



Stadium

Health and Safety Policy

Purpose and Scope

For the purposes of this document, 'the Company' is hereby referred to as any of the following entities within the group:

Stadium Traffic Management Ltd – company number 07099264
Stadium Facilities Management Ltd – company number 09886465
Stadium Traffic Management Training Ltd – company number 08501707.

Introduction

This document sets out the Health and Safety arrangements of Stadium. We have adopted this standard policy and tailored it to represent our organisation.

The following is a description of the type of work that our Company undertakes:

Training
Stewarding
Traffic Management
Provision of Door Supervision incorporating the requirements of BS7858
Industry Sector Door Supervision

This document sets a base level of Health and Safety awareness, through our organisation we will develop and improve Health and Safety knowledge, standards and performance.

The Company acknowledges and accepts its legal responsibilities for securing the health, safety and welfare of all its employees, of sub-contractors working on its behalf and all others affected by their activities.

The Company recognises and accepts the general duties imposed upon the company as an employer under The Safety, Health and Welfare at Work Act 2005 and subsequent Health and Safety regulations appertaining to its operation

- 1.1 The Company will do all that is reasonably practicable to provide and maintain:
- Safe places of work
 - Safe methods and systems of work
 - Safe plant and equipment
 - Personal protective equipment relevant to working tasks
 - A safe and healthy working environment
- 1.2 The Company will carry out a regular review of this policy to ensure that these standards of Health and Safety are maintained.

Organisation and Responsibilities

Head of Company

The Head of the Company has overall responsibility for Health and Safety in the Company, and will:

- Ensure suitable financial provision is made for Health and Safety obligations
- Provide appropriate information and instruction to employees
- Ensure work is planned to take into account Health and Safety issues
- Ensure that staff at all levels receive appropriate training
- Monitor and assess risk to Health and Safety
- Understand the company policy for Health and Safety and ensure it is readily available for employees
- Set a personal example when visiting site by wearing appropriate protective equipment
- Actively promote at all levels the company's commitment to effective Health and Safety management

Health and Safety Co-ordinator / Representative

Named person(s) responsible for Health and Safety: **Lorraine Baillie**

Experience /qualifications of above person: **Short Health and Safety Course – Working towards IOSH**

The Health and Safety Co-ordinator / Representative will undertake and be responsible for:

- Monitoring the implementation of the Health and Safety policy throughout the company and reviewing its appropriateness by regular safety audits/inspections carried out in various workplaces
- Investigating accidents and implementing corrective action
- Reviewing Health and Safety legislation and implementing any new requirements pertaining to the Company's undertaking
- Liaising with managers, employees, sub-contractors and specialists as and when appropriate
- Collating and reporting any accidents reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.) 1995

Employees

The Safety, Health and Welfare at Work Act 2005 (Part 2, Section 13) states that all employees, while at work must:

- comply with all relevant statutory provisions
- take reasonable care to protect the safety of themselves and others who might be affected by their acts and omissions
- ensure they are not under the influence of an intoxicant or in such a state that they might be a danger to themselves or others.
- submit to reasonable, appropriate testing, if reasonably required by the employer. The Act gives scope for Regulations to be made that provide for employees to be required to undergo tests for intoxicants to be carried out by or under the supervision of a registered medical practitioner. Such Regulations are yet to be developed and until they are made, an employer may not require such testing although local agreements may apply. The employer may, however, prevent an employee from working if it is apparent that he or she would be a danger to themselves or others.
- co-operate with his or her employer so far as is necessary to enable compliance with the relevant statutory provisions
- not engage in any improper conduct or dangerous behaviour
- attend training and undergo such assessment as may be necessary
- make correct use of any article or substance provided for use or for the protection of the employee, including protective clothing and equipment
- report to his or her employer as soon as practicable:
 - any work being carried out which might endanger themselves or others
 - any defects in the place of work, the system of work, any article or substance which might endanger themselves or others
 - any contravention of the relevant statutory provisions of which he/she is aware
- Notify the employer or the employer's nominated registered practitioner if they become aware that they are suffering from any disease or physical or mental impairment which affects their performance of work activities that could give rise to risks to the safety, health and welfare of persons at work. The duty is on the employee to protect themselves and others.

An employee may not:

- misrepresent himself or herself to an employer with regard to their level of training
- interfere, misuse or damage anything provided for the safety, health and welfare of employees
- place at risk the safety, health and welfare of persons in connection with work activities

Communication

In order to meet the legal requirements of the Safety Representatives and Safety Committees Regulations and the Health and Safety (Consultation with Employees) Regulations, the company will communicate and consult with all employees on the following issues:

- The content of this policy
- Any rules specific to a site or job
- Changes in legislation or working best practice
- The planning of Health and Safety training
- The introduction or alteration of new work equipment or technology

This communication and consultation will take place directly with the employees via regular safety meeting, toolbox talks, e-mails and memos posted on the staff notice board. **The policies will also be published on the company's website. freely accessible to all stakeholders in the business.**

Training

All employees are given training appropriate to their responsibilities in accordance with the Management of Health and Safety at Work Regulations. Training will be provided for the following situations:

- Induction training for new employees (Health and Safety awareness, company procedures etc)
- **NVQ Level 2 Spectator Safety training and certification**
- The introduction or modification of new/existing machinery or technology
- A change in employee position/work activity or responsibility

Training is also specifically provided for work with hazardous substances, use of PPE and manual handling. Any training provided by the company will be formally recorded with a hard copy kept on file.

A programme of refresher training will be undertaken to keep employees up to date with legislation and industry best practice.

Risk Assessments

The Health and Safety Co-ordinator / Representative will carry out and record formal risk assessments. In addition, risk assessments are carried out continuously by employees throughout their work. Hazards are considered and work methods established to minimise the risk of injury to themselves and others affected by the work. Where the employee does not have sufficient knowledge about a specific hazard, such as work in confined spaces, they will take further advice from the Health and Safety Co-ordinator / Representative if required. The head of the Company ensures operators are provided with appropriate instruction and training on risk assessments.

Method Statements

Formal method statements (safe working procedures) will be prepared in writing where the risk is particularly high. The method statements will provide site specific information on the task to be undertaken including site set up, chain of responsibility and will detail a clear sequence of work that would be followed in order to undertake the given task safely.

Co-operation with Clients

Employees will always familiarise themselves with client procedures when first attending site, in particular general site access, emergency procedures and high-risk work activities including permit to work systems. Clients site procedures and specific instructions will be followed at all times.

Welfare Facilities

Wherever possible arrangements will be made with the Client and/or Principal Contractor for the use of Welfare facilities at sites under their management. As a minimum the following requirements will be adhered to:

- Toilet/washing facilities accessible on site
- Eating/rest facilities accessible on site

Work Equipment

All work equipment (including Electrical equipment) used at work, as part of the Company's undertaking will comply with the Provision and Use of Work Equipment Regulations (P.U.W.E.R.).

Before new equipment is introduced into the working environment, an assessment will be made by Health and Safety Advisor in order to ascertain that the equipment is suitable for its intended use.

No employee will use work equipment for which they have not received specific training.

No employee will knowingly misuse work equipment or remove any guards that are in place to minimise a specified risk.

All work equipment will be maintained and inspected at suitable intervals either internally by a competent person or by specialist external companies. The frequency of work equipment maintenance or inspection will be based on manufacturers' guidance and industry best practice. Any maintenance/ inspections undertaken on company equipment will be formally recorded with a hard copy left on file.

If any faults or damage are found on any equipment, stop using the work equipment and report the fault to your Site Supervisor.

Personal Protective Equipment (P.P.E.)

Appropriate personal protective equipment will be issued to employees as and when necessary, for work activities.

Training will be provided for employees on the safe use, storage and maintenance of the relevant equipment before issue, and a written record detailing what PPE has been issued will be signed by the employees on receipt of the equipment and the hard copy kept on file.

Employees have a legal duty to wear PPE as specified in relevant site rules, risk assessments and method statements.

Any defects or malfunction of PPE must be reported to Supervisor responsible.

Hazardous Substances

The risks associated with hazardous substances are considered for all work activities. Alternative less harmful substances are used wherever possible. In case of risks to health, PPE is provided and used by employees, and health surveillance undertaken where necessary.

Before any hazardous substances are used during a work process, a material safety data sheet (MSDS) will be requested from the supplier and an appropriate assessment made of the risks from that substance undertaken by the Health and Safety Co-ordinator / Representative, in line with the Control of Substances Hazardous to Health Regulations (COSHH).

An inventory of all substances and materials hazardous to health is held at head office.

First Aid and Accident Reporting

Adequate first aid provision will be made at every place of work occupied by the Company.

Each first aid box shall be suitably marked and be easily accessible to all employees at all times when they are at work.

Head Office – the first aid box is located at the support centre

Qualified First Aider / Appointed Person: **Lorraine Baillie**

On Project Sites – wherever possible arrangements are made with clients/principal contractors to use their first aid facilities. Where this is not possible, a member of the project team will be nominated as the appointed person for first aid and a first aid box supplied, which will contain adequate supplies for the total number of employees on site.

All accidents **MUST** be reported to your Site Supervisor and the details recorded in the accident book (held at head office). Serious accidents where hospital treatment is required must be reported to the Health and Safety Advisor as soon as possible after the incident.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.):

Certain accidents are reportable to the HSE's Incident Contact Centre. The Health and Safety Co-ordinator must be notified as soon as practicable after incidents causing the following injuries:

- any work-related injury that leads to an employee being absent from work for more than 7 working days
- fracture other than to fingers, thumbs or toes;
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electrical burn leading to
- unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours.

All accidents / incidents will be logged by Rosie Hyde and these investigated by senior management and any action taken as a result of an investigation will be formally recorded.

Asbestos

Before any work commences on a client's site, all employees are to make a request to view the site-specific asbestos register.

The position and condition of any asbestos that may be in the area where you will be working should be noted within the asbestos register. If asbestos is noted within your potential work area, contact the Health and Safety Co-ordinator for further instruction.

Due to the nature of our works on older buildings, there could be a risk of exposure to asbestos.

If, during your works, you see a fibrous material that you think may be asbestos, you should:

- stop work immediately
- prevent any dust/fibres being released e.g. turn off power tools, minimise air movement etc
- evacuate the immediate area and prevent access by others e.g. the public
- inform those responsible for the premises and the Health and Safety Co-ordinator, so that the necessary sampling can be arranged
- do not return to that area until informed that it is safe to do so

Remember, if you are uncertain as to the content of the material, stop work and seek advice.

Manual Handling

Manual handling risks are considered prior to each work activity. The method of work is adapted to minimise manual handling risks wherever possible, including use of alternative lifting and carrying methods. Our employees are advised not to manually handle loads which they feel incapable of moving safely as this is not part of the duties of a retail security officer.

Fire Safety and Emergency Procedures

It is the Company's policy to take account of fire hazards in the workplace. All employees have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves compliance with the Company's no smoking policy, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

Site Supervisors are responsible for keeping their operating areas safe from fire, ensuring that their staff are trained in proper fire prevention practices and emergency procedures.

The person with responsibility for the maintenance and testing of fire alarms and firefighting equipment is dealt with by the client and/or their representative.

In the event of the fire alarm being activated, or in any other emergency situation (e.g. bomb scare), all employees must leave the building by the nearest available exit and assemble at the designated assembly point.

Sub-Contractors

Sub-contractors are instructed primarily on the basis of their technical capability, though due regard is also taken of Health and Safety. Serious breaches of Health and Safety and the contractors' capability for specific risks will be taken into account during the selection process.

Activities that we sub-contract include:

N/A at this time

Sub-contractor's health and safety arrangements are assessed by requesting the following documents:

A copy of their Health and Safety policy

We manage / supervise / monitor sub-contractors' activities by the following means:

Regular meetings
KPI's (Key performance Inductors) are completed each week/month on site with the client
Regular contact with our client and sub-contractor

Public safety

The safety of members of the public and other contractors is considered at all times whilst on site. Any work area that could place others at risk due to the Company's activities will be closed off by appropriate means (e.g. safety signage, bollards, tape, hoarding) in order to restrict access.

Other Important Health and Safety information

All Staff in all aspects of the company's daily services shall receive updated training to keep in line with all legislations.

Signed:



David McAtamney
Executive Chairman

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Document Information

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V3	01/06/2017	Jack Taft	Lorraine Baillie	Persons responsible name changes
V4	22/08/2018	Jack Taft	Lorraine Baillie	Address Change
V5	29/04/2019	Maria Holmes-Keeling	Lorraine Baillie	New branding
V6	21/05/2019	Maria Holmes-Keeling	Lorraine Baillie	Email address
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