



Production Technology for Music Events

Audile Limited, Unit 110 Cariocca Business Park, Manchester M12 4AH, UK

Telephone/fax: +44 (0)161 272 7883

Company registration : 4709467. VAT no.: 693 7274 90

Web-site: <http://www.audile.co.uk> E-mail: rob@audile.co.uk

POLICY FOR HEALTH AND SAFETY

HEALTH AND SAFETY POLICY

Contents

- 1 Statement of Policy
- 2 Organisation and Responsibilities
- 3 Safety Policy and Procedures
 - 3.1 Warehousing
 - 3.2 Electricity
 - 3.3 Lifting Operations
 - 3.4 Manual Handling
 - 3.5 Working at Height
 - 3.6 Fire
 - 3.7 Work Equipment
 - 3.8 Noise
 - 3.9 Transport
 - 3.10 Lone Working
 - 3.11 First Aid and Accident Reporting
 - 3.12 Office Safety
 - 3.13 Personal Protective Equipment
 - 3.14 Hazardous substances
 - 3.15 Equipment Hire (Dry)
 - 3.16 Equipment Hire (Wet)
 - 3.17 Training
 - 3.18 Subcontractors
- 4 Drugs and Alcohol Policy

1 POLICY STATEMENT

1.1 Audile Ltd intends to carry out all its operations in compliance with relevant statutory provisions and will endeavour to avoid risks to its employees and any other persons affected by its operations.

To this end, Audile shall provide:

- Safe systems of work
- Safe equipment
- Safe means of handling and transporting equipment
- Adequate instructions, information, training and supervision
- A safe place of work
- A safe and healthy environment with adequate welfare facilities

1.2 Overall responsibility for health and safety lies with Robin Ashworth, Director. The company, under his direction, will conduct its operation in a manner which will ensure, so far as is reasonably practicable, the health, safety and welfare of its employees and others affected by its operations.

1.3 The company will identify all known hazards and assess any risks, provide equipment, and safe systems of work to ensure as far as reasonably practicable a safe place of work to everyone affected by its operations.

1.4 The company will ensure that inspection systems are put in place to monitor health and safety systems both on Audile's premises and on sites at which its employees are working.

1.5 Where necessary, the company will provide training, information and supervision in order to achieve health and safety objectives.

1.6 Where risk assessments indicate that further information or changes to existing methods of work are required, the company will ensure that these matters are communicated to employees who may be affected.

1.7 If it becomes apparent whilst working at a Client's premises that there is a breach of statutory duty by others which will affect the employees of Audile Ltd, the matter must be brought to the immediate attention of the company who will monitor the situation and take suitable remedial action.

1.8 The safety policy will be reviewed annually or when new legislation is introduced which will affect the company's operations.

1.9 Where safety rules operating on a Client's site is relevant to the company's operations, it will take all reasonably practicable steps to ensure compliance.

1.10 A copy of this health and safety policy, and any future amendments, will be issued to all existing employees and to all new employees who join the company.

1.11 In addition to this health and safety policy, a health and safety handbook shall be issued to all employees further explaining safe and acceptable working practice.

1.12 All sub-contractors will be made aware of the policy and will be instructed to observe its conditions.

1.13 All employees and sub-contractors will be bound by its conditions whilst employed by Audile Ltd.

1.14 All employees and sub-contractors, in addition to the conditions of this policy, will be bound by conditions imposed by Client organisations whilst working on their premise

2. ORGANISATION AND RESPONSIBILITIES

2.1 DIRECTOR RESPONSIBLE FOR HEALTH AND SAFETY

- 2.1.1 Mr Robin Ashworth is the Director with overall responsibility for company health, safety and welfare and will undertake the following, assisted when required by a health and safety adviser:
- 2.1.2 The implementation of the policy and the monitoring of its effectiveness.
- 2.1.3 The review of the policy on an annual basis or when new legislation is enacted which affects the companies operations.
- 2.1.4 Ensure that adequate training, equipment and safety information is provided and that safe systems of work are adopted.
- 2.1.5 Ensure that accident reporting systems are understood and comply with RIDDOR.
- 2.1.6 Ensure that sufficient funds, facilities and equipment are made available to fulfil the objectives of this policy.
- 2.1.7 To review the use of lifting equipment and to determine the frequency and method for inspections and examinations.
- 2.1.8 To conduct risk assessments, or to ensure that they are conducted, to record significant findings and to implement any additional control measures that identified by these risk assessments.

2.2 HEALTH AND SAFETY RESPONSIBILITIES OF ALL STAFF

- 2.2.1 *All employees must read and understand the Health and Safety Policy and be aware of their personal responsibilities.*
- 2.2.2 Report all accidents in the accident report book. Report any serious injuries or dangerous occurrences immediately to Robin Ashworth.
- 2.2.3 Be aware of, and follow, the fire drill.
- 2.2.4 Carry out work in a manner which does not endanger yourself or others.
- 2.2.5 When working on Clients' premises follow the safety rules or other conditions imposed by the Client organisation.
- 2.2.6 Audile's equipment should be checked for safety before being issued for use. If you discover any faulty equipment ensure that this is reported and the equipment taken out of use until repaired.
- 2.2.7 Use all equipment in the correct manner for the purpose that it was intended.
- 2.2.8 Do not use equipment provided by others until you have checked that it is safe.
- 2.2.9 Wear the personal protective equipment provided.

2.3 WAREHOUSE MANAGER

2.3.1 Warehousing operations are the responsibility of the Warehouse Manager, Robert Leach, including the following:

- Ensuring that good housekeeping is maintained – that gangways are kept clear, the warehouse is free from trip hazards, rubbish is not allowed to accumulate;
- Ensuring the safe use of work equipment in the warehouse;
- Ensuring the safe use of access equipment in the warehouse;
- Ensuring that safe manual handling techniques are used when handling equipment in the warehouse;
- Ensuring that equipment is stored safely.

2.4 TECHNICAL MANAGER

2.4.1 The Technical Manager, Keith Scully, has responsibility for:

- Electrical safety of equipment
- Maintenance of electrical equipment
- Portable Appliance Testing

2.5 WEEKLY VEHICLE CHECKS / MAINTENANCE

2.5.1 Benjamin Giles is responsible for conducting weekly checks on all company vehicles (tyres, water, oil)

2.5.2 Robin Ashworth is responsible for ensuring that company vehicles are serviced at regular intervals and carry a current MOT certificate.

3 SAFETY POLICY AND PROCEDURES

3.1 WAREHOUSING

Policy:

It is Audile's policy to ensure that safe systems of work are adopted for undertaking warehousing operations.

Arrangements:

Audile shall:

- Appoint a warehouse manager who shall be responsible for warehousing operations and safety;
- Provide suitable and adequate racking and storage facilities;
- Use suitable access equipment to stack equipment stored at height;
- Organise the layout of the warehouse and positioning of equipment to minimise the amount of manual handling undertaken;
- Provide written guidelines for warehouse operations within the health & safety handbook.

3.2 ELECTRICITY

Policy:

It is Audile's policy to ensure so far as is reasonable practicable:

- that all permanent or temporary electrical systems and equipment under its control shall be of such construction and be maintained so as to prevent danger;
- that every work activity involving an electrical system be carried out in such a manner so as not to give rise to danger.

Arrangements:

Portable Appliances:

- All new electrical equipment is tested before being put into use.
- All electrical equipment is tested every six months or after modification.
- All electrical equipment (except 240v single extension cables) is labelled to indicate test dates and results.
- 240v single extension cables are tested every six months and colour coded to indicate when they are due for testing.
- If a test date falls during a hire period the test is brought forward to ensure that all equipment on hire has been tested within the last six months for the duration of the hire period.
- A visual and operational check of all electrical equipment is undertaken when returned from hire.

Warehouse/Office Electrical Installation

- All power tools used in the warehouse or workshop are operated through an in line RCD.
- The "hard wired" electrical installation on Audile's premises shall be inspected every five years by an electrical contractor who is a member of the ECA or is NIC EIC approved.

Temporary Electrical Distribution:

- Temporary mains distribution units are inspected and tested every six months as part of the portable electrical appliance testing cycle.
- Temporary mains distribution units are fitted with voltage meters which are used to check that the connection to the mains supply has been correctly made before activating the unit.
- RCD's and MCB's are fitted to all inlets to temporary mains distribution units, and MCB's are fitted to all outlets.
- Where possible connection to a venue's power supply is made using "CEE-form" plugs and sockets.
- Where connection to a venue's power supply has to be made without the use of a CEE-form plug and socket (i.e. directly into a mains distribution board or a "tailing in box") the following procedures are followed:
 - Where possible, the connection is to be made by the venue's electrician;
 - Only members of Audile staff who have received instructions and are fully aware of the hazards presented by the operation and are familiar with the necessary safety precautions shall connect the temporary distribution unit to the venue's power supply;
 - This connection will only be made if power to the mains supply can be isolated;
 - Where the isolator to the power supply is remote from the connection point, a second member of staff shall stand by the isolator to ensure that the power supply is not turned back until the connection operation has been completed.
 - Once the temporary distribution unit has been connected to the venue's mains supply, the connection and the supply shall be checked using the test meters before the unit is put into use.

3.3 LIFTING OPERATIONS

Policy:

It is Audile's policy to ensure so far as is reasonably practicable that

- all lifting operations are undertaken so as to prevent danger;
- all lifting equipment is of such construction and maintained so as to prevent danger.

Arrangements:

Hiring in of Lifting Equipment

- When lifting equipment is hired in it shall be accompanied by a test certificate

Lifting Equipment Owned by Audile

- Lifting equipment with moving parts shall be inspected and weight tested every twelve months by a company which is a member of the Lifting Equipment Engineers Association or by the equipment supplier.
- All lifting equipment (with or without moving parts) purchased by Audile must be supplied with a test certificate.
- A log of all lifting equipment shall be created to record what lifting equipment is owned by Audile, when and how it should be inspected and examined, and to record the results of inspections and examinations.
- 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.

Lifting Equipment Hire Out by Audile

- Copies of test certificates shall be provided to hirers of lifting equipment.

Lifting Operations

- All equipment shall be used within its operating limits for strength and stability and shall be positioned and installed so as to reduce risk.
- Risk assessments shall be conducted and method statements prepared for common lifting operations.
- Competent rigging companies shall be employed to conduct rigging operations which are beyond the capabilities of Audile.

3.4 MANUAL HANDLING

Policy:

It is Audile's policy to avoid the need for manual handling and where it is unavoidable to take steps to reduce the risk of injury to employees to the lowest level reasonable practicable.

Arrangements:

- Where loads have to be handled manually, safe techniques shall be used.
- Where possible manual handling of loads shall be avoided
- Equipment shall be stored and arranged in the warehouse so as to minimise the amount of manual handling that is carried out, e.g. by storing the heaviest loads at low level; by storing the most frequently used equipment near to the entrance of the warehouse.
- Where possible heavy equipment shall be stored in wheeled flight cases.
- Where possible wheeled flight cases shall be used to assist in the movement of other equipment.
- Where possible hired vehicles shall have tail lifts.
- A ramp shall be provided within the warehouse to assist with the loading & unloading of vehicles.
- Staff shall be instructed in safe manual handling techniques. The Warehouse Manager, Robert Leach, shall receive formal training in manual handling, and shall pass on information received about safe manual handling techniques to all other staff.
- Where possible assessment of access arrangements to venues shall be made to ensure that adequate provision is made for the unloading and loading of equipment, for example in the form of direct access to the point of use, use of the venues goods lift to upper or lower floors or the provision of adequate numbers of crew to assist in the handling of equipment.

3.5 WORK EQUIPMENT

Policy:

It is Audile's policy to ensure so far as is reasonable practicable:

- that all work equipment used by employees shall be of such construction and be maintained so as to prevent danger.

Arrangements:

- All new electrical work equipment shall be CE marked and receive a Portable Appliance Test before being put into use. Future inspection and maintenance of electrical work equipment shall be carried out as part of the P.A.T regime (see paragraph 3.2).
- All ladders provided for use by employees shall be CE marked and selected for their suitability for their intended purpose (see section 3.6). Ladders shall be inspected for any defect before use.
- Hand tools provided for use by employees shall be CE marked. Staff shall be instructed not to use tools which are not in a safe condition.

3.6 WORKING AT HEIGHT

Policy:

It is Audile's policy to avoid the need for working at height, but where it is unavoidable to ensure that:

- access equipment is provided which is of such construction and maintained so as to prevent danger;
- that only competent persons be employed when it is necessary to work at height without provision of a safe working platform or ladder.

Arrangements:

- Stepladders shall be provided for warehousing which are of an appropriate height, have a flat working platform and a handrail for additional stability.
- Ladders used for production operations shall be Zarges *Skymasters*.
- Production operations shall be arranged so as to minimise the amount of working at height that is necessary. As much of the setting up of trusses and mounting of lamps shall be done at ground level as possible.
- Only equipment which is light and can easily be carried with one hand shall be carried up ladders by one person.
- Rigging operations shall be undertaken:
 - By a competent and experienced rigging company
 - By competent and experienced freelance riggers
 - By Audile staff who have received suitable training (see 3.16 Training)
- Where possible adjustment of rigged equipment shall be carried out from Zarges ladders.
- Wire ladders shall be used to gain access to flown equipment only where necessary.
- Full body harnesses shall be worn and correctly used when working at height on trusses.
- Where powered access equipment is required it shall only be operated by licensed users.

3.7 FIRE

Policy:

It is Audile's policy to:

- provide and maintain adequate fire precautions in the workplace;
- to inform employees about these fire precautions and the evacuation procedure;
- so far as is reasonably practicable, to prevent the danger of fire arising from its operations on other premises.

Arrangements:

Warehouse Evacuation Procedure:

- Anyone who discovers a fire should raise the alarm by shouting "FIRE"
- Attack the fire with a fire extinguisher so long as by doing so you do not put yourself at risk
- On hearing the alarm leave the warehouse and assemble on the opposite side of the road. Bring a mobile phone and use this to call the fire service.
- Do not re-enter the warehouse until given permission to do so by the fire service.

Venues:

- All staff shall familiarise themselves with the means of escape and fire procedures of the venue.
- Where Audile have not provided a CO2 extinguisher as part of the production kit check the location of the nearest extinguisher suitable for use on electrical fires.

Fire Risk Assessment:

A fire risk assessment of the workplace shall be undertaken and reviewed annually or when alterations are made to the premises.

An assessment shall be made and recorded of the adequacy of the provision and maintenance of fire precautions - (means of escape; fire fighting equipment; fire detection and fire alarms).

3.8 TRANSPORT

Policy:

It is Audile's policy to:

- provide and maintain vehicles which are suitable for the use to which they are being employed;
- ensure that driving operations are arranged so that, so far as is reasonable practicable, they prevent danger to employees or other road users.

Arrangements:

- Robin Ashworth shall arrange all servicing and MOT inspections of company vehicles.
- Benjamin Giles shall conduct weekly checks of oil, water and tyre pressure on company vehicles.
- Staff shall report any faults with company vehicles to a director.
- The suitability of vehicles, whether owned by the company or hired, shall be assessed for suitability for the load which is to be transported.
- Working arrangement for employees driving or combining driving and other duties shall be such that working hours are limited or that provision is made for sufficient rest breaks.
- Arrangements for assistance in loading and unloading equipment shall be made where necessary.

3.9 LONE WORKING

Policy:

It is Audile's policy to:

- avoid arranging operations so that persons are working alone;
- only to permit lone working for low risk activities in low risk environments.

Arrangements:

- Lone working shall only be undertaken in venues which are known to the company and which are known to present no unusual hazards.
- Employees shall only undertake routine tasks such as lamp hanging and changing when working alone.

When working in a client's venue alone, or out of sight of venue staff, Audile staff shall:

- notify colleagues of their estimated return time;
- carry their mobile phone for use in an emergency or so they can be contacted;
- on arrival at the venue, notify staff where they shall be working and at what they expect to be leaving the venue;
- on departure from the venue, notify staff;
- if the return to Audile's premises is delayed to contact the office with a revised estimate of the return time.

If a member of staff does not return at the expected time colleagues should:

- call their mobile phone;
- if they receive no response, call the venue;
- if there is no response, travel to the venue.

3.10 NOISE

Policy:

It is Audile's policy to limit the exposure of its employees to noise levels where damage to hearing could be sustained.

Arrangements

It is not practicable to be able to measure noise levels or employees exposure to noise at venues therefore:

- employees working at venues where noise levels may be high are issued with ear plugs and are instructed to use them when noise reaches a level where it is difficult to conduct a conversation with a person standing in close proximity without raising one's voice.

3.11 FIRST AID AND ACCIDENT REPORTING

Policy:

Audile's policy is to:

- provide adequate levels of first aid cover in terms of first aid training and first aid kits;
- to record accidents and monitor trends in accidents and introduce additional training or changes to systems of work in response to any observed trends;
- to report to the HSE in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

Arrangements:

- Keith Scully shall receive training in first aid to the level of 'First Aid at work statutory certificate'.
- Key staff shall receive training to the level of "Appointed Person/Emergency First Aider".
- First aid kits are provided in the workshop/office and in mobile production kits.
- First aid kits shall be checked monthly by the Warehouse Manager.
- All accidents suffered by Audile staff or sub-contractors, whether at Audile's premises or elsewhere, shall be recorded in the accident book. Accidents suffered at other premises shall, where possible, also be recorded in the premises accident book.
- The HSE shall be notified of all reportable injuries, diseases and dangerous occurrences by Robin Ashworth

3.12 WORKPLACE SAFETY

Policy:

It is Audile's policy to provide and maintain a safe office environment and safe equipment.

Arrangements:

- When conducting risk assessments and annual reviews of the health and safety policy Robin Ashworth shall check the warehouse and office to ensure, so far as is reasonably practicable, that:
 - Equipment is in a good state of repair;
 - The workplace is adequately ventilated;
 - Temperatures during working hours are reasonable;
 - Lighting levels are adequate;
 - The workplace is clean and tidy;
 - Each room has sufficient space for people to work comfortably;
 - Workstations and seating, including display screen equipment workstations, are suitable;
 - Floors and traffic routes are in good condition;
 - Measures have been taken to prevent falls or falling objects;
 - Windows and glazed doors do not pose a threat to safety;
 - Doors and gates do not pose a threat to safety;
 - Suitable and sufficient sanitary conveniences and washing facilities are provided;
 - Suitable and sufficient facilities are provided for rest and eating meals.

3.13 PERSONAL PROTECTIVE EQUIPMENT

Policy:

Audile's policy is to provide personal protective equipment necessary to protect employees against risks to their health and safety where it is not possible to provide more effective means of protection.

Arrangements:

- All employees shall be issued with protective footwear.
- High noise levels may be experienced and ear plugs shall be available.
- Other protective equipment shall be provided where necessary.

3.14 HAZARDOUS SUBSTANCES

Policy:

Audile's policy is to assess the harmfulness of substances used in its' business and promote awareness to minimise the risk to employees and the public.

Arrangements:

Smoke and haze

- Smoke and Haze machines shall only be used in venues with adequate ventilation.
- Operators shall ensure that smoke or haze does not reach levels that impede visibility of fire exits.
- Smoke or haze fluid used shall be the manufacturers recommended fluid for the machine.
- When testing smoke or haze machines in the warehouse the extraction fan shall be running.

Pyrotechnics

- Pyrotechnics on site shall be kept in a closed metal box at all times.
- Pyrotechnics shall only be operated by competent staff who have received adequate training.

3.15 EQUIPMENT HIRE (DRY)

Policy:

Audile's policy is to ensure that all equipment hired out is in a safe condition and that it is used in an appropriate manner.

Arrangements:

- Dry hired equipment shall primarily be hired to professional users.
- Where appropriate, hirers will be issued with manuals, operating instructions and safety data.
- Where necessary hirers will receive training in the safe use and operation of hired equipment.

3.16 EQUIPMENT HIRE (WET)

Policy:

Audile's policy is to ensure that all equipment hired out is in a safe condition and that it is used in an appropriate manner.

Arrangements:

- On site staff shall be aware of the methods and risks involved with the operation. This information shall be in the form of either generic or job specific method statements and risk assessments.
- Staff employed on site will be appropriate to their responsibilities.
- Where relevant site surveys will be undertaken to assess the suitability of our operation to a specific venue.

3.17 TRAINING

Policy:

Audile's policy is to train staff in safe working practices both in our warehousing operation and in on site operations. It is Audile's policy to provide industry specific and general training to enable staff to carry out and develop their roles within the company.

Arrangements:

- All staff and freelancers will receive a copy of the Audile Health and Safety Handbook
- All new members of staff will be given basic training in Audile 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 Audile.

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

- First Aid
- Basic Rigging
- PCM Motor School
- Powered Access

3.17 SUB-CONTRACTORS

Policy:

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

Arrangements:

- All sub-contractors will be assessed by the directors for suitability.
- All sub-contractors will be made aware of this Health and Safety Policy.

4 DRUGS AND ALCOHOL POLICY

It is Audile's policy that alcohol should not be consumed during the working day, nor should excessive amounts of alcohol be consumed at any time such that personnel's subsequent ability to work is impaired. Personnel found to be in a drunken or impaired state, in the opinion of their supervisor, will be sent off site.

The possession or consumption of illegal drugs will not be tolerated by Audile. Personnel found to be in possession of illegal drugs, or suspected to have consumed illegal drugs in the opinion of their supervisor, will be sent off site.