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## **Section 1: The Policy**

### **1.1 Introduction**

The Directors of Bishop's Stortford Sports Trust Ltd (hereinafter referred to as 'the Company' place great importance on, and are committed to, ensuring the health and safety of all employees and other persons who may be affected by the work activities of the Company.

This policy document has been prepared in accordance with the requirements of Section 2(3) of the Health and Safety at Work etc. Act 1974 and other relevant legislation, and is issued for the direction, guidance and information of all employees, suppliers, contractors, customers and members of the public who may be affected by the work activities of the Company.

The objectives, aims and targets of the policy are based on the following principles:- "ALL INJURIES CAN BE PREVENTED" and "ALL ACCIDENTAL LOSSES CAN BE CONTROLLED".

This policy document applies to the following sites, premises or areas of the business:-

**Cricketfield Lane, Bishop's Stortford, Hertfordshire.**

This policy document also applies to employees working on Company business on other premises, sites or situations.

## 1.2 Health and Safety Policy Statement

This is the Health and Safety Policy Statement of Bishop's Stortford Sports Trust Ltd. (hereinafter referred to as 'the Company') as required under Section 2(3) of the Health and Safety at Work etc. Act 1974.

It is the general policy of the Company to ensure the health, safety and welfare at work of employees, contractors, visitors and members of the general public who may be affected by its work activities.

Furthermore the Company will endeavour to comply with its legal duties, responsibilities and obligations under the relevant health and safety legislation, together with any relevant codes of practice and guidance notes issued by the Health and Safety Executive (HSE).

The Company will attempt to achieve these objectives by:-

- (1) Providing and maintaining a working environment that is, so far as is reasonably practicable, safe and without risks to health, and complies with all relevant legal requirements.
- (2) Providing and maintaining suitable and satisfactory facilities and arrangements for the welfare at work of employees.
- (3) Providing and maintaining, so far as is reasonably practicable, premises and other places of work that are safe and without risks to health, including safe means of access and exit.
- (4) Ensuring, so far as is reasonably practicable, that plant, machinery, equipment or appliances for the time being on the company premises, or otherwise used by employees, are safe and without risks to health.
- (5) Providing such information, instruction, training and supervision as is necessary to ensure, so far as reasonably practicable, the health and safety at work of employees.
- (6) Ensuring that the use, handling, storage and transport of articles and substances are, so far as is reasonably practicable, safe and without risks to health.
- (7) Consulting with employees on a regular basis regarding matters of health and safety.
- (8) Identifying all reasonably foreseeable hazards and assessing the associated risks with a view of eliminating, reducing or controlling them.
- (9) Reviewing and up-dating of this policy on a regular basis.
- (10) Ensuring that all employees have access to a copy of this policy.

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## **Section 2: Company Organisation**

### **2.1 Introduction**

All persons within the Company must be aware of the lines of communication and levels of responsibility that exist to ensure that health and safety matters are dealt with effectively and efficiently.

The management structure shown relates specifically to health and safety issues and not necessarily to other management functions.

## **2.2 Company Organisation**

**Bishop's Stortford Cricket Club**

**Bishop's Stortford Hockey Club**

**Chantry Squash Club**

**Bishop's Stortford Lawn Tennis Club**

## 2.3 Responsibilities of the Directors

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

- (1) 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.
- (2) Ensure the periodic review and appraisal of the effectiveness of the policy, and ensure that any necessary changes are made.
- (3) 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.
- (4) 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.
- (5) With the assistance of the competent person/s, measure, appraise and where necessary, correct the company’s safety performance.
- (6) 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 that programme.
- (7) Ensure that responsibility for health and safety is properly assigned and accepted at all levels and that these areas of responsibility are periodically reviewed.
- (8) Ensure that suitable and adequate risk assessments are carried out in accordance with current legislation.
- (9) Ensure that systems are in place to provide adequate levels of safety, organisation and welfare/first aid facilities on all sites.
- (10) Attend safety committee meetings or arrange for a senior manager to act on his/her behalf.
- (11) Personally undertake health and safety training and, where necessary, periodically review and update his/her level of awareness of health and safety.

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## 2.5 Responsibilities of Managers / Supervisors

The Managers and Supervisors within the Company shall:

- (1) Familiarise themselves with the Company Health and Safety Policy and their responsibilities under the relevant health and safety legislation.
- (2) In conjunction with the Safety Co-ordinator/s, 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.
- (3) 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.
- (4) Ensure that all employees in their department or section are fully aware of the procedures in the case of fire or other emergency.
- (5) Ensure that all employees in their department or section know the whereabouts of first aid facilities and the names of first aiders.
- (6) Ensure that safe practices in their department or section are continually developed to ensure maximum safety for all under employees and other persons.
- (7) Ensure that adequate supervision is provided or available at all times, particularly where young or inexperienced workers are concerned.
- (8) Carry out the investigation of all accidents, promptly, to discover the causes and take immediate action to eliminate a recurrence.
- (9) Complete accident report forms for their department or section for all accidents involving injury, damage to company property or lost time.
- (10) Ensure that any required safety equipment / safety devices are always used, properly adjusted and maintained.
- (11) 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.
- (12) Ensure that any relevant targets set by the Company are made known to employees and that achievements of targets are identified.

## 2.6 Responsibilities of the Safety Co-ordinator/s

In order to ensure that health and safety is effectively managed within the Company the Safety Co-ordinator/s shall:

- (1) Be responsible for overseeing the implementation, application, monitoring and review of this policy across the areas of his/her responsibility.
- (2) 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.
- (3) Establish and maintain systems of communication in respect of health and safety for all areas of his/her responsibility.
- (4) Periodically inspect all areas of his/her responsibility to ensure that health and safety is being effectively managed.
- (5) Periodically report to the Managing Director or other relevant line manager, on all aspects of health and safety as it affects the company's operations.
- (6) Ensure that the Company management/employees are kept up to date with current health and safety legislation and best practice.
- (7) Ensure that the quality of health and safety training is of a high standard and is achieving the purpose for which it is intended.
- (8) Ensure that regular emergency procedure and drills are carried out at all company premises.
- (9) Produce safe systems of work for all activities that may constitute a risk to the health and safety of employees and/or other persons.
- (10) Evaluate the documentation and outcomes of accident/incident investigations and conduct additional investigations, as and when required or when considered necessary.
- (11) Organise, attend and supply information and material for safety committee meetings, as and when required.
- (12) Liaise with employees on all matters concerning health and safety at work to the benefit of all employees and the Company.

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## 2.7 Responsibilities of Employees

In order to ensure that health and safety management within the Company is effectively implemented and carried out all employees shall:

- (1) Familiarise themselves with and conform to the Company Health and Safety Policy at all times.
- (2) Conform to all relevant company rules and regulations made in the interest of health, safety or welfare.
- (3) Not misuse any equipment issued in the interest of health, safety or welfare, e.g. goggles, hearing protection, protective clothing, safe systems etc.
- (4) Ensure that accidents and incidents are reported promptly and fully to the appropriate person, manager or supervisor.
- (5) Keep all work areas clean and tidy.
- (6) Comply with any instructions issued by their manager or supervisor.
- (7) Comply with any instruction issued by a Principle Contractor or his representative at construction sites.
- (8) Where charged with supervising trainees, ensure they are capable of undertaking any task required of them, and to instruct them in general health and safety matters applicable to the task or trade.
- (9) Comply with the legal obligations required by section 7 and 8 of the Health and Safety at Work etc Act 1974 and Regulation 14 of the Management of Health and Safety at Work Regulations 1999, as follows:

Section 7 of the Health and Safety at Work Act requires every employee while at work:

- (a) To take reasonable care of his/her own health and safety and that of other persons that may be affected by his/her acts or omissions; and
- (b) To co-operate with his/her employers and others to comply with health and safety legal requirements.

Section 8 of the Health and Safety at Work Act requires employees not to misuse anything provided in the interests of health, safety or welfare.

Regulation 14 of the Management or Health and Safety at work Regulations 1999 requires that:

- (a) Every employee shall use any machinery, equipment, dangerous substance, transport equipment, means of production or safety device in accordance with any training or instruction provided.
- (b) Every employee shall inform his employer or person responsible for health and safety of any situation which represents a serious and immediate danger or any shortcomings in the arrangements for health and safety.

Failure to comply with health and safety legal requirements can lead to prosecution.

Further information is available from the Health and Safety Poster – ‘Health and Safety Law – What you should know’, or the equivalent HSE leaflet.

## **2.8 Responsibilities of Visitors and Contractors**

### **Visitors**

In order to ensure that health and safety management within the Company is effectively implemented and carried out all visitors shall:

- (1) Comply with the Company Health and Safety Policy and any relevant rules and procedures.
- (2) Report immediately any injuries or damage incurred by them to the Company.

### **Contractors**

In order to ensure that health and safety management within the Company is effectively implemented and carried out all contractors and their employees shall:

- (1) Comply with the Company Health and Safety Policy and any relevant rules and procedures.
- (2) Comply with all relevant legal requirements, codes of practice and guidance relating to their operations and work activities.
- (3) Ensure that their own company’s health and safety policy and relevant safe working procedures are made available before any work commences and during the period of the work.
- (4) Ensure that any plant or equipment brought onto the company’s premises is in safe condition and is maintained in accordance with any relevant regulations or codes of practice.
- (5) Ensure that they do not alter or misuse anything provided for their use or interfere with any plant or equipment on the site, unless authorised by the Company.
- (6) Provide information and assessments of noise levels and other risks arising from plant, equipment or operations brought onto the company’s premises or site.
- (7) Report to the Company reception or site office upon arrival and leaving.
- (8) Report immediately any accidents or incidents resulting in injury or damage to the Company.

## **Section 3: General Arrangements**

### **3.1 Risk Management**

The Company recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes ensuring that all significant risks arising from work activities are adequately managed.

The Company will endeavour to comply with the relevant legal requirements, as contained within the Management of Health and Safety at Work Regulations 1999 and other applicable legislation, and with the specific Approve Code of Practice (L21) and guidance notes (HSG 65) issued by the Health and Safety Executive.

In particular the following rules and procedures will be applied in relation to this areas or work activity:

- (1) The Company will institute a programme of hazard identification and risk assessment of all its activities in order to eliminate, reduce or control, so far as is reasonably practicable, any harm or danger to employees or other affected persons.
- (2) All risk assessments will be fully documented and recorded.
- (3) All risk assessments will be reviewed annually.
- (4) All risk assessments will be monitored on a regular basis at a frequency determined by, and stated within, the assessment.
- (5) All relevant employees or other persons will be informed of the significant findings of risk assessments that relate to their work activities or otherwise affect them.

## **DEFINITIONS**

### **Hazard**

A “hazard” is something that has the potential to cause harm.

### **Risk**

“Risk” is the likelihood of the harm being realised. The risk, therefore, reflects both the likelihood that harm will occur and its severity. It will generally be recorded as insignificant, low, medium or high.

### **Control Measures**

Where work activities, items or areas with significant risks are identified the risk assessment will contain details of the measures that must be applied or actions that must be taken in order to eliminate, reduce or control the risks in question and therefore allow the activity etc to be carried out safely.

These required measures or actions are referred to as ‘control measures’.

## **Hierarchy of Control Measures**

The following principles will be applied to adopting control measures:

- Avoiding the risks altogether
- Evaluating the risks which cannot be avoided
- Combating risks at source
- Adapting the work to the individual
- Adapting to technical progress
- Replacing the dangerous with the non-dangerous or less dangerous
- Developing a coherent overall prevention policy
- Giving collective protective measures priority over individual protective measures
- Giving appropriate instructions to employees

## **Review and Revision**

The risk assessments must be kept up-to-date and be reviewed and modified, where necessary. If changes take place which mean that the current risk assessment is no longer valid or that it can be improved, the assessment must be reviewed. In all cases, risk assessments will be reviewed on a regular annual basis.

## **Health Surveillance**

Health surveillance may be required in order to detect adverse health effects to employees at an early state. Examples may include:

- Where there is an identifiable disease or adverse health condition related to the work activity
- Where there is a reasonable likelihood that the disease or condition may occur under the particular conditions of work
- Where surveillance is likely to further the protection of the health of employees.

## **Record Keeping**

All significant findings of risk assessments and subsequent monitoring must be recorded. The records must include:

- The significant hazards identified in the assessment – those which might pose serious risk to workers or others who might be affected by the work activity if they were not properly controlled
- The levels of risk associated with the hazards
- The existing or required control measures
- The people who may be affected by the risks or hazards, including any groups of employees who are at special risk
- Decisions taken as a result of the assessment

## **Information and Training**

All Employees will be provided with relevant information regarding the risks to their health and safety as identified by the assessment, including information on the required control measures. Any additional training

necessary in the use of safety equipment, personal protective equipment and clothing which may be introduced as a result of the risk assessment must also be provided.

Employees involved in conducting risk assessments will be given appropriate training and any additional information applicable to the particular working environment or activities that they may be assessing.

Appropriate information will also be provided to non-employees regarding the results of risk assessments and subsequent control methods that may affect them.

**The person/s within the Company responsible for implementing and monitoring the rules and procedures in this area and associated work activities will be:**

*William Kirkham, Director*

*David Reynolds, Director*

### 3.2 Safe Systems of Work and Working Procedures

The Company recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes ensuring that safe systems of work and/or safe working procedures are developed, understood and followed.

The Company will endeavour to comply with the relevant legal requirements, as contained within the Management of Health and Safety at Work Regulations 1999 and other applicable legislation, and with the specific Approve Code of Practice (L21) and guidance notes issued by the Health and Safety Executive.

In particular the considerations that will be applied in relation to the preparation and development of safe systems of work and safe working procedures will include:

- The work or tasks being carried out
- The associated potential hazards
- Any existing instructions or procedures
- Who is doing the work
- The skills and abilities of the people
- The level of control and supervision required
- The tools or equipment that are required
- The personal protective equipment required
- The associated training requirements
- Any isolation or locking-off requirements
- Any permit to work requirements
- Other activities being carried out concurrently
- Communication requirements
- Emergency planning issues
- Handover procedures upon completion
- Monitoring requirements
- Review and updating requirements

**The following rules and procedures will be followed in relation to this area:**

- (1) All safe systems of work and safe working procedures will be developed by the relevant manager / supervisor in conjunction with the Safety Co-ordinator.
- (2) All safe systems of work and safe working procedures will be documented in an approved format.
- (3) All safe systems of work and safe working procedures will be brought to the attention of all employees and other persons that they affect.
- (4) Regular monitoring of compliance with, and the effectiveness of, all safe systems of work and safe working procedures will be carried out.
- (5) All safe systems of work and safe working procedures will be reviewed and amended, where necessary, on an annual basis or when significant changes in the activities or other matters to which they relate occur.
- (6) All safe systems of work and safe working procedures will be reviewed and amended, where necessary, following an accident or incident arising from the related activities, or when the results of monitoring reveals problems of compliance or effectiveness

**The person/s within the Company responsible for implementing and monitoring the rules and procedures in this area and associated work activities will be:**

*Michelle Brace, Bar and Social Manager*

*Andy Gilder, Head Groundsman*

### **3.3 Fire Safety and Other Emergencies**

The Company recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes ensuring that procedures are developed and followed in respect of fire and other emergencies.

The Company will endeavour to control the associated risks and to comply with the legal requirements relating to fire safety and other emergencies, as contained within the Regulatory Reform (Fire Safety order) 2005 and the Management of Health and Safety at Work Regulations 1999, and with the specific guidance notes issued by the Health and Safety Executive and Fire Authority.

In particular the following rules and procedures will be applied in relation to this area and associated work activities:

- (1) The Company will take such general fire precautions as will ensure, so far as is reasonably practicable, the safety of all employees and other persons that may be affected by its activities.
- (2) Risk assessments will be completed for all premises occupied by the Company for the purpose of identifying the general fire precautions required to be implemented.
- (3) The significant findings of the assessments and details of any groups of persons identified as being especially at risk will be recorded and brought to the attention of relevant employees and other affected persons.
- (4) All relevant risk assessments will be subject to periodic monitoring at a frequency prescribed by the assessment.
- (5) All relevant risk assessments will be subject to periodic review at a frequency prescribed by the assessment or when they are no longer valid or significant changes have occurred.
- (6) Where dangerous substances may be present in or on premises, the risk assessment will take account of any relevant special hazards with a view to eliminating or reducing the risks so far as is reasonably practicable.
- (7) All premises will be equipped with appropriate fire-fighting equipment and with fire detectors and alarms where considered to be necessary, as determined by the risk assessment.
- (8) All non-automatic fire-fighting equipment will be easily accessible, simple to use, and their location will be indicated by signs.
- (9) Suitable and sufficient emergency routes and exits will be designated for all company premises and selected in order for employees and any other persons to evacuate as quickly as possible.
- (10) All emergency routes and exits will lead to a place of safety and will be indicated by signs.
- (11) All emergency exits and the routes to emergency exits from premises must be kept clear at all times.
- (12) All emergency exit doors will open in the direction of escape and allow easy and immediate opening.
- (13) All emergency exit doors must remain unlocked and unfastened at all required times.
- (14) All emergency exits and routes requiring illumination will be provided with suitable emergency lighting.

- (15) All fire alarms will be maintained in efficient working order, good repair, serviced at required intervals and tested at regular intervals, as determined by the risk assessment. A suitable record of such tests will be kept and maintained.
- (16) Fire drills / emergency evacuations will take place at required intervals. A suitable record of such drills shall be kept and maintained.
- (17) All employees will be provided with suitable and sufficient instruction and training on the appropriate precautions and actions required to be taken by them in case of fire or other emergencies. This training will be provided at induction and repeated periodically and/or when required.
- (18) All visitors to company premises, including contractors, will be provided with suitable information and will be required to record their details in a register, including times of arrival and leaving.
- (19) The Company will appoint one or more suitable 'Competent Persons' for every premises, who will be responsible for ensuring that all preventative and protective measures for fire and other emergencies are in place. All such appointees will be provided with adequate information, training and other resources in order to carry out his/her role and duties effectively.
- (20) The Company will appoint a sufficient number of fire marshalls at every premises in order to implement and manage the emergency evacuation procedures. Duties of fire marshalls will be as detailed below
- (21) The Company will prepare and publish a Fire / Emergency Plan for all company premises as detailed below.

### **Fire / Emergency Plan**

1. Any person discovering a fire shall raise the alarm and then notify the fire marshall or appropriate manager / supervisor.

2. The fire marshall or manager / supervisor shall ensure that the relevant emergency services are 'phoned giving the following information:

- Name of (person making call)
- Site Address
- Telephone Number
- Nature of Incident (if known)

NB Do not replace the receiver until this information has been correctly acknowledged.

3. The fire marshal shall remove the visitors' book / staff register and vacate the premises by the nearest available exit.

4. All personnel should vacate the premises calmly and quickly by the nearest available emergency exit and assemble at their nominated point.

5. Once at the assembly point employees must report to the fire marshall who will conduct a roll call to establish complete evacuation or any missing persons.

### **Duties of Fire Marshals**

Appointed fire marshals will ensure that:

1. All fire exits and fire escapes are kept clear at all times.



2. Fire doors are unlocked during working hours or other periods of occupancy.
3. Fire-fighting equipment is sited correctly.
4. Fire-fighting equipment has been checked and serviced in accordance with requirements.
5. Fire-fighting equipment used or found to be defective is reported immediately.
6. An up-to-date list of personnel is maintained.
7. All personnel are made aware of the fire / emergency plan and the action required in the event of a fire or other emergency.
9. Fire drills are carried out at suitable intervals after obtaining authorisation from management.
10. Fire and emergency records are maintained.

**Competent Persons for fire and other emergencies are:**

*Michelle Brace*  
*Andy Gilder*

**Appointed Fire Marshall is:**

*Michelle Brace*

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**The person/s within the Company responsible for implementing and monitoring the rules and procedures in this area and associated work activities will be:**

*Michelle Brace*

### 3.4 First Aid

The Company recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes ensuring the provision of adequate numbers of trained first aiders and adequate first aid equipment and facilities.

The Company will endeavour to provide and maintain suitable and adequate first aid facilities and to comply with the relevant legal requirements, as contained within the Health and Safety (First Aid) Regulations 1981 and with the specific Approved Code of Practice (L74) issued by the Health and Safety Executive (HSE).

In particular the following rules and procedures will be applied in relation to this area:

- (1) The Company will ensure that adequate and appropriate equipment, facilities and personnel are provided at all workplaces to enable first aid to be given to employees and other persons if they are injured or become ill at work.
- (2) The level of provision of first aid facilities at each workplace will be determined by an assessment of the particular circumstances and risks involved.
- (3) When carrying out an assessment to determine the level of provision of first aid facilities the factors that will be considered will include:
  - Any significant risks present as identified within a risk assessment
  - Any specific risks present eg hazardous substances, dangerous machinery
  - Areas where different levels of risk have been identified
  - Records of accidents or ill health
  - Numbers of employees
  - Employees with special problems or disabilities
  - Special site location issues
  - Shiftwork or out-of-hours working
  - Employees who travel or work alone
  - Employees on sites occupied by other employers
  - Work experience trainees
  - Access by members of the public
- (4) Suitable and sufficient first aid boxes will be provided in all workplaces and work situations.
- (5) All first aid boxes will be stocked in accordance with the outcomes of the first aid assessment. Where no significant risks or other factors are revealed by the assessment, boxes will contain a minimum of stock of the items recommended by HSE guidance.
- (6) First aid boxes will be located in conveniently accessible positions in workplaces and these locations will be clearly marked.
- (7) The company will ensure the appointment of suitable and adequate appointed persons and first aiders for every workplace.
- (8) The numbers of appointed persons and first aiders in each workplace will be determined by the first aid risk assessment and in accordance with HSE guidance.
- (9) A list of current first aiders and appointed persons will be displayed on all company notice boards or otherwise brought to the attention of employees.
- (10) All appointed persons and first aiders will receive suitable and sufficient training in accordance with HSE guidance and will receive appropriate refresher training as and when required.

(11) The duties of appointed persons and first aiders will be as indicated below:

**Duties of First Aiders**

- (1) To ensure the first aid facilities are available and boxes are stocked according to the issued instructions.
- (2) To maintain records in all of the cases that they treat.
- (3) To inform the Safety Co-ordinator of any matter relating to the provision of first aid that they deem necessary.
- (4) To carry out the duties of an Appointed Person as appropriate.
- (5) To maintain a current first aid certificate.

**Duties of Appointed Persons**

- (1) To take charge of situations where someone is injured or falls ill.
- (2) To ensure a first aider is summoned (if available).
- (3) To call an ambulance and/or other emergency service.
- (4) To give any emergency first aid treatment to the level for which they have been trained.

**Trained First Aiders are to be provided and named by each Club that forms part of Bishop’s Stortford Sports Trust Limited.**

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**Trained Appointed Persons are to be provided and named by each Club that forms part of Bishop’s Stortford Sports Trust Limited.**

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**The person/s within the Company responsible for implementing and monitoring the rules and procedures in this area and associated work activities will be:**

*Mr Paul Carter, Chairman*

### **3.5 Violence at Work**

The Company recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes protecting employees from the risk of violence at work.

Work related violence is defined as ‘any incident in which a person is abused, threatened or assaulted in circumstances relating to their work’.

The Company will endeavour to comply with the relevant legal requirements, as contained within the Management of Health and Safety at Work Regulations 1999 and other applicable legislation, and with the specific Approved Code of Practice (L21) and guidance notes (INDG69) issued by the Health and Safety Executive.

In particular the following rules and procedures will be applied in relation to this area and associated work activities:

- (1) An assessment of the risks relating to work related violence faced by employees must be carried out for all relevant work activities or situations.
- (2) Management and employees at all levels will be encouraged to take work related violence seriously. It must not be accepted as “part of the job”.
- (3) The Company will adopt suitable measures to minimise exposure of employees to work related violence.
- (4) All employees who could be affected by work related violence must receive adequate and suitable information, instruction and training to assist them in recognising signs of aggression and situations that could result in violence and how to avoid or deal with them.
- (5) The Company will implement and monitor a system for the reporting and investigation of any incidents of work related violence.
- (6) Where work related violence is due to physical violence, mental abuse or threatening behaviour by management or a fellow employee the Company will fully investigate the feasibility of taking legal and/or disciplinary proceedings against any perpetrators as appropriate.
- (7) All employees are required and encouraged to report to their manager / supervisor any incidents of work related violence regardless of the circumstances.
- (8) Employees who have been victims of, or otherwise affected by, work related violence will receive all support, counselling, legal advice or other assistance from the Company as is necessary to assist them in their recovery.

**The person/s within the Company responsible for implementing and monitoring the rules and procedures in this area and associated work activities will be:**

*Paul Carter, Director*