

Stafford Showground Limited

Health & Safety Policy

We recognise and accept our responsibility to ensure, so far as is reasonably practicable, the health and safety of all our employees, contractors, visitors and members of the public who may be affected by our activities. Health and Safety is a key element and contributor in the overall success of the business. It therefore has equal priority with other aspects of management and will be managed with the same determination and commitment. Any decisions made by the business will take full account of any Health and Safety implications for all our employees and those under our control. We will endeavour to ensure the health and safety of all others who could be foreseeably affected by activities under our control.

It is our aim to promote, set and maintain the highest standards for health, safety and welfare matters. This will be achieved by:

- Providing adequate control of health and safety risks arising from the activities we undertake;
- Consulting with employees and contractors on matters affecting health and safety;
- Providing and maintaining safe premises, machinery and equipment;
- Maintaining safe systems of work;
- Ensuring safe handling and use of substances;
- Providing information, instruction and supervision for employees;
- Providing information for visiting members of the public;
- Ensuring all employees are competent to do their work;
- Maintaining safe and healthy working conditions;
- Reviewing and revising this Policy as necessary at regular intervals; and
- Putting measures in place to prevent accidents and cases of work-related ill health.

Health and Safety is viewed as “everyone’s business”. To achieve a high standard of health and safety, the active co-operation of all employees is essential. This policy and associated documents will be reviewed annually, or after any significant change or legislation likely to affect the policy. This policy will be publicised and available to third parties on request.

Signed _____

Job Title: _____

Date: _____

Review Date: _____

Legal Compliance

This policy does not form part of any employee's contract of employment and may be amended at any time. We will continue to review this policy to ensure it is achieving its aims.

The Company will observe the Health and Safety at Work Act 1974 and all other relevant legislation, regulations and codes of practice made from time to time. The Company will take into account any recommendations made by the Health and Safety Executive with regard to health and safety issues and, where appropriate, will liaise with the Health and Safety Executive on matters of relevance.

Roles and Responsibilities

1) Senior Leadership

Senior leadership has overall responsibility for health and safety within the organisation. This includes:

- Ensuring adequate resources are available to manage health and safety effectively
- Setting the tone and culture for safe working practices
- Reviewing health and safety performance regularly

2) Managers

Managers are responsible for:

- Implementing this policy in their areas of responsibility
- Carrying out and reviewing risk assessments
- Ensuring safe systems of work are followed
- Addressing hazards and concerns promptly
- Ensuring employees receive appropriate training and supervision

3) Employees

All employees share responsibility for achieving safe working conditions. You must:

- Take reasonable care of your own health and safety and that of others
- Follow all safety procedures and instructions
- Use equipment safely and as instructed
- Report hazards, concerns, accidents or near misses promptly
- Co-operate with management on health and safety matters

4) Competent Person

The Company will appoint a competent person to assist in meeting its health and safety obligations, including advising on risks, legislation and best practice.

Reporting Health & Safety Concerns

You should report any health and safety concerns immediately to your line manager or a designated responsible person.

All accidents, incidents and near misses must be reported and recorded in the accident book. Where required, incidents will be reported in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

The Company will investigate incidents where appropriate to identify causes and prevent recurrence.

Health & Safety Rules

Employees must follow all safe systems of work and not engage in any behaviour that could create a foreseeable risk to themselves or others.

Basic safety expectations include:

- Using appropriate equipment for tasks and not misusing furniture or equipment
- Keeping work areas tidy and free from hazards
- Following instructions relating to safe working practices
- Reporting any unsafe conditions immediately

The rules set out above are designed to ensure, as far as possible, that all employees work in a safe and healthy environment. If any employees believe they have an ailment caused by, or exacerbated by, their work environment, they should notify management.

Failure to comply with this policy may be treated as misconduct and dealt with under the Company's Disciplinary Procedure.

Risk Assessments and Control Measures

We carry out general workplace risk assessments periodically. The purpose is to assess the risks to the health and safety of employees, visitors and other third parties as a result of our activities, and to identify any measures that need to be taken to control those risks.

Risk assessments will:

- Be carried out by a competent person
- Be reviewed regularly and following any significant change
- Consider physical, environmental and, where appropriate, psychological risks
- Be communicated to relevant employees

Appropriate control measures will be implemented and monitored to ensure effectiveness.

Training

We will ensure that employees are given adequate training and supervision to perform their work competently and safely.

This will include:

- Health and safety induction training
- Role-specific training where required
- Refresher training as appropriate
- Ongoing supervision and support

Training records will be maintained where appropriate.

First Aid

The Company will at all times maintain no fewer than an adequate number of suitably trained first aiders at its premises.

The first aiders have been trained in accordance with the requirements of the Health and Safety Executive. The Company will consider providing such training, at its cost, to any personnel who may wish to volunteer for it.

First aid boxes will be maintained and kept stocked as required.

Accidents and First Aid

Details of first aid facilities and the names of trained first aiders are displayed on notice boards.

All accidents and injuries at work, however minor, should be reported and recorded in the accident book.

Fire Safety

All staff should familiarise themselves with fire safety instructions, which are displayed on notice boards and near fire exits.

If you hear a fire alarm, leave the building immediately by the nearest fire exit and go to the designated assembly point.

Fire drills will be held at least every 12 months. Regular checks will be carried out on fire extinguishers, alarms, escape routes and emergency lighting.

Information and Consultation

We will inform and consult directly with all staff regarding health and safety matters.

Modern Working Risks

The Company recognises the importance of managing emerging health and safety risks, including:

- Work-related stress and mental health
- Home and hybrid working arrangements
- Display screen equipment and ergonomics
- Lone working, where applicable

Appropriate risk assessments and support measures will be implemented where relevant.

Contractors and Third Parties

The Company will ensure that contractors are competent and that appropriate risk assessments and method statements are in place before work begins.

Contractors and visitors are required to comply with relevant health and safety requirements while on Company premises.

Monitoring and Review

The Company will monitor health and safety performance through:

- Regular inspections
- Review of accident and incident data
- Ongoing risk assessment reviews

This policy will be reviewed annually or following any significant change in operations or legislation.

This document was last updated April 2026.