



Precision Target and shotgun shooting for the Physically Disabled

Disability Shooting Great Britain Ltd., Stoke Mandeville Stadium, Guttman Road, Aylesbury. HP21 9PP.
Web Site: DTSGB.org.uk

Health & Safety Policy

Definitions

For definitions of words and meanings, refer to Disability Shooting Great Britain

STANDARD DEFINITIONS.

FOREWORD

The Health and Safety at Work Act (the Act) places a duty on every employer /organisation who employs (i.e. pays for services) more than five people, to prepare and issue a written statement of general policy, with respect to the health and safety at work of all employees/members and the employer/organisation, together with a system of management that shall remain in force at all times for the carrying out of that policy.

This statement of policy for the Company is in accordance with the requirements of the Act and covers health & safety issues at the Company's premises at The Shooting Hall, Stoke Mandeville Sports Complex, Guttman Road, Aylesbury, Buckinghamshire and any other locations where its officers, members or athletes may be required to carry out duties for and on behalf of Company or any of its subsidiary companies.

Health and safety is important to all employers/organisations and officers, members and athletes, both individually and collectively.

It is expected that Company and all its Team members at all grades will support the aims and objectives of the Company's policy and give the necessary emphasis for the full and proper implementation of the standards set out, and that through good communication, systematic training and personal examples its objectives are achieved.

James Marsh Brown FRICS
CEO Disability Shooting Great Britain Ltd

August 2014

COMPANY SAFETY POLICY

1. GENERAL

The Chair and Board of Disability Shooting Great Britain Ltd., whose names appear in Appendix I, recognise the importance of Health and Safety and accepts its responsibility for the establishment of an organisation and procedures necessary to attain satisfactory standards and ensure, so far as is reasonably practicable, the health and safety of all employees/members and others who may be affected by the work activity of the Association.

The Company herein states its safety policy will be communicated to all employees/members or otherwise presented so that they may refer to the policy.

The Policy implicitly recognises that the safety and wellbeing of all employees/members and of other persons on the Company's premises or carrying out Company's business off site, is primarily the responsibility of the Chair and the board of Disability Shooting Great Britain Ltd.,

To better understand the following passages and to make them more relevant to the Company and its members where reference is made to the Employer, read The Company, and where reference is made to the Employee, read Consultant, Team or club member.

2. COMPANY'S RESPONSIBILITY

UK health & safety legislation places clear responsibilities on owners and managers when running organisations that involve employees, members or members of the general public.

The principles enshrined in the legislation confirm that:

"Except in such cases as may be prescribed, it shall be the duty of every company, organisation or employer to prepare and as often as may be appropriate revise a written statement of:

- *the general policy with respect to the health and safety of the employees , members or members of the general public*
- *the organisation and arrangements for the time being in force for carrying out that policy*

and to bring the statement and any revision of it to the notice of all employees, consultants and members and/or members of the general public

Without prejudice to the generality of an owner, manager or employer's duty under the legislation, the matters to which that duty extends include in particular

- a) *The provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health;*

- b) *arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;*
- c) *the provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of his employees;*
- d) *so far as is reasonably practicable as regards any place of work under the employer's or owners control, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it are safe and without such risks;*
- e) *the provision and maintenance of a working environment for all employees, members and members of the general public that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare whilst at work or at any place within buildings under the control of the owner."*

3. EMPLOYEES'/MEMBER'S RESPONSIBILITY

Health & safety legislation places clear responsibilities on all Employees and members and the principles enshrined in the legislation confirm the following

It shall be the duty of every employee, consultant or member while at work or within premises administered by the owner:

- a) *To take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions; and*
- b) *as regards any duty or requirement imposed on his employer/the owner or any other person by or under any of the relevant statutory provisions, to co-operate with him/them so far as is necessary to enable that duty or requirement to be performed or complied with.*
- c) *No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions."*

4. Management of Health and Safety Regulations

The legislation provides a framework of regulations to cover the following matters which are required if organisations and their employees and members are to be able to comply with their respective responsibilities.

The Company is committed to undertaking all the requirements to ensure, so far as is reasonably practicable, the safest possible working environment for all its employees and members.

A list of some, but not all, of the regulations is given below:

Risk Assessment

Health and Safety Arrangements, Planning, Organisation, Control, Monitoring and Review

Health Surveillance

Health and Safety Assistance, Appointment of Safety Officer

Procedures for Serious and Imminent Danger, for Danger Areas and Evacuation procedures in the event of fire or bomb alert.

Information for Employees

Co-operation and Co-ordination

Persons Working in Host Employers' or Self-employed Persons' Undertakings

Capabilities and Training

Employees Duties

Temporary Workers

Terms of Reference for Appointed Officers (as appear in Appendix II)

The Company's Policy to comply with the above Regulations is detailed below:

Risk Assessment

The Company through its Board members will undertake Risk Assessments for all the Company's activities.

Health and safety arrangements (Planning, Organisation, Control, Monitoring and Review)

i) Health & safety arrangements

Compliance with the Company's Safety Policy necessitates compliance with all legal duties and approved Codes of Practice applicable to work carried out.

ii) Planning & Organisation (full details of the structure of Disability Shooting Great Britain Ltd., appears on our official website. Any changes to the structure of the Company or of any of its committees will be posted on the website.)

To comply with its obligations, The Chair and the Board have designated the following responsibilities.

The Safety Policy

The CEO is responsible for the implementation of the policy.

The Safety Policy is signed by the CEO and is displayed on the Company's Notice Board and on the Company's website for the benefit of all employees and members.

The Policy includes information on the organisation and procedures necessary to achieve the aims and objectives of the Policy and indicates, where appropriate, key individuals and their appointments, defining their responsibilities.

In certain areas of activity, the Company has developed its own procedures and standards that specifically relate to the special operations carried out on the Company's premises. The Board of Disability Shooting Great Britain Ltd. publishes the standards, safety procedures and management guidance notes in respect of those operations from time to time, as separate documents. All safety procedures and special working conditions are incorporated as part of the Company's overall Quality Control Procedures.

iii) Control

Whilst the ultimate responsibility rests with the Chair and the Board, of necessity, duties of implementation and control are delegated to the board members and to various employees.

iv) Monitoring and Review

a) Chief Range & Safety Officer (SO)

The Company has appointed a Chief Range & Safety Officer, whose name appears in Appendix I, who has the responsibility for monitoring and compliance with the Company's Policy standards and for keeping all staff and members informed on matters that require their attention.

The SO also has a duty to provide a service of information and assistance as described in Appendix II to individual employees and members.

b) All Employees and members

Every employee and member needs to be aware of the possible hazards in its activities, to evaluate them and to maintain precautions appropriate to the risk.

c) Environmental Safety

The provision of a working environment which is, so far as reasonably practicable, safe and free from risk to health is a statutory requirement and all employees and members are required to ensure that necessary monitoring is carried out and to take such steps as are appropriate to comply with the statutory duties.

d) Safety Audit

The Company will carry out safety audits on a regular basis and report findings in writing to the CEO, who will in turn report any matters of concern to the Board.

The CEO will confirm to the Chair of any committee all information that relates to any activity undertaken by that committee, for immediate action.

At least once every year a full audit of safety procedures will be carried out by the SO, who will report directly to the CEO making such recommendations for improvement as may be appropriate.

Provision is to be made for the correction of defects and for the introduction of additional measures deemed necessary.

Health Surveillance

i) Health Surveillance

It is recognised that there is a necessity to ascertain that existing and potential employees, all consultants and all company members who have specific duties under the provisions of this Safety Policy are, and continue to be, fit and suitable for the work they are required to do.

Medical questionnaires, pre-employment and periodic medicals may be required to assess continuing suitability.

It is the policy of the company to monitor on a regular basis and in conjunction with health specialists, the health of all key employees and members.

Health & Safety Assistance.

i) Health & Safety Assistance

a) First Aid and Medical Provisions

The Company has appointed a number of employees and members to act as First Aiders.

All First Aiders must hold a valid recognised First Aid qualification before and during the period they hold post and supply certified copies of all certificates to the Company Secretary within seven days of their appointment.

b) Training and Instruction

The necessity of proper and sufficient training and information to enable all employees and members to fully appreciate their obligations and responsibilities with respect to health, safety and welfare is recognised, as is recognised the need to train personnel to work safely and not endanger themselves or others.

5. Procedures for Serious and Imminent Danger, for Danger Areas and Evacuation procedures in the event of fire or bomb alert.

i) Hazardous Substances & Chemicals

The control and use of all hazardous substances and chemicals shall be the direct responsibility of the SO. The Chair and the Board have charged the SO with this responsibility

The SO must maintain a register of all hazardous substances and chemicals and to control, monitor and ensure that all staff, consultants, comply with statutory regulations and members throughout the premises at all times.

The SO shall supply information as necessary to ensure the health, safety and wellbeing of employees, consultants and members who are required to handle substances and chemicals contained in the Hazardous Materials Register.

The SO is required to ensure that all the requirements contained in the Control of Substances Hazardous to Health COSH H Regulations are complied with at all times and that the necessary information is properly displayed and/or communicated to those employees, consultants and members involved in processes using chemicals or potentially hazardous materials.

All staff, consultants and support staff who are required to handle or use hazardous chemicals or materials must first be assessed by the SO as a person competent to handle, move or store the product.

ii) Accidents, Dangerous Occurrences and Unsatisfactory Working Conditions.

All accidents, dangerous occurrences and all cases of illness attributed to unsatisfactory working conditions must be fully investigated, properly recorded, registered and appropriate corrective action taken. If required by law the SO must notify the appropriate authority

iii) Evacuation Procedures in the EVENT OF A FIRE OR BOMB ALERT.

The Company has appointed a number of Employees and members to act as Fire Wardens to supervise the evacuation of the premises in the event of an alarm. The SO will appoint a senior fire warden to co-ordinate the activities and training of all fire wardens.

In accordance with its responsibilities, the Company has posted throughout the premises, fire notices to identify the evacuation routes and procedures to be followed in the event of a fire and/or bomb alert. The Company makes no special distinction between different types of emergency.

The fire alarm system is tested at frequent intervals by prior notice to enable employees and members to differentiate between a fire alarm bell and other alarm bells on equipment monitoring other processes in the premises and to enable the SO to verify that all alarms are audible.

At least two fire evacuations will be conducted each year to ensure that all personnel are fully conversant with the approved procedures.

Information to Employees and Members

The Company has installed a number of Information notice boards throughout the premises. All general Company notices are displayed on all boards. Any special safety notices are displayed on the range notice boards. Other safety information is relayed to employees and members via the Safety Officer.

Co-operation and Co-ordination

Where two or more employers or members share premises they must co-operate fully with each other to comply with all relevant health & safety Statutory provisions. To ensure that all the correct information is exchanged and all appropriate procedures are followed, all persons entering the premises must first sign the Register at the entrance and if they are not board members, employees, consultants appointed by Disability Shooting Great Britain Ltd., they must at all times be accompanied by an employee, Consultant or member until they have received a full safety briefing.

Persons working on the Company's premises

The Company must provide all the information required under Regulation 8 of the CDM Regulations to any outside contractor undertaking working within the premises. To ensure that this Regulation is complied with, no contractor or other person shall be permitted to enter on the premises without first being approved by the CEO and the SO. No work on the premises may commence unless the contractor or other person has first been provided with full written details of any matters that may affect or have an influence on the management of health and safety and safety at work of their employees or the Company's employees or members whilst they are on the premises.

Capabilities and Training

All new employees and members will be assessed by a competent person before being permitted to use any Company equipment and will receive a period of instruction in the

Company's safety policy and procedures from a senior member of Company and/or the Safety Officer.

A competent person must assess all employees, consultants or members who work with equipment or who provide services to others that require training before being permitted to use any Company equipment. For those employees, consultants or members who use equipment or provide services that are covered by specific statutory regulations; the Company will conduct regular assessments to validate the continuing competency of that employee, consultant or member.

Where necessary the Company will ensure that appropriate training is given to all employees, consultants and members who use equipment or who provide services that are covered by specific statutory regulation or control.

Employees', Consultants and Member's Duties

It is the duty of all employees, consultants and members to co-operate with the Company in ensuring that the environment in which all work is a safe environment. No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions and the Company has the expectation that all employees, consultants and members will co-operate fully on matters of health and safety with all authorised officers and advisors to the best of their ability.

Temporary Workers

All temporary workers will be assessed by a competent person before being permitted to use any Company equipment and will receive a period of instruction in the Company's safety policy and procedures from a senior member of the Company and/or the Safety Officer.

6. Safety Procedures

The Company has developed its own procedures and standards where appropriate. These standards, safety procedures and management guidance notes are published as separate documents, with reference being made to relevant legislation if appropriate. The procedures and standards may be found in the Company Manual. The following guidance notes may be found on the World Wide Web. If any person has difficulty in locating the appropriate Guidance note, they must contact the CEO or SO before handling or using the equipment:-

- | | |
|----------------------------|-------------------------------|
| ABRASIVE WHEELS | ACCIDENT REPORTING |
| COMPETENT PERSONS | COMPRESSED AIR |
| CONTRACTORS | COSH H |
| ELECTRICITY | EMERGENCY PROCEDURES |
| FIRE | FIRST AID |
| FLAMMABLE LIQUIDS | HAZARDOUS AREAS |
| HEALTH SURVEILLANCE | HOUSEKEEPING |
| INDUCTION TRAINING | LEAD |
| LIFTING EQUIPMENT | LOCAL EXHAUST VENTILATION |
| LONE WORKERS | MACHINERY |
| MAINTENANCE | MANUAL HANDLING |
| NOISE | PERSONAL PROTECTIVE EQUIPMENT |
| PORTABLE APPLIANCE TESTING | RISK ASSESSMENTS |
| SAFE SYSTEMS OF WORK | SAFETY OFFICER |

SMOKING POLICY
WORKING AT HEIGHT (PLATFORMS, STEPS & LADDERS).

STORAGE AND USE OF HAZARDOUS SUBSTANCES

Appendix 1

For latest current list of directors and committee, please refer to the Company Website.

Terms of Reference for Appointed Officers

Safety Officer

1. To provide advice to the CEO of Disability Shooting Great Britain Ltd., and the Chairs of all sub committees on all matters, related to Health and Safety and the safety of the all activities undertaken by the Company.
2. To monitor all new health and safety legislation and regulations and to advise the CEO, all employees, consultants, members, support staff and volunteers of any changes required to existing policy and/or procedures where necessary.
3. To liaise with the CEO and the Chairs of all committees where advice, interpretation or assistance is required with regard to the use of premises other than the Shooting Halls at Stoke Mandeville, the engagement of external health and safety representatives or where a legal liability may exist.
4. To investigate all reported accidents or dangerous occurrences, to report any findings to and the Chairs of all committees and advice on preventative action that may be required.
5. To maintain all necessary health and safety records, registers, certificates etc.
6. To monitor all activities within the company together with the working environment, with a view to maintaining the health, safety and wellbeing of all employees, consultants, members, support staff, volunteers and visitors to the site.
7. From time to time, take and/or organise Safety Audits and issue advisory notices of any breaches in companies' procedures to the CEO and the Chairs of all committees. All notices issued will require a written response.
9. To supervise regular safety checks on the fire alarm and other alarm systems installed throughout the premises.
10. To appoint competent members of staff to act as fire wardens.
11. Post the names of all appointed first aiders and fire wardens onto the company notice board
12. To instruct all appointed fire wardens in their duties.
13. To test the competency of each appointed fire warden at least once every twelve months.
14. To appoint a deputy to act when absent from the premises for any reason.
15. If present during an emergency evacuation to act as the co-ordinating warden, check the attendance register and report any missing personnel to the emergency services if they attend. As soon as possible after any emergency, that resulted in an evacuation of the premises to report the same to the CEO.
16. To act as the Authorising Officer to permit re-entry to the premises after an evacuation.

Chief Range Officer

1. To advise to the CEO s on all matters, related to the safe conduct of shooting on any premises owner or managed by the Company.
2. To take charge of all formal competitions.
3. To advise the CEO on the appointment of Jury members, range staff and assistants to assist in the running of national and international competitions held in the United Kingdom.

First Aiders

1. Shall mean any person appointed by Disability Shooting Great Britain Ltd., who holds a current first aid certificate issued by a competent authority.
2. Any appointed first aider may undertake, on behalf of the company, basic first aid assistance during any event organised by the company or any of committees but they may not issue any medication or apply any creams. If any matter referred to them requires any help beyond basic first aid, they must call the appropriate authorities or refer the patient to a qualified medical practitioner.

Fire Wardens

1. Shall mean any person appointed by Disability Shooting Great Britain Ltd.,

End of DTSGGB Safety Policy