



Modular Staging Systems

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Health & Safety at Work etc. Act 1974

LEL Hire LTD. Health & Safety Policy

This document is for employees of LEL Hire Ltd but also forms part of the conditions of Work Contacts with contractors engaged to supply goods and services to LEL Hire Ltd.

Part 1

General Statement of Policy

It is the policy of LEL Hire Ltd., (hereinafter called the Company) to comply with the terms of the Health and Safety at Work etc. Act 1974 and subsequent legislation and to provide and maintain a healthy and safe working environment. The Companies health and safety objective is to minimise the number of instances of occupational accidents and illness to ultimately achieve an accident-free workplace and minimise damage and wastage.

All employees will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the stated objective.

The Company recognise and accept their duty to protect the health and safety of all visitors to company premises and premises or venues being "worked" by the Company including contractors and temporary workers, as well as any members of the public who might be affected by our operators.

While management of the Company will do all that is within its powers to ensure the health and safety of its employees, it is recognised that health and safety at work is the responsibility of each and every individual associated with the company. It is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well being of any other person.

The management of the Company will provide employees with the training necessary to carry out their tasks safely. However if an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job then it is the employee's duty to report this to their supervisor or the Safety Director. An effective health and safety programme requires continuous communication between workers at all levels. It is therefore every worker's

responsibility to report immediately any situation which could jeopardise the well being of him or herself or any other person.

All injuries, however small, sustained by a person at work must be reported to the delegated first aider or representative. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

The Companies health and safety policy will be continually monitored and updated, particularly when changes in the scale and nature of out operations occur. The policy will be updated at least every 12 months.

The specific arrangements for the implementation of the policy and the personnel responsible are detailed below.

Signed: Andrew Trumper,
Managing Director

Dated: 1st July 2007.



Environmental Policy Statement

LEL Hire Ltd is an established company providing staging services mainly (but not limited to) the theatre, live music and event industries.

The Company attaches great importance to protecting the environment and works with clients and other interested parties to preserve and enhance the environment for the use and enjoyment of both current and future generations.

The current Company Directors are all very interested in protecting the environment.

Accordingly, the Company is committed to:

- Developing the management framework for implementing the environmental policy objectives into a business decision making all levels, alongside commercial, safety and other factors.
- Complying with all applicable environmental legislation, regulations and standards.
- Developing operational procedures to minimise waste and encouraging recycling wherever possible.
- Improving efficiency in the use of all resources.
- Working in partnership with our professional advisors, customers, suppliers and sub-contractors to ensure effective environmental supply chain management, alongside health, safety, quality, price and other purchasing criteria.
- Reducing the environmental impact of our product through the use of improved design and specification.
- Training employees to enhance their awareness of and commitment to maximising environmental performance.
- Reviewing the Company environmental policy annually to take account of organisational, legislative and fiscal changes.

Equal Opportunities Policy

LEL Hire Limited is an equal opportunities employer.

The Company recognises that its employment practices are bound by the Sex Discrimination Act (1975), the Race Relations Act (1976) and the Disability Discrimination Act 2004, The Employment Equality (Age) Regulations 2006 as well as other legislation.

The Company intends to ensure that no employee or job applicant should receive less favourable treatment than another on the grounds of sex, marital status, racial origin, disability, and sexual orientation, political or religious beliefs.

The Company will ensure that these criteria will apply to all its employment policies and practices. Appointments and promotions will be based in merit and qualification and experience.

Recruitment and Promotion

The Company will seek to eliminate any assumptions, preferences or judgements that do not relate to the potential abilities of individuals to perform a required job.

Promotion Procedures will similarly seek to provide the widest range of opportunities for advancement. Equal access for training is ensured.

Each individual must seek to avoid unlawful discrimination, victimisation and acts of racial harassment.

Grievance and Disciplinary Procedures

Any employee who has a grievance in relation to the equal opportunities policy or practice should pursue it through the grievance procedure laid down by the Company.

Any allegations against an employee concerning unfair discrimination, victimisation, and acts of sexual or racial harassment will be investigated and dealt with under the disciplinary code laid down by the Company.

Part 2

The Organisation

Directors
Managing Director – Andrew Trumper
<p>Specific Responsibilities</p> <p>It shall be the duty of the Directors to ensure that the following health and safety procedures are complied with: -</p> <ol style="list-style-type: none">i. That the work of the Company is carried out with the Health and Safety legislation and safe working practice. To provide the means to enable this requirement to take place, in consultation with the Managers, employees and contractors engaged to provide services to the Company.ii. Assessments of risk are carried out on new equipment and workstations prior to them being commissioned to ensure that they are suitable on grounds of health and safety.iii. All work procedures arising from risk assessments are complied with.iv. Health and Safety checklists are completed at frequency specified and action is taken to correct any failings.v. Employees are provided with the means to comply with their health and safety duties, including information, training and supervision.vi. Accidents, dangerous occurrences and complaints in or about the workplace are investigated and that whatever steps are within his or her control are taken to correct any failings identified.vii. To create, maintain and chair a company safety committee with representation from all levels of the workforce to ensure effective communication and resolution of health and safety issues.viii. To ensure that adequate funds and re-sources are made available for health and safety.ix. The report certain accidents, diseases and near misses to the relevant authorities.

Middle Management

1. General Responsibilities

To adhere to the general policy of the Company.

2. Specific Responsibilities

- i. It shall be the duty of the Managers to ensure that the following health and Safety procedures are complied with, as set down in this policy.
- ii. To carry out his or her duties in a safe manner, in accordance with Company Policy, procedures and safe working practice.
- iii. To ensure that all their staff perform their tasks in a safe manner, in accordance with Company Policy, procedures and safe working practice.
- iv. To be alert to hazards in the workplace and to report serious defects to the Directors. To make suggestions for safer work procedures as appropriate.
- v. To report any accidents and near misses.
- vi. To participate and contribute to all health and safety systems and processes.

Employees

1. General Responsibilities

To adhere to the general policy of the Company.

2. Specific Responsibilities

It shall be the duty of each Employee to ensure that the following health and safety procedures are complies with, as set down in the policy:

- i. To carry out his/her duties in a safe manner, in accordance with Company policy, procedures and safe working practice.
- ii. To be alert to hazards in the workplace and to report all defects to their line manager. To make suggestions for safer work procedures as appropriate.
- iii. To correctly use PPE that may be provided in accordance with the training and instruction given and not to misuse or abuse anything provided in the interests of health and safety.
- iv. To report all accidents and near misses in the accident book.
- v. To carry out other health and safety duties as required.
- vi. Not to misuse or abuse anything provided in the interests of health and safety.
- vii. To participate and contribute to all health and safety systems and processes.

Part 3

Arrangements for Health and Safety

Safety Personnel

Overall and final responsibility for health and safety in the Company is held by Andrew Trumper, the Managing Director.

The person responsible for overseeing, implementing and monitoring the policy is the Managing Director, Andrew Trumper.

Recruitment

Prospective employees may be selected after observation or recommendation. All prospective employees will be required to go through a formal or informal interview process in respect of the roles they are to perform. (See "Fitness of Employees and Self Employed" and "Safety Training" sections). After the interview process the qualifications, experience (C.V.'s), references and (if required) the physical fitness of the employee will be verified. Applicants shall not be recruited if, either, not fully fit or considered unsuitable for training for the work available.

Consultation

The management of the Company see communication between employees at all levels as an essential part of effective health and safety management. Consultation will be facilitated by means of safety meetings with staff as often as is deemed necessary and an "open door" policy between staff and management.

The purpose of safety meetings is to provide the forum in which information may be conveyed and employees' questions on health and safety issues answered. In addition these meetings will provide an opportunity to assess the continuing effectiveness of the policy.

Communication

The management of the Company will endeavour to communicate to employees and contractors their commitment to safety and to ensure that employees and contractors are familiar with the contents of the health and safety policy. The Company communicates with its employees and contractors orally, in the form of directions and statements from supervisors, in writing, in the form of directives, this policy and by example.

Co-operation & Care

If we are to build and maintain a healthy and safe working environment, co-operation between employees at all levels is essential.

The same degree of co-operation and care is also required between employees, contractors and the employees of contractors for the same reasons.

All employees are expected to co-operate with safety officers and to accept their duties under this policy.

Disciplinary action may be taken against any employee who violates safety rules or who fails to perform his or her duties under this policy. Employees have a duty to take all responsible steps to preserve and protect health and safety of themselves and all other people affected by the operations of the company.

FAILURE TO DO SO MAY BE REGARDED AS MISCONDUCT AND AS SUCH MAY LEAD TO DISCIPLINARY ACTION

Safety Training

Safety Training is regarded as an indispensable ingredient of an effective health and safety programme. It is essential that every employee in the organisation be trained to perform his or her job effectively and safely. It is the opinion of the Company management that if a job is not done safely then it is not done effectively.

All new employees will undergo induction training as soon as possible after joining the company and will be trained in safe working practices and procedures prior to being allocated any new role. Training will include advice on the use and maintenance of personal protective equipment appropriate to the task concerned and the formulation of emergency contingency plans.

Training sessions will be held as often as is deemed necessary and will provide another opportunity for workers to express any fears or concerns they might have about their jobs.

The person with the responsibility for safety training is:
Andrew Trumper – Managing Director

Management of Health and Safety

It is the policy of the Company to comply with the management of Health and Safety at Work Regulations 1999.

In accordance with the management of Health and Safety at Work regulations 1999, hazards will be identified and risk assessments will be carried out by trained members of staff, the results of these assessments will be made known to all relevant members of staff so that suitable and adequate safety controls can be put in place to enable our minimum legal requirements to be met and risks reduced to a minimum.

Monitoring of these assessments will also be carried out on a regular basis (as shown by the assessments) by trained members of staff to ensure our systems are operating and effective.

The Directors of the company will ensure that adequate funds and resources are made available for health and safety.

Generic Risk Assessments have been produced for many of the common tasks that staff are required to carry out, Directors, Managers, Supervisors and all employees are required to complete the applicable assessments to make sure it is site specific and that the recommended controls are implemented.

Management will review and revise as necessary, any risk assessments;

- On an annual basis or;
- When there is reason to suspect the assessments are no longer valid or;
- When there has been a significant change to matters to which the assessment relates. This could be by the introduction of a new or revised process or by the introduction of new equipment or;
- Where a specific proposed site activity is deemed by the Company Director, Manager, Supervisor or Company official in charge to be sufficiently hazardous during the initial site risk evaluation to require a detailed assessment.

Any changes or amendments made to the assessments are to be brought to the attention of all concerned.

In accordance with the Management of Health and Safety at Work regulations 1999 the company has appointed Chris Hannam of Stagesafe as the external Health and Safety Advisor.

Workplace

It is the policy of the Company to comply with the Workplace (Health, Safety & Welfare) Regulations 1992. Appointed personnel will conduct regular inspections of all sites and workplaces. In addition inspections will be conducted in the relevant areas whenever there are significant changes in the nature and/or scale of our operations.

Workplace inspections will also provide an opportunity to review the continuing effectiveness of the policy and to identify areas where revision of the policy may be necessary.

Work Equipment

It is the policy of the Company to comply with the law as set out in the Provision and Use of Work Equipment Regulations 1998. The term "Work Equipment" covers all tools, equipment, vehicles and machinery used at work.

The Company will endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used.

All workers will be provided with adequate information and training to enable them to use work equipment safely.

The use of any work equipment, which could pose a risk to the well being of persons in or around the workplace, will be restricted to authorised persons.

All work equipment will be maintained in good working order and repair, and shall be serviced according to the manufactures instructions.

All workers will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment.

All work equipment will be clearly marked with health and safety warnings where appropriate, guarding arrangements must not be removed or altered.

When selecting company cars and vehicles priority will be given to safety features such as ABS breaks, roll bars, air bags, impact protection and seat belts.

Personal Protective Equipment

It is the policy of the Company to comply with the law as set out in the Personal Protective Equipment at work regulations 1992.

All workers who may be exposed to a risk to their health and safety while at work will be provided free of charge with suitable, properly fitting and effective personal protective equipment. This equipment may include ear protectors, eye protection, hard hats, high visibility

jackets, gloves, steel toe capped footwear, cold weather/waterproof clothing etc.

All personal protective equipment provided by the Company will be properly assessed prior to its provision.

All personal protective equipment provided by the Company will be maintained in good working order. All PPE must be returned to the appropriate place or store after use and any loss, damage or wear reported. Employees have an obligation to look after PPE and any other items of equipment provided for safety and shall co-operate in inspections.

All workers provided with personal protective equipment by the Company will receive comprehensive training and information on the use, maintenance and purpose of the equipment.

The Company will endeavour to ensure that all personal protective equipment provided is used and used properly by its employees.

PPE is personal equipment and should not be shared to avoid the risk of infection for ear protectors, gloves, boots, helmets etc.

No person shall carry out a task or operation without the use of appropriate PPE, to prevent ambiguity this is interpreted as meaning the following:

Safety Footwear (Steel Toe Capped)

All staff involved with heavy manual handling, forklift truck and plant operating must wear these.

Site Safety Helmets (Hard Hats with or without peaks)

These must be worn by all staff at all times within designated hard hat areas and by those involved in fork-lift truck and plant operating.

High Visibility Jackets

These must be worn at all times when working in areas where vehicles and plant are being used, they will also be required when loading or unloading trucks on public roads.

Manual Handling Operations

It is the policy of the Company to comply with the law as set out in the Manual Handling Operations regulations 1992.

Manual handling operations will be avoided as far as reasonably practicable where there is a risk of injury.

Where it is not possible to avoid manual handling operations and if it is reasonable and practicable to do so, an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned.

An assessment will be reviewed if there is any reason to suspect that it is no longer valid.

All possible steps will be taken to reduce the risk of injury to the lowest level possible. Staff will receive special training in Manual Handling when required.

Protective footwear must be used during heavy manual handling operations; other items of PE such as gloves must be used if and when required. This requirement applies to self-employed persons and contractors as well as employees.

Display Screen Equipment

It is the policy of the Company to comply with the law set out in the Health and Safety (Display Screen Equipment) regulations 1992.

The Company will conduct health and Safety assessments of all workstations staffed by employees who use VDU screens as part of their usual work and will ensure that all workstations meet the requirements set out in the Schedule to the regulations.

The risk to users of VDU screens will be reduced to the lowest extent reasonably practicable. VDU screen users will be allowed periodic breaks in their work.

Eyesight tests will be provided for VDU screen users on request.

Where necessary VDU screen users will be provided with the basic necessary corrective equipment, such as glasses or contact lenses.

All VDU screen users will be given appropriate and adequate training on the health and safety aspects of this type of work and will be given further training and information whenever the organisation of the workstation is substantially modified.

Control of Hazardous Substances

It is the policy of the Company to comply with the law as set out in the Control of Substances Hazardous to Health Regulations 2002 and as such the following procedures will be implemented:

Any material used, and/or encountered during work, which has the potential for harming health, shall be subject to these arrangements.

A risk assessment will be conducted of all work involving exposure to hazardous substances where there is a significant risk. The assessment is based in manufacturers' and suppliers' health and safety guidance (where such information is available) and our own knowledge of the work process.

The Company will ensure that exposure of employees to hazardous substances is minimised and adequately controlled in all cases.

All employees who will come into contact with hazardous substances will receive comprehensive and adequate training and information on health and safety issues relating to that type of work.

Assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

A hazardous substance is any material purchased or otherwise encountered which has the potential for harming health and includes dusts, fumes, gases, liquids and micro-organisms. What ever the route of entry to body – eyes, skin, cuts, abrasions, breathed in or swallowed.

The Company will ensure that when ordering materials the suppliers provide a Hazard Data Sheet (Safety Data Sheet) for all substances and that this information will be used to produce a Risk Assessment

and staff advised of the results. Where possible, if a material can harm health and is classed as hazardous, the elimination of the use of the material or substitution by a safer product shall be investigated.

Staffs is advised to read the labels on all substances and follow manufactures instructions, substances should be stored in their original packaging, preferably in a locked cabinet.

Personal Protective Equipment for hazardous substances includes masks, respirators, gloves and body protection that can range from an apron to a protective chemical suit. Any equipment preventing or controlling exposures to hazardous substances shall be maintained and tested periodically, and as required. Staffs are required to make appropriate use of such equipment and report any defects without delay.

Most of the materials and substances found with in company workplaces and of low risk and of the kind in most domestic residences.

Staff shall be provided with information as to the hazardous substances or materials to be used or encountered, instructed in safe working methods and be trained to be able to follow instructions. Staff shall comply with instructions issued and co-operate with any monitoring exercises.

Fire Safety Policy

The Company fire safety policy and procedures take account of special fire hazards in specific areas of the workplace and, where appropriate, have been complied with the assistance of the local fire service.

Employees Duties

All employees within the firm have a duty to conduct their operations in such a way as to minimise the risk of fire.

This involves taking care when smoking: keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials. No Smoking signs must be obeyed.

Staff also has a duty to report immediately any fire, smoke or potential fire hazards to the fire service (in the U.K., dial 999 or 112)

All staff are encouraged to attend the fire safety training courses run by local fire brigades of the Fire Protection Association.

Fire Detection Equipment

Smoke or fire detectors and manually operated fire alarms **may** be located at strategic points throughout “host premises”. If a smoke or fire detector sounds it is the responsibility of any employee present to activate the alarm and help evacuate the building.

Staff must never tamper with or misuse fire fighting equipment or alarms. Smoke or fire detectors must never be covered or inoperable.

Corridors, exit (escape) routes, fire fighting equipment, signs and alarms must be kept uncovered and clear of any obstructions at all times. Corridors and exits must not be blocked or locked and must never be used as storage space.

Fire fighting Equipment

Fire extinguishers are located at strategic points in the company premises and should be located at strategic points in “host premises”. In some areas automatic sprinkler systems activated by automatic detection systems **may** have been installed. Employees are expected to tackle a fire themselves only if it would pose no threat to their personal safety to do so.

Do not tackle a fire unless it is safe to do so. If the situation is dangerous or potentially dangerous the employee should activate the alarm and help staff to evacuate the building/site/venue immediately. Staff must ensure that fire-fighting equipment is never covered or obscured.

Fire Doors

Fire doors (identified by standard Safety Signs) designed to slow the spread of fire and smoke throughout the workplace **may** have been installed at strategic points in host premises. Fire doors are designed to close automatically after opening and must never be blocked (with items such as flight cases), jammed or tied open.

Fire Exits

Fire exits (identified by standard safety signs) should be located at strategic points throughout the workplace.

Emergency lighting *may* have been installed in exit corridors, above emergency exit doors and throughout the workplace or host premises.

Emergency Evacuation Procedure

In the event of the fire alarm being activated, or in any other emergency situation (such as a bomb scare or gas leak), all employees must leave the building by the nearest available exit and assemble at the designated assembly point.

Fire Procedures

- 1) If you discover a fire, however small, call the fire brigade by:-
 - **Telephone – Dial 999 or 112**
 - Give the operator your telephone number and ask for the fire brigade.
 - When the brigade replies give the call distinctly;

"Fire at LEL Hire Ltd, Unit 14F, Nuralite Industrial Centre, Higham, Rochester, Kent, ME3 7JA".

- 2) The premises will be evacuated by members of staff.

Act calmly and leave the building or venue by using the nearest available exit. Do not wait to collect personal belongings. If it is safe to do so, close windows and doors and turn off the equipment.

Go to the Fire Assembly Point in road at the front of the building.

- 3) **NO ONE SHOULD RE-ENTER THE PREMISES UNTIL TOLD TO DO SO BY A FIRE BRIGADE OFFICER THAT IT IS SAFE TO DO SO.**

Accident Investigation & Reporting

It is the policy of the Company to comply with the Reporting of Injuries, Diseases and Dangerous occurrences Regulations 1995 (RIDDOR 95).

The Managing Director, will be responsible for making reports to the Local Authority or HSE as required under RIDDOR (%).

The Company sees accident investigation as a valuable tool in the prevention of future incidents.

After an accident the scene should be preserved until an investigation has been carried out. In the event of an accident resulting in injury a report will be drawn up by the Safety Director or a person appointed by the Safety Director detailing:

- The circumstances of the accident including photographs and diagrams wherever possible
- The nature and severity of the injury sustained
- The identity of any eyewitnesses
- The time, date and location of the incident
- The date of the report

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable.

Any person required to give an official statement has the right to have a lawyer or trade union representative present at the company's expense.

The completed report will then be submitted to and analysed by the Managing Director who will attempt to discover why the accident occurred and what action should be taken to avoid a recurrence of the problem.

All reports will be submitted to the company lawyers who will advise on liability, proceedings and quantum of damages. The lawyers will then submit the report to the company's insurance risk advisors for assessment.

A follow up report will be completed after a reasonable period of time examining the effectiveness of any new measures adopted.

Accident Procedure

A first aid kit will always be available at company premises. These will be easily accessible by all employees during all working hours, the first Aid kits are kept in the warehouse area in the company premises.

The person holding a current first aid certificate that is responsible for the proper use and maintenance of the first aid kits is Claire Deadman.

The Qualified First Aiders and Appointed Persons are:

Clair Deadman & Dave Grimshaw

Accident records are compiled and stored by the Managing Director. Any person who uses first aid equipment from any first aid box must provide details of what equipment was used to the First-Aider as soon as possible so that the equipment used can be replaced at the first possible opportunity.

The Safety Director is responsible for reporting cases of accident and disease to the relevant enforcing authority under RIDDOR 95 where applicable.

Details of all accidents, however minor, incurred at work shall be entered in the Accident Book.

Accident Books are kept in the company offices with the First Aid kit, any person may fill in the accident report book, this should normally be the victim but if her or she is not able to make a report then a witness, friend or the first aider must fill in the accident book and the Managing Director notified as soon as possible.

In the case of a serious accident, incident, near miss or dangerous occurrence, The Managing Director will be informed as soon as possible; the Managing Director will inform the Local Authority by the quickest possible means (normally by telephone). A written report shall be submitted on form F2508 shall be submitted within 10 days in accordance with the Guidance to the RIDDOR 95 for all deaths, major injuries and reportable dangerous occurrences or on form F2508A for all cases of reportable disease.

Any injury that keeps a worker away from his normal work for three days (including the day of injury) is classed as a Major injury.

Any injury to any member of the public, which requires hospital treatment, must be reported on form F2508.

A National Incident contact centre has been set up to receive reports required under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995. Telephone: 0845 3009923 fax: 0845 3009924 or E-mail: riddor@natbrit.com.

Fitness of Employees

Upon joining the company all new employees shall advise the management of any illness or disability that may prevent them for carrying out their duties in safety. These illnesses or disabilities shall include heart disease, epilepsy, asthma, angina, diabetes, back problems etc.

The management must be informed if any of these illnesses or disabilities arises during the time the employee is engaged by the company.

Drink and Drugs

The Company has a duty to ensure that so far as is reasonably practicable, the health and welfare at work of all our employees and similarly you have a responsibility to yourself, your colleagues and others. The use of Alcohol and Drugs may impair the safe and efficient running of the business and/or health and safety of our employees and others.

If your performance or attendance at work is affected as a result of alcohol or recreational drugs, and/or we have reason to believe you as an employee have been involved in any drug related incident/offence, you may be subject to disciplinary action and dependant on the circumstances; this may lead to your dismissal.

All employees must inform the Company of Supervisor if they are using any prescribed medication that may affect their safety or the safety of others.

Policy for Staff Driving Company Vehicles and Private or Hired Vehicles used for Work Related Purposes.

This Policy sets out the requirements for staff who wish to drive a Company vehicle. However, staffs that use other vehicles, e.g. hired or their own car are required to follow this policy.

The Company takes seriously its “duty of care” and as such considers the safety of occupants of its vehicles and all people on site to be of paramount importance. Drivers need to be particularly aware of the safety of pedestrians whilst driving around event sites and observe the speed limit of 5 mph.

All staff that requires to drive a Company vehicle must have a valid driving licence in order to be legally covered by the Company Insurance. Copies of the driving licence are held on file by the Safety Director, who needs to check their validity before vehicle keys are issued.

Drivers must understand and agree to abide by the following:

- (a) Declare any convictions obtained by informing the Safety Director and supplying a copy of their endorsed driving licence.
- (b) To appreciate their “Duty of Care” towards all other road users and drive with care, consideration and at a speed appropriate to the conditions around the Company premises or host site.
- (c) It is the driver’s responsibility to ensure that a pre-journey safety check is carried out on the vehicle, the following list is for guidance:
 - Tyres appear road worthy, free of unusual signs of wear or low/high pressure
 - Vehicle body is in safe condition and no apparent fuel, oil or other fluid leaks
 - No load is overhanging the extremity of the vehicle
 - All warning/hazard lights are in working order
 - Driving mirrors are clean and suitably adjusted for the driver
 - Windscreens are in good condition (not obstructed by snow/dirt and not chipped, cracked etc.)
 - Wash bottles have a sufficient supply of liquid
- (d) When a vehicle is out for more than a day, particularly for extended periods, it is the driver’s responsibility to ensure

- that extra daily checks are made, namely checking oil and cooling system fluid levels, the tyre pressures and the lights.
- (e) Alcohol **must not** be consumed, either whilst on driving duty or for 12 hours previous to taking charge of a vehicle.
 - (f) Drivers are not permitted to drive under the influence of drugs. If any driver is taking medication, which could affect his/her driving, they should obtain clearance from their line manager and where necessary written advice from their own or Company doctor with regard to medication they are taking.
 - (g) Drivers are expected to comply with EU restrictions on hours of driving.
 - (h) No smoking is to be allowed in any vehicle at any time.

Seatbelts

Seatbelts are fitted to all Company vehicles where required. Drivers are expected to wear them at all times and it is their responsibility to do so, otherwise the insurance against injury in the event of an accident is invalid.

It is the driver's responsibility to emphasise to all passengers that they are expected to use any seat belts provided. If the belts are not used, any passenger injured in an accident will not be covered by the Companies insurance policy.

Risk Assessment

A travel risk assessment needs to be completed before any journey using a Company vehicle.

Before any journey is undertaken a written Risk Assessment for the trip must be passed to the Safety Director for approval and signature. A signed copy of the document will be held on record by the Company for one year after the journey start date. Risk Assessments should include any possible or expected hazards, which are likely to be encountered during the journey; e.g. weather conditions, the suitability of non—main roads, any medical conditions of passengers, etc.

They should state: -

- What precautions or contingencies have been made to deal with the above; e.g. condition of first aid kit, equipment carried, phone numbers, etc.

- The driving arrangements; e.g. relief drivers, route, change over points, rest halts, alternative routes and halts.
- Confirmation from the Safety Director that the vehicle has been properly serviced for roadworthiness.
- In addition the driver should also carry out the checks on the condition of the vehicle as in (c) and (d) above.
- Before any journey is undertaken it should be checked that the first aid kit is complete.

First Aid

Company vehicles must carry a basic first aid kit. It is the responsibility of each driver to ensure that the contents of the kit are kept up to date with supplies. Any accidents that occur should be dealt with in the normal way, preferably by a member of staff who is First Aid trained.

Mobile phones

It is a requirement that an operating mobile phone is carried on the vehicle plus a supply of relevant phone numbers including emergency numbers by the member of staff present in the vehicle.

The mobile phone may only be used by the driver in the driver's seat when the engine is not running and the vehicle is safely parked or when a hands free kit is used.

In the Event of an Accident

If a driver is involved in a crash, which causes injury to another person or animal not in the vehicle, or damage to another vehicle or roadside property; the driver needs to take the following actions:

- Stop and exchange details (driver and vehicle owner's name and vehicle registration number) with the third party involved. This is legal requirement.
- Inform the police of the accident if somebody is injured or if the third party does not exchange details
- Obtain the name and address of the owner/driver of other vehicle(s) involved along with registration number(s) and name(s) of their insurers

- Obtain the names and addresses of independent witnesses, if any. Make a note with a sketch of the accident location, position of vehicles , road signs, measurements etc
- Do not admit any responsibility

Violence and Aggression at Work

Introduction

Anyone at work can be a victim of aggression and even outright violence, as well as harassment or bullying during the course of employment. Men are as much at risk as women and violence can occur in any community. Threats, aggravation and tension caused by potential aggressors can lead to stress-related problems. Reducing the risks to personal safety reduces fear, encourages confidence and enables employees to stay in control.

It is essential to the implementation of Company health and safety policy that all incidents of violence and aggression connected with work activities are reported to line managers and the Health and Safety Advisers. As it is only in this way that the risks can be identified and appropriate protective and disciplinary measures put in place.

To support these arrangements, training will be offered to everyone employed by the Company to ensure that they are aware of, and can fulfil, their duties regarding safety from violence at work.

Definition

Violence and aggression at work include all forms of behaviour which produce damaging or hurtful effects, physically or emotionally, to staff (and others) in the course of their work.

All violence to staff is unacceptable, whatever form it takes and whatever reasons are cited for it. The Company will not tolerate the use of harassment (in any form). Verbal abuse, bullying, deliberate silence, threats, or physical assault against members of staff by students, visitors or other staff, or by member's of staff against other groups. The detailed procedures for dealing with racial and sexual harassment are laid down in the other Company.

General Statement

Violence is not considered to be an acceptable part of any job nor is it part of the duties of any employee to accept violent or aggressive behaviour. [Employees have the right to walk away from/stop dealing with (e.g. put the 'phone down') violent/abusive situations at work.]

Dealing with, or being subjected to, violent behaviour is not considered to be a failure on the part of an employee.

The Company recognises the potentially damaging effects of violence on individuals, work performance and the organisation as a whole and is committed to combating it.

Responsibilities

Managers/Supervisors/Head of Department are responsible for ensuring that all reasonable foreseeable risks of violence to their staff are assessed and prevented/controlled so far as is reasonably practicable.

The Managing Director is responsible for monitoring reported incidents and for providing training/advice/information on safe practices and procedures (including this guidance).

The Company is responsible for ensuring appropriate aftercare for victims. Aftercare procedures may include reasonable support for: counselling; time off work; earnings protection; help in bringing a court case; assistance with compensation claims, or medical assistance.

Sanctions to be taken in the event of violent or aggressive behaviour by a Company employee will be determined by the application of the disciplinary action policy.

Procedures for employees and others to take care of their own health and safety (and that of others who may be affected by what they do or fail to do) include:

- The requirement to operate procedures as laid down, e.g. entry procedures, wearing ID passes, notification of visitors to reception etc.;
- Attendance at training events associated with health and safety;

- Reporting of all incidents (involving violence and aggression) to managers/Directors and the health and safety advisers.
- Reporting of identifiable hazards, risks or problems identified during the course of work to line managers.

Performance Measures

Ultimately a reduction in the total number of violent or aggressive incidents occurring each year is the aim of an effective policy, but as incidents are still under-reported the initial aim will be to reduce the rate of increase of violent incidents.

Evaluation and Review

These procedures will be reviewed annually by the Health and Safety Committee in conjunction with the accident/incident statistics and amended in the light of experience and discussion.

Working Time Policy – Working Time Regulations 1998

The aim of this policy is to embrace the terms of the Working Time Regulations 1998 and enhance and promote the mutual trust and co-operation between the Company and its employees. It is the Company's policy to implement and adhere to the Working Time Regulations to ensure compliance with UK and European legislation.

In the interests of workers' health and safety it is imperative that a balance is reached between an individual's work and personal time and wherever an individual's contract of employment, or this policy, provide certain entitlements to workers, the Company require employees to exercise their rights in the interests of maintaining good working practices and protecting the health and safety of all workers.

The principle provisions of the policy, in accordance with the Regulations are:-

- A limit an average weekly working time to 48 hours, calculated over a reference period, although employees can choose to work longer
- Record keeping
- Provisions in respect of night workers
- Health assessment opportunities for night workers
- Minimum daily and weekly rest periods
- Rest breaks at work
- Compensatory rest

Paid annual leave

The policy covers all employees and workers engaged the Company, with the exception of the Directors where, on account of the specific characteristics of the activity in which they are engaged, the duration of their working time is not measured or predetermined, or it can be determined by themselves.

The Company will ensure that employees will not be discriminated against for asserting their rights. An employee may refuse to exceed any limits on working time applicable under the regulations and may refuse to work when entitled to a rest period or break.

The Company will take all reasonable steps to ensure that employees do not work more than an average of 48 hours over a reference period of 17 weeks.

Working Time is defined as when an employee is working at the Companies disposal and carrying out their activities or duties; in order for time to be considered "working time" under the Regulations all elements of the above definition must be satisfied.

Time at work, but not working time, is defined as: -

- Travelling to and from either permanent or temporary place of employment.
- This does not include travel between separate and/or locations which the Company occupies during a normal day, which is classed as working time
- Tea breaks
- Lunch breaks spent at leisure

The following activities are excluded from the definition of working time: -

- Standby – on call
- Home-working, where an employee has taken work home, unless prior authorisation from the employee's line manager has been given
- Absence
- Holidays

The average weekly working time is calculated by dividing the number of hours of working time worked by the employee by 52 weeks.

The calculation of average weekly working time takes into account periods where an employee is absent due to their annual leave entitlement, sick leave, and maternity leave. If any such time falls within the reference period, extra time is added to total hours worked to compensate for the absence.

The calculation is $\frac{A+B}{C}$

A = total number of hours worked a 52 week period

B = total number of working hours immediately after the reference period, being the number of working days equal to the number of days missed due to holidays, sick leave, maternity leave

C = total number of weeks in the reference period

The Company will retain records of when the Company has given the opportunity for night workers to undergo health assessments.

The Company will in addition keep records in respect of all employees which are adequate to show that the maximum weekly working limit is being complied with. The Company will also keep records which are adequate to show the length of night work limits are being complied with.

All records will be kept for 2 years from the date of the most recent entry and if required will be made available to the Health and Safety Executive or any other appropriate authority.

For the purpose of the Working Time Regulations 1998, night time will be considered to be the period between the hours of 11.00pm and 6.00am.

An employee will be considered to be a night worker if, as a normal course, they work at least 3 night time hours on the majority of days on which they work.

The Company is required to take all reasonable steps to ensure the normal hours of night workers do not exceed an average of 8 hours in each 24 hour period, calculated over a 17 week period.

For the purposes of the limit on night work it is night workers "normal" hours of work which are relevant. Therefore, the calculation is not

affected by absence from work, e.g. due to sickness, as a worker's normal hours of work would remain the same regardless of the actual hours of work.

Where a worker works overtime, their normal working hours are the hours of work fixed by their contract of employment. Time worked as overtime is not normal working time unless a worker's contract fixes a minimum number of hours on it including overtime which is more than their notional fixed hours.

The Regulations provide a formula for calculating a night worker's average normal hours.

The formula is as follows: -

A.
B-C

A = number of hours during the reference period which are normal working hours for that worker

B = number of 24 hour periods during the reference period

C = number of 24 hour periods of rest to which a worker is entitled under the Regulations (i.e. one period of 24 hours for each 7 days) over the whole of the reference period.

The Company presently provides pre employment health screening for all employees if required. In addition, under the Working Time Regulations the Company is now required to provide an opportunity for a free health assessment for all night workers on a regular basis. The Company will ensure that they meet their obligations under the Regulations, in order to safeguard the health and welfare of all "night workers".

Employees are entitled to a rest period of 11 consecutive hours between each working day. This means that subject to Clauses below, no worker will be permitted to work for longer than 13 hours in any 24 hour period.

Employees are entitled to an uninterrupted rest period of not less than 24 hours in each 7 day period or, alternatively, 48 hours in each 14 day period. Weekly rest entitlement is subject to Clauses 13, 15 and 16.

If a shift worker changes shift it may not be possible for them to take their full daily or weekly rest entitlement, before starting the new pattern of work. In such a case, the entitlement to daily and weekly rest does not apply, subject to compensatory rest as per Clause 17, which is already provided for within the shift pattern worked by employees.

Employees are entitled to an uninterrupted break for 20 minutes when daily working time is more than 6 hours. This should be a break in working time and should not be taken at the start or end of the shift. All employees are entitled to rest breaks either equivalent to, or excess of the statutory minimum and as such their entitlements will remain unchanged.

The entitlement to weekly and daily rest periods, rest breaks and the length of normal night work, do not apply to workers in a range of special circumstances:-

- Where a worker's different places of work are distant from one another, or
- Where the worker's activities are such that his place of work and place of residence are distanced from one another.
- Where the employee is engaged in security and surveillance activities.
- Activities involving the need for continuity of service or production on technical grounds.
- Where there is a foreseeable surge of activity,
- Where the employee's activities are affected by an occurrence due to unusual and unforeseeable circumstances, exceptional events, the consequences of which could not have been avoided, or an incident or imminent risk of an accident.

In addition to the Clause above, the right to daily rest and weekly rest may be varied or dis-applied by the Company at its discretion, subject to providing compensatory rest as set out in the Clause below.

Where it is not possible to provide rest breaks, daily rest or weekly rest to employees due to the applicability of a special case scenario or because they are engaged in shift work, the Company will provide an equivalent period of compensatory rest wherever possible within a reasonable period of time.

Under the Working Time Regulations 1998 all employees are entitled to a minimum of 4 weeks' paid leave, inclusive of public holidays and bank holidays.

All workers engaged by the Company receive paid annual leave in excess of entitlement under their Terms and Conditions of Employment and will continue to do so. With regard to the procedure for requesting annual leave and carrying days over, employees are referred to their terms and conditions of employment.

Noise at Work

It is the Policy of the Company to comply with the Noise at Work Regulations 2006. At times, the advice and assistance of a specialist competent person will be required for this process.

Employees are warned that exposure to high noise levels can cause incurable hearing damage. Ear protection is freely available to all staff. Any person who experiences hearing problems should seek medical advice. Employees shall follow any instructions given and correctly use any hearing protection that is provided in accordance with training given.

At the events that the Company is involved in the sound levels will exceed the second action level if 85 dB (A) in front of stages and speaker systems, in audience arenas and venues, on stage and quite often in backstage areas. Ear protection must be worn in these areas; normally, ear protection signs will be present.

Ear protection is advisable in areas where the level is between 80 and 85 dB (A), the first action level, this includes most back stage areas.

Speaker systems are not the only source of noise that staff may be exposed to, the others include generators, tractors, fork lift trucks, parameters (post bashers) and other items of plant and machinery as well as heavy traffic such as in car parks or close by to busy road ways, if your work involves working on or near noisy plant or machinery or close to noisy traffic, ear protection must be used and training will be provided on its correct use.

Any work that exposes employees to noise in excess of 80 dB (A) over a working day and/or any work liable to create a noise nuisance to neighbouring occupiers shall be subject to these arrangements.

The company shall ensure that suppliers of mechanical plant and equipment to the Company provide information on the noise emissions likely during normal use in order that adequate considerations can be given to the reduction of noise. For noise exposures liable to exceed 80 dB (A) over a working day, assessments shall be made. Such assessments may be site specific but more commonly generic assessments relating to the type of work will be used and reissued. Operatives shall ensure that the precautions suggested are implemented. Such precautions may include noise reduction techniques and/or hearing protection.

Plant and equipment shall be maintained such that noise emissions are kept to a minimum. Staff and employees are required to make the appropriate use of such equipment and report any defects without delay.

Contractors shall advise the company of processes (other than PA systems) liable to generate high noise levels prior to any contract being awarded so that the implications can be discussed and taken into consideration.

The Section of the Noise at Work Regulations for which this document provides summary guidance includes;

- ❖ Assessment of Exposure.
- ❖ Assessment records.
- ❖ Reduction of risk of hearing damage.
- ❖ Reduction of noise exposure.
- ❖ Hearing protection.
- ❖ Hearing protection zones.
- ❖ Maintenance and use of equipment.
- ❖ Provision of information to employees.

The NAW Regulations include the assessment of noise at work and protection from damage to hearing.

Within the scope of regulations:

LEPd means Level of Exposure per eight hour day taking no account of any effect of hearing protection.

First Action Level means a LEPd of 80 dB (A)

Second Action Level means a LEPd of 85 dB (A)

Peak Action Level means a peak of noise pressure = 200 pascals.

The terms 'his' 'he' shall also mean 'her' or 'she' as appropriate.

This is the Company's policy for complying with the Noise at Work Regulations 2006 (hereafter known as NAW Regulations).

ASSESSMENT OF EXPOSURE

Summary Guidance

A suitable and sufficient assessment of the risks to hearing involved in all workplace activities shall be undertaken and recorded when any employee is likely to be exposed to the first action level or above or to the peak action level or above.

Action Required

Identify those activities and areas where noise levels are significant e.g., difficulties with normal conversation.

Identify those persons or groups who may be exposed to this noise.

Arrange for a competent noise assessor to carry out an assessment of the activity/area.

Provide assessor with such information as he requires to carry out the assessment.

Arrange review of assessments in the event of any significant changes in the work which the assessment relates to.

ASSESSMENT RECORDS

Summary Guidance

Records of all assessment and subsequent reviews shall be made and stored in a retrievable format.

Action required

A record of the assessment results and recommendations will be provided by a competent person. This record will be kept, until a subsequent assessment has been undertaken, and archived in a retrievable format.

REDUCTION OF RISK OF HEARING DAMAGE

Summary Guidance

The risk of damage to the hearing of employees from noise exposure will be kept as low as is reasonably practicable.

Action Required

In addition to taking the steps required by the Noise at Work Regulations to reduce exposure below the second action level, you will need to consider whether more can be done to control noise exposures to further reduce any risk to hearing.

REDUCTION OF NOISE EXPOSURE

Summary Guidance

Where any employee is likely to be exposed to the second action level or above or to the peak action level or above, reduce, so far as is reasonably practicable (other than by the provision of personal ear protectors), the exposure to noise of that employee.

Action Required

Identifying which steps are reasonably practicable to reduce the noise level by engineering means;
Establishing priorities for actions;
Ensuring that action is taken;
Reassessing noise exposure.

In establishing priorities, your aim should be to identify where action will bring most benefit.

Factors to take into account are:

- The number of people
- Exposure levels
- Costs
- Effectiveness of controls
- Any factors which make reliance on personal ear protection especially undesirable, such as strenuous work in a hot, dirty environment.

EAR PROTECTION

Summary Guidance

The duty to provide ear protectors depends on the exposure level.

Action required

Where assessment indicates noise exposures between 80 dB (A) and 85 dB (A), employees should be advised there may be risk to hearing, and hearing protection made available should they wish to wear it. Training on the correct use of ear protection will be provided.

Where assessment indicated noise exposure above 85 dB (A) or peak levels above 200 pascals, employees should be advised there is a risk to hearing and that the wearing of hearing protection is mandatory. Training on the correct use of ear protection will again be provided.

Based on the recommendations made by the assessment, a programme should be initiated to introduce engineering controls to reduce these noise levels to the lowest level reasonably practicable.

Further advice should be sought from the competent noise assessor as is required e.g., selection of suitable hearing protection. Consideration should be given to the level of noise when selecting new machinery.

HEARING PROTECTION ZONES

Summary Guidance

Where any employee is likely to be exposed to the second action level or above, this area should be demarcated as a hearing protection zone.

Action Required

Advise employees that a hearing protection zone is in operation.
Enforce the wearing of hearing protection.
Identify hearing protection zones by use of approved signage.

MAINTENANCE AND USE OF EQUIPMENT

Summary Guidance

All PPE provided by the Company for the benefit of employees in compliance with these regulations shall be fully and properly used.

Action required

Suitable and sufficient stocks of hearing protection should be maintained.

Provision should be made for the cleaning of hearing protection. Periodic awareness programme should be introduced to promote hearing protection. (e.g., poster campaigns etc.)

Training will be provided on the correct use of hearing protection.

PROVISION OF INFORMATION TO EMPLOYEES

Summary Guidance

Employees shall be given information on;
The risk of hearing damage from exposure to high volume noise levels.
How to minimise the risk.
How to obtain hearing protection.
The employee's obligations under the regulations.

Action Required

Each employee likely to be exposed to significant noise levels will undergo a briefing on: -

Likely noise exposure and effects.

Reporting deficiencies.

How to obtain hearing protection.

Lifting Appliances, Equipment and Rigging

- All lifting operations must be planned and supervised by a competent person in accordance with the Lifting Operations Lifting Equipment Regulations 1991 and the Provision and Use of Work Equipment Regulations 1998.
- Lifting appliances will only be operated by competent, certified and authorised personnel.

- Appropriate evidence of thorough examinations and or testing having been carried out in respect of all Lifting Appliances and Lifting Equipment must be available for inspection before use.
- Structures and ground surfaces from which Lifting Appliances will operate will be adequately constructed and prepared to ensure as far as practicable the stability of the appliance during use and monitored accordingly.
- Practical steps will be taken to prevent falling and spillages of materials.
- Where necessary barriers and fencing will be erected to protect operatives and other persons who may be affected by the rigging and lifting operations.
- Safe working loads and working load limits of appliances or equipment must not be exceeded.
- A competent person will be responsible to carry out inspections, through examinations and compilation of records as necessary.
- Sites will be checked for proximity hazards before use of any Lifting Appliances and necessary precautions taken in respect of signs, barriers etc.
- Risk Assessments will be prepared for all Rigging Operations.
- Where necessary a Method Statement will be prepared before any lifting operations are commenced.
- All points of rigging must have a secondary back up, where the point is rigged to a span set the back up must be made of steel. Safety chains must be used on speakers and wherever else required.
- The *Lifting Operations and Lifting Equipment Regulations 1998* will be complied with in all respects.

Weather

Bad weather can make conditions on site and on roads very dangerous, rain, snow, ice, wind and mud being the five worst factors.

The temptation to rush jobs or skimp on safety matters must be resisted and even more care must be taken with electrical safety. Vehicles and equipment may get stuck in mud and need to be towed out, if this is the case stewards must be used to keep onlookers at a safe distance and only chains or tow ropes used that are well within the safe working loads, the use of temporary road way should be considered. Forklift trucks must never be used for towing other vehicles.

Extra care must be taken with vehicles, plant and machinery to prevent slipping and skidding in wet and muddy conditions. Staff must attend for work with suitable warm and weatherproof clothing and footwear in cold/or wt weather and suitable sun block (Factor 15 or above) and covering for the skin to prevent burning or sun stroke in hot sunny weather.

Long term exposure to the sun will speed up ageing of the skin and increases the chance of skin cancer in ;later life, staff are advised to keep their tops on and wear a wide brimmed hat to protect the head, face and neck from the suns harmful ultraviolet rays. In hot weather staff should drink plenty of liquid but not alcohol. Try to avoid working in the sun, rotate work operations to avoid the sun. Working in the sun can be very stressful and judgment can be impaired with the onset of even minor heat exhaustion. Seek prompt medical advice if you think you have a skin problem.

Green Field Sites

Green field sites contain a number of additional hazards not encountered elsewhere; these include Lime Disease, Ring Worm, Tetanus and Leptospirosis (also known as Weils Disease).

Where ever [possible employees should keep away from hedges and fences to avoid cuts, scratches, thorns, brambles and barbed wire. Any person who suffers a wound from one of these sources should seek medical assistance and advice as these wounds can be contaminated by Tetanus. Employees should cover all broken skin with waterproof plasters before starting work and wear P.P.E. such as gloves. Wash your hands after work and always before eating, drinking or smoking.

Employees are advised to keep up to date with anti-tetanus vaccinations from their G.P. and to have all cuts obtained on outdoor sites examined by a Doctor.

Employees must not climb trees, walls or other objects and structures on outdoor sites unless the structure has been specifically installed and designed to be climbed and all safety precautions and procedures are strictly followed.

Where ever possible employees should stay clear of ponds, lakes, streams, rivers, ditches, pools and puddles and never wash hands in

such bodies of water as they may contain a bacteria infection know as Leptospirosis. This disease is carried by rats and cattle in their urine.

This is a serious and sometimes fatal infection that can enter the body through small cuts and scratches and through the lining of the mouth, throat and eyes after contact with infected water and urine, it may also contaminate cattle feed stuffs on farms. All sightings of rats should be reported.

Employees should cover all broken skin with waterproof plasters before starting work and wear P.P.E. such as gloves, Wellington boots and barrier cream, this is especially important when collecting in equipment (particularly cables) after a show that may have become contaminated with sewage, vomit or urine (Human or animal). Wash your hands after work (with soap, water and antiseptic) and always before eating, drinking or smoking. Try to avoid involuntarily actions such as rubbing the face, nose, mouth or eyes.

If any employee suspects they may have been in contact with Leptospirosis. Especially if they develop flu-like illness and severe headaches they should report to a doctor as soon as possible and state that you suspect you may have contacted Leptospirosis. If treated promptly, Leptospirosis is much less severe.

If Leptospirosis is confirmed, the Safety Director must be informed and a report made to the HSE or Local Authority on HSE form F2508A as required by R.I.D.D.O.R. 95.

Safety Rules

General

1. All employees should be ware of, respect and adhere to the rules and procedures contained in this policy statement.
2. All employees shall immediately report any unsafe practices or conditions to the relevant authority.
3. Any person under the influence of alcohol or any other intoxicating drug, which might impair motor skill or judgement, whether prescribed or otherwise, shall not be allowed to work.
4. Horseplay, practical joking or any other acts, which might jeopardise the health and safety of any other persons, are forbidden.
5. Any person whose level of alertness and/or ability are reduced due to illness or fatigue will not be allowed to work if this might jeopardise the health and safety of that person or any other person.
6. Employees shall not adjust, move or otherwise tamper with any electrical equipment or machinery in a manner not within the scope of their duties, unless instructed to do so by a senior member of staff.
7. All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to other workers.
8. No worker should undertake a job, which appears to be unsafe.
9. No worker should undertake a job until he or she has received adequate safety instruction and is authorised to carry out the task.
10. All injuries must be reported to the delegated representative.
11. Employees should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and shall immediately report and deficiencies to the supervisor.
12. Work shall be well planned and supervised to avoid injuries in the handling of heavy materials and while using equipment.
13. No employees should use chemicals without knowledge required to work with those chemicals safety.
14. Suitable clothing and safety footwear will be worn at all times. Personal protective equipment shall be worn wherever appropriate.

15. All employees are expected to attend safety meetings of required.
16. The use of alcohol and recreational drugs is strictly prohibited, any employee found to be consuming alcohol or recreational drugs IS LIABLE TO INSTANT DISMISSAL.

Working Environment

1. The working environment must be kept clean and tidy.
2. Any spillages must be cleaned up immediately according to appropriate procedures.
3. Waste materials and rubbish must be routinely removed and placed into bins or skips for disposal. All combustible materials must be disposed of according to appropriate procedures, this will normally be disposal into sealed metal containers.
4. Leads and cables must be laid and suitably covered in a way so as not to present a hazard.
5. Chemical waste must not be discarded into sinks, toilets, streams or other water courses.
6. Aerosols and chemical containers must be discarded according to the appropriate procedures, not into fires.
7. Employees are advised to always wash their hands before eating and drinking.

Walkways

1. Walkways and passageways must be kept clear from obstructions at all times.
2. If a walkway or passageway becomes wet it should be clearly marked with warning signs and/or covered with non-slip material.
3. Trailing cables are a trip hazard and should not be left in any walk or passageway.
4. Any change in the floor elevation of any walkway or passageway must be clearly marked.
5. Where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway in such a way as to constitute a safety hazard.
6. Where a passageway is being used by any vehicles or other moving machinery an alternative route should be used by pedestrians wherever possible. If no alternative route is possible the area should be clearly marked with warning signs and any

additional precautions as may be required must be taken to ensure safety.

Tool and Equipment Maintenance

1. Company vehicles, machinery and tools are only to be used by qualified and authorised personnel. It is the responsibility of the supervisor to determine who is authorised to use specific tools, vehicles and equipment.
2. It is the responsibility of all employees to ensure that any tools, vehicles or equipment they use are in a good and safe condition.
3. Any tools, vehicles or equipment, which are in any way defective, must be reported so they can be repaired or replaced.
4. All tools must be properly and safely stored when not in use.
5. No tool should be used without the manufacturers recommended shields, guards or attachments.
6. Approved personal protective equipment must be properly used where appropriate.
7. Persons using machine tools must not wear clothing, jewellery, laminate passes, wrist bands or long hair in such a way as might pose a risk to their or anyone else's safety.
8. Employees are prohibited from using any tool, vehicles or piece of equipment for any purpose other than its intended purpose.

Personal Protective Equipment

1. Employees must use all personal protective equipment provided to them in accordance with the training and instruction given to them regarding its use.
2. Employees who have been provided with personal protective equipment must immediately report any loss of, damage or obvious defect in any equipment provided to their supervisor or the Safety Director.
3. Gloves should always be used when handling litter, waste and chemicals of any kind. Eye protection should also be used when handling chemicals.

Manual Handling, Lifting and Moving

1. Lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand.
2. The load to be lifted or moved must be inspected for sharp edges, slivers and wet or greasy patches.
3. When lifting or moving a load with sharp or splintered edges gloves must be worn. Gloves should be free from oil, grease or other agents, which might impair grip.
4. Protective footwear must be used when lifting any heavy load or a load that is capable of damaging the feet if dropped.
5. The route over which the load is to be lifted or moved should be inspected to ensure that it is free of obstructions or spillage which could cause tripping or spillage.
6. Employees should not attempt to lift or move a load, which is too heavy to manage comfortably.
7. Where team lifting or moving is necessary one person should act as co-ordinator, giving commands to lift, lower etc.
8. Trucks to be loaded or unloaded must be parked on a firm level surface with the engine off and the hand-break on. Staff should stand well clear until the driver has opened the truck doors, just in case the load has shifted during transit it there are loose objects at the rear of the pack that may fall when the doors are opened. Only authorised Company personnel shall undertake the loading or unloading of trucks.
9. When unloading or loading vehicles in the street a "safe working area" must be established using cones, bollards and safety barriers.
10. When lifting an object off the ground employees should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back. These steps should be reversed for lowering an object to the ground.
11. When carrying bin bags, half fill then and carry them away from your body to avoid cuts and jabs; the bag may contain broken glass or other sharp objects. Always use gloves when handling litter and waste and wash your hands after work.

Electrical Safety

1. Electrical work must only be carried out by competent and qualified persons.
2. Portable power tools for use outdoors must be the 110 volts (CET) type.
3. All electrical equipment owned and supplied by the Company will receive regular Portable Appliance Testing. (PAT Testing). Employees shall not use their own electrical equipment unless it has been PAT Tested and permission obtained from the Management.
4. All electrical equipment must be given a visual inspection by the operator before use; this should include checking the plug for damage or burn/scorch marks, inspecting the lead for damage, checking that all connections are secure and that the equipment is in a good state of repair.
5. All electrical equipment must be used with a fuse of the correct rating.
6. If a piece of equipment keeps "tripping out" (more than two or three times) an RCD or M.C.B, then that equipment should not be used until it has been checked and tests by a competent person and any fault corrected. Apart from checking that the fuse of the correct rating is fitted there is little more a non-qualified person can do. Never try to remove or short circuit the trip; it is almost certainly your appliance that is at fault.
7. Note: An M.C.B. (overload trip) is far less sensitive than an R.C.D. earth Leakage trip). An appliance well within the rating of an M.C.B. may well "trip out" if it has a fault, when connected to a system with an R.C.D. The fault may not have shown up before if it has been used in a non-R.C.D. system, such as domestic installation that is not normally fitted with R.C.D. protection.
8. Any coiled mains lead will heat up in use, to prevent this, extension leads or reels should be fully unwound from their drums before use or they may heat up, melt together and cause a fire.
9. Drivers of high-sided vehicles, forklift drivers and other plant and machinery operators must be made aware and on the look out for overhead cables and the appropriate action taken.
10. Multi-way adaptors that allow more than one appliance to be run from one socket are a major danger. The rule is one appliance to one socket.

11. Employees should report all faults and damage immediately and that piece of equipment taken out of service until it has been repaired. Employees must be on the lookout for possible dangers such as damaged/faulty plugs and equipment, frayed cable, loose connections and poorly laid cables.
12. Checks must be made to see all connections are safe and tamper proof.
13. All electrical connections must be made with the correct connectors and the correct gauges of cable, if in doubt, ask!
14. Never turn on the power to any equipment unless you have checked that it is safe to do so.
15. Employees must not touch or tamper with such connections unless they are qualified or have been given clear instruction about connecting and disconnecting and they are certain that the system is "dead" and therefore safe.

Fork Lift Trucks and Plant

- Forklift trucks and other items of plant must only be used by authorised company personnel or contractors who are a minimum of 17 years old and hold the relevant national accredited and recognised certificate. Only authorised operators will be issued with keys. Keys must be removed and machines immobilised when left unattended.
- Under no circumstances will unauthorised persons operate lift trucks or plant.
- Operators will be provided with information in regard to the lift truck or plants capabilities and will ensure capabilities will not be exceeded.
- The plant must be inspected each day before use and the operator's inspection form filled in, any faults and defects must be reported immediately, the machine must not be used until all faults and defects have been rectified.
- Plant operators and any staff working in close proximity to plant operations must use safety helmets, safety footwear and high visibility jackets.
- A "Safe Working Area" must always be established before work commences. Safety signage for plant workings will be erected and a speed limit of 5 mph will be in force; areas where plant is reversing should be taped off, if practicable and be clear of all unnecessary personnel.

- Passengers must never be carried in vehicles or plant not designed to carry passengers nor shall forklift trucks be used to lift people unless a correct and suitable platform is fitted.
- All plant and vehicles will be inspected and tested on a regular basis by the approved contractor and must meet the requirements of the Lifting Operations and Lifting Equipment regulations 1998 where applicable.
- Attention must be given to terrain, load requirements, reach etc. when selecting lift trucks and plant use.
- All overhead obstructions including power cables will be identified and clearly marked and where necessary fenced or shrouded.
- Loading will only be permitted onto structures or vehicles designed to accept such loads.
- Access to all loading/off-loading points will be level, suitable and clear of obstructions.
- Noise assessments will be made before plant is taken into service and information and protective equipment issued to operators where necessary.
- During refuelling and maintenance operations operatives will wear any required protective clothing or equipment such as gloves.
- The “flashing beacon” in lift trucks and plant must be used when the plant is operating.

The basic categories of lift truck in normal use are:

- Rough Terrain Counterbalance Lift truck
- Telescopic Materials Handlers
- Industrial Counterbalance Lift truck (as used by Lift, Turn, Move)

Each category requires a separate operator’s certificate.

Contractors should note that only nationally approved certificates issues by the following organisations are accepted:

- The Construction Industry Training Board
- Construction Plant Certification Scheme
- LANTRA National Training Organisation
- The Independent Training Standards Scheme and Register (ITSSAR) (the administrative arm of the Association of Industrial Truck trainers)
- National Plant Operators Registration Scheme
- Road Traffic Industry Training Board
- International Powered Access Federation (IPAF)

Vehicle Safety

1. No member of staff is allowed to use company vehicles unless authorised to do so and covered by Fully Comprehensive or Fleet Insurance.
2. No member of staff must drive a vehicle or item of plant if not fully fit to do so and not suffering from tiredness or fatigue.
3. No member of staff must drive a vehicle or item of plant under the influence of drugs (prescribed or recreational) or alcohol. Journeys must only be carried out if no other practicable alternative is possible, e.g. holding conference call or travelling to meetings by train rather than road.
4. All drivers of company vehicles must be over 18 years in age and hold a full (clean) driving licence for the type of vehicle to be driven.
5. All drivers of company vehicles must follow the Highway Code and the provisions of the Road Traffic Act.
6. It is the policy of the Company to maintain all company vehicles in safe and road-worthy condition as well as fully Road Fund Taxed and MOT Tested.
7. All maintenance, servicing, testing and repair work to company vehicles shall be carried out by approved contractors and maintenance records kept on file.
8. Drivers of company vehicles must check tyres, tyre pressures, fuel, oil, water, lights, horn, wipers, washers and the general condition of the vehicle on a daily basis and report any faults. Faulty vehicles shall not be used until faults are rectified. If required, instruction will be provided on how to conduct these checks.
9. When loading or unloading vehicles, the vehicle must be parked on a firm level surface with the engine off, keys removed and the hand-break on. Everyone should stand well clear until the driver had opened the truck doors, just in case the load has shifted during transit or there are loose objects at the rear of the pack that may fall when the doors are opened. The loading or unloading of trucks shall only be undertaken by authorised personnel.
10. When unloading or loading vehicles in the street a "safe working area" must be established using cones, bollards and safety barriers to protect staff and members of the public.
11. Drivers must supervise the loading of their vehicle and ensure the load is safe.

12. High Visibility Jackets must be worn at all times when working in areas where vehicles and plant are being used, they will also be required when unloading and loading trucks on public roads.
13. Drivers must not drive over leads and cables on outdoor sites unless the loads or cables are suitable, protected and it is safe to do so.
14. Drivers of high-sided vehicles must be made aware of and on the look out for bridges and overhead cables and the appropriate action taken. The height of high sided vehicles shall be displayed in the cab of the vehicle.
15. Personal vehicles must only be used for work or business purposes if the driver has the required insurance to use the vehicle for work or business purposes. Checks will be made (and records kept) of insurance details before permission is given to use a private vehicle for work or business.
16. The use of mobile phones by drivers while driving is strictly prohibited unless an approved "hands free" system is fitted and used. Drivers are encouraged to use answering systems on mobile phones. Calls must only be made or received (including messages and texts) on mobile phones when the vehicle is stationary with the engine switched off unless a hands free kit is fitted.

Work at Height

No Company staff should attempt any operation that involves work at height. Work at height should not be undertaken unless absolutely essential, other options must first be considered. When work at height takes place "Hard Hat" areas must be established, signs must be erected and the area below kept clear, only those people who are essential to the operation should remain below and they must be equipped with "Hard Hats", protective footwear and other necessary P.P.E. All work at height will be conducted in accordance and compliance with the Work at Height Regulations 2005.

Those working at height must use the type of helmet used by rock climbers and other items of safety equipment as required, this equipment must be used.

Ladders

- Only Class 1 Industrial Heavy Duty Ladders that are free from defect must be used.
- All ladders will be inspected by a competent person on at least an annual basis, "ladder tags" will be used to identify all ladders and record inspection information.
- Ladders must be secured at the top at each stile by lashing or proper clamps. If not practicable they can be skated at the base, footed to weighted down.
- Ladders must be pitched at 75° angle and must raise at least five rungs above the place of landing or secured alongside an upright handhold.
- Ladders and steps should be free from obstruction at the base area and should be pitched plumb, either with a levelling device or prepared base.
- Only one person at a time should be allowed on a ladder.
- Heavy materials or tools will not be carried – either ascending or descending the ladder.
- The climber must maintain three points of contact with the ladder at all times.
- Ladders should be used only for access or light work of short duration.

