



# **The Sealed Knot**

HEALTH AND SAFETY POLICY

# STATEMENT OF INTENT

We shall meet our responsibilities under the Health and Safety Act at Work Act 1974, and other relevant legislation. Our aim is to prevent accidents and ill health, We will take all reasonable steps to protect Members of the Society and others who may be affected by our activities, by implementing safe operating procedures and safe systems of work to eliminate foreseeable hazards.

We will also take all practical steps to prevent or diminish harmful impacts on the environment, which may result from our activities.

The Board of Directors will -

- Work towards excellence in health and safety.
- Comply with the Company's health and safety policy, and co-operate in its application.
- Ensure that relevant members receive information and training, and are consulted on issues affecting their health, safety and welfare.

SIGNED:

Simon Wright

POSITION: Chairman

DATE: June 2022

The Company's obligations can only be met by ensuring that all Members of the Society fully discharge their responsibilities.

In this respect:

'Employees' and 'members' are interchangeable.

'Employer' and 'Board of Directors/Army Leadership' are interchangeable.

'Company' and 'The Sealed Knot Limited' are interchangeable.

'Work' is any activity carried out by members on behalf of the Sealed Knot, including battles.

'Premises' is any area or site where any SK5 regulated Sealed Knot activities (including battles) are taking place.

### **Every member must:**

- Take reasonable care for the health and safety of themselves, and others who may be affected by their acts or omissions at work
- Co-operate with the Board of Directors and Army Leadership with regard to agreed health and safety arrangements and procedures.
- Know and keep to the rules and procedures relating to their work and report to their immediate supervisor all difficulties or hazards liable to endanger themselves or other persons
- Not interfere with, or misuse, anything provided by the employer in the interest of health, safety and welfare
- If involved in an accident resulting in, or which may have resulted in, injury report the details to their immediate leader as soon as possible, and in all cases before the end of the activity on which the incident occurs
- Arrange for any spillage of dangerous substance or flammable liquid to be dealt with immediately having due regard to the nature of such spillage
- Use machinery and equipment only when authorised and properly trained to do so
- The Company's obligations can only be met by ensuring that all Members of the Society fully discharge their responsibilities.

## **Systems and Procedures**

We recognise the importance of health, safety and welfare, and will adopt a systematic approach towards ensuring that a healthy and safe environment is provided and maintained for all Members of the Society and other persons who could be affected by our work activities.

Equally important is the need for constant alertness by all Members of the Society in identifying and eliminating potential hazards wherever possible.

It is our primary objective that in conducting our activities, account must be taken by all parties of the need to:

- Formulate and maintain safe working systems, including work carried out during maintenance
- Take all necessary steps to establish the causes of accidents and risks to health, which may occur, and to ensure that reasonable measures are taken to prevent recurrence
- Ensure that no process, chemical or equipment is introduced unless it complies (where required) with statutory testing or examination requirements; also to ensure that, so far as is reasonably practicable, the health and safety of Members of the Society etc. will not be affected
- Provide proper and adequate induction and training to ensure that all Members of the Society are fully competent in safe working methods applicable to their work
- Encourage the closest possible liaison between the Company and Members of the Society in matters relating to health and safety
- Ensure that all legal requirements relating to our activities are fully complied with, and progressively improve upon the levels of health and safety performance

- Consult with Members of the Society, and advise them of their legal duties and responsibilities, including the requirement to:
  - Abide by safe working systems
  - Make use of facilities and equipment provided for their protection
  - Refrain from any act which could endanger themselves or others
  - Refrain from intentionally or recklessly interfering with, or misusing, anything provided in the interests of health safety and welfare
  - Report any known defect, which could endanger the health or safety of themselves or others
  - Co-operate as far as is necessary to ensure that we meet our legal requirements.

## **Arrangements for Implementing Policy**

### **Fire**

A written Risk Assessment in accordance with the Fire Reform Regulations 2005 will be undertaken, and kept up to date. The control measures identified will be issued to relevant Members of the Society. Training and information will be given as necessary.

Detailed procedures for evacuations including exit routes and information on good practice are held, and available on request to any member of Members of the Society. Equipment checks and evacuation drills will be held at regular intervals. Fire Wardens will be appointed, and another member of the Society will act as an evacuation “Roll Caller”.

Members of the Society will be trained in fire safety and the use of fire equipment. They will also be briefed on the role of individuals and the action to take in the event of a fire or other emergency.

### **Risk Assessment**

All significant hazards will be identified, and the associated risks assessed. Significant risks will be recorded. Simple, effective control measures will be agreed, with the involvement of the Members of the Society affected. Safe systems of work will be produced, and implemented in respect of all work activities where a significant risk has been identified.

### **First-aid**

The Health and Safety (First-Aid) Regulations 1981 will be complied with and a team of persons will be kept of those trained and certificated to the necessary standard.

Details of the location of First Aiders will be displayed prominently for the benefit of all Members of the Society and visitors, and brought to the attention of all new Members of the Society at their induction stage.

Stock levels of items required under the Regulations will be checked at regular intervals and boxes will be kept secure, yet quickly available when required.

The Nominated Person will maintain a register of certificated First Aiders, and will ensure that a minimum level of cover is provided at all times.

### **Accident Procedure**

Details of all accidents will be recorded on an accident form, and where appropriate investigated by Members of the Board of Safety members will assist with any investigation of accidents and/or dangerous occurrences that take place within their operating area.

The requirements of RIDDOR will be followed in respect of any reportable accident or dangerous occurrence. The Sealed Medical Services will maintain all records relating to all accidents.

## **Statutory Notification of Accidents/Dangerous Occurrences**

When a major injury or dangerous occurrence has occurred, the HSE Incident Control Centre will be notified immediately and the accident report form F2508A will be completed either on line or directly by telephone (0845 300 99 23).

Notifiable occupational diseases will also be reported to the HSE Incident Control Centre either on line or directly by telephone (0845 300 99 23).

In the case of accidents involving Members of the Society who lose 3 days or more from their normal employment, the HSE Incident Control Centre will be notified within 10 days using form F2508A.

The Sealed Medical Services will maintain all records relating to all accidents.

## **Equipment and Maintenance**

All new and existing equipment and facilities will be sufficiently designed, constructed and installed so as to be safe and without risk to the health and safety to Members of the Society.

An adequate planned maintenance system will be operated, and records maintained.

Safe systems of work will be used and updated, such that protection against foreseeable maintenance hazards is provided.

All legally required maintenance, testing and inspections will be carried out and records kept in accordance with statutory provisions, insurer and fire authorities approved codes.

Only qualified electricians are permitted to carry out work on electrical wiring and apparatus, using safe systems of work.

## **Electricity**

Electrical equipment owned by the Society will be properly maintained to ensure that it is safe for normal use. All portable appliances will be examined prior to first use, then examined, and tested regularly thereafter. A register of appliances will be produced and kept up to date. The findings of inspections and tests will be recorded. Only qualified electricians are permitted to carry out work on electrical wiring and apparatus using safe systems of working.

Where practicable, equipment will be switched off when not in use, or on leaving the premises. All cabling, plugs and connections will be properly organised, inspected, recorded and maintained to minimise any risks, in accordance with the Regulations.

Members of the Society will not carry out maintenance on electrical equipment or plugs without prior authority and training. Employee's personal electrical apparatus is not to be used on Company premises without prior permission.

## **Premises**

Environment, welfare and other related facilities will be maintained to the standard required by the Health and Safety at Work etc Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1999. Particular attention will be given to the general fabric, temperature, ventilation, purity of air and water supplies, lighting, sanitary conveniences and noise.

## **Control of Substances Hazardous to Health (COSHH)**

The requirements of the COSHH Regulations 2004 and other related legislation will be satisfied. All necessary precautions will be taken in the use, storage and transportation of any material or substance. The least hazardous

type of any substance will be used or purchased in order to minimise any associated risk. There will be regular assessments and monitoring to ensure that this is achieved.

No new substances will be introduced into the workplace until the information regarding possible hazards and the necessary precautions to be observed have been fully evaluated by a competent person.

In terms of Black Powder, all relevant Risk Assessments and common operating procedures must be adhered to.

## **Manual Handling**

In order to secure the health and safety of its Members of the Society the Company proposes, so far as is reasonably practicable, in consultation with all Members of the Society to:-

- Carry out an initial assessment of manual handling operations by the Health and Safety Advisor throughout the Company to identify risky activities (see section on Risk Assessment)
- Endeavor to eliminate these risky manual handling activities wherever practicable by removing the need for the operation and/or by automating or mechanising the operation
- Where manual-handling activities cannot be eliminated, the company will appoint suitably qualified assessors to carry out detailed assessments of the risks considering in each case the task, the load, the working environment and individual capability.
- Put in place a system of measures to reduce the risks associated with remaining operations based upon the results of the assessments, concentrating upon changes to the task, the load and the environment.
- Ensure, wherever possible, that loads including those loads delivered from outside the company are marked with sufficient information to facilitate safe handling.
- Provide general training on the principles of manual handling for all Members of the Society engaged in such activities, outlining the risks to health and how they might be avoided.
- Provide specific training on manual handling where the assessment indicates it is necessary.
- Ensure that allocation of manual handling operations takes account of the individual circumstances of the worker concerned.
- Review the assessments should conditions change.
- The company will give sufficient information, instruction and training as is necessary to ensure the health and safety of members carrying out manual handling of loads. This provision will also apply to those persons not in direct employment such as temporary Members of the Society.
- Self employed contractors and contractors working for another employer will be reminded of their responsibilities under the regulation and given sufficient information about the loads to enable them to meet their responsibilities.

## **Noise at Work**

In order to comply with (Control of Noise at Work Regulations (2005) the Company will:

- Identify areas where noise levels exceed 80dB(A) known as the Lower Exposure Action Value (LEAV)
- Carry out a suitable and sufficient Risk Assessment identifying the source(s) of noise and personnel who may be affected.
- Advise that hearing protection be worn during high noise activities by Members of the Society
- Draw up an action plan specifying what needs to be done to protect Members of the Society.
- Wherever possible, reduce the noise to as low as reasonably practicable by engineering methods or changes to the process.

If the noise levels exceed 85dB (A) known as the Upper Exposure Action Value (UEAV), the company will:

- Advise that hearing protection be worn by any employee exposed
- Designate and identify the area as a "Hearing Protection Zone" and restrict access to this area.

If required, the company will inform Members of the Society of the nature of the risk from exposure to noise, the current limits under the Regulations, the value of any measurements taken and the availability and advice to wear hearing protection.

If the wearing of hearing protection is unavoidable, the company will ensure that the noise level to the wearer does not exceed 87dB(A) Known as the Exposure Limit Value (ELV)

## **Contractors**

It is the responsibility of the contractor/sub-contractor to ensure that their employees adhere to, and co-operate with, legislative and Company rules in regards to health and safety whilst working for the Sealed Knot Society.

It is also the responsibility of the Contractors/Sub-contractors to ensure that the health, safety and welfare of the Sealed Knot Society Members, visitors and others is not put at risk from their work activities and practices, and that safe systems of work are adhered to at all times.

Where contractors are to carry out work on site, they will be asked to provide evidence of health and safety competence in advance. Copies of Risk Assessments,

COSHH assessments, Method Statements, or similar documentation, must be submitted and approved by the Sealed Knot Society person responsible, as confirmation that risks to health and safety are being properly managed. All contractors will report to the prearranged designated person prior to commencing work.

The activities of contractors whilst they are on site will be monitored to ensure that their methods or work are safe, and do not put the safety of Sealed Knot Society Members of the Society at risk.

## **Drugs and Alcohol**

In industry generally there has been a move to greater controls and in keeping with this the Sealed Knot Society has adapted a policy in relation to the consumption of alcohol and drugs.

The company's policy on alcohol is intended to be a positive approach towards maintenance of the highest standards of safety in the workplace. It is also intended to benefit the Health & Safety of each member.

## **Smoke-Free (Premises and Enforcement) Regulations 2006**

This policy has been developed to protect all Members of the Society, service users, customers and visitors from exposure to second-hand smoke and to assist compliance with the Smoke-Free (Premises and Enforcement) Regulations 2006.

Exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

It is the policy of Sealed Knot Society that all of our workplaces are smoke free and all Members of the Society have a right to work in a smoke free environment. The policy shall come into effect immediately and be reviewed on an annual basis.

Smoking is prohibited in the Beer tent with no exceptions. This includes company vehicles. This policy applies to all Members of the Society, consultants, contractors, customers or members and visitors.

## **The Explosives Regulations 2014 (Amendment) Regulations 2016 (ERAR)**

Explosives legislation covers explosives articles and substances that are used in sporting and leisure activities - primarily in competition shooting and also in the use of firearms (including cannons) at re-enactments of historic battles:.

### **Getting an RCA document**

The Regulations that require an RCA document apply to the following explosives used in shooting and historical re-enactment:

- Gunpowder (U.N. no. 0027) - if carried by the user from its place of keeping to a range; and other components of small arms ammunition intended for resale.

They do not apply to gunpowder if it is used to load small arms ammunition at home, or to other components of small arms ammunition which are intended for private use.

When being transferred ALL explosives covered by the Regulations must be accompanied by a document known as a Recipient Competent Authority document (RCA). These documents are issued by the Health and Safety Executive's Explosives Inspectorate.

## Storing explosives

You can store a limited quantity of certain explosives without a registration or licence. For the types of explosives used by shooters and reenactors the maximum quantities of explosives that can be stored without a licence or registration are:

- **15kg** of percussion caps and/or small arms ammunition; • **10kg** of gunpowder (black powder, UN number 0027), and
- a further **5kg** of any one or more of the following:
- gunpowder,
- smokeless powder
- Any explosive listed on Schedule 1 of the Control of Explosives Regulations 1991.