

Health and Safety at Work etc. Act 1974

**DAYTONA STAGE HIRE
HEALTH AND SAFETY POLICY
AND GUIDANCE ON SAFE
SYSTEMS OF WORK**



Prepared by

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This document is for employees of Daytona Stage Hire but also forms part of the conditions of Work Contracts with Contractors engaged to supply goods and services to Daytona Stage Hire Contractors must bring this document to the attention of their staff and sub-contractors.

Issue 1 Revision 4

1st July 2021

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DAYTONA STAGE HIRE HEALTH AND SAFETY POLICY

Part 1 General Statement of Policy

It is the policy of Daytona Stage Hire (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 illnesses 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 events where the Company operate including contractors and temporary workers, as well as any members of the public who might be affected by our operations.

While the 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, line manager or the Safety Advisor. 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 himself 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 our 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.

Dated: 1st July 2019

Signed..... Paul Haigh. Proprietor.

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THE POLICY AS APPLIED TO CONTRACTORS (INCLUDING THE SELF EMPLOYED)

Introduction

The Health and Safety at Work Act imposes duties on independent contractors (Contractors) to ensure that their activities are carried out so as not to expose others (whether or not being their employees) to risks to their health and safety. Additional duties are imposed on contractors in relation to persons employed by them. The Management of Health and Safety at Work (M.H.S.W.) Regulations 1999, require employers to produce evidence of risk assessments and subsequent controls and procedures, details of these assessments and controls shall be supplied to Daytona Stage Hire (Hereafter known as the Company) when requested.

There are many statutory Health and Safety requirements and relevant Regulations imposing duties depending on the service the contractor is supplying.

Contractors shall observe the relevant general duties specified in the Health and Safety at Work etc. Act 1974 and all other current statutory and regulatory requirements for the services they supply.

It is not the Companies responsibility to inform contractors of their duties, as independent contractors you must be aware of the responsibilities placed upon you by relevant Health and Safety legislation.

Contractors must maintain a very high standard of safety working in co-operation with the Company staff, Safety Advisor, event Promoters and organisers, the venue's owners and management together with all other interested parties. The Company will inform and co-operate with contractors and all other interested parties with regard to anything that may affect their health and safety or the health and safety of others as well as giving details of any emergency procedures that may exist. Contractors are required to bring this document to the attention of their employees and sub-contractors engaged on this project and to comply with its requirements.

Safety Advisors on site may stop and if necessary suspend operations if health and safety is being compromised in any way, contractors will be held financially responsible if the stoppage or delay is attributed to their operations being in breach of health and safety regulations and procedures.

Specified Work Agreement for the Services of Contractors

This Policy is part of the conditions of Work Contracts with the Company but remains valid and binding even if issued separately or with a different but relevant document. Contractors are required to bring this document to the attention of their staff and sub-contractors. Full compliance with this Policy is expected of all Contractors and sub-contractors.

The omission to mention any other Regulation or statutory safety requirements does not absolve Contractors from their general obligations of whatever kind in relation to health and safety at work.

Part 2

The Organisation

PROPRIETOR
Proprietor – Paul Haigh
Specific Responsibilities <p>It shall be the duty of the Proprietor 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 in compliance with 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 the 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 resources are made available for health and safety.ix. To report certain accidents, diseases and near misses to the relevant authorities.

MIDDLE MANAGEMENT

Crew Chiefs

1. General Responsibilities

To adhere to the general policy of the Company.

2. Specific Responsibilities

- i. It shall be the duty of 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 Proprietor. 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 AND CONTRACTORS INCLUDING THE SELF EMPLOYED

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 complied 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 any 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 any 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 Management System

In accordance with Regulation 5 of the Management of Health and Safety at Work Regulations 1999, Daytona Stage Hire has a safety management system for the effective planning, organisation, control, monitoring and review or preventive and protective measures. Daytona Stage Hire Occupational Safety Management System is based on the HSE publication, “HSG 65 Successful Health and Safety Management”.

Safety Personnel Policy

The overall and final responsibility for health and safety in the Company is held by Paul Haigh the Proprietor.

The person responsible for overseeing, implementing and monitoring the policy is the Proprietor, Paul Haigh.

In accordance with Regulation 7 of the Management of Health and Safety at Work Regulations 1999, the company has appointed Chris Hannam of Stagesafe as external health and safety advisor (info@stagesafe.co.uk – 07831 437062).

Recruitment Policy

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 new employee will be verified. Applicants shall not be recruited if, either, not fully fit or considered unsuitable for training for the work available.

Sub Contractors

It is the Company policy to only use sub-contractors with a proven and industry recognised expertise in their field.

- All sub-contractors will be assessed by for suitability prior to appointment.
- All sub-contractors will be made aware of this Health and Safety Policy and are expected to abide by it.

Safety Training Policy

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.

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All new employees will undergo basic 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.

- All staff and freelancers will receive a copy of the Daytona Stage Hire Health and Safety Policy.
- All new members of staff will be given basic training in Daytona Stage Hire procedures.
- All members of staff shall be continually assessed in their ability and given training as appropriate.
- All members of staff shall be encouraged to ask for training if they are unsure of their ability.
- Staff will be given the opportunity to attend training courses that are relevant and appropriate to their roles in Daytona Stage Hire.

Courses in the following areas have been recognised as useful and relevant:

- First Aid
- Fork Lift and Powered Access
- Fire Extinguishers, Fire Awareness and Fire Warden
- Zarges - Ladder training
- Access Towers
- Manual Handling

The person with the responsibility for safety training is Paul Haigh, Proprietor.

Consultation Policy

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

The purpose of safety meetings is to provide a 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 Policy

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 company health and safety policy.

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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, by example and an "open door" policy.

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 reasonable steps to preserve and protect the 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

Health Surveillance Policy

It is the policy of the business to provide to the legal minimum requirement, any health surveillance and or protective or corrective equipment as is deemed appropriate having taking into regard the risks to health and safety as identified by risk assessment under the C.O.S.H.H. Regulations, the Ionising Radiation Regulations, the Noise at Work Regulations, the D.S.E. Regulations and all other subsequently and relevant regulations or legislation.

Consultation and Communication Policy

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

The purpose of safety meetings is to provide a 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.

It is our policy to establish effective lines of communication both internally and externally as required by:

- Involving and consulting with workers on issues affecting their health and safety at work and to take account of their views on these matters.

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Communication takes place through:

- Individual conversations
- Staff meetings
- Notice-boards
- Providing information on performance, lessons learned from incidents, plans, standards, procedures and systems etc.

Display the following:

- The 'Health and Safety Law - What You Should Know' poster
- Our current Certificate of Employers' Liability Insurance
- Our Health and Safety Policy

The Company will:

- Consult with workers when changes to processes, equipment, work methods etc. are introduced into the workplace that may affect their health and safety at work.
- Notify all workers of the arrangements for appointing a competent person to advise on health and safety matters.

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

The Health and Safety (Information for Employees) Regulations 1989

It is the policy of the company to comply with The Health and Safety (Information for Employees) Regulations 1989.

We will provide information to their employees with certain information relating to health, safety and welfare at work by:

- Displaying the 'approved poster' or
- Providing the 'approved leaflet'.

The Employers Liability Insurance Act

The company will provide approved Public Liability Insurance from an approved Insurer and display the Certificate of Insurance where it can be seen by all employees.

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An *approved policy* is one which does not contain prohibited clauses, which would allow the insurer to disallow a claim under the policy.

An *authorised insurer* is a person or company lawfully carrying on insurance business in Great Britain under Part 2 of the Companies Act 1967.

Health and Safety (Safety Signs and Signals) Regulations

The Regulations cover various means of communicating health and safety information. They include the use of illuminated signs, hand and acoustic signals, e.g. fire alarms, spoken communication and the marking of pipework containing dangerous substances.

These are in addition to traditional signboards such as prohibition and warning signs. Fire safety warning signs, fire exit signs and fire-fighting equipment are also covered.

The Company will provide specific safety signs whenever there is a risk that has not been avoided or controlled by other means, e.g. engineering controls and safe systems of work. Where a safety sign would not help to reduce that risk, or where the risk is not significant, there is no need to provide a sign. Road traffic signs will be used within workplaces to regulate road traffic and the Company will maintain the safety signs which are provided by them. Employees will be instructed and informed of the various different signs and what they need to do when they see a safety sign.

The Regulations apply to all places and activities where people are employed but exclude signs and labels used in connection with the supply of substances, products and equipment or the transport of dangerous goods.

Safety Training Policy

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 Business management that if a job is not done safely then it is not done effectively.

All new employees will undergo basic safety training upon joining the business and will be trained in safe working practices and procedures prior to being allocated any new role. Safety 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.

All new employees will be given basic training immediately before starting work for the first time, this will include a detailed tour of the premises during which the following will be pointed out:

- a) The means of raising the alarm in an emergency

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- b) The Emergency Assembly Point
- c) All Fire Exits and Fire Doors (the need to keep these unlocked and clear of obstruction will be made clear).
- d) The location of the First Aid Kit and Accident Book together with an explanation of the need to complete the Accident Book and record all accidents and “near hits”
- e) The location of toilets and welfare facilities
- f) The location of all fire extinguishers and other safety equipment and safety signs and an explanation that these must be kept uncovered and unobstructed.
- g) The names/locations of Fire Wardens and First Aiders
- h) The need for good housekeeping
- i) Any other relevant safety information

As soon as possible after starting work, all employees will undergo:

- a) Basic Fire Safety Training
- b) Manual Handling Training
- c) Basic Electrical Safety Training
- d) Noise at Work Training
- e) PPE Training

Selected employees will undergo:

- a) First Aid at Work Certificate course
- b) Fire Warden Training
- c) Plant Operator Training
- d) Work at Height Training
- e) National Rigging Certificate

The persons with the responsibility for safety training are the Director’s

Management of Health and Safety Policy

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

Safety Management System

In accordance with Regulation 5 of the Management of Health and Safety at Work Regulations 1999, the Company has a safety management system for the effective planning, organisation, control, monitoring and review or preventive and protective measures. The Companies Occupational Safety Management System is based on the HSE publication, “*HSG 65 Successful Health and Safety Management*”.

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.

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The Company operates three levels of Risk Assessment as follows:

Generic – these cover most of the normal company activities.

A generic Risk Assessment (GRA) is based on the principle that the majority of work tasks undertaken by employees are repetitive and that the risk is foreseeable it is possible to develop risk assessments that satisfy the Company requirements which are 'generic' in their nature e.g. pertinent to the number of staff undertaking the same task.

A generic risk assessment will identify the hazards associated with the task, the effect or harm that could occur and the control measures which should be in place to eliminate or reduce the risk.

Generic assessments are perfectly acceptable but research by the HSE has found that one of the biggest pitfalls with the risk assessment process comes about when generic assessments are used when a 'site-specific' assessment is required. Users of generic assessments must have the ability to revise them to suit an individual site, task, personnel, equipment and working conditions.

This means staff must know how to monitor, reassess the situation, alter the paperwork accordingly and inform all those who may be affected by the changes. Sadly we see far too much use of generic risk assessments as many businesses simply want them so they can be sent to clients when asked for them and those doing the work have no idea of how to change a generic assessment into a site-specific assessment when required or what to do with an assessment of any kind i.e. implementing controls and monitoring.

Site Specific – As stated above, many tasks that staff undertake are repetitive and predictable in terms of their inherent risk and it is possible to develop generic risk assessments that provide employees with guidance as to how to work safely.

It is however recognised that there will be work tasks which cannot, due to the complexity of the task, the nature of the environment or the competency required of the employee, be covered by a generic risk assessment.

Where it is identified that a particular task cannot be safely managed through the application of a generic risk assessment responsibility will rest with the line manager to ensure that a suitable and sufficient task-specific risk assessment is undertaken and recorded.

Dynamic - or '60 second' risk assessments are terms which describe the process of continually and consciously assessing the hazards present in undertaking a work task. Frequently, circumstances can change quite dramatically, and sometimes in a short space of time, the weather being a case in point.

Alternatively, a task which appears straight-forward can quickly become complex due to a circumstance which was not reasonably foreseeable.

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All staff will be trained and encouraged to apply the principle of dynamic risk assessment in their everyday work activities which should assist them to foresee and prevent accidents and incidents at work.

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.

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

- On an annual basis or;
- When there is a 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.
- Where a specific proposed site activity is deemed by the Managers in charge to be sufficiently hazardous during the initial site risk evaluation to require a detailed assessment.

Staff shall be aware of the methods and risks involved in their respective operations. This information shall be in the form of either generic or job specific method statements and risk assessments.

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

Permits to Work

Where proposed work is identified as having a high risk, strict controls are required. The work must be carried out against previously agreed safety procedures, a 'permit-to-work' system.

The permit-to-work is a documented procedure that authorises certain people to carry out specific work within a specified time frame. It sets out the precautions required to complete the work safely, based on a risk assessment. It describes what work will be done and how it will be done; the latter can be detailed in a 'method statement'.

The permit-to-work requires declarations from the people authorising the work and carrying out the work. Where necessary it requires a declaration from those involved in shift handover procedures or extensions to the work. Finally, before equipment or machinery is put back into service, it will require a declaration from the permit originator that it is ready for normal use.

Situations where a permit-to-work would be appropriate include:

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- High or low voltage electrical work.
- Work on complex production plant.
- Work in confined spaces.
- Work involving naked flames (hot work).
- Work on roofs or work at height
- Excavation work.
- Work on or near asbestos.

(This is not an exhaustive list)

A permit-to-work is a document that will set out the way in which the risk is to be controlled by specifying:

- The scope of work to be carried out.
- The location of the work.
- Who is responsible.
- Who is to do the work.
- What precautions need to be taken.
- Hazards identified.
- PPE required.
- Authorisation to commence work.
- What checks will need to be carried out?
- The emergency arrangements.
- What to do in unusual circumstances.
- The time limit of the permit.
- Handback.
- Cancellation.

A permit-to-work must be signed by both the person issuing it and the recipient. When all work is complete or the time limit has expired, the permit-to-work must be cancelled and signed to that effect by the issuer.

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A permit-to-work must also be cancelled if there is a need to change the system of work since the requirements for safe working will need to be carefully reviewed.

(Principle Contractors are responsible for controlling their sites or tours and issuing permits as required, those permits are independent of the Company)

Who can Issue a Permit to Work

A Permit to Work system for staff or contractors and for specific activities is often in place on sites or premises where Company operates. Permits are normally issued by the relevant venue management.

Principle Contractors are also responsible for controlling their sites or tours and issuing permits as required by CDM Regulations.

When will it be issued?

A permit will only be issued where appropriate control measures have been identified and these are supported by work Method Statements.

The following activities may require a permit

- Any work which involves digging/breaking into the ground.
- Drilling or inserting spikes, stakes or poles into the ground.
- All temporary operations involving open flames or producing heat and/or sparks, this includes, but is not limited to, Brazing, Cutting, Grinding, Soldering, Thawing, and Welding require a Hot Work permit.
- Work on live electrical systems
- Activities involving working at height

Close out of permits

Permits are issued by the relevant manager of the project within the Company, a representative of the venue where the operation is to take place. Permits must be closed out by the issuing manager within the timescale indicated on the permit.

Notification period

A period of notice may be required for the issuing of a permit. This gives the issuing authority of the project time to assess the documentation and agree on other actions as required. The work should be pre-planned so this notification period will not impact on the job if it is managed appropriately. However, there

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are situations, unplanned events, where this notification period cannot be met. These will be dealt with on an individual basis.

Method Statements

Whilst Method Statements have no legal status but they can be very useful in certain situations such as when building a temporary structure, they are not required for every work task, procedure or activity.

A Method Statement is nothing more than a set of step by step instructions such as a set of manufactures instruction, a recipe for making a meal or the instructions for the assembly of a model aircraft kit or the assembly of flat packed furniture. Manufactures instructions must always be followed.

They represent a written safe system of work that also contains safety instructions and should always be followed.

Competent Person to Advise

In accordance with Regulation 7 of the Management of Health and Safety at Work Regulations 1999, the company has appointed Chris Hannam, CMIOSH, FIIRSM, AMIIAI of Stagesafe (07831 437062 – chris@stagesafe.co.uk) as the competent health and safety advisor.

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

Health Surveillance Policy

It is the policy of the business to provide to the legal minimum requirement or above, any health surveillance and or protective or corrective equipment as is deemed appropriate having taking into regard the risks to health and safety as identified by risk assessment under the C.O.S.H.H. Regulations, the Ionising Radiation Regulations, the Noise at Work Regulations, the D.S.E. Regulations and all other subsequently and relevant regulations or legislation.

Workplace Policy

It is the policy of the business 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 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 the revision of the policy may be necessary.

Where relevant, site surveys will be undertaken to assess the suitability of our operation to a specific venue or site, in particular checks will be made on

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access routes, ground conditions and the proximity of overhead or underground services such as power, gas, water or telephone lines.

It is our Policy to ensure:

- the workplace and equipment, devices and systems are maintained in an efficient state, in good working order and in good repair;
- equipment, devices and systems are subject to a suitable maintenance programme;
- effective and suitable ventilation should be provided;
- the temperature inside the workplace is reasonable and that thermometer is provided for employees;
- during working hours the temperature in all indoor workplaces must be reasonable. There's no law for minimum or maximum working temperatures, e.g. when it's too cold or too hot to work. Guidance suggests a minimum of 16°C for offices etc. or 13°C if employees are doing physical work. There's no guidance for a maximum temperature limit.
- no method of cooling or heating which results in the escape of fumes, gases or vapours likely to be injurious or offensive shall be used;
- lighting, as far as is practicable, should be natural;
- the workplace, surfaces and the furniture, furnishings and fittings should be clean;
- waste should not accumulate;
- the room dimensions should be reasonable to ensure good health, safety and welfare;
- workstations and seating must be arranged suitably, not endanger health, enable the user to exit swiftly if need be, and a footrest provided if required;
- floors and traffic routes must be constructed of a material suitable for the purpose they are to be used and not be uneven or slippery. Suitable drainage must be provided where necessary;
- so far as is reasonably practicable, suitable and effective measures must be taken to prevent injury from falling objects and to protect against the risk of a person injuring themselves from a fall;

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- employees must also be protected from dangerous substances including those that may burn or scald, any poisonous or toxic substance or any fume, vapour or other substance which is likely to cause danger to any person;
- windows, skylights, translucent doors, walls and ventilators must be made of safety material or be protected against breakage. Fittings must also present no risk to health or safety;
- the workplace shall be organised in such a way that pedestrians and vehicles are separated where ever possible and can circulate freely in a safe manner;
- suitable and sufficient sanitary conveniences must be provided at readily accessible places;
- where the nature of the work deems it appropriate, a suitable and sufficient supply of the following must be provided:
 - adequate toilet facilities
 - washing facilities including showers
 - accommodation for work clothes
 - facilities for changing clothes
 - facilities for rest and to eat meals;
- an adequate supply of wholesome drinking water must also be provided.

Securing Access to Work Areas

The company recognises the risks and hazards associated with rigging, work at height, electricity, the construction of mobile structures and work at different sites and will take appropriate measures to stop the general public or other contractors on site (including indoor sites and work areas) from entering the area within their control or onto unfinished or unsafe structures. The project manager should make this prohibition known to other contractors before they start work (as part of the CDM Regulations) and ensure that sub-contractors comply with it and any specific precautions adopted.

Risk assessments will be undertaken during the project planning stage to ensure all effective controls are in place prior to any construction or hazardous work activity commencing.

Where there are no perimeter fences in place at any construction or hazardous working area, the project manager should ensure all reasonable

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steps are taken to secure the area, by means of putting up a suitable and sufficient perimeter exclusion zone.

Securing Work Areas

The Crew Boss will ensure that all vehicles and plant with moving parts, e.g. forklifts, are effectively immobilised when left unattended.

Whenever possible, such equipment should be locked in a separate enclosure when the site or venue is unoccupied.

The Crew Boss will ensure that all materials which could cause injury if they fall, e.g. decking, scaffold, pipes and fencing will be stacked or stored in a way which prevents their easy displacement. Temporary, but secure and stable, racking will be used when appropriate.

Where ladders or ramps have been used to gain access to elevated areas, these should be removed or disabled to prevent unauthorised use and access when the site or hazardous working area is not in operation.

The Crew Boss or project manager will confirm that any electrical installations and supplies will be switched off, or isolated whenever possible when the site or work area is not in use.

All tools and equipment used will be securely stored to prevent unauthorised use and loss or damage to equipment.

On-Site Inductions

Upon arrival at the site or venue, all workers will be given a brief induction by the Crew Boss or a person appointed by the Crew Boss, the induction will cover the following:

- a) Site parking positions and pedestrian lanes
- b) The means of raising the alarm in an emergency
- c) The means of escape in an emergency
- d) The Emergency Assembly Point
- e) The location of fire safety and first aid equipment
- f) The location of First Aiders
- g) The location of welfare facilities including toilets, washing, drinking water and catering.
- h) The location of the Accident Report Book and the reporting procedure
- i) PPE requirements
- j) Safe Working Areas
- k) Any required Permits to Work

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l) Any other relevant information

You are expected to cooperate fully with this procedure, you are also required to attend and take part in any safety meetings, updates and briefings as may be required.

Work Equipment and Plant Policy

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 wellbeing 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.

Any broken, damaged or faulty work equipment (including electrical equipment) must be clearly marked to indicate that it is non-serviceable, taken out of service and reported to management that replacement or repair is required.

All users of pneumatic tools will be given training and information on their correct use as there are several dangers associated with the use of pneumatic tools. First and foremost is the danger of getting hit by one of the tool's attachments or by some kind of fastener that you are using with the tool.

All persons using a compressor must have had the necessary training and have read and fully understand these operating instructions. Repairs must only be carried out by a qualified engineer.

Do not operate any compressor with the compressor motor guard removed; compressor motors get very hot during use.

Do not adjust, or tamper with the safety valves. The maximum pressure is factory set and should be clearly marked on the compressor.

Always make sure the pressure regulator is set to the recommended setting for the air tool being used.

Pneumatic tools must be checked to see that the tools are fastened securely to the air hose to prevent them from becoming disconnected. A short wire or positive locking device attaching the air hose to the tool may also be used and will serve as an added safeguard.

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If an air hose is more than 1/2-inch (12.7 millimetres) in diameter, a safety excess flow valve must be installed at the source of the air supply to reduce pressure in case of hose failure.

In general, the same precautions should be taken with an air hose that is recommended for electric cables, because the hose is subject to the same kind of damage or accidental striking, and because it also presents tripping hazards.

When using pneumatic tools, a safety clip or retainer must be installed to prevent attachments such as chisels on a chipping hammer from being ejected during tool operation.

Pneumatic tools that shoot nails, rivets, staples, or similar fasteners and operate at pressures more than 100 pounds per square inch (6,890 kPa), must be equipped with a special device to keep fasteners from being ejected unless the muzzle is pressed against the work surface.

Airless spray guns that atomize paints and fluids at pressures of 1,000 pounds or more per square inch (6,890 kPa) must be equipped with automatic or visible manual safety devices that will prevent pulling the trigger until the safety device is manually released.

Eye protection is required, and head and face protection is recommended for individuals working with pneumatic tools. Screens must also be set up to protect nearby workers from being struck by flying fragments around pneumatic chippers, riveting guns, staplers, or air powered drills.

Compressed air guns should never be pointed toward anyone. Workers should never "dead-end" them against themselves or anyone else. A chip guard must be used when compressed air is used for cleaning.

Paint spraying presents both a toxic and a fire hazard, and must only be carried out in a suitable well-ventilated enclosure, away from all sources of ignition, including static electricity. Filters on ventilation plant must be checked regularly. Efficient personal respiratory protection, as well as skin and eye protection, must be worn wherever necessary.

Noise is another hazard associated with pneumatic tools. Working with noisy tools requires proper, effective use of appropriate hearing protection.

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

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

A risk assessment must be completed before the use of any plant such as lift

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trucks and MEWPs.

All lifting plant and equipment must be accompanied by the current Certificate of Inspection/Examination as required by LOLER 1998. A copy of the Operators Manual must also accompany the item of plant.

Operators will refuse to operate unsafe plant or plant that does not have the correct documentation accompanying it.

Before use each day, plant operators will complete a daily safety inspection which will be recorded in writing.

Only competent operators will operate items of plant, operators and contractors should note that only Level 2 (or above) NVQ Qualifications in Forklift Truck or MEWP operations are accepted.

All work equipment held by the Company comes under The Provision and Use of Work Equipment Regulations 1998 (Specifically Regulations 4 to 10 the 'management' duties of PUWER 98 covering a selection of suitable equipment, maintenance, inspection, specific risks, information, instructions and training. It also covers the conformity of work equipment with legislation which brings into effect the requirements of EC Directives on product safety).

Work equipment for hire or for use by Company staff and crew undergoes a visual inspection prior to use. Further inspections along with a stringent prep process will be carried out prior to any items leaving the premises once it has been designated to a job.

Personal Protective Equipment Policy

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 employees 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, fall protection equipment, 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 to the Crew Boss, Manager or Supervisor.

Employees have an obligation to look after P.P.E. 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.

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

No person shall carry out a task or operation without the use of the appropriate P.P.E., 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 operations or work in designated PPE zones must wear these, this specifically includes "Backline Technicians".

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 operations.

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 or when working in designated PPE zones.

Gloves

These must be used if damage to the hands may be possible and when handling chemicals and hazardous substances.

Hearing Protection

Must be used when there is a danger to the ears from high volume sound or noise such as when operating a forklift truck or other items of plant or equipment.

Eye Protection

This must be worn when there is a danger to the eyes from chippings, spray, sparks or flying debris.

Fall Arrest Equipment and Climbers Helmets

Fall arrest harness, connectors, shock absorbers, fall arrest lanyards and climbing helmets must be used by all those involved with climbing and work at height operations.

Manual Handling Operations Policy

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 is reasonably practicable where there is a risk of injury.

Where it is not possible to avoid manual handling operations and if it is

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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 P.P.E. such as gloves must be used if and when required. This requirement applies to self-employed persons such as most backline technicians and contractors as well as employees.

Noise at Work Policy

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 the training given.

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

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

Speaker systems are not the only source of noise that staff may be exposed to, the others include rattle guns, generators, tractors, forklift trucks, parmiters (post bashers) and other items of plant and machinery as well as heavy traffic such as in car parks or close to busy roadways, 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,
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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 the 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 85dB(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 Companies policy for complying with the Noise at Work Regulations 2006 (hereafter known as the NAW Regulations).

ASSESSMENT OF EXPOSURE

Summary Guidance

A suitable and sufficient assessment of the risks to hearing involved in all work activities shall be undertaken and recorded when an 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

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activity or area.

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

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

Arrange for health surveillance (audiometry testing) for those staff members at risk of hearing damage.

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 the action will bring the most Paul Haigh.

Factors to take into account are:

- the number of people
- exposure levels
- costs
- effectiveness of controls

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- 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 80dB(A) and 85 dB(A), employees should be advised there may be a 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 program 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 an 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 Paul Haigh 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.

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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.

1. Work at Height Policy

1. Introduction

It is the Policy of the business to follow the Work at Height Regulations 2005.

The purpose of the Policy is to:

- minimise the risk to the health, safety and welfare of staff, contractors, visitors and others who may be required to work at height and to anyone affected by the work activities of a person working at height on jobs or contracts being carried out by the company.
- establish guidelines on health and safety requirements for staff or contractors working at height.
- comply with the requirements of the Work at Height Regulations (the Regulations).

2. Definition

Work at height is any place of work where a person could be injured by falling from it and includes a place at or below ground level.

3. Application

The Regulations apply to all work at height where there is a risk of a fall liable to cause personal injury.

4. Implementation

1. Managers, Supervisors and Crew Chiefs are responsible for the implementation of the Policy within their area of control. They will identify who will be responsible for assessing risks in the area under this Policy. These individuals must be competent to undertake the role, recognising their own limitations and seeking specialist advice where necessary.

2. Staff and contractors must cooperate in ensuring compliance with this Policy.

5. Procedure

The following procedure must be followed:-

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3. All reasonably practicable measures must be taken to prevent anyone from falling from a height, following the under mentioned management hierarchy:

4.

- 5.1. working at height must be avoided if reasonably practicable;
- 5.2. suitable equipment or other measures to prevent falls must be provided where working at height cannot be avoided;
- 5.3. where the risk of a fall cannot be eliminated, work equipment or other measures to minimise the distance and consequences of a fall (should one occur) must be provided.

Managers, Supervisors and Crew Chief's must ensure that:

- No work is done at the height if it is safe and reasonably practicable to do it other than at height.
- All work at height is properly planned and organised: *the work must be properly planned, appropriately supervised, and carried out in as safe a manner as is reasonably practicable.*
- All work at height takes account of weather conditions that could endanger health and safety: *work should be postponed while weather conditions endanger health or safety.*
- Those involved in work at height are trained and competent: *everyone involved in the work must be competent or if being trained, supervised by a competent person. They should be involved in the planning, organisation and supervision and in the supply and maintenance of any equipment.*
- The place where work at height is done is safe: *the place where work is done at height (including the means of access and egress) must be safe and have features to prevent falls. Priority must be given to the use of collective protection measures over personal protection measures.*
- Equipment for work at height is suitable for the purpose: *equipment must be selected taking account of the working conditions and risks to the safety of all those at the place where the equipment is to be used. Whilst the use of ladders and stepladders is not banned under the Regulations, consideration must be given to their appropriateness taking account of all the circumstances. Often there will be more appropriate equipment available for undertaking work at height. Generally, ladders and stepladders should only be used as a means of access or for light work of short duration.*
- Leading or downstage edges, steps, treads, risers and ramps must have handrails fitted and edges marked with white paint or tape. Stage edges should have some form of temporary barricades such as flight cases or ropes.

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- Equipment for work at height is appropriately inspected: *equipment should be inspected visually or (when appropriate) more rigorously, by a competent person, including any required testing, on every occasion before it is used.*
- Appropriate plans are in place for emergencies and rescue: *arrangements must be in place such that if someone falls, they can be rescued. Those involved must have been trained in the procedures and any required equipment must be available.*
- The risks from falling objects are properly controlled: *all that is reasonably practicable must be done to prevent anything falling and if not reasonably practicable, it must be ensured that no one can be injured by anything falling. Any area where there is a risk of someone being struck by a falling object or person should be clearly identified and unauthorised persons should (so far as reasonably practicable) be prevented from entering. Nothing should be thrown or tipped from a height if it is likely to injure anyone. Nothing should be stored in a way that its movement is likely to injure anyone.*
- The risks from fragile surfaces are properly controlled: *no one should go onto or near a fragile surface unless that is the only reasonably practicable way for the task to be carried out. Appropriate protection must be provided and the person must be made aware of the danger.*
- Where other precautions do not entirely eliminate the risk of a fall occurring, those involved must be trained, so far as is reasonably practicable, in how to avoid falling and how to avoid or minimise injury to themselves should they fall.
- The account is taken of any risk assessment carried out under the Management of Health and Safety at Work Regulations.

6. **Construction-related activities:**

7. The preceding procedure also applies to all construction related activities (including work on buildings, services and excavations) but these activities are also subject to additional requirements under other specific legislation.

7. **Information, Instruction and Training**

8. Staff, contractors and others must be provided (as appropriate) with relevant information, instruction and training about the precautions and actions to be taken to safeguard themselves and others when working at height.

8. Further information may be obtained from the Safety Advisor, Chris Hannam.

13.

Lifting Operations and Lifting Equipment Regulations (LOLER)

It is the Policy of the Company to comply with the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998.

Definitions

(a) "Lifting equipment" means work equipment for lifting or lowering loads and includes attachments used for anchoring, fixing or supporting the equipment. It includes a range of equipment from an eyebolt to a lift or crane.

(b) "Load" includes a person.

(c) "Accessory for lifting" means equipment for attaching loads for lifting.

(d) Examples of the types of lifting equipment and lifting operations covered include all rigging equipment including rigging motors and chains, hoists, "steels", truss, round slings, "O" rings "Pear" rings and "D" rings, STAC and shackles.

- ropes used for climbing or work positioning during rigging operations
- lift trucks and mobile elevating work platforms (MEWPS such as Cherry Pickers and Scissor Lifts)
- a loader crane fitted to a lorry for delivery duties (Hi-AB)
- vehicle tail lifts and hydraulic systems on some mobile stage roof systems

Key requirements

(a) The primary requirements imposed by the Regulations are on an employer, but apply also to a self-employed person in respect of lifting equipment used at work and to any person who has, to any extent, control of lifting equipment, the way in which lifting equipment is used, or to a person at work who uses, supervises or manages the use of lifting equipment.

(b) Lifting equipment must be suitable for the purpose and of adequate strength and stability for each load and every part of the load. Anything attached to the lifting equipment and used in lifting must be of adequate strength.

(c) Where lifting equipment is used for lifting persons, it must be designed to prevent any persons using it being crushed, trapped, struck or falling from the carrier and so that any person trapped in the carrier is not exposed to danger and can be freed. The Duty Holder must ensure that procedures exist to facilitate rescue by competent persons.

(d) Lifting equipment must be positioned or installed in such a way as to reduce the risk of the equipment or the load striking a person, or of a load drifting, falling freely or being released unintentionally.

(e) Machinery and accessories for lifting loads must be clearly marked to indicate their safe working loads and lifting equipment which is designed for

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lifting persons must be appropriately and clearly marked to this effect. Lifting equipment not designed for lifting persons but which might be so used inadvertently should be clearly marked that it is not designed for lifting persons.

(f) Duty Holders must ensure that every lifting operation involving lifting equipment is properly planned by a competent person, appropriately supervised and carried out in a safe manner by a competent person.

(g) Duty Holders must ensure that before lifting equipment is put into service for the first time it is thoroughly examined, unless either it has not been used before and has an EC declaration of conformity or, if it is obtained from the undertaking of another person, it is accompanied by physical evidence of its condition. Physical evidence must be checked by the department before the use of the equipment.

(h) Where the safety of lifting equipment depends on the installation conditions, the lifting equipment must be thoroughly examined after installation and before being put into service and after assembly and before being put into service at a new site or a new location.

(i) Lifting equipment which is exposed to conditions causing deterioration liable to result in dangerous situations must be thoroughly examined. In the case of lifting equipment for lifting persons or an accessory for lifting this must be at least every six months; in the case of other lifting equipment at least every twelve months; or in either case in accordance with a scheme of examination. A thorough examination also must be carried out each time that exceptional circumstances liable to jeopardise the safety of equipment have occurred.

(j) If appropriate, lifting equipment must be inspected by a competent person at suitable intervals between thorough examinations. Inspections are required where the safe operation of the lifting equipment is dependent on its condition in use and deterioration (examples are effects such as the elements, the environment and frequency of use or probability of tampering) would lead to significant risks to the operator or other persons.

(k) Duty Holders must ensure that no lifting equipment leaves their undertaking or, if obtained from some other person, is used in their undertaking unless it is accompanied by physical evidence that the last thorough examination has been carried out.

(k) Reports of thorough examinations must contain prescribed particulars and if the examiner discovers a defect which might present danger to persons, he must inform the employer forthwith and send a copy of his report to the enforcing authority.

(l) Records of a thorough examination of lifting equipment must be kept for reference purposes and normally for the life of the lifting equipment (or if the lifting equipment is only temporary until it is moved elsewhere).

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(m) Supervising riggers must be qualified to National Rigging Certificate Level 3 all others must be qualified to Level 2 unless trainees who must be supervised by a Level 3 rigger.

All the Company rigging equipment and accessories are maintained subject to an inspection regime in accordance with the HSE Approved Code of Practice (ACOP) with respect to the requirements of the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

All records relating to the Company rigging equipment and accessories are held on file at the Company office.

The equipment examination regimes are as follows;

Electric or Manual Chain Hoists and Rigging Accessories

(including shackles, steel wire rope slings, chains, polyester round-slings, winches, truss, pulleys, STAC, "O" rings and "D" rings).

Are sent to independent LEEA approved lifting gear specialists for a thorough examination and testing every 6 or 12 months and details recorded.

Ladders

Are given a Thorough Examination in the house at 6 monthly intervals and all details recorded. LadderTAG® is used on ladder applications.

6 and 12 Monthly Examination Regimes - Management Method

The Company uses a colour code system to quickly determine when an items' next inspection is due. Any item, once inspected, is marked with the colour, either by cable tie or adhesive label that corresponds to the date of its next inspection. Any item having an out of date colour or no colour identifier is then removed from service until it has been re-inspected or its inspection status has been verified.

A number of tagging methods are employed which suit the type of equipment inspected, for example, colour coded cable ties are used on shackles and other smaller items and also truss sections.

Certificates

All Company rigging equipment and accessories have a Test Certificate (Report of Thorough Examination) or Letter of EU Conformity, as provided by the manufacturer/supplier on the acquisition by the Company. These certificates are stored as original paper documents. Each item, once more than 6 or 12 months old will also have a Thorough Examination Certificate showing that it has been fully inspected within the scheduled timeframe.

Due to the, potentially, huge quantity of documentation required for even a modest lifting operation (this could be well into the hundreds) and the sheer logistical impracticality of matching every item to its corresponding report, not to mention the environmental impact, it is not our policy to provide hard copies of reports with every item.

*A pre-use visual check of all lifting equipment shall be made to ensure that it is in good condition and that there are no visible faults.

LOLER Inspection

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In particular, the Company applies the following with regards to its hire stock.

Rigging equipment is broken down into lifting equipment (motors, chain hoists, etc.) and lifting accessories (round slings, steel ropes and shackles etc.). It is the policy of the Company that we inspect all rigging equipment as it enters the warehouse. Prior to leaving the warehouse, all rigging will undergo prep processes, which includes a visual inspection by a competent member of staff, electrical and functional testing including testing of safety features such as electron limit switches where applicable.

All inspections are carried out by competent staff members and a record of inspection is entered into the company database in accordance with current legislation.

Lifting equipment such as electric hoists and manual hoist are tested by an independent test company annually or sooner dependant on current legislation. The Company will send a copy of the most recent test certificate with each individual item.

Due to the number of rigging accessories the Company stocks, it is not the policy of the company to track individual accessories on each job unless specifically requested 14 days prior to the equipment leaving the 4 Wall Entertainment warehouse.

Daytona Stage Hire Ltd. will on request where possible provide a number of sample test certificates as evidence of this policy. Samples can either be at random or via a selection of unique identification numbers being forwarded from staff on site to prove dispatched equipment is inspected in accordance with this procedure.

The company can only be held responsible for damaged caused to equipment after the point to which it leaves The Company premises. It is recommended that all rigging equipment is visually inspected prior to installation to ensure that no damage has been caused during the transportation and installation process.

Abrasive Wheels

Legal Requirements

The safety aspects of abrasive wheels are mainly covered by the Provision and Use of Work Equipment Regulations 1992, the Control of Noise at Work Regulations 2005 and the Personal Protective Equipment at Work Regulations 1992 also apply.

Risk Areas

There are six main risks when using an abrasive wheel:

1. Contact with wheel or disc when in motion;
2. Shattering of the wheel due to incorrect use;

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3. Excessive noise emitted while cutting;
4. Flying particles of work or wheel;
5. Nuisance dust; and
6. Carbon monoxide fumes emitted from using petrol driven cutter where there is inadequate ventilation.

Risk Assessment

Managers will ensure that:

1. The abrasive wheel is suitable for (i) the work to be undertaken and (ii) the conditions under which it is likely to be used, and that it is installed such that maintenance can be undertaken safely. Discs and wheels are stored in a safe location so as to prevent damage from substances or other materials.
2. Guards and shields provided are kept in position while the abrasive wheel is in motion and used correctly and kept clean so that the user's view is not obscured.
3. The abrasive wheel, including guards and shields and any ancillary safety appliances, e.g. local exhaust ventilation, is maintained in accordance with manufacturer's instructions.

Where necessary, the periodic checking of spindle speeds against those specified for that particular equipment is carried out and recorded.

4. Guards provided are designed, constructed and maintained to contain fragments of the wheel that are likely to fly off in the event of bursting as well as to prevent access to dangerous parts of machinery.
5. The controls provided comply with the Work Equipment Policy.
6. All users and those that supervise users are adequately trained.
7. Every abrasive wheel is properly mounted and only by those persons trained, deemed competent and appointed in writing to do so. The appointment must be recorded in a register and certificate of appointment issued to the individual stipulating the type of wheel to which the appointment relates.
8. To minimise the risk of bursting, wheels will always run within the specified maximum rotation speed.
9. The maximum rotation speed is marked on the wheel if it is large enough; smaller wheels will have a notice fixed in the workroom giving the individual or class maximum permissible rotation speed. The power driven spindle will be governed so that its rotating speed does not exceed this.
10. Adequate information is provided, which should be posted adjacent to where the abrasive wheel is to be used, or in the case of portable abrasive wheels, where they are stored.
11. Suitable and sufficient personal protective equipment is provided and worn and the requirement to wear is indicated by displaying on or adjacent to the wheel the 'mandatory' blue pictograph signs.

This will be as a minimum:

- Eye protection
- Ear protection
-

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Where the COSHH assessment indicates the need, respiratory protective equipment is worn.

12. Where the use of an abrasive wheel could affect others, either that they are excluded from that area or that physical protection is erected.

13. The area in which the abrasive wheel is used is kept tidy, free from any substances likely to cause a slip and well lit.

14. Adequate first aid provisions are available and readily accessible.

15. Suitable precautions are taken to avoid the ignition (from sparks emitted) of any flammable or readily combustible material or substance.

Inspections, Examinations and Records

Managers will ensure that:

1. Local exhaust ventilation is inspected by a competent person on a 12-monthly basis and records kept.

2. The register is kept detailing appointment of individuals to mount wheels on specified abrasive wheels.

3. Prior to use, all abrasive wheels are visually inspected and defects reported to the supervisor.

4. Where electrically powered portable equipment is used, it is tagged and tested in accordance with the electrical safety policy.

5. Mains voltage tools are only to be used if protected by a suitably maintained RCD.

6. Regular visual inspections are carried out by users to ensure that storage, use, maintenance etc. comply with this policy.

Training

All employees required to mount abrasive wheels must be trained and appointed in writing.

All employees required to use abrasive wheels and those supervising them must be adequately trained and records kept of such training.

Paint Spraying

Paint spraying presents both a toxic and a fire hazard, and must only be carried out in a suitable well-ventilated enclosure, away from all sources of ignition, including static electricity. Filters on ventilation plant must be checked regularly. Efficient personal respiratory protection, as well as skin and eye protection, must be worn wherever necessary.

Wherever substances which are potentially hazardous to health are employed, the requirements of the Control of Substances Hazardous to Health Regulations must be complied with, and suitable risk assessments formulated. Workshop staff have been known to develop industrial dermatitis unless sensible and adequate protective measures are taken, to avoid excessive and prolonged contact with some substances, such as mineral oils, solvents, degreasing agents, synthetic resins and other chemical substances.

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The possibility of using commercial cutting oils from which potentially carcinogenic components have been removed should be investigated. Where possible the use of water-based or acrylic paints should be used. Also, the use of brushed paint should be utilised wherever possible.

The simplest way to avoid any skin disorder is to pay close attention to personal hygiene by washing hands, forearms, face and any other exposed areas regularly with a good quality proprietary skin cleanser. Never use abrasives. Any skin problems should be reported as soon as possible to a medical practitioner, and to your workshop manager. Wherever practicable, the use of suitable gloves and/or barrier creams should be considered, to prevent a problem occurring in the first place.

Acute respiratory sensitisation has been associated with two-pack polyurethane paints and lacquers in which the hardener contains small amounts of isocyanides. When such two-pack systems are in use, work must be carried out under suitable local exhaust ventilation, which is subject to regular maintenance and performance testing. Written records should be maintained of all such tests.

Respiratory Protection

Respiratory protection should only be considered necessary when environmental control cannot be used effectively.

Thus, work involving toxic gases, hazardous volatile substances and dust should be kept away from persons by placing such work in a glove box, fume cupboard or another well-ventilated zone. When respiratory protection is chosen, it must be selected by relating the hazard to the respirator so that the expected protection to the wearer is fully realised. Half or full-face respirators with replaceable filters are useful when the dust is being produced.

Canister type respirators, fitted with the appropriate filter unit, will protect against toxic vapours, but only against low concentrations. Users must be adequately trained in the correct use and maintenance of such equipment.

Self-contained breathing apparatus provides the best personal protection against toxic gases and hazardous volatile substances, but must never be used by untrained personnel.

It is a requirement of the COSHH Regulations that respiratory protective equipment is regularly inspected and tested, with appropriate record keeping, unless the equipment is for short term use (disposable).

Paint spraying presents both a toxic and a fire hazard, and must only be carried out in a suitable well-ventilated enclosure, away from all sources of ignition, including static electricity. Filters on ventilation plant must be checked regularly. Efficient personal respiratory protection, as well as skin and eye protection, must be worn wherever necessary.

Welding, Cutting, Soldering and Brazing Operations

All types of welding and brazing produce some degree of toxic fume and it is necessary to ensure adequate ventilation of each working area. Many silver

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solders contain cadmium, which produces extremely toxic fumes. Efficient local exhaust ventilation here is essential, and the operator should take every precaution to avoid breathing these fumes.

Fire-resistant screens should enclose welding operations, in order to prevent these being accidentally viewed by other personnel, and, at places where welding operations are carried out frequently, the nearby walls should be painted matt black to prevent reflections.

Consideration must be given to specific fire precautions during welding or brazing operations. Such operations should never be undertaken close to areas containing flammable liquids, vapours or dust. Before commencing any welding operations, make sure that an appropriate fire extinguisher is readily accessible.

Appropriate protective clothing, in the form of heat-resisting gloves (non-asbestos), fire-resistant overalls (not nylon) or aprons, fire-resistant footwear and welders spats all to approved designs, must be provided where necessary and used at all times. Protective goggles or face shields, specially designed for welding work, are absolutely essential, for both the welder and any person assisting.

Failure to wear suitable eye protection will result in an extremely painful condition of the eyes which may result in partial or total blindness.

A strict Permit to Work system must be operated for welding or cutting tanks, barrels or other containers which may have at one time held flammable materials. This Permit must contain details of safety procedures, including thorough cleaning, purging and venting of the container, prior to "hot work" commencing.

Welding should never be carried out inside confined spaces without a strict Permit to Work system, specifying ventilation requirements and standards of respiratory protective equipment to be employed, as well as appropriate physical controls.

Display Screen Equipment Policy

It is the policy of the Company to comply with the law as 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 risks 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

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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 Policy

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 The Control of Pollution (Oil Storage) Regulations 2001 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 on 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 the 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 dust, fumes, gases, liquids and micro-organisms. Whatever 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 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.

Staff are advised to read the label 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. Staff are required to make appropriate use of such equipment and report any defects without delay.

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Most of the materials and substances found within company workplaces and of low risk and of the kind found 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.

All contractors shall provide valid assessments in advance of any show or event for substances or materials hazardous to health, which are to be used, the implications will be discussed as necessary at production meetings.

The fitness of Employees Policy

Upon joining the company all new employees shall advise the management of any illness or disability that may prevent them from 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 arise during the time the employee is engaged by the company.

Drink and Drugs Policy

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 the 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 or suspect you as an employee have been involved in any drug-related incident/offence or are or have been under the influence of drink or drugs, you may be subject to disciplinary action and dependant on the circumstances; this may lead to your dismissal.

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

2. 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, staff who 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 the occupants of its vehicles, other drivers, passengers and pedestrians to be of paramount importance.

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All staff required to drive a Company vehicle must have a valid driving licence in order to be legally covered by Company Insurance. Copies of the driving licence are held on file by the Transport Manager, 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 promptly the Transport Manager 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 roadworthy, free of unusual signs of wear or low/high pressure
- The vehicle body is in a 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 obscured 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 the oil and cooling system fluid levels, the tyre pressures and the lights.

(e) Alcohol **must not** be consumed whilst on driving duty and drivers must have a zero level of alcohol in their blood prior 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 doctor with regard to the medication they are taking.

(g) Drivers are expected to comply with EU restrictions on hours of driving.

(h) No smoking is allowed in any company vans at any time.

Seatbelts

Seat belts are fitted to all Company vehicles. 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 significant journey using a Company vehicle.

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Before any journey is undertaken a written Risk Assessment for the trip must be passed to the Directors 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 also 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 Transport Manager 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 and other emergency provisions are 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 on 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.

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 a 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 vehicles (s) involved along with registration number(s) and name(s) of their insurers

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

3. **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 HR Department.

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 customers, visitors or other staff, or by members of staff against other groups.

The detailed procedures for dealing with racial and sexual harassment are laid down in other Company documents.

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.

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Responsibilities

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

The Safety Advisor 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.
- 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 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 mutual trust and co-operation between the Company and its employees.

It is the Companies policy to implement and adhere to the Working Time Regulations to ensure compliance with the 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

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

- A limit on 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 by 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 a 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.

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The calculation of average weekly working time takes into account periods where an employee is absent due to their annual leave entitlement, sick leave, 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 in 52 week period

B = total number of working hours immediately after the reference period is the number of working days equal to the number of days missed due to holidays, sick leave or 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 that the length of night work limits is 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 purposes of the Working Time Regulations 1998, nighttime 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 nighttime 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:-

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A.

B - C

A = number of hours during the reference period which is 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 every 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 of 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 in 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.

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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 either 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 who receive paid annual leave under their Terms and Conditions of Employment 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.

Fatigue Management Policy

The Company recognises that fatigue is a major health and safety risk that we must effectively control. We are committed to managing and mitigating fatigue risks and ensuring that our staff receives enough rest to perform their duties safely, thereby reducing potentially dangerous mistakes or actions that could affect employees, visitors and members of the public.

Fatigue can be caused by many factors, for example – job design and workload, the working environment and the number of hours worked.

Fatigue can reduce mental alertness and concentration and affect performance and perception of risk. To avoid this, the Company encourages staff to be vigilant in looking out for the signs of fatigue and recognising symptoms in their fellow workers.

Management is authorised to prevent any member of staff commencing their work or continuing their work if they believe the person is unfit due to fatigue.

No employee must commence or continue work if he or she is fatigued to such an extent that their condition may prejudice his or her safety, or the safety of others.

Managers will not plan work arrangements for personnel who are fatigued or are likely to become fatigued during the work period.

To contribute to improved safety performance through the control of fatigue limitations on hours worked will be applied.

The Working Time Regulations can be used for very approximate guidance only when it comes to assessing fatigue.

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Measuring fatigue levels is not easy as it varies from person to person; therefore, it is difficult to isolate the actual effect of fatigue on accident and injury rates in the business. However, some research studies have shown that when workers have slept for less than five hours before work or when workers have been awake for more than 16 hours, their chance of making mistakes at work due to fatigue are significantly increased. Further, reports indicate that most accidents occur when people are most likely to want sleep, i.e. between midnight and 6 am, and between 1 pm and 3 pm.

Electrical Safety Policy

It is the Policy of the Company to comply with The Electricity at Work Regulations 1989.

To comply with the Electricity at Work Regulations 1989 requires all items of electrical equipment to be maintained so as to prevent danger.

The regulations apply to all situations where electricity could present a danger and cause injury i.e. they apply to systems, electrical equipment and conductors and to work activities on or near electrical equipment.

These regulations do not make reference to voltage limits; they, therefore, refer to all electrical equipment including battery powered hand lamps.

The purpose of these regulations is to prevent injury from electrical burns, arcing, explosions or fires initiated by electricity.

All electrical installations will comply with the 18th Edition of the Institute of Electrical Engineers Wiring Regulations and (where required) "BS 7909: 2011 Code of practice for temporary electrical systems for entertainment and related purposes".

Permanent installations will be inspected and tested on a regular (5 yearly) basis. Temporary installations will be inspected and tested prior to use.

All portable electrical equipment will undergo Portable Appliance Testing on a basis determined by risk assessment.

Records of electrical equipment inspection and testing will be maintained in accordance with the HSE publication "Maintaining Portable and Transportable Electrical Equipment".

All items of electrical equipment owned by the Company will be individually identified by means of a unique serial number, allowing PAT test records and other maintenance information to be readily related to specific items. A database of all such test records is kept by the Company at the company premises.

On occasion, more frequent intervals of thorough inspection and test may be adopted for equipment that is at high risk from damage from use on event sites.

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All electrically operated equipment, cables, or mains distribution will be electrically inspected and the results recorded on an annual basis. The Company completes a recorded portable appliance test (PAT) using a calibrated electrical test system, these results are recorded on our PAT test database situated on the server.

It is the company's policy that any electrical item should be tested at least annually and a clear indication sticker should be fixed to the item detailing the date of the next inspections. If any electrical item undergoes any maintenance or repairs that could interfere with the results of the PAT test then the item will be retested to ensure that no damage has been caused as a result of any repairs.

The company can only be held responsible for the electrical safety and inspection of all equipment at the point to which it leaves Company premises. It is recommended that all equipment is visually inspected prior to installation to ensure that no damage has been caused during the transportation and installation process.

Once an item of equipment is designated to a job it will undergo a stringent preparation process, consisting of:

- Cleaning
- Reverting all settings back to the manufacturer's specification, or the clients if different
- A complete visual inspection
- A full functionality test and inspection
- A completely clean and service
- A portable appliance test procedure if required

CDM Regulations 2015

The Company is committed to creating safe and healthy working environments and to the application of good health and safety practice in the design, coordination and project management of all construction projects and activities.

The Company and its employees will act in accordance with the requirements of the CDM Regulations 2015 in undertaking the Duties of either Principle Designer, Principal Contractor, Designer, Contractor or Worker as required by the regulations.

The Director will ensure that those employees who undertake work covered by the CDM Regulations 2015 receive specific training relevant to their duties and that they have sufficient experience and understanding to ensure that their duties are carried out in a competent manner.

Weather

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

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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 the 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 roadway 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 waterproof clothing and footwear in cold and/or wet weather and suitable sunblock (Factor 15 or above) and covering for the skin to prevent burning or sunstroke in hot sunny weather.

Long term exposure to the sun will speed up the 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 sun's 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 judgement can be impaired with the onset of even minor heat exhaustion. Seek prompt medical advice if you think you have a skin problem.

Green or Brown Field Sites

Green or Brownfield sites contain a number of additional hazards not encountered elsewhere, these include Lime Disease, Ring Worm, Tetanus and Leptospirosis (also known as Weil's 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 these sources should seek medical assistance and advice as these wounds can be contaminated by Tetanus.

The soil on outdoor sites is likely to be contaminated by animals with 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 there 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.

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Wherever 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 bacterial infection known 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 feedstuffs 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 a flu-like illness and severe headache they should report to a Doctor as soon as possible and state that they suspect they may have contacted Leptospirosis. If treated promptly, Leptospirosis is much less severe.

If Leptospirosis is confirmed, the Director's must be informed and a report made to the HSE as required by RIDDOR 2013.

Accident Procedure Policy

A first aid kit will always be available at Company premises as well as venues and host premises where the Company are working. These will be easily accessible by all employees during all working hours, the First Aid kit will normally be kept in the production flight case.

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

Any person who uses first aid equipment from any first aid box must provide details of what equipment was used to the First-Aider responsible for maintaining First Aid kits as soon as possible so that the equipment used can be replaced at the first possible opportunity.

The Qualified First Aiders are TBC

Accident Reporting Policy

It is the policy of the Company to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013).

DAYTONA STAGE HIRE HEALTH AND SAFETY POLICY

The Director will be responsible for making reports to the HSE as required under RIDDOR 2013.

Accident records are compiled and stored by the Director's

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

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

In the case of a serious accident, incident, near miss or dangerous occurrence, the Director's will be informed as soon as possible. The Director will then inform the HSE or Local Authority by the quickest possible means (normally by telephone).

A written report shall be submitted via the online reporting system (details below) and shall be submitted within 15 days in accordance with the Guidance to the RIDDOR 2013 for all deaths, major injuries and reportable dangerous occurrences and all cases of the reportable disease.

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

An injury to any member of the public, which requires hospital treatment, must be reported via the online reporting system (details below)

If you are making a report but did not see the incident only state what you actually saw, for instance, if a workmate falls off a chair when changing a light bulb but you did not see him or her fall you will report as follows: "Fred **said** he fell off a chair when changing a light bulb".

If there is an accident connected with work and a member of staff or self-employed person working sustains a major injury or a member of the public suffers an injury and is taken to hospital from the site of the accident, you must notify the Directors who will make a report under the Reporting of Incidents, Diseases and Dangerous Occurrence Regulations 2013.

Reportable Major Injuries are:

- Fracture, other than to fingers, thumbs and toes;
- Amputation;
- Dislocation of the shoulder, hip, knee or spine;
- Loss of sight (temporary or permanent);

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- Chemical or hot metal burn to the eye or any penetrating injury to the eye;
- Injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours;
- Any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours;
- Unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent;
- Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
- Acute illness requiring medical treatment where there is a reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

Reportable “Seven Day” Injuries

If there is an accident connected with work (including an act of physical violence) and your employee, or a self-employed person working on your behalf at your premises or a client’s venue, site or premises suffers an over-seven-day injury you must report it to the enforcing authority within ten days.

An over-7-day injury is one which is not "major" but results in the injured person being away from work OR unable to do the full range of their normal duties for more than seven days.

An injury to any member of the public, which requires hospital treatment, must be reported via the online reporting system (details below).

A National Incident contact centre has been set up to receive reports required under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013. Telephone: 0845 3009923 Fax: 0845 3009924. E-mail: riddor@natbrit.com

Websites: www.riddor.gov.uk/eaview/ or www.hse.gov.uk/riddor/

In the case of a serious accident, incident, near miss, case of disease or dangerous occurrence, The Director’s must be informed immediately, the Director will inform the Local Authority by the quickest possible means (normally by telephone) and submit a report “online” to the Incident Contact Centre.

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(www.hse.gov.uk/riddor/report.htm)

Accident Investigation Policy

The Company sees an 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 an injury a report will be drawn up by the Directors or persons appointed by the Director's 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 Director's 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 records are compiled and stored by the Directors. The Director is responsible for reporting cases of accident and disease to the relevant enforcing authority under RIDDOR 2013 where applicable.

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

Fire Safety Policy

DAYTONA STAGE HIRE HEALTH AND SAFETY POLICY

It is the Policy of the Company to comply with the Regulatory Reform (Fire Safety) Order 2005.

The Company fire safety policy and procedures take account of special fire hazards in specific areas of the workplace or host premises where the Company operate and, where appropriate, have been compiled 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 the unnecessary accumulation of combustible materials. "No Smoking" signs must be obeyed and the Company Premises is a No Smoking area.

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

It is the policy of the Company to follow the policy and procedures in case of fire or evacuation put in place by our hosts at any premises, not in the control of the Company. Some sites or "host premises" may have alternative arrangements in place for calling the emergency services; staff should make themselves aware of the procedures at each "host premises" or workplace.

In some situations, staff will be advised by Client's or those in charge at "host premises" of the situation at each individual workplace, where this is not the case staff should familiarise themselves upon arrival at "host premises/site" with the position of emergency exits/means of escape, the procedure for calling the emergency services and the position of fire fighting equipment. The person in charge (Manager, Supervisor or Crew Chief) shall ensure that employees are familiar with and understand the procedure.

All staff will be given basic fire safety awareness training.

Fire Detection Equipment

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

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

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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 should be located at strategic points in Company and “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.

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 or venue may have been installed at strategic points in our own premises, in venues and “host premises”. Fire doors are designed to close automatically after opening and must never be blocked (with items such as flight cases or cable), jammed or tied open.

Fire Exits

Fire exits (identified by standard Safety Signs) should be located at strategic points throughout host premises/buildings/venues where the Company operate.

Emergency lighting should have been installed in exit corridors, above emergency exit doors and throughout the “host premises” in case of power failure. Lifts may also have emergency lighting installed although lifts should not be used in the case of an emergency evacuation.

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 or venue by the nearest available exit and assemble at the designated assembly point.

Upon arrival at a new or unfamiliar “host premises” or workplace staff should make themselves familiar with the position of all emergency exit doors/routes,

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fire fighting equipment such as extinguishers, fire blankets, hose reels, the means of raising the alarm and the designated assembly point.

In most cases, Client's or persons in charge of "host premises" should advise all staff if information and safety signs are not present.

Emergency Evacuation Procedure at Company Premises

In the event of an emergency, which requires a full evacuation of the building, the following procedures should be followed:

On discovering an emergency situation (circumstance deemed uncontrollable by the person discovering it) you should:

1. Sound the alarm by smashing a fire alarm "break glass", situated around the building and/or by verbally shouting the nature of the emergency.
2. If you have had previous training, you can try to neutralise it, using first aid fire fighting equipment (fire extinguisher) in a manner that will cause no harm to yourself or other persons in the vicinity, although the recommended method is to leave it to the professional
3. Make your way to the end of the ramp by the main entrance, whilst shouting the nature of the emergency.
4. Await the arrival of the Operations Manager.
5. Convey a clear and precise report of the nature, location and possible cause of the emergency.
6. If no further instructions are given, you should join the rest of the staff at the assembly point.

On hearing the alarm, whether by the alarm siren, verbally via the tannoy system or other personnel, you should:

1. Immediately make your way to the nearest exit, both safely and quickly.
2. Congregate at the Emergency Assembly Point (Smoking shelter)
3. Not return to the building, unless authorised to do so.

On hearing the alarm, or having been informed of an emergency, which warrants the evacuation of the building.

The following members of staff need to follow appropriate procedures to ensure all staff, contractors, sub-contractors, freelance contractors and visitors have been evacuated safely, the appropriate emergency services have been informed and that any special instructions can be relayed to the emergency services on arrival.

- **Directors** will *take overall responsibility and liaise with the emergency services and ensure an accurate roll call is taken and recorded*

The Manager, Supervisor or Crew Chief should assume responsibility for conducting a roll call of the gathered members of staff and visitors record the findings.

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The Manager, Supervisor or Crew Chief should assume total responsibility for the incident by waiting to receive information directly from the person who initially raised the alarm.

To avoid confusion as to who will assume responsibility in the event that neither knows whether the other is available, both will assume control until it has been ascertained who ultimately, will control the incident.

They will collate information as to the size, location and possible cause of the incident. The incident controller should also wear a Hi-Viz vest or jacket to make them immediately recognisable to the emergency services.

They will also ensure that a roll call has been made and is correct. They must then make themselves available to the senior fire officer, senior police officer or paramedic attending and convey the relevant information, including the incident log. They will be totally responsible for all intercompany/emergency services liaison.

The incident controller is responsible for raising the alarm with neighbouring companies

The incident controller, on consultation with the emergency services, will be the only member of staff to give the authority to return to the building. Nobody must return until they give that instruction.

In the event that the emergency is a fire (most likely), the senior fire officer will normally be first on the scene and will require the information listed below

4. The emergency services will require the following information:

Nature of emergency (fire, flood, gas, major electric short etc.) this is important as it will determine the type of crew sent in

Approximate location of the emergency.

Number of casualties and where if possible, the amount and location of possible casualties will speed the search process

Location of dry risers

Location of wet risers both these locations are required should the fire tenders require more water

Or to take a supply from elsewhere

Gas shut off valves to reduce the likelihood of explosion or fuel feed

Mains power breakers so that fire crew can use water as an extinguishing agent

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Hazardous goods in the building (this should include aerosol sprays, paint, pyrotechnics, forklift truck, gas storage cage etc) to guard against possible explosion or severe respiratory problems

5. Emergency and Evacuation Procedure

In the event of an emergency, which requires a full evacuation of the building, the following procedures should be followed:

On discovering an emergency situation (circumstance deemed uncontrollable by the person discovering it) you should:

1. Sound the alarm by smashing a fire alarm “break glass”, situated around the building and/or by verbally shouting the nature of the emergency.
2. If you have had previous training, you can try to neutralise it, using first aid fire fighting equipment (fire extinguisher) in a manner that will cause no harm to yourself or other persons in the vicinity, although the recommended method is to leave it to the professionals
3. Make your way out of the building whilst shouting the nature of the emergency.
4. Convey a clear and precise report of the nature, location and possible cause of the emergency to the emergency services.
5. If no further instructions are given, you should join the rest of the staff at the assembly point.

On hearing the alarm, whether, by the alarm siren, or other personnel, you should:

1. Immediately make your way to the nearest exit, both safely and quickly.
2. Congregate by the s designated Muster Point.
3. Not return to the building, unless requested or authorised to, by the above-mentioned managers.

Fire Procedures on Site

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;
- **“EMERGENCY AT (GIVE NAME AND ADDRESS OF VENUE OR PREMISES)**
- **The emergency services will require the following information:**
- Nature of emergency (fire, flood, gas, major electric short etc.) this is important as it will determine the type of crew send in

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- Approximate location of the emergency, this can be located on the building map with an **X**
- Number of casualties and where if possible, the amount and location of possible casualties will speed the search process
- Location of dry risers
- Location of wet risers both these locations are required should the fire tenders require more water
- Or to take a supply from elsewhere
- Gas shut off valves to reduce the likelihood of explosion or fuel feed
- Mains power breakers so that fire crew can use water as an extinguishing agent
- Hazardous goods in the building (this should include aerosol sprays, paint, pyrotechnics, forklift truck, gas storage cage etc) to guard against possible explosion or severe respiratory problems

2) The premises will be evacuated by fire wardens/marshals/stewards or 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 equipment.

Go to the Fire Assembly Point if there is one designated, if not remain outside at a safe distance.

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

Counter-Terrorism

You can check the current UK threat levels:

- in the terrorism and national emergencies area on GOV.UK
<https://www.gov.uk/terrorism-national-emergency>
- on the MI5 website <https://www.mi5.gov.uk/threat-levels>
- Members of the public should always remain alert to the danger of terrorism and report any suspicious activity to the police on 999 or the anti-terrorist hotline: 0800 789 321. If your information does not relate to an imminent threat, you can also contact MI5

The most significant terrorist threat comes from international terrorism. As a number of recent European attacks have shown, attacks may be mounted without warning.

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Northern Ireland-related terrorism continues to pose a threat. Dissident republican terrorist groups (such as the Real IRA and the Continuity IRA) have rejected the 1998 Good Friday Agreement. They still aspire to mount attacks within the UK mainland and have conducted attacks within Northern Ireland. Knife crime is becoming a very major problem within the UK especially among teenagers, this is not usually classed as a terrorist activity but still is of concern.

Reporting suspected terrorism

If you suspect someone is involved in terrorism in any way:

- call the police (999 - Emergency or 101 - Non-Emergency) or report your suspicions to them online @ www.met.police.uk/tua/tell-us-about/ath/possible-terrorist-activity/
- report suspicious activity to MI5 @ www.gov.uk/report-suspicious-activity-to-mi5
- report online terrorist material @ www.gov.uk/report-terrorism

You can remain anonymous.

What to do if you are caught up in a terrorist attack situation.

UK security chiefs advise members of the public who get caught up in a terrorist incident to **'run, hide and tell'** - guidance which they say can be applied to any place.

The National Counter Terrorism Security Office (Nactso) published advice on what to do in a gun and bomb attack.

RUN

"Run to a place of safety. This is a far better option than to surrender or negotiate".

- Escape if you can
- Consider the safest options
- Is there a safe route? RUN if not HIDE
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you
- Leave belongings behind including visibility clothing, these items identify you to an attacker as a person of authority

HIDE

"It's better to hide than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can".

- If you cannot RUN, HIDE
- Find cover from gunfire
- If you can see the attacker, they may be able to see you

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- Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal
- Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls
- Be aware of your exits
- Try not to get trapped
- Be quiet, silence your phone and turn off vibrate
- Lock / barricade yourself in
- Move away from the door

TELL

Tell the police by calling 999.

- Call 999 - What do the police need to know? If you cannot speak or make a noise listen to the instructions given to you by the call taker
- Location - Where are the suspects?
- Direction - Where did you last see the suspects?
- Descriptions – Describe the attacker, numbers, features, clothing, weapons etc.
- Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.
- Stop other people entering the building if it is safe to do so

Police Officers May

- Point guns at you
- Treat you firmly
- Question you
- Be unable to distinguish you from the attacker
- Officers will evacuate you when it is safe to do so

Simply listen to, and follow any instructions provided by the Police.

“The police service is working tirelessly to confront the terrorist threat we all face. To do this we need the help of the public”.

“We need them to be alert, but not alarmed. We need them to be vigilant and to report any suspicious behaviour or activity.

Local and central government preparations

Your local council, fire, police and ambulance services and other organisations take part in regular training exercises to prepare for emergencies.

You can also read the guidance for local councils on:

www.gov.uk/government/publications/recovery-an-emergency-management-guide

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There are also government plans to make sure essential services, like food, water, transport, health and financial services, keep working in the event of an emergency.

RIDDOR

In the event that there is a fatality or injured persons a report must be made after the event under RIDDER 2013. (Please see the accident reporting section in this policy document).

Media

The company will designate management representatives who will respond to requests from the media for information. Employees are not to speak with any media member or the press or media. Company representatives will carefully consider the nature of any request in order to avoid disclosing information about any incident or any person that may confidential under the General Data Protection Regulations or subject to an ongoing Police or Counter Terrorism investigation.

Storage and Use of Liquid Petroleum Gasses (LPG)

- Liquid Petroleum Gasses (Butane and Propane) are highly flammable gases that are heavier than air and when mixed with air form highly explosive mixtures. It is therefore essential that they are stored and used with great care. LPG is covered by the Dangerous Substances and Explosive Atmosphere Regulations 2002.
- LPG cylinders must not be stored in buildings or containers but in a compound or cage at least 4 meters from any building, structure or sources of ignition. Signs must be displayed indicating the presence of LPG and prohibiting smoking.
- LPG cylinders must always be used and stored upright and when stored they will always be segregated from oxygen cylinders, with used LPG cylinders kept separate from full cylinders. The physical hazards arising from LPG are fire or explosion resulting from escape and subsequent ignition of gas or the cylinder becoming involved in a fire. Contact with LPG liquid can cause severe cold burns.

In practice, cylinders should be kept outside away from entrances, exits and circulation areas and secured in an upright position; cylinders must be equipped with pressure relief valves. Combustible materials must be at least 1.5 m away from cylinders when in use.

- After using all LPG cylinders must be returned to the store.
- Fixed piping should be used to connect cylinders to gas appliances if possible, if this is not possible flexible tubing should be to the appropriate B.S. standard and provided with mechanical protection to minimise damage. Tubing must be secured by crimping, jubilee clips or

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similar to make them gas-tight. Gas supplies must be isolated at the cylinder as well as the appliance when not in use.

- When being transported cylinders must be kept upright and secured.
- Hoses and connections between LPG cylinders and equipment, tools or appliances will be inspected before use for leakage and comply with current safety standards.
- All LPG equipment must be inspected on at least an annual basis by a CORGI registered gas fitter who is authorised to service LPG equipment.
- Under no circumstances must heat be applied to any LPG cylinder.
- Where there is evidence of an LPG leakage the following action must be taken:
 1. Turn off the gas at the cylinder valve using a wet cloth to protect your hand. Don't panic - Flames from joints near cylinders are not dangerous in themselves.
 2. Open all doors and windows.
 3. Spray cold water onto cylinders exposed to the fire in order to keep them cool. Use a hosepipe. Keep people away from the area.
 4. Raise the alarm.
 5. Leave the area.
 6. DO NOT TOUCH ELECTRICAL SWITCHES OR TELEPHONES.

EVACUATE THE AREA – CALL THE FIRE BRIGADE

BASIC LPG SAFETY

- Remember that LPG vapour is heavier than air and even a small leak will result in gas accumulating on the floor and forming a flammable mixture with the surrounding air.
- Remember too that LPG vapour is invisible - but you can quickly detect its presence by its strong smell. Extinguish all flames - and do not smoke. Ventilate the area by opening doors and windows until the smell has gone.
- Gas leaks are caused by accidentally leaving open a gas valve or by a faulty connection to a pipe or valve. To find the leak, splash the suspect part of the pipe or valve with soapy water. The leak will cause bubbles.
- Do not use a cylinder which is damaged e.g. badly rusted or dented, cut, bulging, etc. - have it checked by your LPG Dealer.
- Use only proper LPG hose to connect to LPG appliances. Ordinary rubber or garden hose must never be used as these are not designed for LPG and will soon deteriorate and leak.
- Keep flexible piping away from heat.
- The flexible pipe should be inspected annually for leaks.
- Flexible piping should be clamped to correctly designed metal connectors.

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- A good supply of oxygen (air) is essential for efficient combustion - therefore a room in which LPG is burned must have adequate ventilation openings - at low level to let fresh air in and at a high level for products of combustion to exit.

THIS IS PARTICULARLY NECESSARY FOR SMALL ROOMS

- It is important to note that inadequate ventilation may result in the formation of poisonous carbon monoxide.

Most gas connections utilise synthetic rubber joints or O-rings. These should be inspected (whenever the joint is made or broken) for cracks, perishing or other damage (e.g. brittleness due to ageing) and replaced if necessary

Health and Safety Policy

Safety Rules

The Safety Rules have been based upon the outcomes of the Companies Risk Assessments and must be followed, in so doing, this will reduce risks to the lowest possible level.

Further, more detailed information can be found in the Companies Risk Assessment and Method Statement documents and the Company Health and Safety Policy, all obtainable from the Proprietor.

Safe Working Area

Before starting any work operation a safe working area must be established to protect staff, other persons working on site and members of the public.

A safe working area can be established by fencing, taping or marking off an area, cones and barricades can be used in the street around the doors of vehicles being unloaded/loaded.



Hazard warning signs must be erected and if necessary stewards should assist in keeping the area clear.

General

1. All employees should be aware 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 skills 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 levels 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.

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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 any deficiencies to the supervisor.
12. Work shall be well planned and supervised to avoid injuries in the handling of heavy materials and while using the equipment.
13. No employees should use chemicals without the knowledge required to work with those chemicals safely.
14. Suitable clothing and footwear will be worn at all times. Personal protective equipment shall be worn wherever appropriate.
15. All employees are expected to attend safety meetings if 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.
17. Staff working on "greenfield" sites should keep away from rivers, streams, ditches, ponds, lakes, hedgerows, bushes, trees, barbed wire fences and similar dangers and hazards.
18. Generally site speed limit for vehicles will be 5 mph. All vehicles will keep to the edges of the site where possible to prevent damage to the land.

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. All open pits, trenches, holes etc must be covered when not in use and clearly marked using the appropriate warning signs.

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5. Leads and cables must be laid and suitably covered in a way so as not to prevent the hazard.
6. Chemical waste must not be discarded into sinks, toilets, streams or other water courses.
7. Aerosols and chemical containers must be discarded according to the appropriate procedures, not into fires.
8. 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 broken, damaged or faulty work equipment (including electrical equipment) must be clearly marked to indicate that it is non-serviceable, taken out of service and reported to management so that it can be replaced or repaired.
4. All tools and equipment must be properly and safely stored when

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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.

Hand and Power Tools

1. Hand and power 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 and equipment. Many venues restrict the use of cutting and grinding tools and a Permit to Work issued by the venue may be required before working with this equipment – always check!
2. It is the responsibility of all staff to ensure that any tools or equipment they use is in a good and safe condition.
3. Any broken, damaged or faulty work equipment (including electrical equipment) must be clearly marked to indicate that it is non-serviceable, taken out of service and reported to management so that it can be replaced or repaired.
4. All tools and equipment must be properly and safely stored when not in use.
5. Portable power tools for use outdoors must be of the 110 volt (CET) type and protected with an RCD or better still, battery

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powered.

5. No tool should be used without the manufacturers recommended shields, guards or attachments.
6. Personal protective equipment such as boots, gloves, eye, face and hearing protection 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. Always follow the manufactures instructions and the training and information you have been given.

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.
8. 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.
9. 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 coordinator, 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 or 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.

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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 them 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.

NOISE

PA systems are not the only source of noise you will come across at work, power tools, plant (it is over 100dB (A) inside the cab of a rough terrain forklift truck), vehicles etc. all produce high volumes that can permanently damage your hearing.

Where ever possible, keep away from noisy environments with high sound pressure levels, rotate your work if possible.

If this is not possible, use ear protection, this must be used following the manufactures instructions and the information given.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

CONTROLS

- Do not mix substances.
- Store in original labelled containers – away from children and foodstuffs – in a cool dry ventilated locked cabinet.
- Do not swallow or inhale and avoid contact with skin or eyes.
- Do not dispose of substances, containers or aerosols into fires.
- Do not pour substances into drains or watercourses.
- Avoid contact with heat, naked flame or sources of ignition.
- In case of contact with skin or eyes flush with copious amounts of water, remove contaminated clothing, rinse the mouth with water – do not allow the patient to drink – do not induce vomiting.
- Use in a well-ventilated area.
- Clean up spillages immediately.
- Use PPE – rubber or latex gloves and eye protection.
- Only transport the minimum amount you really need of any substance.
- Always follow manufactures instructions.
- Wash your hands after using any substances.

Electrical Safety

1. Electrical work must only be carried out by competent and qualified persons.
2. Portable power tools for use outdoors must be of the 110 volt (CET) type.

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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 or 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 tested by a competent person and any fault corrected. Apart from checking that a 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 had been used on 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 lookout for overhead cables and the appropriate action is taken.
10. Multi-way adapters 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, a frayed cable, loose connections and poorly laid cables.
12. Checks must be made to see all connections are safe and tamper proof.

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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.

Vehicle Safety

1. No member of staff is allowed to use company vehicles unless authorised to do so and covered by Fully Comprehensive 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 calls or travelling to meetings by train rather than the road.
4. All drivers of company vehicles must be over 21 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. On-site drivers of vehicles or items of plant must follow the site rules and speed limits and park vehicles and plant where instructed, usually away from tents and marquees. No attempt must be made to drive off of temporary roadways, especially in wet conditions. Warning beacons should be used on vehicles (if available) if not available headlights should be turned on.

Hazard warning lights should only be used on stationary vehicles and not be used on moving vehicles to avoid confusion when turning.
7. It is the policy of the Company to maintain all company vehicles in a safe and road-worthy condition as well as fully Road Fund Taxed and MOT Tested.
8. All maintenance, servicing, testing and repair work to shall be carried out by approved contractors and maintenance records kept on file.

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9. 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.
10. When loading or unloading vehicles, the vehicle must be parked on a firm level surface with engine off, keys removed and the hand-break on. Everyone should stand well clear until the driver has 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.
11. 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.
12. Drivers must supervise the loading of their vehicle and ensure the load is safe.
13. 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 loading or unloading trucks on public roads.
14. Drivers must not drive over leads and cables on outdoor sites unless the leads or cables are suitable protected and it is safe to do so.
15. Drivers of high-sided vehicles must be made aware of and on the lookout 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.
16. On no account must forklift trucks or other items of plant be used for towing vehicles or other items of plant. A tractor equipped with towing chains is required for towing operations.
17. 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.
18. 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.

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Work at Height

No Company staff should attempt any operation that involves work at height. Work at height should not be undertaken (by contractors) 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.

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 staked at the base, footed or weighed down.
- Ladders must be pitched out to a 75° angle and must rise at least five rungs above a 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 ladders.
- Ladders should be used only for access or light work of short duration.

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 1998 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.

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- 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 of steel. Safety chains must be used on lamps 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, wind and mud being the three 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 the 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 is well within the safe working loads, the use of temporary roadway 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 waterproof clothing and footwear in cold and/or wet weather and suitable sunblock (Factor 15 or above) and covering for the skin to prevent burning or sunstroke in hot sunny weather.

Long term exposure to the sun will speed up the 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 sun's 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 judgement 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

Greenfield sites contain a number of additional hazards not
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encountered elsewhere, these include Lime Disease, Ring Worm, Tetanus and Leptospirosis (also known as Weil's 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 these sources should seek medical assistance and advice as these wounds can be contaminated by Tetanus.

The soil on outdoor sites is likely to be contaminated by animals with 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 there 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.

Wherever 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 bacterial infection known 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 feedstuffs 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 headache 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, Paul Haigh the Proprietor must be informed and a report made to the HSE as required by R.I.D.D.O.R. 2013.

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Pandemics & Covid 19. Safety and Management.

A pandemic is the global outbreak of a disease. There are many examples in history, the most recent being the COVID-19 pandemic, declared as such by the World Health Organization on March 12, 2020.

The Company is committed to meeting its responsibilities under the Health and Safety at Work, etc. Act 1974 the Management of Health and Safety at Work Regulations 1999, the Health Protection (Coronavirus) Regulations 2020 and associated protective legislation, both as an Employer and as a Company.

Control measures will be introduced and are reviewed and amended in line with the latest government and Public Health England advice; these include measures to minimise the risk of contraction or spreading of COVID 19 (Coronavirus). This includes:

Circulating the Pandemic policy and safety procedures to all staff and managers; these set out how staff should behave and the precautions they must adopt during a pandemic to keep them safe.

Ensuring that the business complies with its duty to provide a safe and healthy workplace/working conditions for staff.

If you are in a public place where you will encounter other people or at work, you should wear a mask, even if you have been fully vaccinated for COVID-19. Face masks help contain respiratory droplets that can transmit SARS-CoV-2, the coronavirus that causes COVID-19, from people who do not know they have the virus.

- cover the mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing (Catch it — Bin it — Kill it)
- put used tissues in the bin straight away
- wash hands regularly with soap and water for at least 20 seconds; use hand sanitiser gel if soap and water are not available
- avoid close contact with people who are unwell
- clean and disinfect frequently touched objects and surfaces do not touch face, eyes, nose or mouth if hands are not clean

Require staff to practice effective social distancing while in and around the workplace and when travelling to and from work by:

- avoiding non-essential contact with others keeping a safe distance of at least 2 meters (about 3 steps) from others
- always avoiding physical contact (e.g., hugs, handshakes, etc.)

Travel to site in your own vehicle and do not share vehicles with other persons

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Avoid the use of Public Transport where possible, if it is necessary then a face covering must be worn:

- keep local/departmental risk assessments under review to ensure that a safe place of work is maintained
- make any adjustments to the workspace/rotas/work patterns/ procedures necessary to facilitate social distancing at work
- cancel face-to-face meetings and replace them with video conferencing/ phone conferencing
- all non-essential travel stopped
- provide personal protective equipment (PPE) as required
- cancel non-essential training and all face-to-face training/recruitment practices
- carry out any essential training/ recruitment by using email/online e - learning wherever possible rather than bringing people together face to face

Suitable face masks must cover the nose and mouth, glasses or goggles may be required to protect the eyes.

Look for a mask made with at least two layers of fabric. It should cover your nose and mouth without large gaps. The mask should have ear loops or ties so you can adjust it. For people who wear glasses, look for a mask with a bendable border at the top so you can mould the mask to fit the bridge of your nose and prevent your glasses from fogging. Professional masks should be reserved for health care workers.

Latex free nitrile safety gloves should be provided for workers who require them for cleaning etc.

For the general public, wearing gloves is not necessary in most situations, like running errands. CDC recommends wearing gloves when you are cleaning or caring for someone who is sick.

Practice everyday preventive actions like keeping social distance (at least 6 feet) from others, washing your hands with soap and water for 20 seconds (or using a hand sanitizer with at least 60% alcohol), and wearing a mask when you have to go out in public.

Use gloves when cleaning and disinfecting or providing care to someone who is sick

When cleaning

When you are routinely cleaning and disinfecting your workplace.

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- Follow precautions listed on the disinfectant product label, which may include-
- Wearing gloves (reusable or disposable)
- Having good ventilation by turning on a fan or opening a window to get fresh air into the room you're cleaning
- Wash your hands after you have removed the gloves.

Managers (Crew Bosses) should be aware of staff who fall into vulnerable and high-risk categories so that they can ensure that they are given adequate support to enable them to comply with Government health recommendations

The main symptoms of coronavirus (COVID-19) are:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal
- Most people with symptoms have at least 1 of these.

Information:

About 1 in 3 people with COVID-19 do not have symptoms but can still infect others. This is why everyone is advised to get tested regularly.

If a worker is suspected of contacting Covid 19 the following procedure should be followed:

If someone at work has COVID-19 If someone tests positive for coronavirus (COVID-19), they should stay at home and follow self-isolation rules.

If someone finds out they've tested positive or has coronavirus symptoms when they're at their workplace, they should:

- tell their employer immediately and go home to self-isolate
- avoid touching anything, and wash their hands regularly
- cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow
- use a separate bathroom from others, if possible
- avoid using public transport to travel home, if possible