



# Health and Safety Policy

## **Our Statement of General Policy is:**

1. To provide adequate control of the health and safety risks arising from our work
2. To consult with our employees on matters affecting their health and safety
3. To provide and maintain safe equipment
4. To ensure safe handling and use of substances
5. To provide information, instruction and supervision for employees
6. To ensure all employees are competent to do their tasks and to give adequate training.
7. To prevent accidents and cases of work related ill health
8. To maintain safe and healthy working conditions
9. To review and revise this policy as necessary

**L Barwick**

**3RD January 2008**



# Health and Safety Policy

## Responsibilities

1. The Overall responsibility for Health and Safety is that of Lawrence Barwick
2. Day to Day responsibility of ensuring this is put into practice is Lawrence Barwick, Game Managers and the Marshals.
3. All employees have to:
  - a. Co-operate with managers on health and safety matters
  - b. Not interfere with anything provided to safe guard their health and safety
  - c. Take responsible care of their own health and safety
  - d. Report all health and safety concerns to an appropriate person.

## Health and safety risks arising from our work activities

1. Risk assessments are undertaken by Lawrence Barwick
2. These are then actions to remove or control the risk by Lawrence Barwick
3. Assessments are conducted annually or when the work changes, which ever is soonest
4. The operations assistant is the employee representative (Ben Hoskins).

## Safe Equipment

1. Lawrence Barwick, game manager, operations assistant and marshal are responsible for identifying all equipment/plant that needs maintenance.

## Safe Handling and use of substances

1. Lawrence Barwick is responsible for identifying all substances which need COSHH assessment and all actions identified in the assessments are implemented.



# Health and Safety Policy

## **Information, instruction and supervision**

1. Supervision of trainees will be arranged, undertaken and monitored by Lawrence Barwick, Game Manager and Operations Assistant.
2. The Health and Safety Law poster is displayed in the reception area.

## **Competency for Tasks and Training**

1. Induction training will be provided for all employees by Lawrence Barwick and Operations Assistant.
2. Job specific training will be provided by Lawrence Barwick and Operations Assistant.
3. Specific Job requiring special training are:
  - a. CO2 gas bottle filling
4. Training will be identified, arranged and monitored by Lawrence Barwick, Game Manager and Operations assistant.

## **Accidents, First Aid and Work related Ill Health**

1. First aid Box & eye wash station is kept at the safety and paint sales area
2. An appointed First-Aider is available each game day
3. All accidents and cases of work related ill health are to be recoded in the accident book.
4. Lawrence Barwick is responsible for reporting accidents, diseases and dangerous occurrences to enforcing authority
5. Lawrence Barwick is responsible for checking, investigating and monitoring accidents
6. Fire extinguishers are maintained and checked every year and are located in the main barn and kitchen area.



# Health and Safety Policy

## Health and Safety Training Document for Staff/ Marshals at Skirmish Lasham

### MARSHALS RESPONSIBILITIES

1. Main responsibility is safety, to ensure customers wear safety equipment at all times when out of the safe area (see safe area map).
2. To ensure the customers behave and act in a manner to reduce or prevent any risk of incident or accident.
3. To provide an enjoyable event for the customer.

### Safety

1. Your main responsibility is to your game / group and you should only become involved with other games/ groups if it does not put your game/ group at risk.
2. Face masks must be worn at all times once you leave the safe area. It is your responsibility to enforce this regulation.
3. Outside the safe area is never deemed a goggles off area
4. Be vigilant when:-
  - a. Customers leave the safe area. Have one marshal stand on the gangway to check masks are on.
  - b. Once customers have guns one marshal should start to lead game out, other stands and watches for masks.
  - c. Once a customer has been shot he may think he is safe and remove his mask in the middle of a game. Correct customers quickly
  - d. Once a game is over customers may think they are safe and remove their masks. Correct customers quickly
  - e. On returning to base stop and look behind to ensure that all members of your group/ game are wearing their goggles.
  - f. Be very vigilant in the gun area.

**COMPANY POLICY IS TO BE FIRM AND POLITE WITH ENFORCING THE MASKS RULE**



# Health and Safety Policy

## **GUN MAINTENANCE AND CLEANING**

Assume that a gun is loaded every time you pick it up. Point it at the ground, discharge and make sure it is safe before any work is carried out on it.

### **SET UP**

1. When transferring guns from gun box to gun table point gun at the ground, ensure it is discharged. Place gun butt (Bottle) first towards pickup area.

1. Remove gun from table, point at ground and pull trigger.

2. If gun will not work, point at ground and discharge. Place gun on maintenance table to inspect.

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4. If gun works place bottle first on table.

### **Gun Maintenance**

If a gun is not working there may be a ball sitting in the breach.

1. Always discharge a gun into the ground before working on the gun.

2. Remove hopper from gun before work is carried out and ensure no paintballs / foreign bodies are in the feed port.

3. On dismantling the guns ensure the barrel and breach is clear of paintballs or foreign objects.

4. On reassembling gun and it is in working order discharge the gun in to the ground to ensure no paintballs are in the breach.

5. Gun may be placed butt first on the pickup table .

### **Note to Marshals**

Just because the gunman has checked that there are no paintballs in the breach when placing it on the pickup table, it is your responsibility to check there are no paintballs in the breach when you pick it up.



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## Packing Up

1. Point at the ground and discharge gun into ground. Check the feed port is clear.
2. Place gun into gun crate.

### Note

When placing guns into gun crates it is likely that no ball still remains in the breach.

## Unpacking Dirty Guns

### Cleaning

1. When transferring guns from gun crate to gun room visually check feed port for paintball or debris, and ensure that the breach is clear.

### Note

It is likely that guns have balls in the breach if there was no gas in the bottle when the gun was deposited on the table.

1. Remove all gun barrels and pull through to clean, never look down a gun barrel when attached to the gun.
2. Check that breach and feed port are clear of balls and foreign objects.
3. Once guns are clean put away on racks provided in gun room.

## SPEECHES

There are three main talks during the day where we aim to give the customers the information that they require to play SKIRMISH®.

### These are :-

1. Introduction/ safety Talk (Main Barn area)
2. Full safety/Gun Talk (Safety Area)
3. Field Talk (Prior to each game on the field)

It is important that these talks emphasise the SAFETY RULES.



# Health and Safety Policy

**The following points must be included in your talks:-**

## Introduction talk

1. Has everyone got the required safety equipment?
2. Once shot you must keep your goggles on.
3. When the game is over and walking back goggles must be kept on.
4. Safety area explained.
5. Gun must be left in the gun room, they are not allowed in the safe area.
6. Goggles go on when leaving the safe area.
7. Goggles only come off in the safe area.
8. No Alcohol.
9. Anyone with medical problems

## Gun talk

1. This is a goggles on area.
2. It is not part of the safe area.
3. If they are not wearing their goggles and they get shot in the eye they will lose it.
4. Operation of the gun

## Field talk

1. Show boundaries
2. Goggles must be worn once shot or in dead area.
3. Any hazards such as gaps between slats on bridge or forts field should be mentioned.

## Use of Substances

### Detergents/Disinfectants/Oils

1. Use plastic gloves provided
2. Use only for designated task
3. Use only in ventilated environment.
4. Store manufactures instructions when not on bottle
5. Do not decant substances
6. Read label or ask management before use if not sure.

## Lifting

1. Ensure you lift large or heavy objects in teams or use appropriate transport vehicle provided.

### On Arrival at Site

1. Check buildings to ensure nothing poses a hazard. Clean and remove hazard if one is found
2. Move and store kit in a manner that doesn't pose a hazard to yourself, other members of staff or the customers.