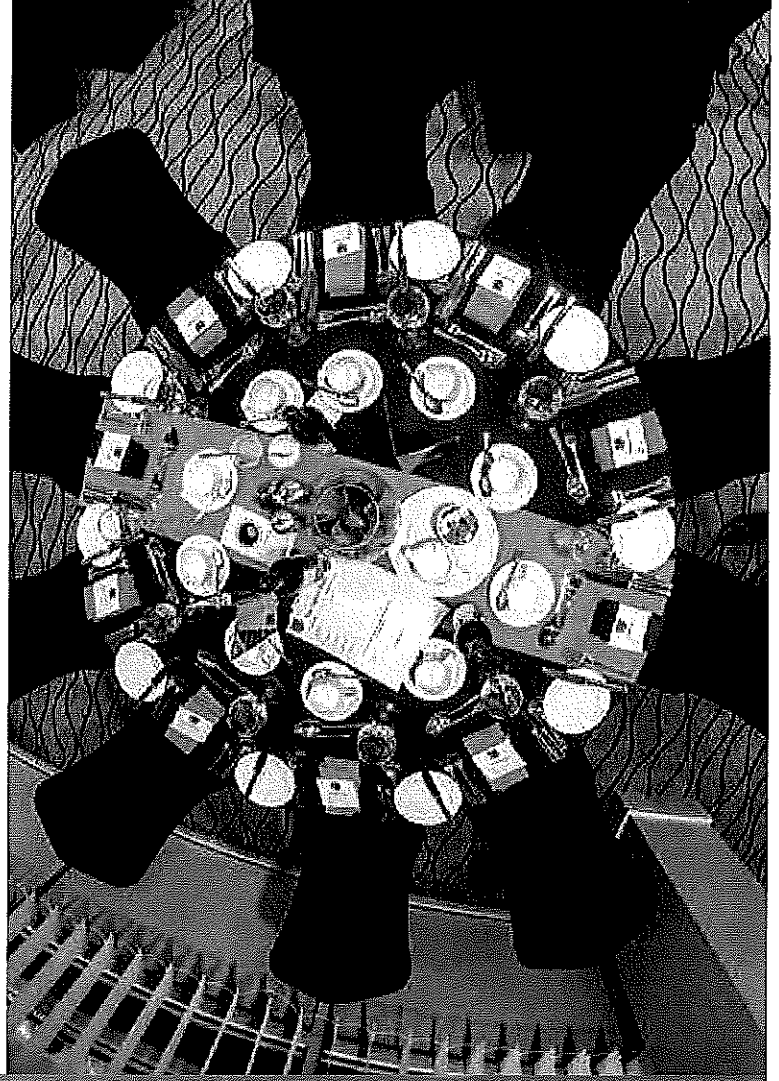
Please read through the following pages that will guide you through our approach that has resulted in **client profit growth of up to 58% at one of our venue over three years.**



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Venue Catering Partners

A fresh and tasty approach to arena and venue catering

Here at Venue Catering Partner (VCP) we do things differently to deliver a real difference for your enterprise.

Traditionally, you had the choice of either outsourcing your catering and handing over control to a contractor or taking on the risks yourself and manage your catering services in-house.

Now you have a third, innovative approach. One that bridges the gap between the traditional models. It's much less prescriptive and much more flexible because you're free to choose from two options:

Taster

We work with you on a range of specific, bespoke and one-off problem-solving projects, from reviewing the efficiency of your catering operations to undertaking detailed financial analysis of your sales and profit data.

A la Carte

We become your catering partner, taking full responsibility for your catering operations and working with you as an integral part of your business. We provide on-going strategic input, operational support, detailed monthly financial reports and quarterly performance reviews.

Setting a new standard which sets us apart

Our 'Bridging the Gap' approach gives you:

- greater control over brand, pricing policy and service delivery
- fast, easy access to specialist expertise
- experienced and benefit driven support and insights
- enhanced flexibility, efficiency, cost-effectiveness and profitably
- total transparency on procurement and retrospective discounts, back to the venue, which often pay for our VCP management fee
- new transparent sponsorship opportunities



Venue Catering Proposition

The best of both outsourced and in-house catering worlds

We seamlessly 'bridge the gap' between 'in-house' and 'outsourced' catering for you. In addition, we can deliver a wide range of bespoke facility management services tailored to the needs of you and your venue.

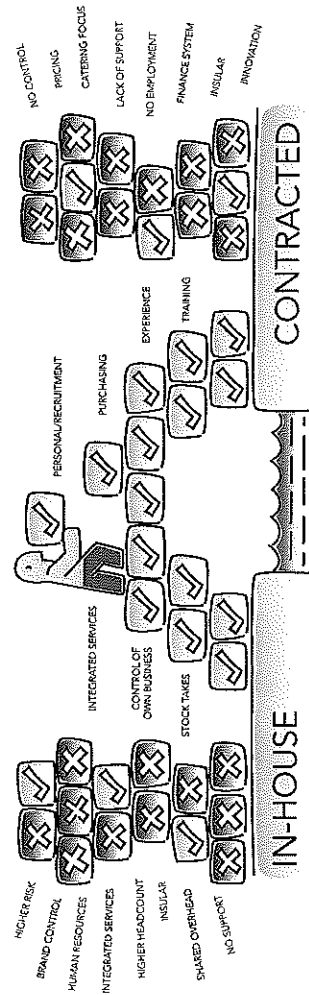
Our third way is already paying dividends for a growing list of prestigious clients, including Hull FC, Hull City Tigers FC, Wolverhampton Wanderers FC, Peterborough United, Saracens Rugby Club, Chesterfield FC and Bournemouth International Centre.

Don't take our word for the quality of our work

'VCP is so close that to all intents and purposes they are internal to our business. Their manager that works with us is employed by VCP but is genuinely a member of our senior management. I would recommend VCP highly.'

Richard Skirrow, Company Secretary, Wolverhampton Wanderers.

BRIDGING THE GAP





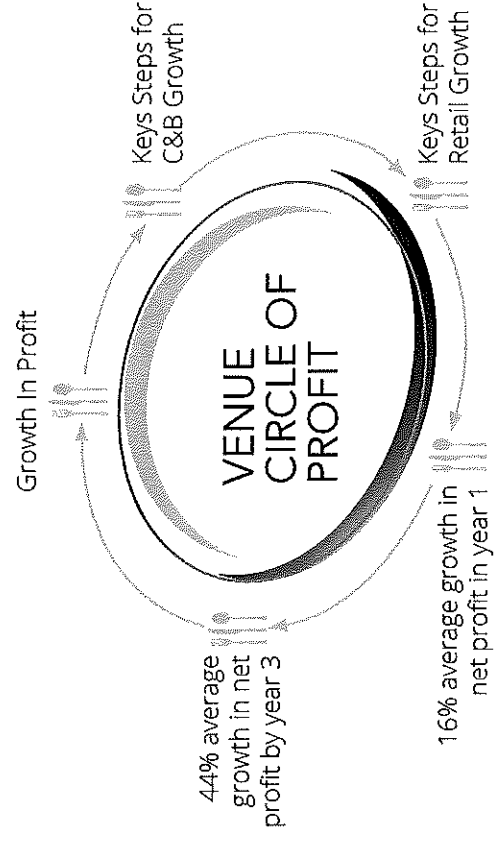
Venue Circle to Profit



Top quality services, bottom line benefits

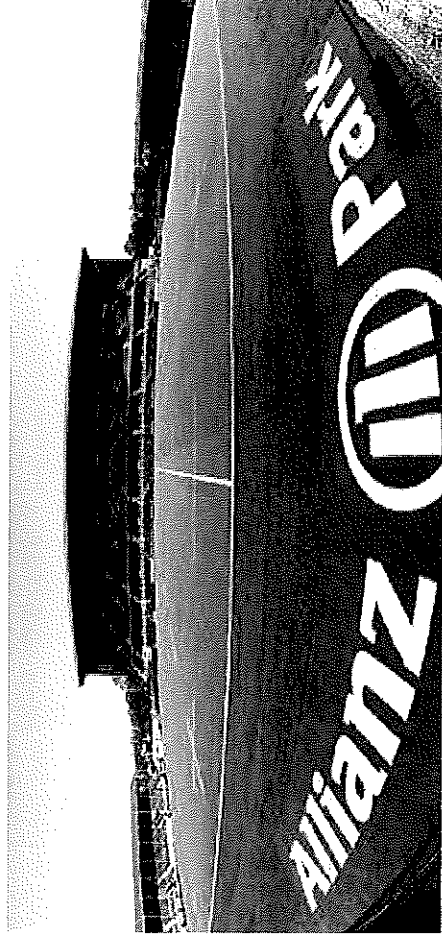
Our unique approach to sport, arena and entertainment venue catering has resulted in client returns increasing significantly. In fact, those increases in profits have averaged 16% during the first 12 months of the contract.

Our real time analysis of trading performance and understanding of the operational business model means that we deliver your KPI's, whilst driving a strategic creative approach in delivering profit.





Venue Catering Projects



Two partnerships, two stadia, two game-changing performances

We worked in partnership for three years with Saracens FC to help plan, build, develop and open the new Allianz Park Stadium, in Hendon, North London.

Voted 'Best New Stadium in the World' by Stadium Business Summit 2013.

We designed all the catering outlets and restaurants and opened and operated the new £18 million Stan Cullis Stand at Wolverhampton Wanderers' famous Molineux Stadium to much critical acclaim.

Awarded the Best Designed Stand in 2013.





Venue Catering Participation

Adding the services that add value

At VCP we do not limit our participation to catering but support our client's wider ambitions.

As an integrated part of our client's management structure we are often tasked with providing additional expert, experienced and high quality solutions in related areas of facility management and new commercialisation of your venue. These include:

- Cleaning
- Asset management
- Concerts support
- Project management
- Stadium and stand catering design
- Mystery shopper quality audits
- Brewery and other procurement tenders
- Enhanced Commercialisation of Your Brand and Venue
- Digital Sales and Marketing Opportunities
- Pop Up and Mobile Retail Opportunities
- Brand Exposure
- Outdoor Media Income

'We are only as good as the team around us and that certainly includes VCP.'

Bob Symms, Chief Executive Officer, Peterborough United – on becoming League One CEO of the year.



Venue Catering Proof



How to judge whether our approach works

We believe our fresh approach – where we're the nearest thing you can have to enjoying all the benefits of an 'in house' service, without all the day to day problems – is a winner. Look at the accolades we've already won:

- 2012/13 | Directors Choice, Boardroom of the Year Stadium Experience
- 2014 | RYTAS Conference & Events Winner
- Trip Advisor | Voted Best Premier League Away Ground by Fans - Public Catering
- 2014/15 | Winner of Best Match-day Hospitality Medium Stadium Experience
- 2014/15 | Winner of Overall Best Match Day Hospitality Stadium Experience
- 2013/15 | Runner Up Premier League Mystery Shopper - Retail Catering



VENUE
CATERING
PARTNER

Venue Catering Provenance

Adding transparency

At VCP we have lifted the lid on the whole opaque sector of retrospective discounts, which through our transparent approach now become part of your profit contribution.

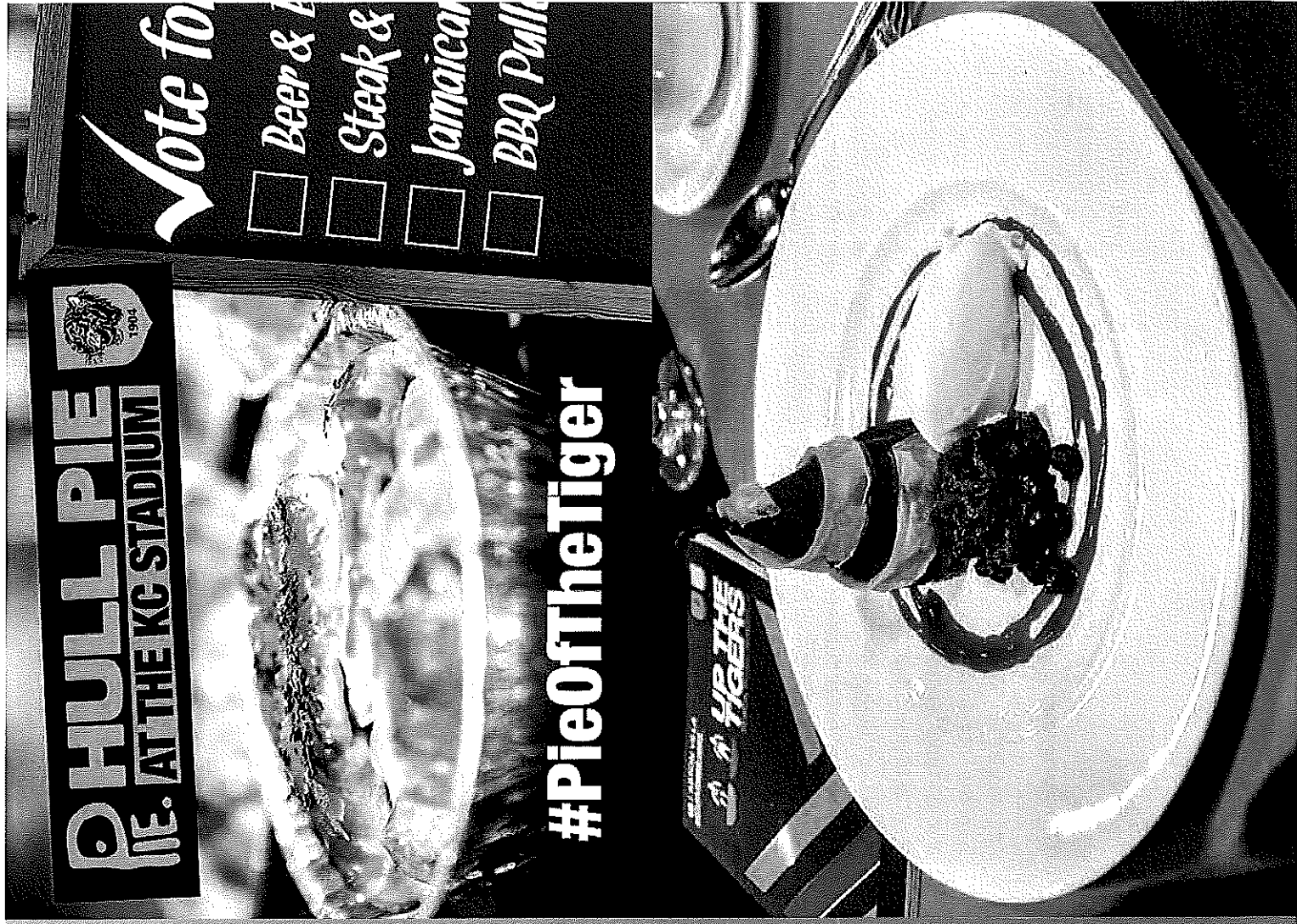
This approach allows you to control your brand and we can source local quality provenance for some of your fresh food suppliers. This local twist is highly valued by customers and the perception is you are working with the local business community, creating deep meaningful sponsorship marketing opportunities and putting something back into the local economy.

You are not involved in the black art of someone else's retrospective discounts and placement fees, who are sourcing from suppliers from all over the UK or Europe, when there could be a quality local supplier on your door step!





Venue Catering Provides



VENUE
CATERING
PARTNER

Venue Catering Promise

Contact Paul or David

Paul Biffen and David Hulme
Chief Executive & Financial Partners
Barn 3, Office 2A, North Court Yard
Dunston Business Village, Dunston ST18 9AB

www.venuecateringpartnerltd.co.uk

The experience behind this new catering experience

After more than 50 years of combined industry experience gained across over 70 of the UK's leading venues, we founded Venue Catering Partners to bring you a unique and flexible 'partnership model.' Our aim: to provide tailored catering services to a select range of venues like yours.

We were a key part in the growth of The Lindley Group, and in less than 10 years helped to take that business from £18 million of turnover to over £60 million. At the same time, we worked hard to build its reputation as one of the best venue caterers in the UK.

As venue catering specialists we'll work in partnership with you to help run your business more efficiently, transparently and cost effectively, whilst also giving you control of your brand, pricing, retro discounts and service delivery.

Our values are driven by putting people and service before profit. By engaging our team on our values and support the profit comes through our focused ownership. This way our vision and values are through:

- Partnership
- People
- Professionalism
- Performance

Which combined delivers

- Profit

To find out more about how our new approach could benefit your venue and business, please do not hesitate to contact us.