



Business Management System Document

Legislation	The Health and Safety at Work Act 1974	Number :	H&SP
Issue Level	M	Issue Date	18/06/18
Description	Health and Safety Policy		

Our Company statement of general policy is

- to provide adequate control of the health and safety risks arising from our work activities;
- to ensure we comply with all current and future Health and Safety legislation;
- 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 healthy working conditions
- to review and revise this policy as necessary at regular intervals.
- to continually improve our performance through the setting of targets and objectives and regular monitoring and reporting of these.

Overall and final responsibility for health and safety is that of **David Hamblin**.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to **ALL SUPERVISORS**

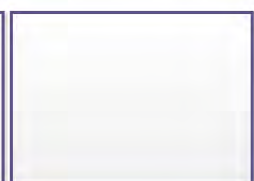
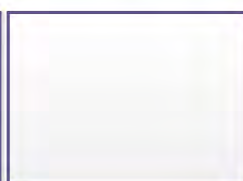
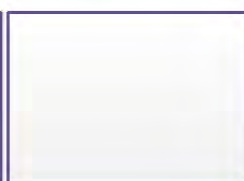
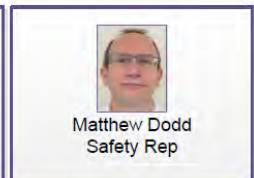
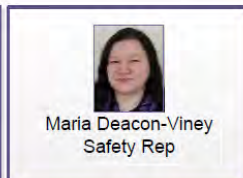
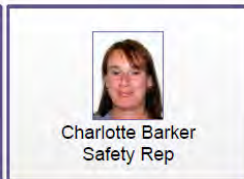
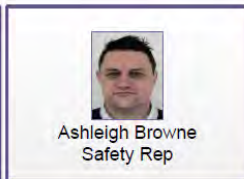
To ensure health and safety standards are maintained/ improved and the workforce is consulted on such matters, the following people have Health and Safety responsibilities/ are nominated representatives on the **Health and Safety Committee**;

POLICY



AP Racing Health and Safety Responsibilities

LAST UPDATED 18/06/2018





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POLICY

Health and Safety Risks arising from our work activities will be assessed by a member of the Risk Assessment team. This includes; Ian Fotheringhame; Nigel Niblett; Matthew Dodd; Wilf Pickett; Mark Snell; Nigel Niblett; Mark Clinton and Andrew Homer.

The findings of the Risk Assessments are available to everyone within the Health and Safety folder on the network.

The personnel responsible for completing the action will be shown within the Risk Assessment document.

The Assessor responsible for compiling the assessment will validate that the actions agreed have been completed.

The Risk Assessment team will generally review assessments annually unless stated otherwise in the assessment itself, or whenever the work activity changes, whichever is soonest.

Safe Plant and Equipment

All plant and equipment requiring maintenance must be identified, maintenance completed in accordance with a schedule, and new/ second hand plant/ equipment checked for compliance to Health and Safety standards prior to purchase. Ian Fotheringhame will be responsible for managing this.

Any problems found with plant and equipment should be reported to Ian Fotheringhame at the earliest opportunity.

Any member of staff tasked with procuring/ leasing new plant or equipment must liaise with Ian to ensure that it has been appropriately assessed.

Safe Handling and Use of Substances

The risk to health from substances used within the workplace is assessed in line with the Control of Substances Hazardous to Health Regulations (COSHH)

COSHH Risk Assessments will be completed by an online assessment and internally verified by Andrew Homer, Ashleigh Browne or Adrian Jones. The assessor is responsible for ensuring that any actions arising from the assessments are completed.

Any member of staff obtaining substances to trial or use on site must liaise with Andrew Homer or Ian Fotheringhame to ensure that they have been appropriately assessed.

Assessments will generally be reviewed on an annual basis or when work activity changes, whichever is soonest.

Information, Instruction and Supervision

The Health and Safety Law poster is displayed on the Health and Safety notice board located by the Staff Entrance.

Health and safety advice is available from Andrew Homer QSM

Supervisors are responsible for all direct reports whether working on site or at locations away from the Wheler Road site with special attention given to young workers/ trainees.

Health and Safety induction training will be provided for all employees by either their direct supervisor or Andrew Homer. Job specific training will be provided by the employee's supervisor.

Evidence of specific Health and Safety training (certificates) should be passed to Maria Deacon-Viney (or designate), and where appropriate captured on the 'Skills Matrix' or the 'Training Completed' spreadsheet within the [N:\AP Racing\Training](#) folder.



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The requirement for Health and Safety training will be identified by the Health and Safety Committee or by the employee's supervisor.

Fire and Evacuation
 Responsibility of maintenance of fire detection equipment is that of Ian Fotheringhame.

 Maintenance/ checks and records regarding firefighting media and escape routes are the responsibility of Mark Snell, delegated to Mark Clinton when appropriate.

Accidents/ Incidents/ Work Related Ill Health

All accidents/ incidents or work related ill health must be reported to a first aider at the earliest opportunity. An up-to-date list of qualified first aiders may be found on the notice boards.

POLICY

Signed _____ Date _____
 Position Managing Director

Change Record				
Iss	Date	Description of Change	Name	App'd
A	08/04/2008	First Issue	C. Bolton	N/A
B	14/05/09	Update in line with HSE guidance	C. Bolton	N/A
C	31/03/10	Updated to remove references to Ian Goddard	C. Bolton	N/A
D	21/02/11	D. Picariello added; M. Clinton & B. Heydon removed from committee chart	C. Bolton	N/A
E	24/02/12	S. Huckstep, D. Picariello & B. Condon removed from committee chart, D.Smith, M.Snell, A. Browne added. I. Fotheringhame, N. Niblett added to Risk Assessors	C. Bolton	N/A
F	30/05/13	D.Smith removed, A. Homer added	C. Bolton	N/A
G	10/10/13	Accident and Near Miss Targets and Objectives added	C. Bolton	A. Homer
H	17/08/15	Additions	C. Bolton	A. Homer
I	I Missed out as a revisions level			
J	06/10/2016	Stephen Clarke added	S. Clarke	A. Homer
K	12/04/18	Updated Org chart	S. Clarke	A. Homer
L	15/05/18	Updated Org chart	S. Clarke	A. Homer
M	18/06/18	Removal of SJC and addition of DLH	D. Hamblin	A. Homer