

Appendix A

FOREWORD

BY

A Snelling

Director Responsible for the Co-ordination of Health and Safety

This policy has been specially formulated for your guidance; it should be read carefully and retained for future reference. The policy should be easily accessible to all employees and a copy retained on staff notice boards.

The issue of a statement of the Company's Health and Safety Policy is a legal requirement and the content of the Policy is defined in four distinct sections.

- Section 1. General Statements of Intent with regard to:
Health, Safety & Welfare and Environment.
- Section 2. Organisation for Health & Safety.
- Section 3. Health and Safety Priority Programme
- Section 4. Arrangements for Health & Safety.

The company is committed to and insists upon the very highest standards of Health & Safety for its employees, customers and visitors consequently this policy is to be strictly observed.

To ensure this strict observance all employees are required to read and understand the policy and the responsibilities that it places on all members of staff. Should you have any queries with regard to the policy they should immediately be taken to your supervisor/line manager who will resolve them.

The arrangements for Health & Safety are summarised within the company Staff Employment Handbook which, is to guide all employees in the establishment and maintenance of a safe and healthy working environment for all our employees, customers and visitors.

**POLICY STATEMENT
OF
SHEFFIELD INTERNATIONAL VENUES.**

1. The Company recognises its health and safety duties imposed by the Health and Safety at Work etc. Act 1974 and The Management of Health and Safety at Work Regulations 1999 and related protective legislation, including The Environmental Protection Act 1990 and The Regulatory Reform (Fire Safety) Order 2005, both as an Employer and as a Company and to that end has appointed the following members of staff to be responsible for health and safety maintenance at the company, to keep workplace procedures relating to health and safety under constant review and to liaise with the Health and Safety Executive wherever necessary, keeping the Company and its Board of Directors updated on any new legislation affecting them, EU Directives, regulations and British Standards, in order to ensure compliance with same.

2. In recognition of its duties under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), the Company has instituted a system for reporting accidents, diseases and dangerous occurrences to the enforcing authority and this is in addition to its statutory duty to keep an accident book available for inspection by an inspector of the Health and Safety Executive and/or enforcing authority.

3. The Company proposes always to comply with its duties under S2 of the Health and Safety at Work Act and the Management of Health and Safety at Work Regulations 1999, regs 3-7, towards its employees and more particularly, so far as is reasonably practicable, to

- (a) Provide and maintain a safe place of work, a safe system of work, safe appliances for work and a safe and healthy working environment;
- (b) Provide such information and instruction as may be necessary to ensure the health and safety at work of its employees and also compliance with The Health and Safety Information for Employees Regulations 1989, The Personal Protective Equipment at Work Regulations 2002, The Construction (Design & Management) Regulations 2007, The Workplace (Health, Safety and Welfare) Regulations 1992, The Health and Safety (Display Screen Equipment) Regulations 1992, The Trade Union Reform and Employment Rights Act 1993 (TURERA) and The Management of Health and Safety at Work Regulations 1999 and to promote awareness and understanding of health and safety throughout the workforce;
- (c) Ensure safety and absence of health risks in connection with use, handling, storage and transport of articles and substances;
- (d) Make regular risk assessments to employees;
- (e) Take appropriate preventative/protective measures;
- (f) Provide employees with health surveillance;
- (g) Appoint competent personnel to secure compliance with statutory duties.

4. In further recognition of its statutory and common law duties, the Company has taken out insurance, with an approved insurer, against liability for death, injury and/or disease suffered by any of its employees and arising out of and in the course of employment, provided only that it was caused by the negligence and/or breach of statutory duty on the

part of the Company; such certificate of insurance being prominently displayed so as to be available for inspection at all reasonable times by employees and a health and safety inspector.

5. All employees of the Company agree, as a term of their contract of employment, to comply with their individual duties under s7 of The Health and Safety at Work Act, reg. 14 of The Management of Health and Safety at Work Regulations 1999 and generally co-operate with their Employer so as to enable the Employer to carry out his health and safety duties towards them. Failure to comply with health and safety duties, regulations, works rules and procedures regarding health and safety, on the part of any Employee, can lead to dismissal from employment; in the case of serious breaches, or repeated breaches, such dismissal may be instant without prior warning.

6. Prime responsibility for health and safety lies with the Chief Executive of the Company and Board of Directors and the Company regards itself as bound by any acts or omissions of the Chief Executive, any executive director or senior manager, giving rise to liability, provided only that such acts/omissions arise out of and in the course of company business, and prosecution of any Director or senior manager shall not prevent a further prosecution against the Company.

7. In recognition of its duties under s6 of The Health and Safety at Work Act 1974 and The Consumer Protection Act 1987, towards its Customers, the Company proposes (expressed as a normal term/condition of trade of its Terms/Conditions of Trade) to always supply machinery and parts which, so far as is reasonably practicable, are safe for normal operational use and free from foreseeable health and hygiene risks to Customers. To that end the Company will provide on an on-going basis Customers with such official and trade information, including relevant EU Standards and British Standards, relating to new and existing health and safety risks that may, or indeed, have come to its attention in the normal course of trade, and which can reasonably be obtained from HSE, British Standards Institution and the EU.

8. In recognition of its duties towards the general public and all lawful visitors to the Company's premises, the Company regards the extent of its duties as compatible with s2 and s5 of The Health and Safety at Work Act 1974 and The Occupiers' Liability Acts 1957 and 1984. In particular where visitors are under a statutory duty to wear personal protective clothing, or otherwise take reasonable precautions for their own health and safety, failure to do so will be regarded as a breach of Company policy, entitling the Company to take such measures as it considers appropriate, including asking the visitor to leave the premises.

9. This policy has been prepared in furtherance of s2(3) of The Health and Safety at Work Act 1974 and binds all Directors, Managers and Employees, in the interests of Employees and Customers. We request that our Customers and Visitors respect this Policy, a copy of which may be obtained on demand.

Signed:
Chief Executive.

Dated:

Health and Safety Management Structure

Competent persons have been appointed to assist us in meeting our health and safety obligation. The competent persons have sufficient knowledge and information to ensure that statutory provisions are met and that the safety policy is being adhered to. Names, job titles and functions of these people are listed below:

Company Health and Safety Co-ordinator	Andrew Snelling – Don Valley Deputy Chief Executive
Site Health and Safety Co-ordinators	Ian Hamilton – Ponds Forge ISC Operations Manager Catherine Evans - Concord Sports Centre HR & Front Office Manager Andy Bridger – Sheffield City Hall Operations Manager Steve Barnes – Golf Courses Golf General Manager Richard Exley – Don Valley Stadium Stadium Assistance Manager Tim Hicks - Hillsborough Leisure Centre Operations Supervisor Simon Coates- Ice Sheffield Operations Manager Richard McGrath – English Institute of Sport (Sheffield)
Fire Safety Manager	Steve Leese - Ponds Forge ISC Fire Safety and Security Manager
Fire Safety Representatives	Franck Henot – Sheffield City Hall Porter Karen Sayles - Concord Sports Centre Duty Manager Richard Powell – Ponds Forge Leisure Supervisor Simon Leigton – Golf Courses Ground Maintenance Manager Richard Exley – Don Valley Stadium Stadium Assistance Manager

Tim Hicks - Hillsborough Leisure Centre
Operations Supervisor

Stef Barker – Ice Sheffield

Richard McGrath – English Institute of Sport
(Sheffield)

Employee Health and Safety Representatives

Joy Cunningham - Ponds Forge ISC
Leisure Assistant

Linda Tricklebank – Ponds Forge
Receptionist

Mick Gabbitas - Concord Sports Centre

Brian Cory – Sheffield City Hall

TBC – Don Valley Stadium
Events Manager

Tom Taylor - Hillsborough Leisure Centre
Maintenance Assistant

David Bly – Ice Sheffield

Katie Vaines - English Institute of Sport
(Sheffield)

Simon Leighton - Golf
Grounds Maintenance Manager

John Rowbotham – Enfield Arms

Keith Houlbrook – Catering Representative

Health and Safety Management Structure (Safety Committee).

Competent persons have been appointed to the Company Health & Safety Committee to assist us in meeting our health and safety obligation. The competent persons have sufficient knowledge and information to ensure that statutory provisions are met and that the safety policy is being adhered to. The terms of reference of the Safety Committee and the composition of the committee are as follows:

The objectives of the health and safety committee are to:

1. Establish and maintain standards of health and safety in keeping with legal requirements and with company policy.
2. Promote co-operation amongst all staff in instigating, developing and monitoring these measures so as to ensure the health, safety and welfare of all employees of the company.

The health and safety committee will consist of:

- a) Chairperson
- b) Secretary
- c) Employee or trade union representatives
- d) Site Health and Safety Co-ordinators
- e) The Fire Safety and Security manager
- f) A Health and Safety advisor
- g) A representative of the H.R. Section.

A list of the current members of the committee is attached as appendix A.

Members of the committee should see themselves as employees with special knowledge and skills, with the common objective of promoting and maintaining high standards in health, safety and welfare at work. They should monitor the effectiveness of the measures taken by the company and should recommend improvements.

Members of the committee will be provided with appropriate health and safety training so as to enable them to fulfil their functions effectively. The committee chairperson is responsible for ensuring that any recommendations and views are put before senior management as appropriate. Individual managers remain accountable through normal channels for implementing the decisions of the committee and for safe working practices. The legal status of committee members is that, without prejudice to the health and safety at work act, membership does not impose any additional legal duty on a member.

The committee will meet every three months. An agenda will be circulated two weeks before the date of the meeting. Items for inclusion on the agenda must be submitted seven days earlier. The committee will be primarily concerned with matters of policy and will not be involved in discussing solutions to local or day to day safety issues that should be resolved through normal channels.

It is essential that all employees (including representatives of recognised trade unions) use the normal channels of communication to ensure the health and safety of employees. Any concern or grievance in this respect should be raised once local procedures have been exhausted, through the existing industrial relations machinery. The resolution of local safety issues should not be deferred until the next scheduled health and safety committee meeting, except where such a delay is acceptable in all the circumstances.

The committee is empowered to propose health and safety standards for the company. Following ratification by management, they become mandatory.

Sub-committees may be convened and given responsibility for specific projects. Not all members of sub-committees need to be on the full committee. Any member of staff with particular expertise may be co-opted on to a sub-committee. Any relevant expert will also be called where required. Sub-committees must report their activities to the main committee at agreed intervals.

HEALTH AND SAFETY COMMITTEE (APPENDIX 'A')

Chairperson:	Andrew Snelling Deputy Chief Executive
Secretary:	Jayne Keeble PA To Director of Estates
Employee (or trade union) Representative:	Joy Cunningham - Ponds Forge ISC Leisure Assistant Mick Gabbitas - Concord Sports Centre Brian Cory – Sheffield City Hall TBC – Don Valley Stadium Events Manager Tom Taylor - Hillsborough Leisure Centre Maintenance Assistant David Bly – Ice Sheffield Catering Supervisor Stewart Appleby - Birley Golf Head Greenkeeper Darren Butcher – Tinsley Golf Head Greenkeeper Pete Mallander – Beauchief Golf Greenkeeper
Site H&S Co-ordinators:	Ian Hamilton – Ponds Forge ISC Operations Manager Catherine Evans - Concord Sports Centre HR & Front Office Manager Andrew Bridger – Sheffield City Hall Operations Manager Steve Barnes – Golf Courses Golf Manager

Richard Exley – Don Valley Stadium
Stadium Assistance Manager

John Taylor - Hillsborough Leisure Centre
Operations Manager

Simon Coates- Ice Sheffield
Operations Manager

H&S Advisor: A.O.H. Consultants Representative

Fire Safety and Security Manager: Steve Leese

HR Department Representative: Simon Francis
Training Manager

RESPONSIBILITIES

CHIEF EXECUTIVE

Ultimate responsibility for the implementation of the Company Policy on Health, Safety and Welfare and the achievement of the objectives of the policy.

Assess the safety/training needs in relation to the nature and type of employment undertaken and to ensure all employees are trained in accordance with the requirements of the Health and Safety at Work Act 1974.

Ensure that health safety receives full consideration in:

On-site contract programmes
Planning new operations and methods of work
Financial Planning for the Company.

Ensure an adequate system for the compliance with current health and safety legislation.

Ensure a framework exists so that employees read and understand the Company policy on Health, Safety and Welfare.

To ensure provision of advice and assistance to ensure compliance with current health and safety legislation.

To arrange for inspection of sites to check compliance with Health and Safety requirements.

To review on a regular basis, which shall be at least annually, the Company Health and Safety Policy.

RESPONSIBILITIES

DIRECTOR RESPONSIBLE FOR CO-ORDINATION OF HEALTH & SAFETY

To support the Chief Executive in the implementation of the Company Policy on Health, Safety and Welfare and the achievement of the objectives of the policy.

To assist in assessing the safety/training needs in relation to nature and type of employment undertaken and to ensure all employees are trained in accordance with the requirements of the Health and Safety at Work Act 1974.

Ensure that health safety receives full consideration in:

On-site contract programmes
Financial Planning for the Company.

Ensure an adequate system for the compliance with current health and safety legislation.

Ensure a framework exists so that employees read and understand the Company policy on Health, Safety and Welfare.

On behalf of the Chief Executive to provide advice and assistance to ensure compliance with current health and safety legislation.

On behalf of the Chief Executive to arrange inspection of sites to check compliance with Health and Safety requirements.

The specific Duties and Responsibilities of the Company Health & Safety Co-ordinator are to:

- Co-ordinate the Company Policy on Health, Safety and Welfare.
- Co-ordinate the annual Health and Safety Programme.
- Provide quarterly H&S Minutes to the Sheffield International Venues Board On Health and Safety issues including the level of accidents.
- Co-ordinate the risk assessment programme.
- Ensure that the Company treats Health and Safety as a priority.
- Act as Chairperson of the Health and Safety Committee.

RESPONSIBILITIES

DIRECTOR

To support the Chief Executive in the implementation of the Company Policy on Health, Safety and Welfare and the achievement of the objectives of the policy.

To assist in assessing the safety/training needs in relation to nature and type of employment undertaken and to ensure all employees are trained in accordance with the requirements of the Health and Safety at Work Act 1974.

Ensure that health safety receives full consideration in:

On-site contract programmes
Financial Planning for the Company.

Ensure an adequate system for the compliance with current health and safety legislation.

Ensure a framework exists so that employees read and understand the Company policy on Health, Safety and Welfare.

On behalf of the Chief Executive to provide advice and assistance to ensure compliance with current health and safety legislation.

The specific Duties and Responsibilities of a Director are to:

- Ensure that the Company treats Health and Safety as a priority.
- Ensure that the health and safety implications are assessed for all contract and financial decisions.
- Ensure that health and safety risk management systems are in place and remain effective.

RESPONSIBILITIES

FIRE SAFETY AND SECURITY MANAGER

To support the Director responsible for co-ordination of Health and Safety in the implementation of the Company Policy on Health, Safety and Welfare and the achievement of the objectives of the policy.

To assist in assessing the safety/training needs in relation to nature and type of employment undertaken and to ensure all employees are trained in accordance with the requirements of the Health and Safety at Work Act 1974.

Ensure an adequate system for the compliance with current health and safety legislation.

Ensure that employees read and understand the Company policy on Health, Safety and Welfare.

On behalf of Director responsible for co-ordination of Health and Safety to provide advice and assistance to ensure compliance with current health and safety legislation.

On behalf of the Director responsible for co-ordination of Health and Safety to arrange and carry out inspection of sites to check compliance with Health and Safety requirements.

The specific Duties and Responsibilities of the Fire Safety and Security Manager are to:

- Ensure that the annual Health and Safety Programme is carried out.
- Ensure that the risk assessment programme is carried out annually.
- Ensure that the Company treats Health and Safety as a priority.
- Arrange annual H&S audits at all venues.
- Manage the activities of the H&S Coordinators and Fire Representatives

RESPONSIBILITIES

GENERAL MANAGER/MANAGER

To understand the requirements of the Company Policy on Health, Safety and Welfare and to ensure that it is complied with by all employees, subcontractors and visitors to the site of the company's operations.

To understand the legal requirements relating to the employees, subcontractors and visitors under his/her control and to ensure that they are observed.

To anticipate any special hazards (including Events) which might arise from operations under his/her control and to ensure full risk assessment of the hazard is made and documented prior to alerting all who might be affected by the hazard.

Will by the use of unannounced spot site audits monitor and police the Health, Safety and Welfare Policy of the Company by:

1. Carrying out inspections of plant, machinery and equipment ensuring it is correctly maintained in accordance with the relevant codes of practice
2. Inspect the workplace to ensure that safe working procedures are being observed by all employees
3. Ensure all new employees are trained to satisfactory competency and are conversant with the Health, Safety and Welfare Policy, codes of practice and/or safe working procedures applicable to their operations.
4. Reporting to the responsible Executive details of employees hours of work and exposure details to hazards encountered that they may be correctly entered into each employees company medical record
5. Ensure that existing employees are satisfactorily competent and are conversant with the Health, Safety and Welfare Policy, codes of practice and/or safe working procedures applicable to their operation and to arrange for suitable re-training for any deficiencies identified
6. Ensure that full risk assessments for all operations under their control have been carried out, recorded and communicated to the employees and that re-assessment takes place after a suitable period, dependant upon the level of risk, or when circumstances change
7. Ensure that all required protective equipment is available to their employees and ensure that records are maintained
8. Ensure that all accidents and near miss incidents are fully and correctly reported and recorded. To ensure that a full and thorough investigation is carried out to determine all factors and measures required to prevent repetition
9. Ensure that safe access and egress is maintained to the premises at all times.

RESPONSIBILITIES

SUPERVISORS

To understand the requirements of the Company Policy on Health, Safety and Welfare and to ensure that it is complied with by all employees, subcontractors and visitors to the site of the company's operations.

To understand the legal requirements relating to the employees, subcontractors and visitors under his control and to ensure that they are observed.

To anticipate any special hazards which might arise from operations under his control and to ensure full risk assessment of the hazard is made and documented prior to alerting all who might be affected by the hazard.

Will by the use of unannounced spot audits monitor and police the Health, Safety and Welfare Policy of the Company by:

1. Carrying out inspections of plant, machinery and equipment ensuring it is correctly maintained in accordance with the relevant codes of practice
2. Inspect the workplace to ensure that safe working procedures are being observed by all employees
3. Ensure all new employees are trained to satisfactory competency and are conversant with the Health, Safety and Welfare Policy, codes of practice and/or safe working procedures applicable to their operations.
4. Reporting to their Line Manager details of employees hours of work and exposure details to hazards encountered that they may be correctly entered into each employees company medical record
5. Ensure that existing employees are satisfactorily competent and are conversant with the Health, Safety and Welfare Policy, codes of practice and/or safe working procedures applicable to their operation and to arrange for suitable re-training for any deficiencies identified
6. Ensure that all required protective equipment is available to the site and ensure that personal records are maintained by the employees as required.

RESPONSIBILITIES

All Employees, Visitors and Subcontractors.

Each individual is reminded of their legal duties under the Health and Safety at Work Act 1974.

It shall be the duty of every employee while at work:

1. to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work
and
2. as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with
and
3. no person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety and welfare in pursuance of any of the statutory provisions.

Specific Responsibilities

Follow procedures as contained in contract method statement.

Use the correct tools or equipment for the job i.e. safety helmets, eye protection, ear protection etc.

Keep tools in good condition.

Report to supervisor any defects in plant or equipment.

Develop a personal concern for the safety of themselves and others, in particular newcomers and young people.

Avoid any improvisation which might result in unnecessary risk.

Warn newcomers to the site of known hazards.

Refrain from horseplay and the abuse of welfare facilities.

Use proper means of access.

Do not interfere with or misuse scaffolding and equipment provided for securing health and safety.

Read and understand any Health and Safety literature issued.

RESPONSIBILITIES

SITE HEALTH AND SAFETY CO-ORDINATORS.

The specific duties and responsibilities of the site health & safety co-ordinators are to:

- Co-ordinate the site health and safety policy.
- Co-ordinate the site health and safety programme.
- Ensure that the staff on the site treat health and safety as a priority.
- Co-ordinate the site risk assessment programme.
- Provide competent health and safety advice.
- Attend the health and safety committee meetings.
- Monitor and record accident and near miss occurrences.

RESPONSIBILITIES

EMPLOYEE HEALTH AND SAFETY REPRESENTATIVES

Those appointed as safety representatives must represent the employees in consultation with the company and the company must consult these representatives so that arrangements can be made which will enable both the company and employees to co-operate effectively in promoting and developing measures to ensure health and safety at work of the employees and in checking the effectiveness of such measures.

The person appointed as safety representative must have been employed (where possible) by the company for at least two years.

Safety representatives should investigate potential hazards, causes of accidents and employees complaints regarding health and safety. The Line Manager should be consulted on the above matters and on general matters affecting the health, safety and welfare of the employees.

Safety representatives incur no additional criminal or civil liabilities other than those placed on all employees under section 7 of the Health and Safety at Work Act. Safety representatives should attend meetings of the safety committee.

Safety Representatives should be consulted in good time regarding:

- a) The introduction of any new health and safety measures in the workplace.
- b) Any health and safety information the employer gives to employees.
- c) The planning and organisation of health and safety training.
- d) The introduction of new technology, as it affects the health and safety of employees.

RESPONSIBILITIES

SITE FIRE REPRESENTATIVES.

The specific duties and responsibilities of the site fire representatives are to:

- Ensure that every member of staff at the facility is trained in accordance with the fire-training syllabus. Ensure every staff member's record of fire training are kept up to date
- Ensure that systems of work are employed at their facility in order to comply with Company fire safety policy/fire certificate. As detailed by the Fire Safety Officer.
- Monitor and maintain the facility fire log ensuring that it is up to date at all times.
- Ensure the fire log is submitted to the facility General Manager on a weekly basis for review.
- Promote fire safety awareness throughout the facility.
- Attend fire training when appropriate.
- Deliver or arrange evacuation training for all staff on the site. Arrangements for training must be made on the first day of employment for new staff and the training carried out with 5 working days.
- Deliver the training syllabus to all staff employed at the facility regardless of department or whether staff work for an external contractor.

SHEFFIELD INTERNATIONAL VENUES LTD

HEALTH AND SAFETY PRIORITY PROGRAMME FOR 06/07

<u>Propose and Agree Venue Action Plans after Completing</u>	Dec-06
<ul style="list-style-type: none">• Risk Assessments• Compliance Checklists• Annual External Audit	
<u>Further Investigate OHSAS 18001</u>	Jun-06
<ul style="list-style-type: none">• Investigate insurance premium reduction• Arrange overview for Board• On agreement start award process	
<u>Continue Annual H&S Refresher Training</u>	Mar-07
<u>Ensure Compliance with Fire Order Reform 2005</u>	Oct-06
<ul style="list-style-type: none">• Complete Venue Risk Assessments• Deliver Training to all Staff	
<u>Maintain Scores in Facility H&S Audit</u>	Nov-06
<u>Complete Internal H&S Audits at Agreed Venues</u>	Mar-07

Arrangements for Health and Safety

CONTENT

Policies Contained within this Document

Section 3.1 Occupational Hygiene [Green]

(OH)CP1	AIDS
(OH)CP2	Alcohol and Drugs
(OH)CP12	COSHH
(OH)CP13	Display Screen Equipment
(OH)CP14	Housekeeping
(OH)CP17	Legionella
(OH)CP18	Mobile Telephones
(OH)CP19	Noise
(OH)CP20	Personal Hygiene
(OH)CP21	Sharps
(OH)CP22	Smoking
(OH)CP23	Stress

Section 3.2 General Safety [Beige]

(GS)CP02	Evacuation Procedure (Fire, Bomb)
(GS)CP04	Fire Precautions
(GS)CP05	First Aid
(GS)CP06	First Aid Box Contents
(GS)CP07	Legal System
(GS)CP08	Personal Protective Equipment
(GS)CP09	RIDDOR
(GS)CP10	Risk Assessment

Section 3.3

Working Procedures [Mauve]

(WP)CP01	Compressed Gases
(WP)CP02	Confined Spaces
(WP)CP03	Construction Work
(WP)CP04	Contractors
(WP)CP06	Electricity Regulations (Explanation)
(WP)CP07	Electricity Regulations (Policy)
(WP)CP08	Flammable Liquids
(WP)CP09	Lifting
(WP)CP10	Manual Handling
(WP)CP11	Pressure Systems
(WP)CP12	Roof Work
(WP)CP14	Window Cleaning
(WP)CP15	Working at Height
(WP)CP16	Hand Tools
(WP)CP17	Working Space
(WP)CP18	Young Persons

Section 3.4

Equipment Safety [Blue]

(ES)CP01	Abrasive Wheels
(ES)CP02	Electricity
(ES)CP03	Fork Lift Trucks
(ES)CP04	Ladders
(ES)CP05	Lifts
(ES)CP06	Lighting
(ES)CP07	Machinery Safety
(ES)CP08	Maintenance of Plant and Machinery
(ES)CP09	New Plant and Equipment
(ES)CP10	Scaffolds
(ES)CP11	Welding