

## HEALTH AND SAFETY POLICY STATEMENT

Health and Safety at Work etc Act 1974

This is the Health and Safety Policy Statement of

SKIRMISH EXETER  
Charisma Leisure Ltd

### Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our work activities;
- To consult with our employees on matters affecting their health and safety;
- To provide and maintain safe plant and equipment;
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision for employees;
- To ensure all employees are competent to do their tasks, and to give them adequate training;
- To prevent accidents and cases of work-related ill health;
- To maintain safe and health working conditions; and
- To review and revise this policy as necessary at regular intervals.

Signed: ...M Collins.....

Date: ...Nov 2008.....

Review Date: .....Nov 2009.....

### RESPONSIBILITIES

1. Overall and final responsibility for health and safety if that of Martin Collins (Director).
2. Day-to-day responsibility for ensuring this policy is put into practice is delegated to Julian Green.
3. To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:
4. All employees have to:
  - co-operate with supervisors and managers on health and safety matters;
  - not interfere with anything provided to safeguard their health and safety;
  - take reasonable care of their own health and safety; and
  - report all health and safety concerns to an appropriate person (as detailed in this policy statement).

### HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

Risk assessments will be undertaken by Martin Collins

The findings of the risk assessments will be reported to either  
Martin Collins or Clare Collins

Action required to remove/control risks will be approved by Martin Collins

Julian Green will be responsible for ensuring the action required is implemented.

Martin Collins will check that the implemented actions have removed/reduced the risks.

Assessments will be reviewed every 6 months or when the work activity changes, whichever is soonest.

#### CONSULTATION WITH EMPLOYEES

Employee representative is Julian Green

Consultation with employees is provided by Julian Green or Martin Collins

#### SAFE PLANT AND EQUIPMENT

Martin Collins and Julian Green will be responsible for identifying all equipment/plant needing maintenance.

Martin Collins will be responsible for ensuring effective maintenance procedures are drawn up.

Martin Collins and Julian Green will be responsible for ensuring that all identified maintenance is implemented.

Any problems found with plant/equipment should be reported to Julian Green.

Martin Collins will check that new plant and equipment meets health and safety standards before it is purchased.

#### SAFE HANDLING AND USE OF SUBSTANCES

Martin Collins will be responsible for identifying all substances, which need a COSHH assessment.

Julian Green will be responsible for undertaking COSHH assessments.

Martin Collins will be responsible for ensuring that all actions identified in the assessments are implemented.

Martin Collins will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.

Martin Collins will check that new substances can be used safely before they are purchased.

Assessments will be reviewed every 6 months or when the work activity changes, whichever is soonest.

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#### INFORMATION, INSTRUCTION AND SUPERVISION

The Health and Safety Law poster is displayed at Skirmish Paintball Exeter, Stoke Woods, Pennsylvania Road, Exeter, Devon. EX4 5BW

Health and safety advice is available from Devon County Council.

Supervision of young workers/trainees will be arranged/undertaken by/monitored by Martin Collins and Julian Green.

Martin Collins and Julian Green are responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information.

## COMPETENCY FOR TASKS AND TRAINING

- Induction training will be provided for all employees by Martin Collins and Julian Green.
- Job specific training will be provided by Martin Collins and Julian Green.
- Specific jobs requiring special training are:-

Gun repairs

Briefing customers on safety issues

Site safety procedures relating to safe area and gun area.

Marshalling procedures with regard to customer and staff safety

- Training will be identified, arranged and monitored by Martin Collins and Julian Green

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## ACCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH

- Health surveillance is required for employees doing the following jobs:-

Using Cuprinol Wood Preservative

- Health surveillance will be arranged by Julian Green.
- Health surveillance records will be kept at Skirmish Paintball Exeter, Stoke Woods, Pennsylvania Road, Exeter, Devon.
- The first aid box is kept at Skirmish Paintball Exeter, Stoke Woods, Pennsylvania Road, Exeter, Devon. On Game Days the first aid box is on site and readily available should the necessity arise.
- The appointed first aiders are Martin Collins and Julian Green.
- All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept at Skirmish Paintball Exeter, Stoke Woods, Pennsylvania Road, Exeter, Devon. The accident book will be kept with the first aid box on site.
- Martin Collins is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

## MONITORING

- To check our working conditions, and ensure our safe working practices are being followed we will carry out inspections and assessments at regular intervals and action and document as necessary.
- Julian Green is responsible for investigating accidents.
- Julian Green is responsible for investigating work-related causes of sickness absences.
- Julian Green is responsible for acting on investigation findings to prevent a recurrence.

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## EMERGENCY PROCEDURES – FIRE AND EVACUATION

- Martin Collins is responsible for ensuring the fire risk assessment is undertaken and implemented.
- Escape routes are checked by Martin Collins every 6 months.
- Emergency evacuation will be tested every 6 months.
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