



Health & Safety Policy

**Chester FC Incorporating Chester
Community Trust**



June 2026



www.stallardkane.co.uk

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one of the team

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Health and Safety Policy Amendment Sheet

Record of Amendments

Issue number	Date	Index reference	Brief description of amendment
1	Feb 2015		First Issue
2	Feb 2016	Page 4 2.24 Page 9	Full Review Amendments to: Management Structure Addition of: Lone Working General Manager Duties
3	Feb 2017		Full Review
4	July 2018		Annual Review Organisation structure changes
5	July 2019		Annual Review Organisation structure changes
6	March 2020		Full review and reissue of all documents in new format
7	May 2021	Part 2 2.20 2.21 2.22 2.23 2.31	Annual Review Changes to H&S Responsibilities Addition of: Safe Working at Height Workplace Noise Control Vibration Control Driving Company Vehicles Covid-19 Pandemic Policy
8	October 2022	Part 2	Annual Review Changes to Company Organisation and Responsibilities Removal of Covid-19 Pandemic Policy
9	July 2024		Annual review
10	June 2025		Annual review Removed Driving company's vehicle Vibration
11	June 2026	Part 1 Part 2	Updated signatory from General Manager to Chair Updated org chart and job titles

PART 1 STATEMENT OF INTENT

1. Chester FC Incorporating Chester Community Trust (The Company) recognises its health and safety duties under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and accompanying protective legislation. The Chair, Nick Phillipson, recognises that they have a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and codes of practice.
2. The Company, so far as is reasonably practicable, proposes to pay particular attention to:
 - a. The provision and maintenance of a safe place of work, a safe system of work, safe appliances for work, and a safe and healthy working environment
 - b. The provision of such information and instruction as may be necessary to ensure the health and safety of its employees and others, and the promotion of awareness and understanding of health and safety throughout the workforce.
 - c. Ensuring the safety and absence of health risks in connection with the use, handling, storage and transport of all articles, substances and equipment
 - d. Making regular assessments of risks to employees
 - e. Taking appropriate preventative/protective measures as identified by the risk assessments.
 - f. Appointing Stallard Kane Ltd to advise on statutory duties.
3. In order that the Company may achieve those objectives, it is important that employees recognise their duty, whilst at work, to take reasonable care for the health and safety of themselves and of other persons. Employees should also co-operate fully with the Company or anyone else concerned, to ensure that their obligations are performed or complied with fully.
4. The Company will ensure adequate resources both in terms of time and money are made available to the necessary people to ensure that the items listed above are implemented and all employees are provided with the necessary instruction, information, training and supervision to enable them to carry out their work without risk to themselves or others. An annual review of the Health and Safety Policy will also be undertaken to ensure it is relevant to the work being undertaken by the Company and all legislation quoted is up to date. Wherever necessary the policy will be developed and expanded.
5. The Company is also committed to the continuous development and improvement of the Company's health and safety management system. The Company will ensure that the health, safety and welfare of any employee or subcontractor is not compromised for financial or commercial gain.
6. All employees of the Company agree, as a term of their contract of employment, to comply with their individual duties under the Health and Safety at Work Act 1974, and the Management of Health and Safety Regulations 1999 and other legislation, and to generally co-operate with the Company so as to enable it to carry out its duties towards them. The attention of all employees is drawn to the attached safety rules and procedures, and employees should recognise that failure to comply with their health and safety duties and obligations can lead to dismissal from employment. In the case of serious breaches, such dismissal may be instant without prior warning.
7. This policy has been prepared in furtherance of section 2(3) of the Health and Safety at Work Act 1974 and binds all staff. The Company requests that its customers and visitors respect this policy, a copy of which can be obtained on demand.

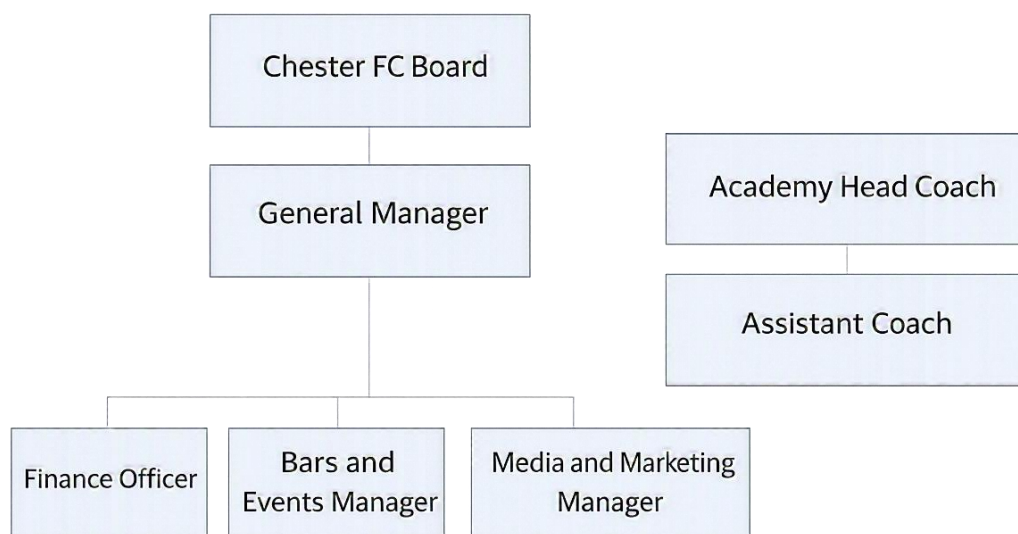
Signed:

Nick Phillipson
Chair Responsible for Health and Safety
June 2026



PART 2 COMPANY ORGANISATION

Company organisational chart – Management structure



PART 2 RESPONSIBILITIES

The Company has responsibilities under health and safety legislation towards:

- Employees
- Customers, visitors and the local community
- Members of the public
- Contractors/sub-contractors

All employees (general overview)

The Company's obligations can only be met by ensuring that all employees fully discharge their responsibilities.

Every employee must:

- Take reasonable care for the health and safety of themselves, and others who may be affected by their acts or omissions at work.
- Co-operate with management with regard to agreed health and safety arrangements and procedures.
- Know and keep to the rules and procedures relating to their work, and report to their immediate Manager all difficulties or hazards liable to endanger themselves or other persons.
- Not interfere with, or misuse, anything provided by the employer in the interest of health, safety and welfare.
- Report details to their immediate Manager, as soon as possible, if involved in an accident resulting in, or which may have resulted in, injury and in all cases before the end of the shift on which the incident occurs.
- Arrange for any spillage of dangerous substances or flammable liquid to be dealt with immediately, having due regard to the nature of such spillage.
- Use machinery and equipment only when authorised and properly trained to do so.
- Wear or use correctly all protective clothing and equipment issued to them and get replacements for lost, damaged or defective items.

Chair of the Board Responsibilities

The Chair of the Board who has overall responsibility for health and safety is responsible for ensuring that the policy enables the Company to fulfil its legal duties and emphasises the determination to manage its activities so that standards of health and safety are continuously improved. The Chair of the Board will monitor conditions and the health and safety performance to determine whether the policy is adequately resourced, effective and is being developed to meet changing requirements.

The Chair of the Board Responsible for Health and Safety, Nick Phillipson, is responsible for ensuring that:

- Safe systems of work are in operation, and staff receive adequate and appropriate training.
- All personnel are aware of, and instructed in, their individual legal responsibilities, and that these are properly discharged.
- All work carried out, and all plant, machinery and equipment comply with the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Provision and Use of Work Equipment Regulations 1998.
- All plant, machinery and equipment are maintained in good working order, and any registered plant and small equipment carries valid certification.
- Information on safety, health and welfare matters is effectively communicated to all employees.
- All staff are conversant with the company and Health and Safety Executive accident reporting procedures (RIDDOR).
- Adequate first-aid facilities are available in accordance with current regulations, and suitable persons are trained in first aid to the required standard.
- Periodic statutory tests, inspections and maintenance of premises and equipment are carried out and records are properly maintained.
- Fire precautions and portable appliances are in place and are tested, maintained, and kept up to date with the latest legislative requirements.
- All staff are acquainted with the Emergency Evacuation Procedures and Emergency Plan.
- Suitable Personal Protective Equipment (PPE) is available, issued and in use.
- Staff are competent to carry out their work safely, and have received adequate information, instruction and training.
- A personal example is set by the wearing of appropriate protective clothing.
- All potential hazards, or reported hazards, are examined and evaluated and then eliminated or adequately controlled.
- Health and safety improvement suggestions received from staff are given due consideration.
- The following notices/documentation is displayed/held where required:
 - A signed copy of the Health and Safety Policy Statement of Intent.
 - Employer's liability insurance certificate.
 - Health and Safety Law poster.
 - First Aid (notifying the names and locations of the First-Aiders).
 - Fire Exit signs (with directional signs and running person).
 - Accident Incident Book (BI510).

Nominated Person for Health and Safety

The Nominated Person for Health and Safety, Albert Davies (General Manager) is responsible for:

- The development and ongoing review of this policy, with the assistance of the external Health and Safety Advisors, Stallard Kane Ltd.
- Health and safety on a day-to-day basis – implementation of health and safety procedures, precautions and controls.
- Undertaking risk assessments within the area of their responsibility.
- Encouraging the highest possible standards of health and safety within their department by effective communication and consultation with employees.
- Monitoring standards of health and safety within their areas of concern.
- Ensuring good standards of housekeeping.
- Ensuring COSHH Risk Assessments are carried out within the area of their responsibility.
- The provision and maintenance of suitable personal protective equipment.
- Ensuring staff attend all training sessions.
- Carrying out hazard spotting checks within the area of their responsibility.
- Assessing and meeting health and safety training needs.

Competent Health and Safety Advisor

Stallard Kane Ltd have been appointed to advise and guide the company on health, safety and welfare issues related specifically to the Company's business undertakings. Stallard Kane Ltd will be responsible directly to the Board, and all members of senior management within the Company.

Specifically, they will perform the following functions:

- Advise on the application and maintenance of the Company Health and Safety Policy arrangements.
- Maintain an up-to-date knowledge in matters of legislation and regulations as they apply and affect the Company and its Health and Safety Policy.
- Advise members of senior management on any related safety matters.
- Monitor the Company's health and safety status by auditing the Health and Safety Management System to guide their compliance with current legislation and company policy and standards.
- Assist senior members of management in maintaining a close liaison with the Health and Safety Executive inspectors and other appropriate organisations and departments relevant to the Company's undertaking.
- Advise members of senior management on training requirements for employees ensuring they are competent to carry out detailed tasks within the parameters of current safety legislation.
- Give advice on interpretation of legal requirements and working with all members of management.
- Advising and giving assistance with the strategy for implementation of this policy.
- Where requested, provide assistance with investigations of serious accidents/conducting investigations.
- Assist the Chair with revising this policy in the light of experience or legal change.
- Advise upon the visit of an Enforcement Officer.

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Telephone no:

01427 678660

Managers' Responsibilities

- All Managers are expected to demonstrate by example their total commitment to health and safety matters.
- All Managers are responsible for their personal safety and that of all personnel under their authority, including others who may be affected by the Company's activities.

In particular, they will:

- Understand and implement the Company Safety Policy.
- Appreciate the responsibilities of personnel under their authority and ensure that each employee knows their own responsibilities and are equipped to play their part.
- Conduct risk assessments on activities within their department, ensuring that the methods and systems of work are safe and ensure that the necessary procedures, rules and regulations designed to achieve this are formulated, published and applied.
- Provide written instructions of work methods outlining potential hazards and precautions, and ensure they are complied with fully.
- Ensure accident and near-miss reporting procedures are understood and complied with and assist with accident investigations where appropriate.
- Ensure all employees and sub-contractors are suitably trained/competent to carry out the prescribed task and that the necessary licenses/certificates of competence are in force and appropriate.
- Ensure the statutory notices, safety policy, insurance certificate and the names of appointed first aiders are displayed and maintained in prominent locations.
- Ensure that all new employees in the Company are provided with a copy of the policy statement, receive such induction training as may be laid down in procedures, are issued with personal protective equipment as required and are aware of their personal responsibilities as set out in this manual.
- Reprimand any employee for failing to discharge their health and safety responsibilities.
- Set a personal example with regard to health and safety matters.

Employees Including Volunteers

The term 'employees' is used in line with any person completing any work in, on or for the company. This includes any 'volunteers', 'charity workers' or 'part time staff'.

The Management of Health and Safety at Work Regulations 1999 re-enacts the Health and Safety at Work etc. Act 1974, which places responsibilities on the employer and employees alike. In this connection, the Company reminds employees of their duties under Section 7 of the Act: to take care of their own health and safety and that of others who may be affected by their acts or omissions. Additionally, employees must also co-operate with the Company to enable it to discharge its own responsibilities successfully.

Furthermore, all employees are expected to:

- Carry out assigned tasks and duties in a safe manner, in accordance with instructions, and to comply with safety rules/procedures, regulations and codes of practice.
- Consult their Manager if aware of any unsafe practice or condition, or if in any doubt about the safety of any situation.
- Obtain and use the correct tools/equipment for the work and not to use any that are unsafe or damaged.
- Store all tools, equipment and personal protective equipment in the approved place after use.
- Ensure that all guards are securely fixed, and that all safety equipment and personal protective clothing/equipment provided are used.
- Not operate any plant or equipment unless authorised to do so.
- Report any accident, near-miss, dangerous occurrence or dangerous condition to their line management.
- Switch off and secure unattended plant or equipment.
- Avoid improvised arrangements and suggest safe ways of eliminating hazards.
- Not participate in horseplay or place fellow employees in danger by their actions.

PART 3 GENERAL ARRANGEMENTS (SAFETY MANAGEMENT PROCEDURES)

1.0 Systems and Procedures

The Company recognises the importance of health, safety and welfare, and will adopt a systematic approach towards ensuring that a healthy and safe environment is provided and maintained for all employees and other persons, who could be affected by their work activities. Equally important is the need for constant alertness by the Chair Responsible for Health and Safety and employees in identifying and eliminating potential hazards wherever possible.

It is the Company's primary objective that in conducting its activities, account must be taken by all parties of the need to:

- Formulate and maintain safe working systems, including work carried out during maintenance.
- Take all necessary steps to establish the causes of accidents and risks to health, which may occur, and to ensure that reasonable measures are taken to prevent recurrence.
- Ensure that no process, chemical or equipment is introduced unless it complies (where required) with statutory testing or examination requirements. Also, to ensure that, so far as is reasonably practicable, the health and safety of employees etc. will not be affected.
- Provide proper and adequate induction and training to ensure that all employees are fully competent in safe working methods applicable to their work.
- Encourage the closest possible liaison between the Company and employees in matters relating to health and safety.
- Ensure that all legal requirements relating to their activities are fully complied with, and progressively improve upon the levels of health and safety performance.
- Consult with employees, and advise them of their legal duties and responsibilities, including the requirement to:
 - Abide by safe working systems.
 - Make use of facilities and equipment provided for their protection.
 - Refrain from any act which could endanger themselves or others.
 - Refrain from intentionally or recklessly interfering with, or misusing, anything provided in the interests of health, safety and welfare.
 - Report any known defect, which could endanger the health or safety of themselves or others.
 - Co-operate as far as is necessary to ensure legal requirements are met.

1.1 Consultation with Employees

A requirement of the Health and Safety (Consultation with Employees) Regulations 1996 is for the Company to consult with its employees in all matters relating to health and safety. The Company will convene regular meetings, to discuss all relevant issues relating to health and safety. In particular, the Company will discuss the following:

- When introducing new measures which may affect health and safety.
- The change in appointment of nominated competent persons.
- The provision of statutory health and safety information.
- Any statutory health and safety training.
- Health and safety of implications of introducing new technology, tooling or work activities.

The Company will ensure all employees are briefed on the Company Health and Safety Policy and other relevant health and safety information, firstly during their new starter induction when joining the Company, and periodically as the policy is updated or legislation is introduced/removed, or after any changes which may affect their health, safety and wellbeing.

All employees will be provided with health and safety information on an annual basis as a minimum, in the form of a Health and Safety Booklet created by the Company's external health and safety advisors. Employees will also be briefed by their Manager in the form of toolbox talks as required by the management team or advised by the Company's external health and safety consultants.

In the event that an employee's first language is not English or where they have any other condition which may affect their ability to understand written or verbal communication, the Company will take the necessary steps to ensure the required information is effectively communicated. This communication may include the use of existing employees who speak the same language as the affected employee or employees who can read the same language. Where necessary, the Company will ensure written documentation is provided in a suitable language for employees to understand.

All employees are reminded that the Company operates an open-door policy, and all employees are free to contact any member of the management team regarding any health and safety concerns they may have, or where they have ideas which may improve the health, safety and welfare of employees. All concerns or ideas raised will be given due consideration by the management team and feedback will be given to employees where appropriate.

1.2 Safety Training

Basic Training Considerations

The Company recognises that safety training is an integral and important part of its overall safety policy, and it will be given as a normal constituent of vocational training. No person will be employed on work involving any reasonably foreseeable significant risk unless he has received adequate training to help him understand the hazards involved and the precautions to be taken.

The Company will undertake a training needs analysis for all its employees, on an annual basis as a minimum, to ensure all employees have the necessary training and level of competence for the scope of works they undertake. The Chair is committed to providing sufficient funds and resources to ensure all necessary training is provided to employees.

Managerial Training:

The Company recognises, as fundamental to the success of the Company Safety Policy, that management should have received the training necessary to control effectively the areas for which they are responsible.

Safety Advisor Training:

Stallard Kane Ltd have been outsourced as the Company's external health and safety advisors. The Company has arrangements in place that ensures advisors are under periodic appraisals, as well as the need to maintain an up to date CPD as a part of professional bodies including IOSH, IIRSM etc.

1.3 Fire Safety

The Company will ensure all persons are kept safe at work and do not suffer ill-health or injury as a result of fire in the workplace.

Employers' Duties

The Company will:

- Ensure a suitable and sufficient risk assessment is undertaken by a competent person, to determine fire risks and the appropriate level of fire safety measures.
- Ensure appropriate arrangements for the planning, organisation, control, monitoring and review of preventive and protective measures necessary for the safety of employees in the event of a fire while they are at work.
- Reduce the risk from fire as far as is reasonably practicable and provide general fire precautions (including fire detection and fire alarms, if appropriate) to deal with any possible risk left.
- Nominate employees to implement these measures, make known their identities, and provide adequate training and equipment for such employees.
- Arrange any necessary contacts with external services, particularly in regard to rescue work, firefighting, first aid and emergency medical care.
- Co-operate and co-ordinate measures with other employers sharing the same workplace.
- Ensure that employers of any employees from outside undertakings are provided with comprehensible information on the risks to the health and safety of their employees and the measures taken to comply with the law.
- Ensure employees are provided with adequate safety training.
- Ensure that there are adequate access points for Fire Rescue Services

The current Building Regulations cover the means of escape and require that buildings should be designed and constructed so that there are appropriate provisions for the early warning of fire and appropriate means of escape.

Employees' Duties

Employees must:

- Take reasonable care of their own health and safety and that of other people who may be affected by their work.
- Co-operate with the employer as much as is necessary to ensure that any duties imposed upon the employer are performed.
- Inform their Manager or fire warden of any new or unidentified hazards.

The Company will ensure the fire risk assessment is formally reviewed annually or more often should the circumstances dictate.

1.4 Risk Assessment

All significant hazards will be identified, and the associated risks assessed. Significant risks will be recorded. Simple, effective control measures will be agreed, with the involvement of the employees affected. Safe systems of work will be produced and implemented in respect of all work activities where a significant risk has been identified. Written assessments and safety procedures will be carried out in all the production and administration areas and communicated to all affected employees. Specific risk assessments will include:

- Manual Handling, PPE, COSHH, Fire and Equipment where applicable

The Company will monitor and review all risk assessments and safe systems of work on a periodic basis to ensure they remain suitable and sufficient.

1.5 First Aid

The Health and Safety (First Aid) Regulations 1981 will be complied with, and a suitable number of persons will be nominated and trained and certificated to the necessary standard, as per the findings of a First Aid Risk Assessment to allow sufficient cover for all working hours and shift patterns.

Details of the first aiders will be displayed prominently for the benefit of all employees and visitors and brought to the attention of all new employees at their induction stage.

Stock levels of items required under the regulations will be checked at regular intervals and boxes will be kept secure, yet quickly available when required. Special arrangements will be made to provide cover where employees work away from Company premises.

The Chair Responsible for Health and Safety will ensure arrangements are in place to ensure a register of certificated first aiders is maintained and that a minimum level of cover is provided at all times.

1.6 Stress

The Company is committed to protecting the health, safety and welfare of its staff and recognises that workplace stress is a health and safety issue. The importance of identifying and reducing workplace stressors is also acknowledged.

This includes:

- Improving the organisational environment through effective and consistent management.
- Enabling individuals to cope successfully with their work.
- Providing support to employees whose health and wellbeing are affected by stress.
- Managing and controlling factors which might result in excessive or sustained levels of stress.
- Increasing awareness of stress and its causes and methods to combat it.
- Assisting staff in managing stress in themselves and others.

As far as reasonably practicable the Company will:

- Provide management with advice and support to help identify specific causes of stress.
- Develop programmes for those with people management responsibilities to promote good management and team building skills.
- Provide suitable training such as time management, assertiveness and dealing with difficult/sensitive situations.
- Monitor the occurrence and levels of absence associated with stress.
- Provide support to all employees.

1.7 Accident Procedures

Details of all accidents will be recorded in the Accident Book, and where appropriate investigated by Stallard Kane Ltd. Employees are required to assist with any investigation of accidents and/or dangerous occurrences that take place within their work area.

The requirements of RIDDOR will be followed in respect of any recordable/reportable accident or dangerous occurrence.

1.8 Statutory Notifications of Accidents/Dangerous Occurrences

When a specified injury or dangerous occurrence has occurred, the HSE will be notified via, either the Incident Control Centre, or by the online notification form F2508 which will be completed without delay, and not exceeding 10 days of the incident. Others to be notified as soon as possible are Stallard Kane Ltd and the Company's insurers.

Notifiable occupational diseases will be reported to the HSE via the online notification form.

Where a person is absent from work or unable to perform their normal working duties as a result of a work-related incident/accident over seven consecutive days, the HSE will be informed within 15 working days from the day of the accident, by use of the HSE's online report form, F2508.

The Company will still record all over-three-day accidents, just no longer report them to the HSE. The entry into the Company Accident Book of over-three-day accidents will be a sufficient means of recording them.

All reportable accidents or dangerous occurrences will be investigated, and a report issued. In their role as the Company's safety advisors, Stallard Kane Ltd will assist with the investigation and give advice and guidance. Action considered necessary to prevent a recurrence will be taken, and a report submitted to the enforcing authority.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

These regulations require certain accidents and dangerous occurrences at work to be notified to the Local Authority, and a guideline is set out below:

Accidents which require immediate reporting to the local HSE:

Work-related accidents

For the purposes of RIDDOR, an accident is a separate, identifiable, unintended incident that causes physical injury. This specifically includes acts of non-consensual violence to people at work. Please note, not all accidents need to be reported. A RIDDOR report is required only when:

- The accident is **work-related**.
- It results in an injury of a type which is **reportable** (as listed under 'Types of reportable injury').

When deciding if the accident that led to the death or injury is work-related, the key issues to consider are whether the accident was related to:

- The way the work was organised, carried out or supervised.
- Any machinery, plant, substances or equipment used for work.
- The condition of the site or premises where the accident happened.

If none of these factors are relevant to the incident, it is likely that a report will not be required.

Types of reportable injury

Deaths

All deaths to workers and non-workers will be reported if they arise from a work-related accident, including an act of physical violence to a worker. Suicides are not reportable, as the death does not result from a work-related accident.

Specified injuries to workers

The list of 'specified injuries' in RIDDOR 2013 (regulation 4) includes:

- A fracture, other than to fingers, thumbs and toes.
- Amputation of an arm, hand, finger, thumb, leg, foot or toe.
- Permanent loss of sight or reduction of sight.
- Crush injuries leading to internal organ damage.
- Serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs).
- Scalping (separation of skin from the head) which require hospital treatment.
- Unconsciousness caused by head injury or asphyxia.
- Any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

Over-seven-day injuries to workers

This is where an **employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days** (not counting the day of the accident).

Injuries to non-workers

Work-related accidents involving members of the public or people who are not at work will be reported if a person is injured and is taken from the scene of the accident to hospital for treatment to that injury. There is no requirement to establish what hospital treatment was actually provided, and no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent. If the accident occurred at a hospital, the report only needs to be made if the injury is a 'specified injury' (see above).

Reportable dangerous occurrences

Dangerous occurrences are certain, specified 'near-miss' events (incidents with the potential to cause harm). Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces. For example:

- The collapse, overturning or failure of load-bearing parts of lifts and lifting equipment.
- Plant or equipment coming into contact with overhead power lines.
- Explosions or fires causing work to be stopped for more than 24 hours.

Certain additional categories of dangerous occurrences apply to mines, quarries, offshore workplaces and certain transport systems (railways etc). For a full, detailed list, refer to the online guidance at: www.hse.gov.uk/riddor.

Reportable occupational diseases

The Company will report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by an employees' work. These diseases include (Regs 8 and 9):

- Carpal Tunnel Syndrome.
- Severe cramp of the hand or forearm.
- Occupational Dermatitis.
- Hand-arm vibration syndrome.
- Occupational Asthma.
- Tendonitis or Tenosynovitis of the hand or forearm.
- Any occupational cancer.
- Any disease attributed to an occupational exposure to a biological agent.

Recording requirements

Records of incidents covered by RIDDOR are also important. The Company will ensure that they have collected sufficient information to allow them to properly manage health and safety risks. This information is a valuable management tool that can be used as an aid to risk assessment, helping to develop solutions to potential risks. In this way, records also help to prevent injuries and ill health, and control costs from accidental loss.

Records of the following will be maintained:

- Any **accident, occupational disease or dangerous occurrence** which requires reporting under RIDDOR.
- Any other occupational accident which causes injuries that result in a worker being away from work or **incapacitated for more than three consecutive days** (not counting the day of the accident but including any weekends or other rest days). The Company does not have to report over-three-day injuries to the HSE, unless the incapacitation period goes on to exceed seven days. Entries into the Company accident book will be a sufficient means of recording all over-three-day injuries.

The Company will produce RIDDOR and accident book entry records when requested by the HSE, the local authority or any other statutory inspectors.

1.9 Workplace Equipment Maintenance

All new and existing equipment and facilities will be sufficiently designed, constructed and installed, so as to be safe and without risk to the health and safety of employees.

An adequately planned maintenance system will be operated, and records maintained.

Safe systems of work will be used and updated, such that protection against foreseeable maintenance hazards is provided.

All legally required maintenance, testing and inspections will be carried out and records kept in accordance with statutory provisions, insurer and fire authorities' approved codes.

Only qualified electricians are permitted to carry out work on electrical wiring and apparatus, using safe systems of work.

1.10 PUWER – Provision and Use of Work Equipment Regulations 1998

Work Equipment – The Company

The Company recognises the need for suitable, safe and regularly maintained work equipment in accordance with the Provision and Use of Work Equipment Regulations 1998 (PUWER).

Therefore, the Company will always aim to comply with PUWER by:

- Regularly maintaining work equipment by competent personnel.
- Assessing the suitability of work equipment supplied by the Company.
- Providing training in the use of work equipment supplied by the Company.
- In addition to training, providing technical and safety information in regard to work equipment to employees as necessary or upon request.
- Keeping up to date maintenance and training records of work equipment.
- Consulting employees in matters of health and safety in the workplace.
- Performing risk assessments on the use of work equipment.

The Company will elect individuals responsible for the maintenance and provision of work equipment to also act as a direct point of contact for employees.

Work Equipment – Employees

Work equipment can be defined as any equipment supplied and used by the Company. Under the Provision and Use of Work Equipment Regulations 1998 (PUWER) the Company must maintain and supply work equipment suitable for its intended use. Therefore, whenever an employee uses work equipment they must:

- Only use equipment when authorised and trained to do so.
- Avoid modifying equipment outside of the manufacturers' specification.
- Check the equipment beforehand for any defects.
- Only use equipment suitable for the task.
- Use all equipment in compliance to Health and Safety Regulations.
- Report any defects to their Manager.
- Co-operate with management when asked to return equipment for inspection/maintenance/calibration.

1.11 Personal Protective Equipment (PPE)

Responsibilities

Managers will be responsible for ensuring that only PPE to the correct standards has been issued and used. Managers will ensure that all persons under their control are equipped with, and use correctly, any PPE provided to them. They will also ensure that risk assessments relating to their work are reviewed to enable them to identify what safety precautions (including PPE) should be in place.

PPE assessment

In accordance with the Personal Protective Equipment at Work Regulations 2022, an assessment of the PPE requirements of each employee, including Limb (b) classed workers, will be made using the PPE Issue Record Form. For the purposes of co-ordinating safety management, the PPE assessment will be included in the Company's general assessment procedure detailed below. It should be noted at this point that PPE would be used only as a last resort measure. Where a hazard to an employee is identified, though the exact risk level is not known, then that employee will be given the maximum possible protection until an adequate risk assessment has been carried out.

PPE correct standards

All personal protective equipment purchased by the company shall be manufactured to the correct safety standards; any items that do not meet the relevant standard shall not be used by the Company. Management, in liaison with the Company safety advisors, will ensure that the correct standard equipment is being purchased, issued and signed for on the appropriate form.

Issue of PPE

Employees will be issued with all necessary PPE relating to the hazards from their work activity, or as a result of the findings of any risk assessment which relates to their work environment. Where an employee makes a reasonable request for additional equipment, this will be reviewed by their Manager and where appropriate the equipment will be supplied.

Replacement of equipment

All PPE will be replaced on a new for old basis. Re-issue or replacement of worn-out PPE will be requested using the record form, which will be held in the office, in order that usage can be monitored. Any PPE which is so worn or damaged that it no longer affords adequate protection will be replaced before the employee is allowed to continue work. PPE which has a shelf life or maximum usage period will be replaced in accordance with manufacturer's instructions.

Training – correct use

Employees who are required to use PPE to ensure their safety will be given training in its correct use. All training will be provided in accordance with the manufacturers' guidance.

Personal preference

Whilst every reasonable effort will be made to ensure that PPE satisfies requirements, the Company cannot guarantee to satisfy an individual's preferences. Once issued, PPE must be worn. It will not be left to the employee's discretion.

Damage/misuse

It will be the responsibility of the employee to report any faulty or damaged safety equipment to their Manager. It must then be exchanged as soon as possible. Employees will not alter, deface or otherwise misuse any safety equipment supplied to them.

Maintenance

It will be the responsibility of each employee to ensure that PPE is maintained in good order. In order that employees can be correctly equipped with safety equipment at short notice, a reserve stock will be held by the office.

1.12 Electricity

Electrical equipment will be properly maintained to ensure that it is safe for normal use. All portable appliances will be examined prior to first use, then examined, and tested regularly thereafter. A register of appliances will be produced and kept up to date. The findings of inspections and tests will be recorded. Only qualified electricians are permitted to carry out work on electrical wiring and apparatus, using safe systems of working.

Any personal electrical appliances such as radios, charges etc must not to be brought into the workplace without permission from management. Should personal items be permitted by management, they will be captured by the Company's regular PAT testing regime.

Where practicable, equipment will be switched off when not in use, or on leaving the premises. All cabling, plugs and connections will be properly organised, inspected, recorded and maintained to minimise any risks, in accordance with the regulations.

Employees will not carry out maintenance on electrical equipment or plugs without prior authority and training. Employees' personal electrical apparatus is not to be used on company premises without prior permission.

The mains electricity supply will be inspected, and a certificate of test obtained from a 'Competent Person' in accordance with the timescales laid down in the regulations.

1.13 Premises and Welfare

Environment, welfare and other related facilities will be maintained to the standard required by the Health and Safety at Work etc. Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992. Particular attention will be given to the general fabric, temperature, ventilation, purity of air and water supplies, lighting, sanitary conveniences and noise.

Where Company employees are required to undertake work on site, the Chair Responsible for Health and Safety will ensure at the planning stage, that the requirements for welfare provision are suitably assessed and provisions made before work commences on site.

1.14 Control of Substances Hazardous to Health (COSHH) 2002

The requirements of the COSHH Regulations 2002 and other related legislation will be satisfied. All necessary precautions will be taken in the use, storage and transportation of any material or substance. The least hazardous type of any substance will be used or purchased in order to minimise any associated risk. There will be regular assessments and monitoring to ensure that this is achieved. No new substances will be introduced into the workplace until the information regarding possible hazards and the necessary precautions to be observed have been fully evaluated by a competent person.

Responsibilities

The Company will ensure that this section is implemented and that all employees are given adequate information about any substances which are to be used. Management will ensure that the significant findings of any COSHH Assessment, including the safety precautions to be adopted, are communicated to all employees who will be exposed to the substances. Employees will not use any substances unless a COSHH Assessment has been carried out and its findings communicated to them. If an employee has not received a COSHH Assessment or the relevant training, then they will cease use immediately and report to their Manager.

Hazardous Substances Register

Managers will create and maintain a Hazardous Substance Register. The register will contain Hazardous Data Sheets for every substance purchased by the Company. These data sheets will be supplied by the supplier of the substance and will be formatted so as to provide clear health and safety information, including first aid, fire precautions, emergency action, correct storage and safe handling.

COSHH Assessment

A COSHH Assessment will be carried out for every substance, or where practicable on substance groups, i.e. solvent based paints grouped onto one assessment. All COSHH Assessments will be carried out on the standard form. The format of the assessment is such that it takes the following factors into account:

- Type of substance.
- Work location/environment.
- Work duration.

All assessments will be in writing and will be held available for inspection at all times at an appropriate point in the workplace. A central file will be created which will contain master copies of all assessments carried out.

COSHH Assessments will be reviewed at the following times:

- If the work environment changes.
- If it is requested by the employee.
- In any case every 12 months.

Any review will be recorded on the assessment with a review date and the name of the person who carried out the review.

Substance Substitution

Wherever possible, hazardous substances will be replaced with less hazardous ones. It will be the responsibility of management to investigate the availability of replacement substances and put them to use as soon as possible. Substances must also be assessed as necessary. Advice from Stallard Kane Ltd shall be sought where applicable.

Safety Precaution Advice

Any safety precautions recommended as a consequence of a COSHH Assessment will be adhered to at all times while the substance is in use.

Handling and Storage

All hazardous substances will be stored in correct storage facilities away from the work area. Storage facilities will be kept locked at all times and will be constructed as such that they do not pose a risk to the substance and will not allow any spillage to leak out. Safety notices will be posted on all storage facilities warning of the dangers associated with the substances being stored together. The Hazard Safety Data Sheets for all substances being stored will be available at the storage facility.

Only the minimum quantity required for immediate work will be removed from the storage facility. Persons required to handle hazardous substances will be given training in both correct handling techniques and safety precautions for hazardous substances. All spillages will be soaked up using suitable absorbent materials, contaminated materials are then to be disposed of in accordance with local authority rules. Hazardous substances are not allowed to enter any drain or watercourse. Management will be informed of any substantial spill immediately.

Information and Training

All employees who may be exposed to any hazardous substances will be informed of the existence of the Hazardous Substances Register and COSHH Assessment files at their safety induction. They will be instructed to use these documents as reference to ensure that safety precautions are adhered to.

1.15 Leptospirosis (Weil's Disease)

The Company recognises the seriousness of the disease and will take all precautions to prevent exposure to its employees. Work is considered higher risk where there is evidence of rat infestation. The Company is aware that symptoms may include severe headaches, fever, vomiting, jaundice and skin haemorrhages. Some persons may suffer meningitis, encephalitis or renal (kidney) failure.

To achieve the necessary control and risk reduction, the Company will ensure:

- A suitable and sufficient risk assessment is conducted to identify potential risks and implement measures to either eliminate or control risks.
- Measures are established to ensure avoidance of contact with water, soil or animal products that may be contaminated with animal urine. If such activity is unavoidable, limit the time employees are working within the contaminated area.
- Cuts or abrasions on the skin are covered with a waterproof plaster.
- Personal hygiene is of a high standard.
- Hands and arms are washed before eating, drinking or smoking.
- Suitable personal protective equipment is provided and worn.

1.16 Legionella

All reasonable steps will be taken to identify potential legionellosis hazards and to prevent or minimise the risk of exposure. At risk systems include hot and cold-water storage and distribution systems. To achieve control of legionella bacteria the Company will implement the following in all areas within the Company premises where employees, contractors and visitors may be exposed to water systems:

Provide Appropriate Management

- Identify the statutory duty holder who is responsible for ensuring the development, implementation, and maintenance of an effective Legionella Management program.
- Identify a responsible person to assist the statutory duty holder with written communication of these duties and the persons acceptance and acknowledgement of these duties.
- Ensure all employees are aware of their responsibilities and adhere to safe work practices.

Establish Risk Assessment and Control Measures

- Conduct a suitable and sufficient risk assessment to identify potential risks and implement measures to either eliminate or control risks.
- Establish measures to ensure avoidance of conditions favouring growth of organisms, between 20-50°C.
- As far as practicable, water systems will be operated at temperatures that do not favour the growth of legionella. Hot water storage cylinders (calorifiers) should store water at 60°C or higher. Hot water should be distributed at 50°C or higher (thermostatic mixer valves need to be fitted as close as possible to outlets, where a scald risk is identified). Cold water should be stored and distributed below 20°C.
- The use of materials that may provide nutrients for microbial growth will be avoided. The Water Fittings and Materials Directory references fittings, materials, and appliances approved for their compliance with the UK legal requirements for plumbing fittings and water using appliances.
- Corrosion, scale deposition and build-up of bio films and sediments will be controlled, and tanks will be lidded.
- Ensure dead-legs, which occur when water services leading from the main circulation water system to taps or appliance are used only intermittently and other parts of systems which may provide a reservoir for infection will be identified and where possible eliminated.
- To reduce the risk the Company will remove dead legs/dead ends in pipework, flush out infrequently used outlets (including showerheads and taps) at least weekly and clean and de-scale shower heads and hoses at least quarterly.

Monitoring and Maintenance

- Establish a written scheme of control and logbook to ensure compliance with ACOP L8 and HSG274 monitoring standards.
- Sampling for legionella will not normally be necessary, unless in the case of an outbreak or to monitor the effectiveness of precautionary measures. Weekly monitoring of chemical and microbiological water quality will be carried out to give a useful indication of the state of the system.
- Water systems will be routinely cleaned by an effective means and flushed through, before being taken into service and after shutdowns of five or more days.
- Where identified in the risk assessment, plant will be regularly inspected, maintained and disinfected periodically by chlorination or by temporarily raising water temperatures where required.
- Biocides may be used to control microbial growth. Maintenance personnel must wear appropriate protective clothing.

Record Keeping and Communication

- Records will be kept of all maintenance, temperature monitoring and sampling carried out.
- Selection, training and competence of persons carrying out control measures will be recorded in the Legionella logbook. These persons will receive appropriate training and supervision, so they are able to perform their duties competently.
- Relevant information about Legionella risks, control measures, and updates to the written scheme of controls will be communicated as necessary.
- Clear channels of communication will be established to encourage reporting of any concerns or issues related to Legionella management.

Review and Improvement

Records will be kept of all maintenance, temperature monitoring and sampling carried out.

Action in the Event of an Outbreak or Deviation from Control

A contingency plan in case of an outbreak of legionellosis or any high-risk non-conformance will be prepared and detailed within the Water Hygiene Logbook or written scheme of controls. This will include the:

- Identification of people who may have been exposed.
- Involvement of public health authorities.
- Dissemination of information to employees and other interested parties as to the nature of the risks.

In the event of an outbreak or significant deviation from the control scheme the following may be implemented:

- Shut down any processes which can generate and disseminating airborne water droplets and keep them shut down until sampling procedures and any remedial cleaning or other works has been done.
- Take water samples from the system to identify the presence of any bacteria and follow the steps highlighted in the written scheme of controls.

1.17 Alcohol and Drug Abuse

In industry generally there has been a move to greater controls on alcohol and drug abuse and, in keeping with this, the Company has adopted a policy in relation to the consumption of alcohol and drugs. The Company's policy on alcohol is intended to be a positive approach towards maintenance of the highest standards of safety in the workplace. It is also intended to benefit the health and safety of each individual.

Any employee who feels that they may have a problem relating to drugs or alcohol should immediately seek help from the Chair of the Board Responsible for Health and Safety. This information will be treated in the strictest confidence. The Company will endeavour to offer any assistance available at the time.

Likewise, any employee taking prescription or legal non-prescription medication that may affect their ability to undertake their normal scope of work safely, must inform the Chair of the Board Responsible for Health and Safety or their immediate Manager, so that alternative work can be allocated where necessary.

Employees must not attend work whilst under the influence of alcohol or illegal non-prescription drugs. Employees must not consume alcohol or illegal non-prescription drugs on the premises. Employees must not return to work after breaks under the influence of alcohol or illegal non-prescription drugs.

Consumption of alcohol or illegal non-prescription drugs in breach of this policy is deemed a gross misconduct offence and may result in further formal action being taken under the organisations disciplinary procedure. Depending on the circumstances, such action may lead to summary dismissal, that is, dismissal without notice or any compensation.

1.18 Company Smoke-Free Policy

Purpose

This policy has been developed to protect all employees, contractors, customers and visitors from exposure to second-hand smoke and to assist compliance with the Smoke-Free (Premises and Enforcement) Regulations (England) 2006.

Exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

Policy

It is the policy of the Company that all of its workplaces, including vehicles, are completely smoke free and all employees have a right to work in a smoke free environment. This policy shall be reviewed on an annual basis.

Smoking, including the use of electronic cigarettes, is prohibited throughout the entire workplace, including vehicles, with no exceptions, other than the designated smoking area where applicable. These arrangements will be communicated at induction. This policy applies to all employees, consultants, contractors, customers and visitors.

Implementation

Overall responsibility for policy implementation and review rests with the Chair of the Company. All employees are obliged to adhere to and facilitate the implementation of the policy.

The Chair shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. The Chair, or the person delegated to, will inform, during induction, all new personnel of the No Smoking Policy. Appropriate 'No Smoking' signs will be clearly displayed at the entrances to, and within the premises.

Non-compliance

Local disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with the Smoke-Free (Premises and Enforcement) Regulations (England) 2006 are also liable to a fixed penalty fine and possible criminal prosecution.

1.19 Display Screen Equipment

In compliance with the Health and Safety (Display Screen Equipment) Regulations 1992 the Company is to avoid or reduce any health risks through effective safety management. The health and safety of all personnel who may be affected by working with DSE will be considered and suitable control measures introduced. In accordance with the DSE regulations, the following procedures will be followed:

- 'Users' of display screen equipment shall be individually identified by the Manager. They shall ensure that all 'users' have received sufficient instruction to allow them to operate the equipment provided, including the adjustment of screens, keyboards, chairs, footrests, blinds, etc. Particular attention should be given to minimising reflection and glare.
- 'Users' shall be entitled to request an appropriate eye and eyesight test. Where 'special corrective appliances' are needed, a special pair of spectacles for display screen work may be prescribed. Any cost arising from these tests and appliances will be borne by the Company.

The Company accepts that health and safety is its responsibility; however, they also rely on the co-operation of all of its employees to meet this obligation, they consider that every employee has the obligation and right to inform management if they feel that working with DSE may represent a risk to their health.

The Company expects its employees to recognise that they have a duty to take reasonable precautions to avoid ill-health to themselves and others.

The Company will monitor and review the arrangements on DSE on a periodic basis to ensure they remains suitable and sufficient.

1.20 New and Expectant Mothers

The Company will ensure that work activities exposing new and expectant mothers to unacceptable risks are eliminated, so far as is reasonably practicable by ensuring:

- Relevant legal standards (dependent on the risk involved) are met.
- Official guidance and good practice are followed.
- Working conditions and/or hours are adjusted if necessary.
- If necessary, new and expectant mothers are removed from hazardous activities, i.e. the employer will provide suitable alternative work or, if this is not possible, will place the employee on paid suspension.

Assessment of Risk

Where hazardous activities cannot be eliminated, risk assessments carried out by a competent person, together with the new and expectant mother, will be undertaken to identify residual risks and to reduce them to the lowest level reasonably practicable. The assessments will take into account the actual risks associated with the work activities and whether these risks are increased, due to any particular problems experienced by a new or expectant mother during her pregnancy or postnatal period. Specifically, the assessment will consider risks associated with exposure to:

- Physical agents.
- Biological agents.
- Chemical agents.

The assessment will also consider working and welfare conditions. Risk assessments relating to new and expectant mothers will be reviewed, and if necessary revised, regularly.

Management Duties

Management must ensure that:

- New and expectant mothers are encouraged to disclose their pregnancy at the earliest possible opportunity.
- 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.
- 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 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.

Duties of New and Expectant Mothers

- Inform their general practitioner or midwife of the nature of their work.
- Notify their employer in writing, as soon as possible, if they are pregnant, have just given birth or are breastfeeding.
- Follow any safety arrangements implemented for their protection, including attending training sessions, complying with control measures etc.
- Not act in a manner that adversely affects their own health and safety, that of their child and/or anyone else.
- Report any perceived or real shortcomings in protection to their employer.

Information and Training

Suitable information, instruction and training will be provided to new and expectant mothers to ensure their health and safety. Training needs will be identified and reviewed by a competent person and support given to allow new and expectant mothers to attend any required training sessions. The effectiveness of any training provided will be monitored and training regularly reviewed. Training should also include ensuring that those people responsible for carrying out risk assessments are competent to do so.

1.21 Young Workers

The Company recognises the inherent hazards and risks that arise when a young person undertakes activities within a working environment and that additional control measures are required to protect the health, safety and welfare of young persons. A young person is anyone under the age of eighteen. A child is a young person who has not yet reached the minimum school leaving age.

It is the Company's policy to:

- Protect young persons at work from any risks to their health and safety which are a consequence of their lack of experience, or absence of awareness of existing or potential risks, or as a result of their being not yet fully matured.
- Carry out specific risk assessments on the work activities of young persons.

When the assessment process is carried out, the Company will consider the young workers':

- Physical and psychological capacity.
- Potential of exposure to cold, heat, noise and vibration.
- Potential of exposure to harmful agents.
- Need for greater supervision of their activities.
- Need for additional training in order for them to carry out their work activities safely.

The Company will monitor and review the arrangements for all young workers on a periodic basis to ensure they remains suitable and sufficient.

1.22 Lone Workers

It is the duty of the Company to ensure lone working is avoided wherever possible or reduce risks through effective safety management where such work cannot be avoided.

Often in the course of work, people are sent into a working situation on their own. This would be when it is deemed that the job is of such a nature that a single person could competently and safely complete the tasks required.

Where lone working is required a risk assessment shall be carried out, appropriate controls defined and implemented to prevent or reduce risks as far as is reasonably possible. The Company will ensure that lone workers are not placed at more risk than other employees so each individual assignment must be examined to assess all risks by considering certain points and guidelines.

The Company will monitor and review the arrangements for all lone workers on a periodic basis to ensure they remains suitable and sufficient.

It is the Company's responsibility for the health and safety of all lone workers; however, they also rely on the co-operation of all of its employees to meet this obligation.

The Company expects its employees to recognise that they have a duty to take reasonable precautions to protect themselves and others.

1.23 Health Surveillance

Responsibility

The Chair Responsible for Health and Safety shall ensure that health surveillance is provided where necessary for all employees and records maintained in line with data protection and health and safety legislation. Where necessary, reasonable adjustments will be made for employees with any existing health conditions that may be aggravated or made worse by any work activities undertaken by the Company. In order to monitor the health of all employees, an annual medical questionnaire will be issued and reviewed, and action taken in the event that an employee or employees have recorded any health issue or an increase/worsening of an existing condition due to the work environment.

Procedure

Where known occupational health risks exist within the Company's scope of works, a suitable and sufficient Risk Assessment and Safe System of Work will be developed for the work activity, and control measures implemented to ensure the health, safety and welfare of all employees affected. Where health surveillance is required, this will be outlined in the Risk Assessment and Safe System of Work and communicated to affected employees.

Management shall, where work activities could cause health problems, regularly review the work activities and where possible implement engineering controls or substitute existing substances for less hazardous ones, and so reduce the occupational risk to employees and other third parties affected by the Company's scope of works.

Should any person have a health problem which could affect their health, safety and welfare while at the workplace, they shall inform their immediate Manager.

1.24 Workplace Noise Control

Responsibilities

The Chair Responsible for Health and Safety will ensure that this procedure is implemented and complied with in all areas of work where a hazard is identified. The Chair will ensure that the persons under their control are aware of the requirements of this procedure and that they are complied with at all times. They will also ensure that the correct protective equipment is provided as required. All employees will be required to co-operate with the Company in its attempts to reduce or control noise exposure.

Noise Surveys

In accordance with the Control of Noise at Work Regulations 2005, the Company will take all reasonable steps to identify workplace noise levels. The list, once created, will form part of this procedure. Noise surveys will be carried out by competent persons using correct equipment and will be recorded in writing. Tool manufacturers will be consulted to establish individual noise levels. Noise surveys will be reviewed at the following times:

- If work patterns change significantly.
- If machinery is moved or if new machinery is installed.
- At any other time, it is believed that the survey is no longer valid.

Where the exact noise level created on site or by an individual tool cannot be established, the maximum possible protection will be provided until the matter is resolved.

Risk Assessment

Wherever possible, noise assessment for site activities will be included in the risk assessment procedure. Information supplied by manufacturers will be used to determine whether a tool used in a work activity is creating a noise hazard. Site environment noise levels will also form part of the assessment.

Noise Action Levels

The Control of Noise at Work Regulations 2005 established noise action levels above which hearing will be damaged. These are based on dosage averaged over a working day. The action levels are expressed as dB(A):

- First Action Level – 80 dB(A).
- Second Action Level – 85dB(A).

Where the Company operates a permanent workshop, the following actions will apply:

If the First Action Level (80 dB(A)) is reached or exceeded management will:

- Reduce the risk of damage to hearing to the lowest level possible by means other than issuing PPE.
- Inform all persons who may be exposed of the risk to their hearing and of the availability of hearing protection.
- Provide hearing protection at the employee's request.
- Ensure a warning notice is affixed stating that hearing protection is mandatory when the tool is being operated. This rule will apply to all persons who are within 12 metres of the tool.

If the Second Action Level (85dB(A)) is reached or exceeded management will:

- Reduce the exposure to noise to the lowest level possible by means other than issuing PPE.
- Identify all areas where the Second Action Level is reached and post notices at all entrance points to those areas. The notices must warn of the hazards and state that the wearing of hearing protection is mandatory.
- Post notices on all machinery which creates noise at or above the Second Action Level.
- Issue correct hearing protection to all persons who may be exposed, WHICH MUST BE WORN.
- Issue hearing protection to all persons in less noisy areas at their request.
- Implement occupational health surveillance for employees exposed to noise levels above 85dB(A).

Where, as a result of a risk assessment, the general site is deemed to be a noise hazard, management will ensure that all persons who enter or remain on site wear hearing protection at all times.

Personal Protective Equipment

Where the need for PPE is identified as a result of any noise survey or risk assessment, it will be issued as soon as possible. Without prejudice, any hearing protection provided will reduce the amount of noise reaching the ear to an acceptable level – specialist advice will be obtained where necessary.

Training

All employees will receive general noise awareness training as part of the Company's safety programme. However, where hearing protection is issued, specific training in its correct use, storage and maintenance will be given.

1.25 Manual Handling

Responsibilities

The Chair Responsible for Health and Safety will ensure that adequate resources are provided in order that manual handling can be avoided wherever possible and will also provide training to any employee who is required to carry out manual handling operations as part of their work.

Managers are responsible for ensuring that all manual handling operations have been correctly assessed in accordance with risk assessment procedures. They will ensure that manual handling is avoided wherever possible and that employees who are required to carry out manual operation have been correctly trained.

Employees will avoid manual handling wherever possible by using mechanical handling devices provided by the Company. Once trained, employees must use correct handling techniques to avoid injury. Where an employee is injured as a result of a manual handling operation it will be reported in accordance with First Aid and Accident/Incident Reporting procedures.

Manual Handling Risk Assessment

Manual Handling Risk Assessments will be carried out as part of the General Risk Assessment procedure.

For the purpose of risk assessment and identifying precautions, manual handling will be defined as the movement of any item using bodily force including:

- Lifting
- Lowering
- Pulling
- Pushing
- Twisting
- Turning
- Supporting

Handling and Stacking

When handling, employees must use mechanical devices wherever possible. Managers will ensure that mechanical handling devices are available and that materials are correctly stacked so that mechanical devices can be used safely. Where manual handling of material is unavoidable, then it must be ensured that it is carried out by trained employees using the best possible method to avoid injury.

Manual handling methods to avoid injury should include:

- The planning of all manual handling activities.
- The weight of the load being known.
- Heavy items being positioned so that they can be slid rather than lifted.
- Employees not being allowed to manually handle any materials which are too heavy.
- Workstations being designed to avoid the necessity to bend down or twist the torso repeatedly or overreach when carrying out any operation.
- All materials being free from burrs or sharp edges where possible.
- Wherever possible, materials being stacked so as to avoid handling them twice and also avoid creating any additional hazards.
- The use of PPE to avoid hand injuries.

Personal Protective Equipment

Personal Protective Equipment (PPE) will be issued as a result of the findings of the relevant risk assessment, having regard for the hazardous nature of the material being handled.

Manual Handling Training

Manual Handling Training will be provided to all employees who are required to carry out manual handling operations. All training provided will be in accordance with the Company's Safety Training and Information Procedure

1.26 Contractors/Sub-contractors

It is the responsibility of the contractor/sub-contractor to ensure that their employees adhere to, and co-operate with, legislative and Company rules in regard to health and safety whilst working for the Company.

It is also the responsibility of the contractors/sub-contractors to ensure that the health, safety and welfare of the Company's staff, visitors and others is not put at risk from their work activities and practices, and that safe systems of work are adhered to at all times.

Where contractors are to carry out work on site, they will be asked to provide evidence of health and safety competence in advance. Copies of risk assessments, COSHH Assessments, method statements, or similar documentation, must be submitted and approved by the Company's responsible person, as confirmation that risks to health and safety are being properly managed. All contractors will report to the prearranged designated person prior to commencing work.

The activities of contractors whilst they are on site will be monitored to ensure that their methods of work are safe, and do not put the safety of the Company's employees at risk.

1.27 Working at Height

Managers will ensure that all persons under their control, including any sub-contractors, have adequate knowledge of this procedure and comply with it at all times. They must also ensure that all employees under their control are correctly trained in the safe use of any equipment which is used to gain access to work at height.

Managers will also have responsibility for correctly identifying work activities and providing all necessary equipment for working safely at height.

Work activities and compliance with this procedure will be monitored by Management on an on-going basis.

Employees must comply with this procedure and ensure that all access and working areas are used correctly and their integrity is not compromised. Employees must not use any unauthorised access or working platform, improvised systems for access to height is strictly forbidden.

The Company recognises and accepts its responsibilities under the Work at Height Regulations 2005 and shall as far as reasonably practicable ensure:

- All work at height is avoided where possible.
- All work at height is properly planned and organised.
- All work at height takes account of weather conditions that could endanger health and safety.
- Those involved in work at height are trained and competent.
- The place where work at height is done is safe.
- Equipment for work at height is appropriately inspected.
- The risks from fragile surfaces are properly controlled.
- The risks from falling objects are properly controlled.
- They take account of the risk assessment carried out under Regulation 3 of the Management of Health and Safety at Work Regulations 1999.
- That suitable rescue procedures are in place for all working at height activities and that employees are trained to use rescue equipment and follow rescue procedures.

The Company will produce safe working procedures for all work at height activities.

Inspections

All the forms of access equipment provided by the Company requires regular maintenance and inspections. These inspections must be carried out by competent persons and will be recorded in the appropriate inspection register. Inspections will be coordinated by the Manager who is responsible for ensuring that all equipment is recalled for inspection and passed as safe. Equipment will be marked, or colour coded to indicate that it is safe to use.

1.28 Safeguarding (Children)

The Company acknowledges their duty of care to safeguard and promote the welfare of children and are committed to ensuring safeguarding practice, reflecting statutory responsibilities, government guidance and compliance with best practice within the Company.

The Company expects all of its employees to comply with all the safeguarding policies and procedures set out by any client they may work for whilst working on their site and place of work.

Employees will, at all times, ensure they are doing everything they can with regards to their behaviour and work to keep every child safe.

Employees will follow the following procedures:

- They shall not, under any circumstance, engage in any conversation that may offend, be submissive, discriminatory, offensive or insulting in any other way.
- They will not take any form of photograph that may include a child.
- They will not come into physical contact with any child whilst working and we, as a Company, promise to liaise with any client throughout work to ensure that the needs of ourselves, the client and child are met.
- Any employee under the age of 18 will not be left unsupervised on site and no employees will ever be in a one-on-one situation with a child.

The policy and procedures will be widely promoted and are mandatory for everyone involved in the Company. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in disciplinary action from the Company.

The Company will monitor and review the arrangements on Safeguarding on a periodic basis to ensure they remains suitable and sufficient.

1.29 Violence and Aggression

Where there is a risk to health and safety from violent or aggressive behaviour a suitable risk assessment will be carried out and appropriate safeguards will be put in place.

The Company will ensure there are clear procedures in place to enable employees to raise concerns before incidents occur, and a reporting procedure when an incident does occur.

Information and instructions will be communicated to all employees should they feel that they may be at risk from violence or aggression, such as immediately withdraw to a place of safety and inform their immediate Manager.

Incidents of violence or aggression towards employees will be recorded and investigated as a near miss using the appropriate form. Acts of non-consensual violence to a person at work that results in death, a major injury or being incapacitated for over-seven-days are RIDDOR reportable.

The Company will periodically monitor and review the systems and control measures in place to ensure that they are still working effectively.

1.30 Event Working Safety

Events works are carried out on various types of land, roads and highways. Venues can be on both private and public land areas. The following arrangements will apply in all cases:

- Full discussion will take place with the client and relevant local authorities as to the scope required.
- A risk assessment will be carried out prior to any traffic signals or road signs being deployed.
- A site plan will be drawn up along with a method statement and safe system of work to ensure that appropriate control measures are in place prior to the deployment of any traffic signals or road signs.
- All road works and warnings shall be in accordance with the provisions laid out in the New Roads and Street Works Act 1991, The Highways Act and the accompanying Approved Codes of Practice to include 'Safety at Street Works'.
- Where works affect other road users such traffic signs and barriers shall be erected to guide and warn traffic and pedestrians.
- The works shall be suitably lighted and guarded in hours of darkness.
- All traffic signs and barriers shall be removed immediately on completion of their requirement.
- A risk assessment will be prepared for this along with a method statement to ensure that the appropriate control measures are in place.
- All personnel working with signing, lighting and guarding in the highway will have been trained and assessed in accordance with the New Roads and Street Works Act 1991 and the relevant LANTRA Sector Scheme.
- The client and or local authority will agree and sign off all works prior to commencement.
- All personnel will wear the appropriate PPE.
- All personnel will abide with all additional client health and safety requirements for the event in place.
- Where required, adequate supervision will be in place.

Environmental Policy Statement

1. Chester FC Incorporating Chester Community Trust (the Company) recognises its environmental duties under the Environmental Protection act 1990 and the Waste (England and Wales) (Amendment) Regulations 2012. The Chair Responsible for Health, Safety and Environmental issues, Nick Phillipson recognises that they have a responsibility to take an environmentally (and socially) responsible approach both to existing activities and to possible new developments.
2. The Company, so far as is reasonably practicable, proposes to pay particular attention to:
 - a) Minimise disturbance to the local and global environment, and to the local communities and wildlife.
 - b) Follow the waste management hierarchy as outlined in the Waste (England and Wales) (Amendment) Regulations 2012. The Company will follow the hierarchy outlined below:
 - (1) Prevention
 - (2) Preparing for re-use
 - (3) Recycling
 - (4) Recovery
 - (5) Disposal
 - c) Minimise use of energy and raw materials and to adhere to the principles of sustainability.
 - d) Consider the environment in the design of processes and products and the maintenance of equipment.
 - e) Provide information on the use and final disposal of products.
 - f) Ensure that all employees and suppliers are adequately informed about the Company's environmental policy.
 - g) Minimise the use of product related materials and services such as packaging or transport.
3. In order that the Company can achieve those objectives, it is important that employees recognise their duty, whilst at work, to take reasonable care of the environment. Employees should also co-operate fully with the Company or anyone else concerned, to ensure that their legal and moral obligations are performed or complied with.

Signed:

Nick Phillipson
Chair Responsible for Health, Safety and Environmental issues
June 2026

