

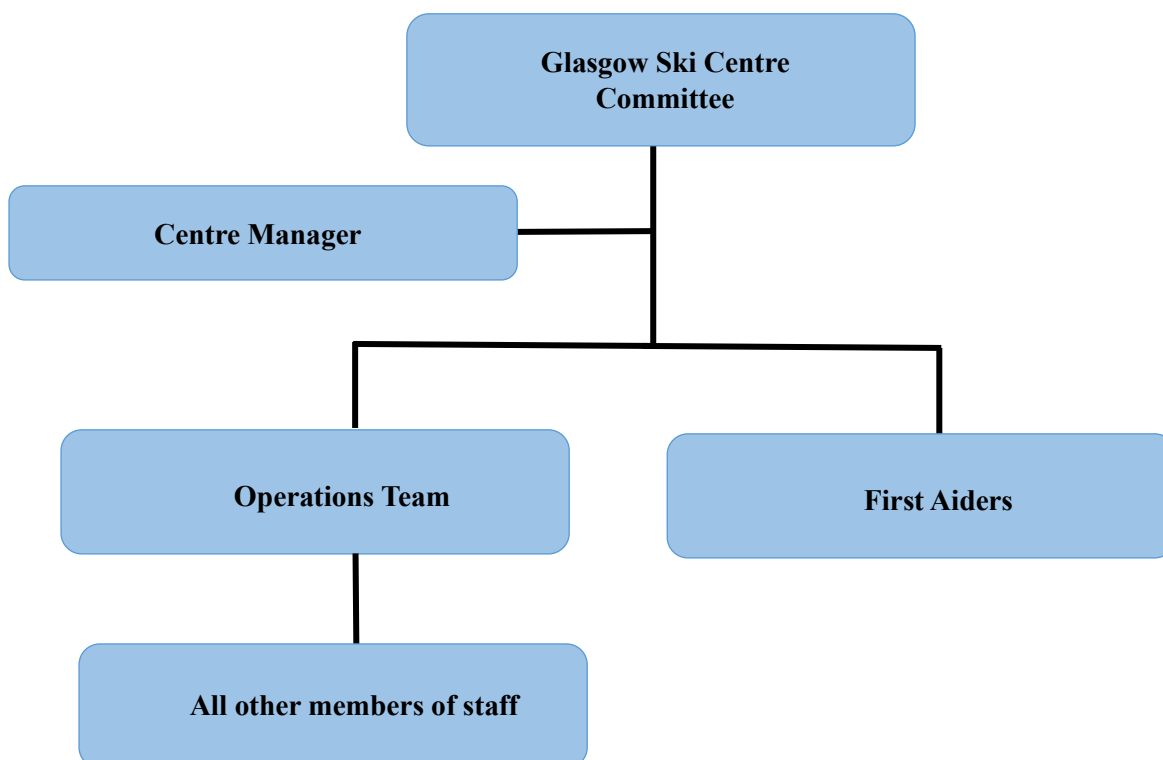
## **HEALTH AND SAFETY POLICY**

The company's health and safety policy is designed to provide the highest possible standards of health and safety at work in all its operations for all staff and visitors to the premises. This health and safety goal ranks equally with the company's sales, cost and efficiency goals. To achieve this goal the company through its management actively seeks to identify and eliminate potential risks by providing safe operating equipment and methods of work.

You as employees also have a duty, to take care of your own health and safety and also that of your fellow employees. You must co-operate fully in carrying out the company's health and safety policy. Any failure to comply with the health and safety policy will lead to disciplinary action. In the case of a serious breach or repeated breaches of the policy, instant dismissal may result. As well as any disciplinary action taken by the company you can be legally prosecuted if you are found guilty of a breach in health and safety legislation.

If you feel there is a risk that the company has not adequately addressed you must contact one of the company's health and safety representatives immediately. If you feel that insufficient action is not then taken you must report it to one of the Committee.

## **ORGANISATION**



Contact details for the Company's Health and Safety Representatives are available for inspection at all Staff Notice boards. The health and safety Managers are responsible for enforcing the company's policy and procedures within their respective areas. The Manager is responsible for the overall implementation of the policy and for ensuring legislative compliance. The management and trustees have final responsibility for all health and safety matters.

The health and safety representatives (the Centre Manager, Duty Manager, Bar Manager and Senior First Aider or any future duly appointed representative) are a point of contact for any member of staff who has a concern regarding any health and safety matter. They are not part of the company's safety management and cannot be held responsible for breaches.

A health and safety meeting will be held on the first week of **March, June, September and December**. All safety representatives and managers will attend. At the meeting any accidents or dangerous occurrences which have occurred will be discussed and potential preventative actions considered. Any other issues regarding health and safety will also be discussed.

## **SYSTEMS AND PROCEDURES**

### **Risk Assessment**

A risk assessment has been carried out and recorded. The control measures identified have been incorporated into this health and safety policy.

### **Accident reporting investigation and recording.**

All accidents and dangerous occurrences happening within the company's premises must be reported to the senior safety representative on duty. He will ensure the incident is recorded in the incident book and decide whether it requires reporting under the RIDDOR legislation. He will also investigate the circumstances that led to the incident and take whatever actions are necessary to prevent similar future occurrences.

### **First Aid**

If treatment is required contact one of the first aiders in attendance. First Aid Kits are located in the office, ski store, bar and workshop. Details of all first aid administered must be given to the duty manager who will record details in the first aid treatment book. In the absence of one of the first aiders an "appointed person" should be contacted. The appointed person will then take charge of the situation. The appointed person will be the most senior member of staff on duty.

## **Fire**

Copies of the company's fire procedure are detailed in the Department Folders. In addition, each employee will be given a copy. Employees must familiarise themselves with the procedure as well as the locations of the fire fighting equipment and emergency exits. The fire alarm tests and drills will be recorded in the fire alarm test control book.

## **Cleaning**

Area supervisors/managers must ensure that all floor areas are kept clean and free of obstruction or substances liable to cause a slip. In particular a clear pedestrian access way must be maintained through their area of the building.

All toilet and public area will be kept in a hygienic state by the company's cleaning staff. Please assist them by tidying up after yourself where possible.

## **Smoking**

The company operates a no-smoking policy throughout all its premises and vehicles. Breaking this rule is a serious breach of company policy and may lead to dismissal.

## **Contractors**

All contractors on site must check in and out at reception. The person allowing the contacting personnel on site must satisfy themselves that they are all qualified to carry out the work they are undertaking.

## **Reportable diseases**

If you are notified that you suffer from a reportable disease you must notify your safety representative immediately.

## **Electrical appliances.**

Fixed electrical installations and portable appliances are inspected and tested every five years. Portable electrical equipment is inspected every year. Any faulty items found must be removed from service immediately and then repaired or replaced. The inspection is a visual one (which will be carried out after disconnecting the appliance from the mains) looking for any sign of damage and especially the following;

Damage, e.g. cuts, abrasion to cable coverings

Damage to the plug, e.g., the casing is cracked or the pins are bent

Non-standard joints including taped joints in the cable.

The outer cover of the cable is securely gripped where it enters the appliance and the plug.

Damage to the cover/case of the appliance or obviously loose parts or screws.

Overheating (burn marks or discolouration)

Users of portable electrical appliances (particularly kettles and hoovers) should also be on the lookout for any of the above signs of damage while using the appliance.

Under no circumstances may employees bring onto company premises electrical appliances which are their personal property.

### **Using Computers**

When using computers it is advisable to sit directly facing the screen and keyboard. You should also make sure that the screen is clean and that the focus, brightness, contrast, etc. is adjusted to give the best picture quality. Your seating position is also important, this means having your back supported and as near to vertical as possible.

If your job involves a lot of input to your computer you should attempt to break up intervals of computer use by alternating it with other tasks.

Further detailed advice is available from the senior safety representative if you feel you are having health problems associated with use of your computer.

### **Workshop**

No machinery may be operated by any person who has not undergone the company's recognised training program.

### **Plant Maintenance**

All plant items that require regular maintenance are listed in the Plant maintenance register. The senior safety representative is responsible for ensuring the plant is maintained at the specified intervals.

### **Control of substances Hazardous to Health (COSHH Regulations)**

It has been determined that there are no substances on the premises that constitute a hazard to the health of staff.