

Health and Safety Policy

POLICY STATEMENT

Team Endeavour Racing UK Ltd fully accepts the obligations placed upon it by the various Acts of Parliament covering health and safety. Team Endeavour Racing requires its Director to ensure that the following policy is implemented and to report annually on its effectiveness.

Management Organisation and Arrangements

Introduction

This policy has been prepared and published under the requirements of Health & Safety at Work legislation. The purpose of the policy is to establish general standards for health and safety at work and to distribute responsibility for their achievement to staff and beneficiaries.

Management Responsibilities

Director

The Director has overall responsibility for the implementation of the Team's policy. In particular the Director is responsible for ensuring that the policy is widely communicated and that its effectiveness is monitored.

Director – Operations and Staff

These team members are wholly accountable to the Director for the implementation and monitoring of the policy within the area of their specified responsibility.

Director - Operations

The Director - Operations is a nominated director responsible for co-ordinating effective health and safety policies and controls across the team.

The Director - Operations is responsible for:

- the production and maintenance of the Company's policy and ensuring that Department Guidelines are consistent with policy;
- its application;
- monitoring and reporting on the effectiveness of the policy;
- the provision of general advice about the implication of the law;
- the identification of health and safety training needs. The Director Operations also acts on behalf of the Director, as the Team's formal link with the Health and Safety Executive, Environment Health Departments and other external agencies;
- the production and maintenance of any health and safety documents or codes of practice as necessary for any relevant area of the Team services where this is required.

Health and Safety Management Process

Team Endeavour Racing UK Ltd believes that consideration of the health, safety and welfare of staff and beneficiaries is an integral part of the management process. The provision of the Health and Safety at Work etc Act, associated Codes of Practice and other relevant Directives will be adopted as required standards within the Team.

Team Endeavour Racing requires staff and beneficiaries to approach health and safety in a systematic way, by identifying hazards and problems, planning improvements, taking executive action and monitoring results so that the majority of health and safety needs will be met from locally held budgets as part of day-to-day management, although many health and safety problems can be rectified at little additional cost.

For major additional expenditure, cases of need will be submitted to the Director.

If unpredictable health and safety issues arise during the year, the Director must assess the degree of risk, in deciding the necessary resources and actions to commit to addressing these issues.

Health, Safety and Welfare Guidelines

It shall be the responsibility of the staff to bring to the attention of all members of the team, the provisions of the guidelines, and to consult with appropriate Health and Safety Representative about the updating of these guidelines. Suggested model contents of a guideline are:

- a clear statement of the role of the team;
- regulations governing the work of the team;
- clear reference to safe methods of working, for example nursing procedures, manufacturers' manuals;
- information about immediate matters of health and safety concern, such as fire drills, fire exits, first aid;
- training standards;
- the role and identity of the Health and Safety Representative;
- names of specialist advisers who can be approached about the work of the department;
- the Director responsible for organisation and control of work;
- accident reporting procedures;
- departmental safety rules;
- fire procedures;
- policies agreed by the Team.

Identification of Health and Safety Hazards

Annual Audit and Regular Risk Assessments

It is the policy of Team Endeavour Racing UK Ltd to require a thorough examination of health and safety performance against established standards in each department, **at least** annually. The technique to be adopted for such examinations will be the 'Safety Audit'. The Audit requires review of:

- standards laid down in the policy;
- departmental guidelines;
- relevant regulations;
- environmental factors;
- staff / beneficiaries' attitudes;
- staff / beneficiaries' instructions;
- methods of work;
- contingency plans;
- recording and provision of information about accidents and hazards and the assessment of risk.

The information obtained by the Audit will be used to form the basis of the plan for the department for the following year.

The responsibility for ensuring that audit activity is carried out as part of this policy rests with the Director and will be carried out by the Director - Operations. Although the Audit remains a management responsibility, managers are required as part of this policy to seek the involvement of the appropriate Health and Safety Representative in the conduct of the Audit.

It is the management's responsibility to ensure that any deficiencies highlighted in the Audit are dealt with as speedily as possible.

In addition to carrying out Safety Audits, it is the responsibility of the Director - Operations to have checked, at least quarterly, all portable equipment, including electrical appliances, in their area, and to ensure that all problems are immediately dealt with.

Managers have a continual responsibility for the elimination of hazards in order to maintain a safe working environment and will also be expected to carry out regular **risk assessments** in line with the Health and Safety Executive Guidelines; that is follow the 5 steps:

1. Identify the hazards
2. Decide who might be harmed and how
3. Evaluate the Risks and decide on precautions
4. Record the findings and implement the precautions
5. Review the assessment and update when necessary

Training

Health and Safety training shall be incorporated within annual training programmes, as part of the development of a systematic training plan. Health and Safety training needs will, therefore, be identified and planned for in the same manner as other training needs.

Four areas of need shall be given special priority:

- training for managers, to equip them with an understanding of the manager's responsibilities under this policy, and the role and purpose of safety representatives;
- training for beneficiaries to enable them to discharge their function;
- training for all members of the team to acquaint them with the main provisions of the law and its practical implication, the main features of this policy and key safety rules;
- induction and in-service training for staff and team members at all levels to acquaint them fully with new requirements and hazards.

Records, Statistics and Monitoring

Team Endeavour Racing will operate systems for recording, analysis and presentation of information about accidents, hazard situations and untoward occurrences. Advice on systems will be provided by the Director - Operations in conjunction, where appropriate with specialist advisory bodies for example local Environmental Health Departments, and the responsibility for the operation of these systems rests with managers and supervisors at all levels. Information obtained from the analysis of accident statistics must be acted upon and, where necessary, bids for additional expenditure made to the Director.

Reports to the Health and Safety Executive

The responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR) to the Health and Safety Executive, shall rest with the Director as delegated to the Safety Officer.

Specialist Advisory Bodies

Certain bodies and the individual members of those bodies, have always had a Health and Safety role, most notably, the Health & Safety executive, or local Environmental Health Departments. If further specialist advice is required, this may be obtained by Managers from expert individuals or bodies outside the Team.

First Aid

It is the policy of the Team to make provision for First Aid and the training of 'First Aiders' in accordance with the First Aid Regulations (1982). The Director - Operations is responsible for ensuring the Regulations are implemented and for identifying training needs.

Fire

The Director is responsible for ensuring that the staff receive adequate fire training, and that nominated fire officers are designated in all Team Endeavour Racing UK Ltd premises. The Director delegates these responsibilities to the Director - Operations.

In addition the team will nominate a Fire Officer (this may be the Safety Officer or someone external to the Company) who will:

- report and advise on the standard of fire safety in the Team's premises and the standard of fire training of its staff;
- undertake overall responsibility for fire training;
- assist in the investigation of all fires in the Team's premises and to submit reports of such incidents.

Condemnation and Disposal of Equipment

Procedures for the, condemnation and disposal of equipment are determined by the Director. Staff introducing new equipment should have such equipment checked initially by the Director - Operations.

Lifting and Handling

Managers are responsible for informing staff of safe lifting techniques. The Director - Operations will identify specific training needs and ensure training in lifting and handling is provided to staff and beneficiaries who require it.

Non-smoking on Team Premises and vehicles

Team Endeavour Racing UK Ltd policy is that there will be no smoking in its premises and vehicles. The overall aim is to reduce smoking and so save life, reduce risk of fire, prevent unnecessary illness and chronic disability. These rules also extend to e-cigarettes / vaping.

Control of Substances Hazardous to Health

The Control of Substances Hazardous to Health Regulations (COSHH) require the Company to identify those substances which are in use and which are hazardous to health (as legally defined) and to assess the risk of those substances. The Team must also provide and use controls to prevent exposure to substances hazardous to health; maintain controls by monitoring exposure, or by health surveillance of staff and beneficiaries; and provide information, instruction and training for employees on all these matters. The Director - Operations is responsible for implementing these Regulations.

Health and Safety of Individual Team Members

The Health and Safety at Work Act requires each team member 'to take reasonable care for the Health and Safety of himself and of other persons who may be affected by their acts and omissions' and co-operate

with management to enable management to carry out their responsibilities under the Act. Employees have equal responsibility with the Company for Health and Safety at Work.

The refusal of any team member to meet their obligations will be regarded as a matter to be dealt with under the Disciplinary Procedure. In normal circumstances counselling of the team member should be sufficient. With a continuing problem, or where an team member leaves themselves or other team members open to risk or injury, it may be necessary to implement the formal stages of the Disciplinary Procedure.

People Working for and Not Employed by the Team

Persons working in Team Endeavour Racing UK Ltd premises who are employed by other organisations are expected to follow Team Health and Safety Policies with regard to the safety of Team staff and beneficiaries, their own personal safety (and that of other parties such as the general public if appropriate) and their method of work.

Visitors and members of the Public

The Team wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of visitors to Team establishments will be of the highest standard.

Any member of the team who notices persons acting in a way which would endanger other team members, should normally inform one of the Directors. If the danger is immediate, common sense must be used to give warning, call for assistance or give aid as necessary. It is equally important not to over-react to a situation.