

## Health and Safety Arrangement

Arrangement	Roles and Responsibilities
Description	The Health and Safety at Work etc. Act 1974 applies to Chester Race Company Ltd (CRC), along with other umbrella pieces of legislation. In order to meet and, where possible, exceed legislative requirements CRC have produced this health and safety arrangement to manage health and safety.
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### Version Control

Version No:	Update:	Author:	Date:
1.0	Consolidation of arrangement and minor updates to responsibilities.	Matthew Jones H&S Manager	03/03/2022
1.1	Minor updates after consultation with SLT	Matthew Jones H&S Manager	04/04/2022

### Purpose

To ensure the wellbeing, health, and safety of our people and those who may be affected by our operations, Chester Race Company employ a range of health and safety arrangements to complement our health and safety policy statement.

This document will detail how we manage wellbeing, health, and safety across Chester Race Company.

### Scope

This document applies to all our people at Chester Race Company Ltd, hereafter referred to as 'The Company'.

This document also applies to any contractors working on sites owned and/or operated by The Company.

### Legislation

#### **The Health and Safety at Work etc. Act 1974**

Section 2 (1) places a duty on The Company to protect our employees' health, safety, and welfare, as far as is reasonably practicable, whilst at work.

Section 3 (1) places a duty of care on The Company to ensure our work activities do not adversely affect the health and safety of others not in our employment.

Section 7 places duties on employees for protecting and safeguarding the health and safety of persons that may be affected by their acts and omissions.

## **Management of Health and Safety at Work Regulations 1999**

Section 7 (1) states that The Company shall employ competent persons to enable the company to comply with health and safety at work regulations.

## **Responsibilities**

### **The Board**

The Board of Directors will:

- Ensure that health, safety, and welfare matters are managed as a critical business activity and ensure that they consider the health and safety implications of all business decisions
- Ensure adequate resources are in place to effectively manage health, safety, and welfare across all elements of the company
- Arrange for the effective planning, organisation, control, monitoring, and review of preventative and protective measures
- Ensure risks to our people and others that may be affected by our activities are assessed and managed appropriately
- Ensure there is an effective health and safety management system in place and that this is regularly reviewed
- Ensure employees are consulted about their risks at work and current preventative and proactive measures
- Regularly review and monitor the company's health and safety performance
- Regularly contribute to the review and subsequent approval of the company's Health and Safety Policy statement ensuring that it reflects the current board priorities
- Whilst working or visiting our sites, they will report any best practice, close calls, or accidents they may have witnessed to the health and safety team
- Where applicable, provide expertise and knowledge to enable The Company to continue to improve our health and safety practises

### **The Chief Executive**

The Chief Executive is accountable for the overall management arrangements of Chester Race Company and for ensuring the company's operations are executed in such a manner as to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees and others who may be affected by our operations.

The Chief Executive will:

- Ensure there is an effective policy for health and safety and that all our people are made aware of their individual responsibilities
- Ensure through the appointment of competent person/s, that the company's responsibilities as an employer under the Health and Safety at Work etc. Act 1974 and any relevant umbrella legislation are met
- Appoint a competent person for health and safety
- Appoint a senior manager responsible for health and safety
- Arrange for sufficient resources to be made available to meet the requirements of the company's health and safety policy and arrangements and to ensure compliance with relevant legislation

- Ensure that notification and reporting procedures, to the relevant statutory authorities are carried out
- Set a personal example, at all times, on all health and safety matters

### **Health and Safety Team**

The primary role of the Health and Safety Team is to advise the Board, Chief Executive, Directors, Managers and Colleagues on all health, safety and welfare matters and to ensure Chester Race Company complies with all statutory obligations.

The health and safety team will:

- Develop and manage the health and safety function within Chester Race Company and develop a strong, positive health and safety culture across Chester Race Company Ltd.
- Own all health and safety policies and arrangements and ensure there is a clear strategy in place for the improvement of health and safety across the business using the plan, do, check, act methodology for continual improvement
- Take ownership of the health and safety management system
- Document health and safety records, including statutory inspections, liaising with internal and external stakeholders as required to ensure we are meeting our statutory obligations
- Maintain current knowledge of health and safety legislation, ensuring business procedures are updated accordingly and any relevant updates are highlighted to the relevant department/s
- Undertake health and safety inspections and audits across the business to provide safety assurance to the Board
- Establish an appropriate health and safety training programme for all roles across the company and liaise with the HR team to ensure this is appropriately adopted
- Undertake reporting to statutory authorities, in particular RIDDOR reporting to the HSE. Ensure all RIDDOR reports have an appropriate level of investigation.
- Undertake inhouse health and safety training in relation to wellbeing, health, and safety
- Provide advice and support to all levels of colleagues in relation to health, safety and welfare legislation and regulations

### **Heads of Department**

Heads of Department are responsible for the health, safety, and welfare of all our people and others interacting with The Company in areas within their remit. Some responsibilities may be delegated however overall responsibility lies with the Head of Department who is accountable to the CEO for their health and safety performance.

Heads of Department will:

- Foster a positive health and safety culture, in which health, safety and welfare issues are seen as essential and integral, parts of the department's activities
- Ensure the Health and Safety Policy and Arrangements are implemented effectively across their department
- Ensure risk assessments and safe working practices are produced, regularly reviewed, communicated to employees, and adhered to

- Seek specialist advice and support on health, safety and welfare matters from the health and safety team
- Ensure appropriate information, training, instruction, and supervision is given to staff to enable them to undertake their duties competently and safely
- Co-operate with the health and safety team to ensure our policy and arrangements can be audited and reviewed to ensure reflective practice and continual improvement
- Ensure any contractors employed by your department are managed effectively and meet the requirements laid out in our contractor control arrangement
- Appoint a Health and Safety Representative for their Department
- Set a personal example, always, on all health and safety matters

## **Managers and Supervisors**

Managers and Supervisors will:

- Understand and implement the health and safety policy in their area of responsibility
- Undertake risk assessments for their area of responsibility and ensure significant risks are recorded and appropriate control measures are identified and implemented
- Compile safe systems of work to effectively manage risks within their department
- Ensure safe systems of work and risk assessments are cascaded to all our people
- Ensure the accident and close call reporting procedures are understood by all our people
- Report any accidents, ill health or close calls to the health and safety team
- Provide adequate supervision of all our people
- Provide training, instruction, and information for all our people, especially new starters, and ensure all new starters are provided with the necessary personal protective equipment
- Ensure health and safety information is prominently displayed in your area of responsibility including the H&S policy statement, fire marshals and first aiders
- Maintain appropriate records in relation to the management of health and safety
- Ensure all our people are competent to undertake their role
- Deliver effective briefings to our people before shifts, especially on race days as well as delivering briefings to agency staff and contractors working on our behalf
- Set a personal example, always, on all health and safety matters

## **Our People**

All our people have a duty, under Section 7 of the Health and Safety at Work etc. Act 1974 to take reasonable care of the health and safety of themselves and others who may be affected by the work they are undertaking. All employees must also cooperate with The Company to ensure health and safety arrangements are complied with.

All our people will:

- Carry out their role in a safe manner, in accordance with the company's health and safety policy statement, arrangements and any safe systems of work in place within their department
- Cooperate with The Company to ensure health, safety and welfare arrangements are managed properly

- Liaise with their manager and/or supervisor to highlight, best practice, unsafe practices, and conditions. Suggest ways the company can improve on our health and safety practices
- Report accidents, ill health, close calls, concerns or suggestions for improvement to their manager, supervisor or confidentially to the health and safety team
- Use tools, work equipment and personal protective equipment correctly and ensure they are not damaged or defective prior to use
- Store tools and work equipment correctly and securely in an approved place after use
- Ensure that all machinery guards are securely fixed, and any protective equipment is always used
- Must not operate any machinery, equipment or vehicle / plant equipment unless trained and authorised to do so
- Switch off and secure unattended vehicles, plant, and equipment
- Must not place themselves or others in danger by their actions
- At all times think and act safely, protecting their own and others health and safety

### **Health and Safety Representatives**

CRC will have H&S Reps across sites and departments whose responsibility is to represent the views of their department / site as required.

- Attend H&S Working Groups as required
- Update their team / department / site with updates in relation to Wellbeing, Health and Safety as required
- Represent the views of their team and have a close working relationship with the H&S Team throughout the year

### **Contractors**

All Contractors working on behalf of Chester Race Company Ltd will:

- Take reasonable care of their own safety and that of others that may be affected by their acts or omissions
- Observe our site rules detailed within the Contractor Handbook
- Submit their H&S Policy, Risk Assessments, Method Statements, and Insurance documentation for review prior to works
- Dress sensibly and safely for the work they are undertaking
- Always conduct themselves in an orderly fashion
- Use all equipment, safety equipment, devices and protective clothing as directed
- Avoid any improvisations of any form which could create unnecessary risk to their safety or the safety of others
- Maintain all equipment to a reasonable standard and report defects to their supervisor
- Report any safety hazards or malfunctions to their supervisor and subsequently Chester Race Company
- Observe the fire evacuation procedure and the position of all firefighting equipment and fire exit routes