



Health and Safety Policy and Procedures

Responsible for review of policy	Responsible for review of procedures
Director, Finance and Business Operations	Business Operations and Compliance Manager

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Health and Safety Policy

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Policy

1.0 Introduction

In compliance with the requirements of the Health and Safety at Work Act 1974, Archery GB is effectively discharging their statutory duties by preparing a written Health and Safety Policy.

A copy of the policy, which outlines the company's health and safety arrangements and organisational structure, is provided at the company's premises along with a copy of the staff handbook that must be read by all employees and any other interested parties who may be affected by their work activities.

In order for Archery GB to discharge its statutory duties, employees are required by law, to co-operate with the management in all matters relating to health, safety and welfare of themselves and any other persons who may be affected by their acts or omissions at work.

The Health and Safety Management System for Archery GB is kept in Sutherland Hall and is available for inspection by any interested party upon reasonable request.

Archery GB agrees that in order to ensure the Health and Safety Policy is sustained in an effective condition, it is essential that the information is up to date and accurate. It is the responsibility of the Chief Executive to liaise with all necessary parties and to ensure that suitable revisions are made that reflect any changes that take place within the company. In addition, the policy will be reviewed if accident reports or any findings of management inspections raise issues for concerns.

Archery GB encourages all employees to inform their immediate superior of any areas of Health and Safety Policy that they feel are inadequate to ensure that the policy is maintained as a true working document.

1.01 Health and Safety Policy Statement

The following is a statement of the company's general Health and Safety Policy in accordance with section 2(3) of the Health and Safety at Work Act 1974.

It is the policy of Archery GB to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees working for the company or other persons who may be affected by their undertakings.

Archery GB acknowledges that the key to successful health and safety management requires an effective policy, organisation and arrangements, which reflect the commitment of senior management. To sustain commitment we continually review measure monitor and revise where necessary an annual plan to ensure that health and safety standards are adequate.

The Chief Executive will implement the company's Health and Safety Policy and recommend any changes to meet new circumstances. The instructions will then be

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carried out through the normal chain of management. The company recognises that successful health and safety management contributes to successful performance and will allocate adequate finances and resources accordingly.

The Management of Archery GB look upon the promotion of Health and Safety measure as a mutual objective for themselves and their employees at all levels. It is therefore, the policy of management to do all that is reasonably practicable to prevent personal injury and damage to property. Also, the company aims to protect everyone, including all visitors and members of the public in so far as they come into contact with the company or its activities, from any foreseeable danger.

All employees have a duty under the Health and Safety at Work Act 1974 section 7 & 8 and they are informed of their personal responsibilities to take care of themselves and to ensure they do not endanger others by their acts or omissions. They are also informed that they must co-operate with the company in order that they can comply with the legal requirements placed upon it and maintain the implementation of this policy.

The company will ensure continued consultation with the workforce to enable all viewpoints and recommendations to be discussed at regular intervals.

The company will ensure a systematic approach to identifying hazards, assessing the risk and determining suitable and sufficient control measures and informing employees of the correct procedure.

The company will provide, so far as is deemed reasonable practicable, safe systems and places of work, safe plant and machinery, safe handling of materials and substances, the provision of adequate information, instruction, training and supervision, safe access and egress, and adequate welfare facilities are in place.

The company regards all Health and Safety Legislation as the minimum standard and expects management to achieve their managerial role without compromising health and safety.

1.02 Environmental Statement

Archery GB recognises the need for sustainable development and continually aims to improve the environmental effects of its activity. To achieve this we will:

Establish sound environmental management by:

- Developing objectives that target environmental improvements and monitor performance by regular review.
- Considering environmental issues in any decision making processes.
- Educating staff so that they carry out their activities in an environmentally responsible manner.

Provide for effective use of resources by:

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- Promoting waste minimisation by recycling or finding other uses of by products where possible.
- Promoting the efficient use of resources, energy and fuel throughout the companies operations.

Procedures

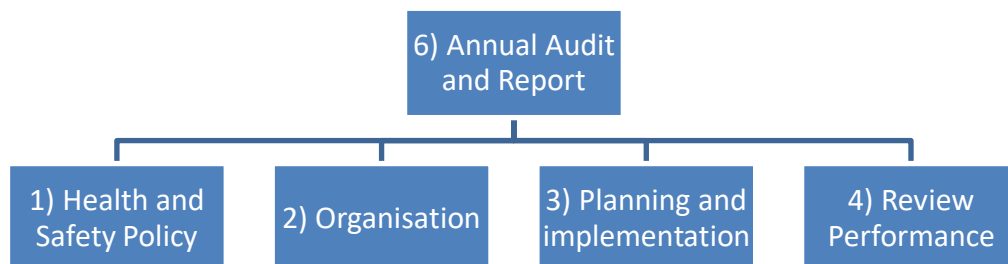
Health and Safety Management System

The management of Health and Safety at Work Regulations (regulation 5) requires the employer to have arrangements in place to cover health and safety. These arrangements should, where possible, be integrated with the management system that is already in place for the company. The arrangements will depend on the size and nature of the business and will require the following factors to be considered when integrating them into any management system:

- Planning
- Organisation
- Control
- Monitoring and Review

This Health and Safety Policy includes a management structure and arrangements developed for the organisation to ensure compliance with the law and can be integrated within the present management system. Including the factors mentioned above and using current health and safety principles and management practises, the system outlines clearly how to manage the requirements. Guidance is provided to show how the system can be used as part of an effective health and safety management system to ensure compliance and control in a logical manner, by describing the service provided by Serco Leisure Health and Safety and the contributions required by the company.

The flow diagram below provides a pictorial representation of good management practises in health and safety. Each step forms part of the logical process that should be used to implement all aspects of health and safety planning.



1. Policy – Developed by Serco Leisure Health and Safety and delivered to the client by a consultant. Included in this system will be a explanation of the system, advice on how to comply with legislation and a introduction to risk assessments
2. Organisation – Detailed in the policy (part A) with responsibilities to be undertaken by specific personnel within the company and arrangements required to comply with the legislation
3. Planning and Implementation – Company to carry out arrangements, risk assessments (Part B) safety procedures and monitoring as required by the policy. Further guidance can be obtained from the consultant and specific safety information relevant to the company’s activities will be included in the policy (Part C)

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Planning should include: -

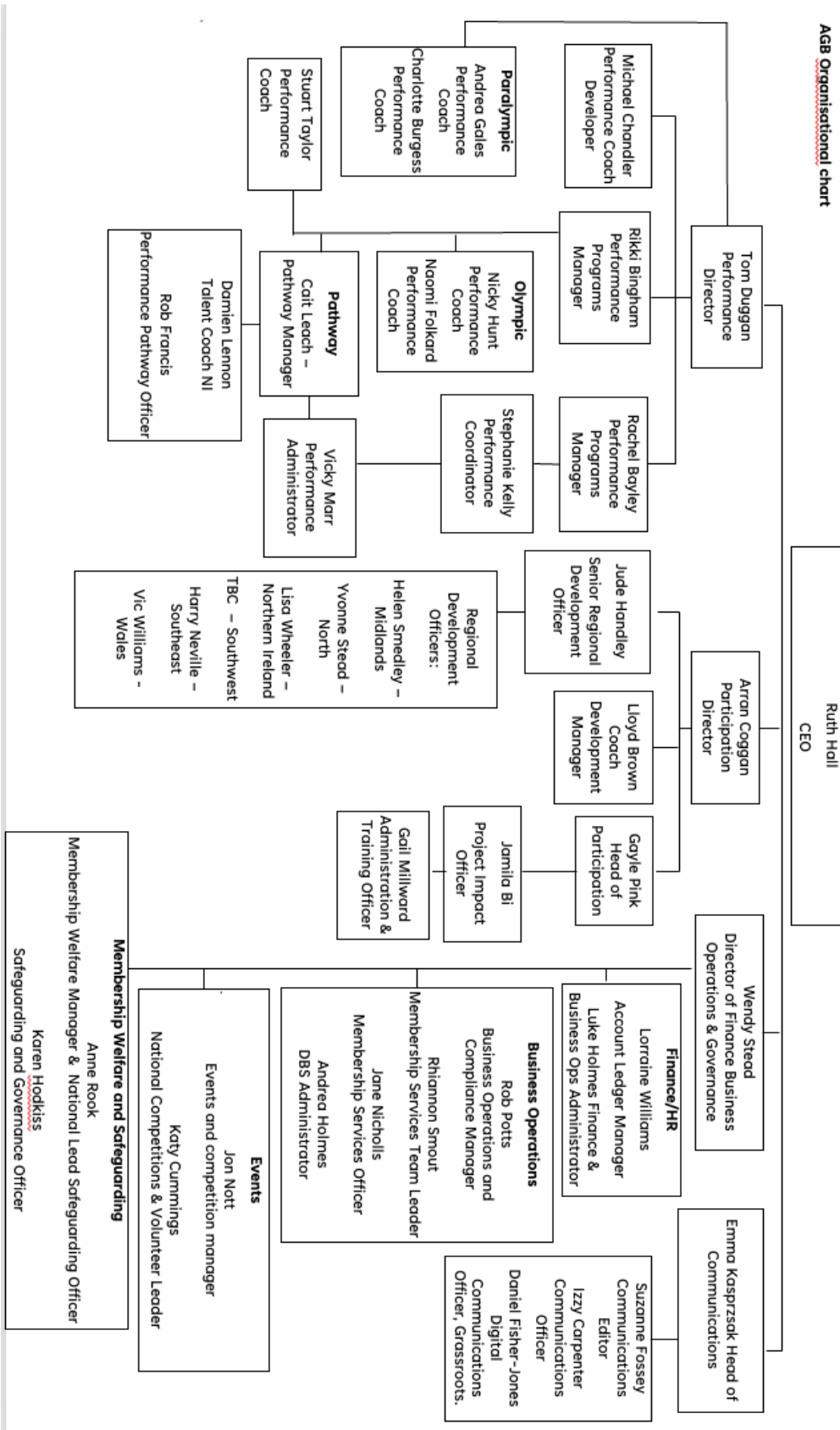
- Identifying the needs and the number of assessments to be carried out
 - Information required to complete assessments, and how to obtain it
 - Set objectives/benchmarks/standards
 - Safety procedures required
 - Time and completion date
 - Implementation of control measures
1. Review/measure performance – The Company personnel as required under the arrangements in the policy are to review and measure the company's performance.

Examples of arrangements to be reviewed are: -

- Training undertaken and further requirements
 - Assessments and safety procedures
 - Effectiveness and control measures
 - Compliance with current legislation
 - Complaints and hazards reports
 - Accident statistics
 - Effectiveness of monitoring lists in policy
 - Achievements of standards/bench marks
 - Compliance with regulations
2. Annual Audit – Carried out on all areas of the policy, the arrangements in place, progress on assessments and an inspection of the premises. On completion a written report should be compiled.
 3. Policy Review Cycle – the Health and Safety Policy will be reviewed every 2 years, however, should legislation changes occur within the review cycle they will be incorporated as required.

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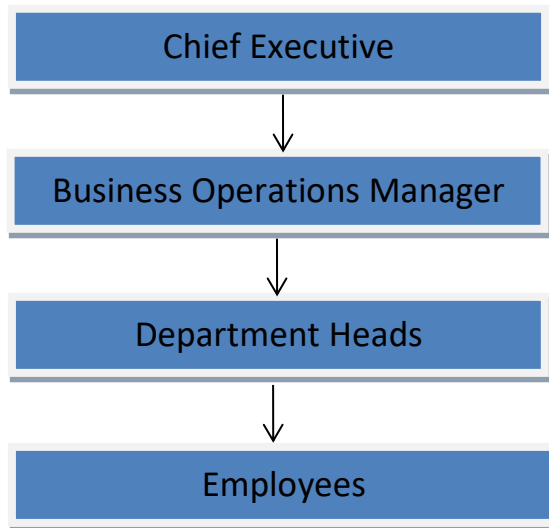
2.0 Organisation



Health and Safety Policy

2.01 Safety and Management Structure

The Archery GB Safety and Management Structure is as follows:



2.02 Chief Executive

Section 2 of the Health and Safety at Work Act 1974 places a duty on employers to prepare a written Health and Safety Policy, which will give details of the responsibilities for ensuring the health, safety and welfare of all employees. The following list of responsibilities ensures compliance with legislation.

The Chief Executive will ensure that:

- He/she has a good understanding of the main requirements of the Health and Safety at Work Act 1974.
- All levels of management within the company fully understand the arrangements for the implementation of the Health and Safety Policy.
- The policy is reviewed for compliance with the objectives for health and safety.
- Sufficient funds are made available for the requirements of health safety and welfare provisions.
- All managers and staff fully understand safe systems of work, rules and procedures and that suitable record are kept.
- The organisational structure is appropriate in order to manage health and safety.
- The same management standards are applied to health and safety as to other areas and that health and safety is integrated into the company's management structure.
- Adequate Health and Safety training is provided for all employees. This will include induction training and will cover any specific training relating to their role or the company's activities in order to allow them to perform their duties safely.
- Qualified First Aid personnel and facilities will be provided to address any possible hazards within the company.
- Ensure employees and any other relevant persons are made aware of the location/identity of first aid equipment and personnel, as well as the importance of recording all accidents /incidents.

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- All accidents, incidents and near misses are correctly recorded and investigated and control measures are implemented as required.
- Arrangements are made for fire safety and are implemented and necessary checks made as required.
- Any personnel protective equipment required is provided free of charge and is suitable for the task.
- Ensure that consultation between management and employees takes place.
- All health and safety issues raised by employees are suitably recorded and investigated.
- Any equipment or machinery found to be unsafe is removed from use immediately until repaired or replaced.
- Records are kept of all statutory testing and maintenance work undertaken on any equipment within the organisation.
- Safe access and egress are provided and maintained within all areas of the company.
- Relevant statutory signs and notices are displayed in prominent positions.
- All electrical equipment is suitably tested and maintained by qualified personnel only.
- Provide adequate and suitable welfare facilities, including temperature, ventilation and lighting.
- A system is implemented to ensure that contractors have the necessary competence and resources in order to complete the work safely on behalf of the company.

In order to ensure that health and safety is effectively managed within the Company the Chief Executive shall:

- Be responsible for ensuring the establishment of an effective Health and Safety Policy within the Company and for publicly supporting all persons carrying out the policy and its objectives.
- Ensure the periodic review and appraisal of the effectiveness of the policy, and ensure that any necessary changes are made.
- Ensure that a strategy plan is prepared for the continual management of health and safety as part of the business objectives of the Company, including a system for the regular monitoring, review and development of the plan.
- Ensure the appointment of suitable and adequate `competent persons`, as required under the Management of Health and Safety at Work Regulations 1999, together with the provision of the necessary finance, materials and other assistance to enable the effective carrying out of the associated functions and requirements.
- With the assistance of the competent person/s, measure, appraise and where necessary, correct the company's safety performance.
- Ensure that the Company Health and Safety Policy and the programme of implementation is understood at all levels through the commitment of adequate training sources to the programme.
- Ensure that responsibility for health and safety is properly assigned and accepted at all levels and that these areas of responsibility are periodically reviewed.

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- Ensure that suitable and adequate risk assessments are carried out in accordance with current legislation.
- Ensure that systems are in place to provide adequate levels of safety, organization and welfare/first aid facilities on all sites.
- Attend safety committee meetings or arrange for a senior manager to act on his/her behalf.
- Personally undertake health and safety training and, where necessary, periodically review and update his/her level of awareness of health and safety.

2.03 Business Operations Manager – Safety Coordinator

In order to ensure that health and safety is effectively managed within the Company the Safety Coordinator shall:

- Be responsible for overseeing the implementation, application, monitoring and review of this policy across the areas of his/her responsibility.
- Ensure that there is a system of management of health and safety in place whereby all relevant hazards are identified and that the associated risks are, so far as is reasonably practicable, eliminated, reduced or controlled.
- Establish and maintain systems of communication in respect of health and safety for all areas of his/her responsibility.
- Periodically, inspect all areas of his/her responsibility to ensure that health and safety is being effectively managed.
- Periodically, report to the Chief Executive or other relevant line manager, on all aspects of health and safety as it affects the company's operations.
- Ensure that the Company management/employees are kept up to date with current health and safety legislation and best practice.
- Ensure that the quality of health and safety training is of a high standard and is achieving the purpose for which it is intended.
- Ensure that regular emergency procedures and drills are carried out at all company premises.
- Produce safe systems of work for all activities that may constitute a risk to the health and safety of employees and/or other persons.
- Evaluate the documentation and outcomes of accident/incident investigations and conduct additional investigations, as and when required or when considered necessary.
- Organize, attend and supply information and material for safety committee meetings, as and when required.
- Liaise with employees on all matters concerning health and safety at work to the benefit of all employees and the Company.

2.04 Department Head

In order to ensure that health and safety is effectively managed within the Company the Department Heads shall:

- Familiarise themselves with the Company Health and Safety Policy and their responsibilities under the relevant health and safety legislation.
- In conjunction with the Safety Coordinator, identify all risks to health and safety within their department or section and take suitable and adequate measures to eliminate, reduce or control those risks.

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- Ensure that employees and other persons within their department or section are provided with suitable and adequate information, instruction and training for the tasks they are required to perform.
- Ensure that all employees in their department or section are fully aware of the procedures in the case of fire or other emergency.
- Ensure that all employees in their department or section know the whereabouts of first aid facilities and the names of first aiders.
- Ensure that safe practices in their department or section are continually developed to ensure maximum safety for all under employees and other persons.
- Ensure that adequate supervision is provided or available at all times, particularly where young or inexperienced workers are concerned.
- Carry out the investigation of all accidents, promptly, to discover the causes and take immediate action to eliminate a recurrence.
- Complete accident report forms for their department or section for all accidents involving injury, damage to company property or lost time.
- Ensure that any required safety equipment / safety devices are always used, properly adjusted and maintained.
- Ensure that all defects in their department or section are promptly recorded and rectified. Where the defect involves the safety of machinery / office equipment, that it is immobilised until repaired.
- Ensure that any relevant targets set by the Company are made known to employees and that achievements of targets are identified.

2.05 Employees Responsibilities

There are two main sections in The Health and Safety at Work Act 1974 section 7 & 8 with which employees must comply as follows:

- All employees have a duty of care under the Health and Safety at work Act section 7 to take reasonable care of himself/herself and any other person who may be affected by their actions and omissions.
- In addition to the above, section 8 states that under no circumstances shall an employee act purposefully or recklessly to interfere with or misuse anything provided for the purpose of health and safety, welfare, fire fighting or life saving.

Employees also have a duty to co operate fully with the organisation in all aspects of Health and Safety.

Employees are obliged to:

- Follow any safety rules, avoid improvisation and comply with the Health and Safety Policy.
- Only perform work they are trained/qualified to undertake
- Never block emergency access routes
- Always practise safe working techniques and refrain from horseplay.
- Report all hazards and defective equipment
- Inform a manager of any accidents/near misses that occur.
- Advise managers of any area in which they feel there may be a health and safety danger.

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Information for Employees

- Information regarding Health and Safety is available to employees in a number of ways, as follows:
- Employees will have access to the Archery GB employee's handbook.
- The approved Health and Safety Law – what you should know are displayed in the main offices.
- Employees will be provided with induction health and safety training detailing the company's health and safety rules, site rules and specific risks and hazards associated with their role.
- Management and employees have access to the Health and Safety Policy that contains all relevant information with regard to recording and monitoring.

2.06 Sub Contractors/Self Employed Personnel

- Will be made aware of the company's Health and Safety Policy and safety rules.
- Will themselves be aware of the responsibilities and requirements placed upon them from relevant legislation.
- Will comply with all safety instructions given to them from the company.
- Will carry out risk assessments in relation to their activities and ensure that appropriate health and safety arrangements are implemented.
- Will ensure that they sign in at the reception/office before undertaking any work at the premises.

3.0 Arrangements

3.01 Access and Egress

Archery GB is committed to providing a safe place of work and a safe means of access and egress within all parts of the premises. Safe access and egress includes movement in and out of the company and safe access within the premises.

Archery GB will ensure so far as is reasonably possible, that:

- Articles or substances do not impede safe access and egress in the premises and that objects that may restrict safe movement within the premises are removed immediately.
- Any access restrictions are adhered to, so that a suitable and safe environment is maintained.
- Employees are encouraged to report any situation where safe access and egress is restricted or obstructed so that arrangements for appropriate remedial action can be taken.

The following Policies and Procedures will help ensure a safe work place:

- No objects are to be stored on the floor or in walk ways. All equipment that is no longer required will be returned to its designated storage point immediately after use.
- Items of stock or equipment are not to be stored precariously stacked on top of cabinets or shelves where they could injure passers-by.
- Regular inspections of walk ways and work spaces will be conducted by management to ensure they are free from obstructions.

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- Obsolete and damaged equipment will be disposed of in a suitable manner as soon as is possible.
- All contractors will be closely monitored to ensure that they do not hinder the safe access and egress to the work environment.

3.02 Accident and Injury Statistics

Accident incidence and frequency rates provide a basis for calculating safety over a period of time and allow for comparison with data published by outside bodies such as the HSE for other similar activities.

Employers are required by law to keep records of all accidents/injuries at work and to report specific injuries to the Health and Safety Incident Contact Centre under RIDDOR Regulations 2013. The particular injuries that are required to be reported include fatalities, specified injuries to employees, self employed people and the general public. Along with incidents that require the need for seven or more consecutive days absent from work, dangerous occurrences, and occupational diseases.

In a small organisation the number of reportable injuries may only equate to a very small percentage of accidents, incidents and injuries recorded. Therefore, records of more minor incidents will also be used to calculate and trends over a period of time. This allows for the analysis of any trends that may exist between departments or work areas.

The HSE calculates accident/injury incidence rates per 100,000 employees, however, other industries calculate per million hours worked. The later method gives a clearer picture and avoids misrepresentation in the incidence rate which could be caused by part time or casual employees.

Therefore, the calculation used will be:

$$\frac{\text{Number of injuries in the period} \times 1,000,000}{\text{Total hours worked during the period}}$$

3.03 Accident Reporting Procedures

The definition of an accident is:

An unplanned event, which causes injury to persons, damage to property or a combination of the two.

The definition of a near miss is:

An unplanned event which does not cause injury or damage but could have done so, i.e. items falling very near a person or short circuits on electrical equipment.

The definition of a dangerous occurrence is:

An unplanned incident that may not have caused a notifiable injury under the RIDDOR Regulations but it had the potential to do so and must be reported to the

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enforcing authority. Lists of dangerous occurrences that must be reported are shown in the RIDDOR guide included in this health and safety management file.

The first priority when an accident occurs is to obtain first aid treatment for all injuries, if the incident is serious enough to warrant medical intervention dial 999 call and request an ambulance/paramedic.

First aiders can be summoned by contacting Lilleshall NS&CC on 01952 603003.

When the casualty has received suitable medical/first aid, treatment and details of the accident should be recorded in the accident book for future reference.

In order to determine what corrective action is necessary to prevent a repetition, it is essential to isolate all contributing factors. This can only be done by an investigation. The outcome of all investigations will be communicated to all members of staff who need to take action as a result of the accident.

Accident investigations are carried out to establish the facts relating to the accident/incident not individual's opinions. Under no circumstances are they a mechanism to apportion blame; they are merely a management tool to prevent any possible future reoccurrence of the incident.

In order to comply with RIDDOR It is imperative that all major accidents, reportable accidents, diseases and dangerous occurrences are reported to the enforcing authority. It is the responsibility of the Chief Executive to investigate the accident/incident and contact the Incident Contact Centre immediately where necessary.

All accident information must be recorded in an accident book which must be kept for a minimum of three years.

3.04 Aids/HIV/Blood Borne Infections.

The company will, in consultation with employees and /or their representatives:

- Prevent employees from coming into contact with blood spillages and make arrangements to isolate areas where blood has been spilt until it has been cleared.
- Ensure that spillages are cleared by a responsible and competent person who uses suitable personal protective clothing to prevent any direct skin to skin contact or splashes.
- Provide first aiders with knowledge about how to deal correctly with a blood spillage and bio hazards.
- Allow the use of syringes within the workplace only for medical use and ensure they are used and disposed of in a safe manner.
- Make suitable arrangements for the safe disposal of any contaminated waste.

The following points will assist in ensuring that potential exposure to blood borne infections are minimised to the lowest reasonably practicable level:

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- All medical conditions requiring drugs to be administered by the use of a syringe are to be reported to management.
- Arrangements will then be made for the safe storage, usage and disposal of any syringes/needles etc
- All persons are removed immediately from the vicinity of any blood spillages within the workplace. The area will then be quarantined until such spillages have been cleared away.
- Ensure that spillages are dealt with by a competent responsible and authorised person who will use suitable PPE.
- All cuts and abrasions are to be kept suitably covered with a wound dressing while at work.

3.05 Alcohol and Drugs

Archery GB realise that the consumption of alcohol or drugs by employees can be a serious problem not only for the abuser but also their co-workers. The possession of certain drugs is illegal and exposes the abuser to criminal charges.

Archery GB has a general duty under the Health and Safety at Work Act 1974 to ensure the health, safety and welfare of its employees, Archery GB would also be breaking the law if they knowingly allowed drug related activities on their premises and they failed to act.

The Chief Executive is responsible for carrying out the company's policy; however, it is the responsibility of all managers and supervisors to ensure that its aims are carried out in areas under their control. This policy applies to all employees and volunteers and they should have access to the full policy and be aware of any changes.

Senior staff will be aware that the misuse of drugs or alcohol may come to light in a number of ways. The following characteristics, especially when arising in combination, may indicate the presence of an alcohol or drug related problem:

- Unexplained and increased absenteeism.
- Instances of unauthorised absence or leaving work early.
- Poor time keeping i.e. lateness especially on returning from lunch.
- Unusually high levels of sickness/absence for colds/flu/stomach upset.
- Impaired job performance.
- Dishonesty/theft.
- Unusual irritability, aggression and mood changes.
- Tendency to be confused or disorientation
- Accidents.

Company Policy on Drugs and Alcohol

- Employees are expressly forbidden to consume alcohol when at work or to bring it to the company premises without prior management permission. Any breach in this rule will result in disciplinary action being taken which could result in summary dismissal.

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- Employees who misuse drugs which have not been prescribed on medical grounds will, in the absence of any mitigating circumstances be deemed to be committing an act of gross misconduct and will thus render themselves subject to the company's disciplinary procedures.
- If an employee is known to be or strongly suspected of being intoxicated by alcohol or drugs during working hours, the manager/supervisor should make arrangements for the employee to be accompanied from the company premises immediately pending further investigation.

Managers/supervisors who feel an employee's unsatisfactory performance may be drug or alcohol related, will at the first instance assess the individual's capability to work safely and act accordingly. The nature of their role will effect this assessment significantly and may result in the individual being removed from the work place in the interests of safety.

It should be made clear that Archery GB is aware that a person suffering from these problems will be dealt with fairly:

- Absence for treatment and rehabilitation will be treated as normal sickness.
- It is recognised that relapses may occur.
- This policy will be monitored with consultation with employees.

All managers and staff will be made aware of the effects of alcohol and drug misuse. All employees and athletes will be made aware of company policy through handbooks and leaflets.

3.06 Asbestos

The Control of Asbestos at Work Regulations 2002 requires employers to prevent employees and other persons being exposed to asbestos.

Archery GB will work along with its landlord, Sport England, to ensure that no one is exposed to dangerous asbestos fibres.

Sport England will complete an in-depth study to identify sources of asbestos and to monitor their condition and keep a record and register of any identified sources of asbestos.

Archery GB will ensure that any contractors and employees are made fully aware of this register and have access to it as required to safely complete their tasks.

3.07 Contractors

The Health and Safety at Work Act 1974, places a duty on Archery GB, as well as any contractors it may employ, to ensure the health and safety of staff, contractors, visitors and anyone else who may be affected when contractors are working on company premises.

In order to ensure that competent contractors are appointed, Archery GB will scrutinise all sub contractor companies who undertake minor works. Before allowing

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work to commence, health and safety policies, method statements, risk assessments and insurance policies will be inspected.

All work that is undertaken will be monitored to ensure health and safety compliance on a day to day basis by a suitable and competent member of staff.

After a contractor has completed work, the manager will check that it has been finished to a satisfactory standard and that the area has been left in a safe condition, ensuring all debris and tools have been removed.

All electrical equipment that is brought onto the premises by contractors must be suitably marked and hold the appropriate test certificates. Where equipment is provided by Archery GB for the use of contractors it will be tested, at least annually, by a competent person.

All contractors working for the company must comply with the following rules:

- Suitable foot wear must be worn at all times and where appropriate should be fitted with toe protection.
- Ear defenders must be worn while using cutting tools and when undertaking noisy activities. The managers should be informed where this is likely to affect other employees and should organise for the area to be isolated.
- When using 110 volt power tools the transformer should be plugged directly into the power supply and 110 volt extension leads used where necessary.
- All extension leads are checked daily for breaks and cuts and where necessary damaged leads should be shortened by a qualified person or discarded.
- All accidents are to be reported to a manager immediately so that they can be recorded in the accident book.
- All power tools should be in good condition and suitably tagged to show they have been Portable Appliance Tested (PAT) tested.

3.08 Control of Substances Hazardous to Health (COSHH)

It is the intention of Archery GB to ensure the health and safety of all persons so far as is reasonably practicable from hazards in the use, handling, storage, disposal and transportation of all substances, by assessing the risks to prevent or control any ill health effects or accidents arising from or out of any such activities.

Archery GB acknowledges that no substance can be completely safe. All reasonable steps therefore, will be taken to ensure that the exposure of employees to substances hazardous to health is prevented or as a minimum is controlled to within the statutory limits.

The company recognises that the co-operation and assistance of all staff is of the utmost importance. The recommendations and feedback from all employees will be considered when assessing the risks and where possible will be implemented in any changes to working practises.

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The company will hold records of toxicity and data sheets provided by manufactures for all substances used and will use these to accurately assess the risk and dangers associated with each substance.

The Chief Executive will ensure that any contractors working on the premises provide data sheets and COSHH risk assessments for any substances they may be using.

Particular care will be taken with female members of staff who are pregnant when using any substance which may be hazardous to health, as the risk may be higher for these employees. When in doubt, manufactures will be consulted directly.

A copy of each COSHH risk assessment will be provided to any persons at risk who request one and will be held in a central filing system for access by any employee who may be affected.

The company will:

- Be familiar with the legal requirements.
- Identify and list any substances used within the company.
- Assess the risks to any individual working with these substances.
- Introduce any necessary precautions to reduce risk and ensure that all those affected are made aware of these precautions and are suitably trained in any risk reduction measures.
- Monitor and review all precautions and substances in use, making changes to systems of work or procedures as deemed necessary.

COSHH Dos and Don'ts.

Dos	Don'ts
Read the label on any product you use and ensure that you fully understand and follow any instructions given	Taste chemicals or touch them with bare skin
That you wear any Personal Protective Equipment (PPE) required and use in the correct manner	Attempt to identify chemicals by their smell
Keep work areas clean and tidy and ensure that any spillages are dealt with as soon as possible and in the correct suitable safe manner	Attempt to substitute a chemical with an alternative, unless you have checked to ensure it is safe and suitable to do so
Report all accident, incidents or dangerous occurrences as soon as they happen	Leave unmarked chemicals around or transfer chemicals into other containers

3.09 Disciplinary Rules

Health and safety are critical to the successful running of an organisation. To enable health and safety to be suitably managed the company has compiled a series of rules and regulations that will ensure the efficient control of health and safety.

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Failure to comply with these rules will be regarded as a serious breach of employee's duties and will lead to immediate disciplinary action. Breaches of a serious nature may constitute a gross misconduct and lead to summary dismissal.

The company will consider the following a gross misconduct:

- Deliberately breaching a written safety rule.
- Tampering with or wilfully damaging any item of safety equipment, signage or warning device.
- Smoking in a non smoking area.
- Horseplay that could lead to an accident in the work place.
- Interference with an accident investigation.

3.10 Display Screen Equipment (DSE)

The company is committed to ensuring that persons within their area of control are not subjected to any adverse health effects from the use of DSE.

The company will provide training and information to all employees likely to be effected by DSE usage to ensure that any associated health risks are kept to a minimum.

It is important that the company has the full co-operation of all employees in reducing risk and that equipment is used only for its intended purpose and that it is correctly set up for the individual following the guidance given.

The company will ensure:

- Individuals considered possibly to being at risk from health problems associated with DSE usage are identified and that self assessment forms, for each workstation operated by that employee, are completed.
- Implement all necessary measure to reduce risks identified from the assessments.
- Ensure that there is an allowance for changes of task throughout the working day in order to provide suitable rest breaks away from a DSE.
- Prevent problems associated with intensive periods of on-screen activity.
- Provide adequate and suitable training for all soft wear to ensure efficient usage.
- Arrange eye testing for individuals identified as requiring it and provide free of charge any glasses that are identified as being essential for working with a DSE.

All new starters will complete the required self assessment DSE work station form.

Employees who experience a problem associated with their DSE should notify their manager as soon as possible.

Users

Users will be identified as individuals who habitually have to use a DSE as part of their working tasks, where an alternative is not available to complete the task and they spend periods of an hour or more at their work station and screen on a regular basis.

Health and Safety Policy

Health issues can be encountered due to incorrect positioning of computer equipment and may manifest itself as physical problems, Individuals should ensure they sit correctly when at their workstation as failure to do so may result in muscle strain.

They should ensure that they:

- Support the back correctly through appropriate adjustment of their chair, a foot rest should be provided where necessary and an adjustable chair able to alter both height and angle should be used.
- The operators head should be upright, document holders should be used where appropriate to avoid straining the neck.

3.11 Electricity

All reasonable steps will be taken to secure the health and safety of any employee while they are operating electrical equipment.

The implementation of this policy requires the co operation of all staff and any contractors who may be using electrical equipment as part of their role.

Where a problem arises related to electricity at work, employees must inform a responsible person immediately and the company will take appropriate measures to investigate and remedy the situation.

The company will:

- Ensure that electrical equipment is installed in accordance with legislation and with the manufactures guide lines.
- Inspect and test portable and transportable equipment as frequently as required.
- Exchange safety information with contractors ensuring they are fully aware of and prepared to abide by the companies health and safety arrangements.

Employees Duties

Private electrical equipment must not be brought onto company premises without prior authorisation from an appointed person. Where permission is granted it will be on condition that all such equipment may be tested in conjunction with the company's electrical safety policy.

Portable Appliance Testing

Equipment which is not part of a fixed installation but is, or is intended to be, connected to a fixed installation or a generator, by means of a plug and socket or a spur box must be PAT tested. This includes equipment that is either hand held or hand used when attached to the supply. Or which is intended to be moved once connected to the supply.

Portable appliances will only be used for the purpose of which they were intended, care will be taken during use to ensure that any leads or cables do not pose a trip hazard and are placed so as not to be at risk of being damaged.

Health and Safety Policy

The following table is a suggested guide to testing intervals issued by The HSE and covers a low risk environment and offices such as those at the premises of Archery GB:

<u>Equipment/Environment</u>	<u>User Checks</u>	<u>Formal Visual Inspection</u>	<u>Combined Inspection and Testing</u>
Battery operated (less than 20 volts)	No	No	No
Extra low voltage (less than 50 volts) e.g. Telephones, desk lights	No	No	No
Information Technology e.g. Desk top computers	No	Yes 2-4 yrs	No if double insulated otherwise up to 5 yrs
Photocopiers, fax machines not hand held rarely moved	No	Yes 2-4 yrs	No if double insulated otherwise up to 5 yrs
Double insulated equipment, not handheld, e.g. fans, table lamps	No	Yes 2-4 yrs	No
Double insulated: Handheld e.g. floor cleaners	Yes	Yes 6 mths - 1 yr	Yes 1-2 Yrs
Earthed equipment (class 1) e.g. electric kettles, some floor cleaners	Yes	Yes 6 mths - 1 yr	Yes 1-2 Yrs

Any equipment found to be defective should be removed from use and placed into a secure quarantine area until such a time that it can be repaired to a safe suitable condition, or if unable to be repaired it shall be disposed of in an appropriate manner.

Under no circumstances are temporary electrical repairs to be made.

3.12 Fire Precautions and Evacuation Procedure

The Chief Executive will:

- Ensure that all employees are fully aware and understand all evacuation procedures; he will ensure that all staff and any new employees are given a fully comprehensive induction before commencing work in order to ensure that all arrangements for evacuation are fully understood.
- Liaise with the landlord Sport England and its managing contractors to ensure that :
 - The Evacuation alarm and associated equipment is tested weekly to certify it is working correctly.
 - All fire fighting equipment is tested on a regular basis, in accordance with manufactures guidelines
 - A fire evacuation drill is carried out at least annually.
 - Any automatic detection equipment is tested according to current guidelines and manufactures instructions.

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- Any emergency lighting and exit lights and signs are tested in accordance with current requirements.
- All hazardous materials, chemicals or gasses are recorded and stored in a suitable manner.
- Regular checks will be made to monitor that all escape routes and doors are kept free from obstructions. Fire exit doors should not be locked without an approved emergency release fitting and all fire doors should be kept shut and not wedged open.

The Company does not expect employees to fight fires; in the event of an emergency, the preservation of life must take priority over all other considerations.

Fire extinguishers are provided only to facilitate a safe exit from a building.

If you discover a fire:

- Immediately operate the nearest alarm point
- Leave the building by the closest safe route and assemble at the evacuation point.
- Follow instructions given by senior staff or building managers.
- Do not re-enter the building until told it is safe to do so by the site manager in charge or the fire brigade.

On hearing the alarm:

- Evacuate the building via the nearest safe route and assemble at the evacuation point.
- Follow instructions given by senior staff or building managers.
- Do not re-enter the building until told it is safe to do so by the site manager in charge or the fire brigade.

Use the nearest available exit

Do not stop to collect personal belongings

Do not re-enter until told it is safe by the fire brigade or senior manager

Fire Prevention

All electrical equipment will be maintained in a safe condition and will only be used for the purpose it was intended.

The use of electrical extension leads will be kept to a minimum and they will not be used through a doorway unless adequately protected from damage.

All electrical faults will be reported to management as soon as possible and the item will not be used until repaired or replaced.

At the end of the working day all electrical equipment will be turned off, unless there is an operational need to leave it on.

Smoking Policy

In compliance with current legislation, Archery GB operates a no smoking policy throughout its offices and work place.

Smoking shelters are provided at a variety of locations across the site.

3.13 First Aid

First aid kits provided will only contain items for use by trained first aid personal. They will not contain any medications.

First Aid cover will be provided as arranged, by the contractor in charge of managing the site on behalf of Sport England.

First aid help is available by calling the site main reception in normal working hours or the site duty manager out of standard office hours. The Duty Manager for Lilleshall can be contacted on 07718195804

Details of all incidents must be recorded in the accident book, which is located in the office and should be completed by the first aider. To ensure compliance with data protection all accident forms will be removed and kept in a secure location.

Notices will be displayed around the offices in prominent positions detailing how first aid help is available.

All accidents must be reported to Archery GB and details of the incident taken.

3.14 Hazard Reporting Procedures

To encourage a positive and proactive approach to Health and Safety within the workplace all employees are actively encouraged reporting any hazard concerns they may have.

Where a hazard is identified it should be reported to management so that it may be fully investigated and any identified control measures can be implemented.

Near misses should be reported as soon as possible, so that remedial action can be taken to prevent another occurrence.

To report a near miss, notify your line manager of the nature of the incident, the location any equipment or other personal involved and additional concerns. This information will then be investigated and any corrective action needed taken.

3.15 Health Surveillance

Archery GB strives to provide an environment for their employee's that is safe, free from occupational risk or illness and to encourage a culture of positive health and fitness for staff.

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Any staff identified as requiring health screening in order to ensure they are not adversely effected by their occupation e.g. Display Screen Equipment users will have a suitable level of screening provided free of charge.

If staff have concerns over practises, methods or an environment that they feel may be detrimental to employee health, then they are encouraged to report their concerns to their line manager for investigation and consideration.

If any employee feels that their health is being detrimentally affected by their role then they should report the issues to their line manger or the Chief Executive. Any such reports will be treated in the strictest of confidence.

3.16 House Keeping

Poor standards of housekeeping may create a possible fire hazard, be the cause of an accident or near miss.

Archery GB will strive to ensure that through good working practises a high standard of housekeeping is maintained:

- All work areas will be kept in a neat and tidy manner, floor space will be kept clear and all items/boxes/files will be kept in a suitable safe place so as not to cause injury to anyone.
- Any items of equipment not in use must be returned to their designated storage area so as not to form a hazard.

3.17 Information, Instruction and Training.

The Health and Safety at Work Act 1974 so far as is reasonably practicable requires all employers to provide, adequate information, instruction and training to all employees to ensure that their health, safety and welfare are maintained while at their place of work.

Senior management should have a suitable level of understanding of Health and Safety in order to be able to determine priorities and assess the performance of subordinate members of staff.

To ensure that they are competent to complete their job to a suitable standard in a safe manner, mangers should examine the Health and Safety training needs of all their staff at regular intervals.

A suitable lead and example should be set by all senior managers at all times and a professional image portrayed to other employees and visitors.

It should be made clear to employees at all levels that all safety rules and requirements must be adhered to at all times and that failure to do so will be taken very seriously.

This commitment to Health and Safety as well as the commitment to training is also given in the Archery GB policy statement.

Health and Safety Policy

The Management of Health and Safety at Work Regulations requires that employers provide training to employees:

- On recruitment
- When changing job role or when promoted
- When the process or system of work changes

These regulations also require employers to review training requirements on a regular basis, taking into account any new or changed risks.

All new starters to Archery GB will receive basic induction training in the following areas:

- Location of welfare facilities e.g. toilets, washing facilities and eating/rest areas
- Fire evacuation procedures
- Location of the accident book and procedures for reporting accidents
- Location and contact details of First Aiders
- Signing in and out procedure
- Safety Rules

The induction training will commence on the first day of employment, where this is not practical it must be delivered before an employee is exposed to any risks or hazards associated with their workplace.

The Chief Executive is responsible for ensuring that all employees receive adequate training for their position and role.

All training will be recorded on an individual's personal file for future reference.

3.18 Lighting

The provision of a well lit working environment is recognised to reduce accident rates as well as improve the well being of both employees and visitors alike.

All reasonable steps will be taken to ensure that adequate lighting is provided for the tasks being completed.

Suitable provisions will be made for ensuring that adequate lighting is provided in the event of an emergency through co-operation with the land lord and the managing contactor.

Care will be taken when installing new lighting to ensure that any strobe or glare effect is reduced.

Where possible, natural daylight will be optimised to provide: safe, environmentally friendly, working conditions.

In order to ensure suitable and sufficient lighting is maintained the following instructions should be implemented:

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- Report failings of lights or any defects through the appropriate channels.
- Request additional lighting if the existing arrangement is not sufficient for the task.
- Do not place portable lighting equipment (such as lamps) in such a position as to cause a direct glare or to impede on another person's access or space.
- Keep the workplace tidy and do not allow items to accumulate on window sills
- Ensure that windows are cleaned on a regular basis to allow for maximum natural light.
- Provide a suitable way of shading windows e.g. blinds so as to prevent glare from the sun at different times of the day.

3.19 Maintenance

Maintenance of both the working environment and equipment used is of vital importance for the provision of a safe working environment and will help provide a suitable setting for efficient productive work.

The buildings and offices used by Archery GB will be maintained and managed on Behalf of Sport England by a management contractor.

Any concerns with the maintenance of the building should be reported to the Chief Executive who will liaise with the centre Business Manager to have any problems rectified.

The Provision and Use of Work Equipment Regulations (PUWER) emphasises the general duties that are written in The Health and Safety at Work Act. The regulations apply to all equipment whether second hand, leased or privately owned when used at work.

In order to comply with these regulations Archery GB will have:

- Ensure all work equipment is maintained and kept in good working order and where necessary, a written maintenance log kept up to date.
- Ensure that all work equipment is fitted with a suitable means of isolation so that all power sources may be switched off to the item prior to any maintenance work being completed.
- All persons who maintain, service or repair any equipment will be qualified to do so.
- Provide comprehensive Health and Safety information relating to specific equipment, and where necessary written information about maintenance requirements.

So far as is reasonably practicable, Archery GB will aim to ensure the health, safety and welfare of all its employees is maintained and will take all reasonable practical steps to ensure that all equipment is suitable and safe for use.

3.20 Manual Handling

Archery GB will actively work to protect its employees from the hazards of manual handling. It will do this by assessing risks and implementing any necessary control

Health and Safety Policy

measures to prevent any ill health effects or accidents arising from manual handling tasks.

In order to successfully manage manual handling risks, Archery GB requires full co operation from all employees. When assessing the risks, Archery GB will consider recommendations of employees who are to undertake the tasks.

Manual handling injuries account for over a quarter of all reported injuries to the HSE each year. Statistically, they are shown to be one of the most common causes of absence through work related injuries. Therefore, Archery GB is committed to reducing risk to all of its employees from manual handling, where possible manual handling tasks will be avoided entirely.

Where it is not possible to remove manual handling from a task an assessment of the risks will be completed by a competent person.

Where risks are identified, steps will be taken to ensure that these are reduced to the lowest possible practicable level. When the assessment has been completed, the details will be recorded and kept for future reference. These findings will be reviewed whenever the nature of the task changes or where an injury or accident occurs.

The assessment of manual handling tasks will cover all aspects of the manoeuvre from the lifting, through the movement, to the setting down and will include moving a load and holding a static load.

Employee's Duties

In addition to the duties placed on the employee under section 7 of The Health and Safety at Work Act 1974, the Management of Health and Safety Work Regulations require that all employees use all equipment provided by the employer. This regulation states that this should include all employees following the developed system for manual handling operations.

Employees must co-operate with management, use the protective equipment and safety equipment provided and not endanger themselves or others. They must follow the training and guidance given in order to prevent injury to themselves or others.

Manual handling should not be attempted if they believe themselves to have a reduced physical capability -due to injury, ill health or pregnancy etc.

Where it is not possible to remove a manual handling task or to control the risk by the use of mechanical means (as required in the Manual Handling Regulations), then it is essential that a safe technique is used in order to minimise risk of injury:

- Plan the lift; test the load weight by moving on the floor first. Check there are no sharp edges protruding and familiarise yourself with the load, is it stable etc
- Think about where the load is to be placed
- Use available suitable equipment to help you e.g. trolleys etc

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- Ensure the path to be taken is clear of obstructions.
- Seek assistance if you feel it is necessary.
- Adopt a good posture.
- Stand with feet approximately shoulder width apart to provide a well balanced stable base.
- Bend from the knees and keep your back straight.
- Ensure a firm grip and changing grip smoothly if required.
- Carry out the lift smoothly do not jerk
- Move the feet do not twist your trunk to turn.
- Keep the load close to your body.
- Control putting the load down to avoid dropping on feet

Employee's Must

- Report any personal conditions that may be affected by manual handling activities; this will always be treated in the strictest confidentiality.
- Comply with all instructions and training given for manual handling.
- Ensure that their own health and safety is not put at risk while undertaking manual handling activities.
- Use all equipment provided to reduce manual handling activities.
- Report all accidents or injuries to a manager as soon as possible, all such incidents should be recorded in the accident book.
- Request additional help when there is a risk that injury may occur if the task is undertaken with too few people.

3.21 Mobile Telephones

Regulation 104 of the Road Vehicles (construction and use) Regulations 1986 makes it an offence for a person to drive a motor vehicle if they cannot have proper control of the vehicle. Specifically, it is an offence to use a hand held phone, or similar device while driving.

All staff that require use of a mobile telephone while working away from Archery GB premises must ensure that they are only used with a suitable hands free kit.

Under no circumstances should staff use a hand held telephone or any similar device while driving. This prohibition also applies while stopped at traffic lights or during other hold ups when a vehicle could be expected to move off after a short while.

The following guidance is given to all drivers who are required to use a mobile hands free kit:

- Only use the phone while it is safe to do so.
- Understand fully how your phone works, utilise a one touch speed dial facility or similar.
- Only use short responses and indicate that you will return the call when it is safer to do so.

Where possible do not make outgoing calls while driving.

General Use of Mobile Phones.

Only use a mobile telephone when it is essential to do so and do not use the phone longer than is necessary.

Do not press the telephone to the side of your head; try where possible to leave a gap between the phone and the side of your head.

When making calls to or receiving calls from always ask/indicate if it is safe to speak.

3.22 New and Expectant Mothers

The Management of Health and Safety at Work Regulations requires that all organisations must assess risks for all employees. Women of child bearing age where employed must be considered and risks associated with new and expectant mothers must be assessed.

When an employee notifies Archery GB in writing that she is pregnant, has given birth within the last six months or is breast feeding the risks associated with her normal job role and the precautions taken must be re assessed. Where following this assessment, there is still considered to be a significant risk not controlled by normal precautions, then Archery GB will:

- Temporarily, adjust her working conditions and/or hours of work, if this is not reasonable or will not reduce the risk Archery GB will:
 - Offer her suitable alternative work, or if this is not suitable
 - Suspend her from work (with paid leave) for as long as is necessary to protect her and her child's health.

All female employees must notify Archery GB as soon as they are aware that they are pregnant so that suitable control measures can be implemented.

Where work involves contact with the general public there is a risk of contracting the rubella virus, it is advisable that all staff that are planning a pregnancy, check their immunisation status.

3.23 Noise

Noise is commonly defined in Health and Safety terms as unwanted sound that can lead to permanent damage and illness when individuals are exposed to high levels that are very loud or prolonged.

Injury can mean total loss of hearing or reduced hearing making it difficult to hear certain words clearly; it may also cause tinnitus (ringing in the ears).

All employers are required under the Health and Safety at Work Act 1974 to provide a safe working environment. The regulations impose additional requirements in relation to noise.

Specific action required is judged on a daily personal noise exposure level. They require that risk of damage to hearing through excessive noise is prevented by reduction to the lowest possible level reasonably practicable.

Health and Safety Policy

The nature of Archery GB, its environment and work tasks, currently, pose low risk of noise exceeding levels set where damage may be caused to hearing.

This will be reviewed on a regular basis and where there is a change in work or tasks and the risk becomes higher, appropriate actions will be taken to ensure that employees' hearing is protected.

3.24 Risk Assessments

Archery GB recognises that there is a possibility that some of its activities could create risk to either employees or other persons. Therefore, it will ensure that suitable and sufficient risk assessments are completed in order to adequately control any identified risks.

The aim of the risk assessment process is to:

- Identify any possible hazards that are caused by Archery GB's premises or activities
- Identify any persons who may be effected by these hazards
- Identify and implement control measure to effectively eliminate or reduce the identified hazards to a safe level

Archery GB will appoint a suitable person to complete risk assessments for all of its activities and will ensure that these are reviewed on an annual basis, if a process or task changes or if an accident or near miss occurs.

Archery GB will ensure that all management and any employees who may be affected by an identified risk are informed of the findings of the risk assessment process and of any measures required to reduce risk.

Process for Risk Assessment

- Step 1: Identify hazards, ignore the trivial and instead look to note those that could result in serious harm to people or property.
- Step 2: Consider who may be affected by the hazards identified, include employees, visitors and the general public as well as contractors or self employed.
- Step 3: Assess the likelihood of the incident occurring and the severity of the consequences if it was to occur.
- Step 4: Evaluate any existing precautions, are they adequate? Are further steps required? Question if the hazard can be eliminated or reduced further within a reasonably practicable way.
- Step 5: Note and record any actions that you have identified in step 4 in order to adequately control the risk.
- Step 6: Review and re-evaluate all risk assessments on a regular basis, at least annually or more often where an accident or near miss occurs or where there is a change in the process of a task. Ensure that all affected are notified of any changes to the risk assessment,

3.25 Safety of persons with Disabilities

Archery GB has a duty to ensure that all persons who visit or work on their site are safe at all times. In order to ensure that this duty is completed, the Chief Executive will ensure that suitable arrangements are made for the Health, Safety and Welfare of all, including those with disabilities.

Any persons who consider themselves disabled and who may require additional support or alternative arrangements while on site, should inform a member of Archery GB management, as soon as possible, to ensure that suitable arrangements are made.

It is Archery GB policy to ensure that the premises are as accessible as possible and that in the event of an emergency, procedures are in place to ensure the safe evacuation of all.

Archery GB will provide a General Emergency Evacuation Plan (GEEP) for employees and any visitor to its offices. This will be discussed with any person to whom it may apply on arrival at the site by a member of Archery GB staff. They will ensure that any necessary precautions are taken and all those affected understand the procedures in place.

If, due to individual circumstances, the GEEP is not suitable, arrangements will be made to complete a Personal Emergency Evacuation Plan (PEEP). This will detail specific requirements for an individual's safe evacuation. It is important that those people involved or who may be affected are fully aware of their role.

Archery GB will endeavour to make as many areas accessible and safe as is possible for disabled visitors. Where this is not reasonably practicable, an appropriate decision will be made based upon the Archery GB Disability Policy.

3.26 Smoking

Under the Smoke-Free (Premises and Enforcement) Regulations 2006 employers, managers and those in control of buildings will need to display no smoking notices and take reasonable steps to ensure that staff, customers, members and visitors are aware of the law and do not smoke in buildings.

Smoking is the main cause of preventable disease and premature death. It is now recognised that smoking affects not only smokers but also, non smokers through passive smoking. Archery GB will therefore, only allow smoking in designated outdoor areas where it will not affect others who do not wish to come into contact with smoke.

Breaches of the above will be dealt with through normal disciplinary procedures. All visitors and contractors will also abide with the above policy and it will be the responsibility of all staff to make them aware of this.

3.27 Stresses in the Workplace

Archery GB views stress with the same importance as all other work related illnesses and will work to eliminate, control or reduce stress so far as is reasonably practicable.

The HSE defines Health and Safety as both physical and mental well being. Archery GB considers its personnel to be its most valuable assets and recognises the importance of dealing with stress.

At times, stress may be considered to be a positive driver providing motivation and good performance. However, individuals have different levels of stress tolerance and when these levels are breached long term stress related illnesses can occur. It is this that Archery GB will aim to prevent.

Archery GB recognises that the first challenge in dealing with stress is to recognise and identify it. Others may be aware of colleague's symptoms but may be unwilling to comment for fear of being perceived as nosy or rude. All staff are encouraged to be open with their managers about stress and to report any concerns they may have.

Stress is usually brought about by an accumulation of minor irritations that cannot be resolved in the time scale we wish or with the desired outcome. However, there may also be a single event or set of circumstances that combine to produce a stress overload. These may include:

Environmental stressors	Other possible Stressors
Noise	Unobtainable or unrealistic deadlines
Temperature	Overwork
overcrowding	Under Challenged
Humidity	Promotion Prospects
	Bullying
	Travelling
	Job Satisfaction
	Confrontation
	Relationships with managers and colleagues

Archery GB is committed to having a positive approach to stress management and to dismissing any negative stigma that stress counselling is only for the weak or those that cannot cope.

It may be difficult for an individual to speak to their line manager, so Archery GB has a policy that any member of staff can talk to any senior manager to discuss their concerns relating to stress.

All such conversation will be treated with the confidence and the manager will attempt to assist the individual in resolving the problem.

3.28 Violence at Work

It is unlikely that an Archery GB staff member would be subject to violence or harassment at work. It is however, recognised that when dealing with customers or the general public there could be some risk.

It is important that staff raise any concerns that they may have about dealing with any individual.

If a violent or intimidating situation should arise staff should:

- Alert another member of staff, where possible this should be a member of management
- Try and remember as many details as possible e.g. a name and physical details such as clothes or appearance.
- Take details of any vehicle associated with the person, number plate, make and colour.

In the event of robbery, staff are advised not to offer resistance and to co operate will all requests from the aggressor. In the event of robbery, the police should be contacted as soon as possible.

It is Archery GB policy to investigate any reported instances of violence or bullying. Strict confidentiality will be maintained where possible.

Archery GB will not tolerate any form of bullying either verbal or physical and will take appropriate action to prevent it occurring or reoccurring. Staff members found guilty of bullying or harassment will be dealt with through the disciplinary procedure.

3.29 Visits from Enforcement Officers

In order to ensure that relevant statutory requirements are being dealt with, The Health and Safety at Work Act 1974 conveys certain powers on inspectors who are appointed by relevant enforcing bodies.

Archery GB recognises the need to co operate with enforcement officers once they have produced satisfactory identification. It is essential therefore, that all relevant documentation is kept accessible and maintained up to date. This documentation will include this Health and Safety Policy, relevant Risk Assessments and Emergency Plans etc.

3.30 Welfare

Archery GB will ensure so far as is reasonably practicable that the Health Safety and Welfare of their employees is maintained.

Archery GB will aim to comply with all regulations regarding welfare by:

- Providing a reasonable temperature within the workplace during opening hours that will be at least 16 degrees Celsius.
- Ensuring suitable and sufficient lighting is provided that is adequate for the task to be completed and which will enable people to move around the workplace safely

Health and Safety Policy

- Keep the premises clean and tidy and ensure all waste is disposed of suitably.
- Provide safe windows and doors and ensure that all access routes are clear.
- Provide adequate toilet and washing facilities with both hot and cold running water and suitable washing and drying facilities and ensure that these are kept in a clean suitable condition.
- Provide a source of adequate safe drinking water that is marked as such.

3.31 Work Equipment

Archery GB has a responsibility to ensure that all work equipment complies with the Provision and Use of Work Equipment Regulations (PUWER)

Where ever there is a risk to safety due to the use of work equipment Archery GB will:

- Undertake a full risk assessment to identify the hazards, those affected and any precautions required. Archery GB will ensure that copies of the risk assessment are available to those affected and that anyone operating the equipment is fully aware of and understands this risk assessment.
- Ensure that employees are provided with sufficient information, training and supervision while using the equipment. Any such training will be documented on the individual's personnel file.
- Ensure that all equipment is maintained and inspected as required by the manufacturer. Records of all inspections will be held for future information.

3.32 Young Persons

People under the age of 18, including children under the age of 16, will be classified as young persons as suggested by the Health and Safety Executive. This definition will apply to students, trainees, and young people on work experience and will classify them as employees regardless of the number of hours worked or the period of employment.

Risk assessments for young persons working on the premises are required under current legislation. Once these have been completed, it is the employer's duty to implement suitable and sufficient control measures to ensure that any risk is managed effectively.

Young persons can often be at particular risk of harm due their lack of awareness of potential hazards or a general immaturity or in experience.

Children under the age of 13 are prohibited from any form of employment. However, children between the ages of 13 and the minimum school leaving age may, where approved by the Local Education Authority, take part in work experience schemes.

If Archery GB offers a placement to any young person, they will automatically be classed as employees and offered the same Health and Safety protection as other employees.

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Before the commencement of any such placement, Archery GB will complete Risk Assessments for the individual to include the following:

- The layout of the workplace and location of where the individual will be working.
- The type of work equipment that they will use and how it will be handled and used.
- How the various work and processes are organised and supervised.
- The extent of training that will be required to ensure that the individual is aware of all risks and hazards and fully understands the tasks and processes they are to complete.

Before any young persons are employed or offered work placements Archery GB will notify the parental guardians of any key findings of the above risk assessments and the control measures that have been implemented to reduce the likelihood of any injury occurring.

In addition to the normal Health and Safety records that are documented and stored relating to work activities, the following additional information will be kept where a young person is employed:

- Specific Risk Assessments records for tasks that young people within Archery GB are required to undertake.
- Details of training and information that has been given to the young person along with records to show that individuals have reached a suitable level of competence.

In addition, where the individual has not reached the minimum school leaving age, all correspondence that is communicated to the parental guardians will also be recorded.

3.33 Joint Consultation

The Health and Safety (Consultation with Employees) Regulations require all employers to consult with their employees who are not represented by safety representatives under the (Safety Representatives and Safety Committees Regulations).

The company recognises the importance and benefits to be gained by consultation with our employees. All information with regard to health and safety is communicated by means of consultation between management and employees.

It is the responsibility of the Chief Executive to ensure that consultation takes place in good time on matters relating to employees health and safety at work.

If at any time the method of consultation becomes ineffective due to the size or nature of the business changing then the company will continue to recognise the rights of their employees to elect one or more persons to act as their representative for the purpose of such consultation.

If any visitors/customers raise issues or concerns with regards to health and safety, The Chief Executive will ensure that an investigation is completed into the issue.

3.34 The Working Time Regulations

Working time is any period during which a worker is working, at the employer's disposal and carrying out his/her activities or duties, any period during which the worker is receiving relevant training and any additional periods that the employer and employee agree by relevant agreement.

With the exception of exempt workers, employees will not be required to work an average of more than 48 hours in a seven day period. This average will be calculated over a seventeen week rolling reference period but this can be successive seventeen week periods if this is specified in a relevant agreement.

The average is calculated using the formula:
$$\frac{(A) + (B)}{(C)}$$

- (A) The total number of hours worked during the reference period
- (B) The total number of hours worked immediately after the reference period to compensate for any 'excluded days'.
- (C) The number of weeks in a reference period.
- (D) 'Excluded' days are non-working days that occur because of holidays, sickness etc. Where there are excluded days during the reference period, hours worked on an equivalent number of days immediately after the reference period have been added into the calculation as (B).

For the first 17 weeks of employment, workers should not have an average in excess of 48 hours a week; their average is calculated by dividing the total number of hours worked by the total number of weeks worked.

There is a general requirement on the company to take reasonable steps to ensure that workers do not work in excess of the 48 hour average, which includes asking whether or not the employee has more than one job.

There is no requirement to keep specific records of hours worked, but if required Archery GB will show an officer of the Health and Safety Executive (HSE) or Local Authority that workers have not exceeded the 48 hour average.

Employees can opt out of the 48 hour week by means of an individual agreement. This agreement must be in writing and can be for a fixed period or an indefinite period. Unless a period of notice to terminate the agreement is specified (which may not be more than three months) it can be terminated with seven days notice by the employee.

Employees cannot be forced to opt-out of the 48 hour week and it is unlawful to take action against them for refusing. If an employee does opt out of the 48 hour week, Archery GB must keep a copy of the signed individual agreement, and any documentation relating to the number of hours worked.

Rests

Health and Safety Policy

Adult employees are entitled to a minimum uninterrupted rest break away from their workplace of 20 min in any work period that exceeds 6 hours, unless different periods are agreed in a collective or workforce agreement.

For young workers (under the age of 18) the rest period is 30 min in any period that exceeds 4½ hours.

The break must be continuous unless an unforeseen and unavoidable situation arises.

Employees are entitled to a daily rest of at least 11 consecutive hours in each 24 hour period.

Employees are entitled to a weekly rest of at least 24 consecutive hours in a seven day reference period.

For adult workers the 24 hour weekly rest period can be averaged over a 14 day reference period by giving two rest periods of at least 24 consecutive hours or one rest period of 48 consecutive hours in each 14 day period. The option to use a 14 day reference period is at the company's discretion.

Young workers should have two rest periods of 24 hours in every seven day reference period, preferably consecutive.

As with the 48 hour average working week, it is unlawful to take any action against workers for taking or attempting to take their entitlement to rest breaks or daily/weekly rests.

Health and Safety Policy

Archery GB is the trading name of the Grand National Archery Society, a company limited by guarantee no. 1342150 Registered in England.