



*lite alternative*

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## Health & Safety Policy

Issue Date: 01.02.14

## **HEALTH AND SAFETY SYSTEM - INDEX:**

1. COVER
2. INDEX
3. POLICY STATEMENT
4. HEALTH AND SAFETY ORGANISATION AND RESPONSIBILITIES
5. GENERAL SAFETY RULES (inc First Aid)
6. REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS - RIDDOR
7. COSHH - CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH
8. STEPS IN MAKING A COSHH ASSESSMENT
9. NOISE AT WORK
10. ELECTRICITY AT WORK REGULATIONS 1989
11. PORTABLE APPLIANCES EQUIPMENT (PAT)
12. MANUAL HANDLING
13. GENERAL SAFETY RULES AND PROCEDURES - Loler, Falls from Heights, Rig Points, Trussing, Span sets
14. GENERAL SAFETY RULES AND PROCEDURES – Chains/Ropes, Ladders, Access Towers, Flying Systems
15. GENERAL SAFETY RULES AND PROCEDURES - Electrical Shock, Vehicles, Cases, Substance Handling
16. GENERAL SAFETY RULES AND PROCEDURES - Fire Prevention inc Pyrotechnics
17. GENERAL SAFETY RULES AND PROCEDURES – Employees, Visitors & Sub-Contractors
18. GENERAL SAFETY RULES AND PROCEDURES -Visual Display Unit (VDU)
19. GENERAL SAFETY RULES AND PROCEDURES -Work Equipment & Machinery
20. GENERAL SAFETY RULES AND PROCEDURES - Personal Protective Equipment (PPE)
21. GENERAL SAFETY RULES AND PROCEDURES - Personal Protective Equipment (PPE) and Fall Arrest Equipment
22. RISK ASSESSMENT
23. RISK ASSESSMENT PART 1
24. RISK ASSESSMENT PART 2
25. GENERAL SAFETY AND PROCEDURES – Venue and Organisers
26. METHOD STATEMENT MAIN HIRE – Sample Method Statement
27. METHOD STATEMENT CASUAL HIRE
28. METHOD STATEMENT RIGGING

# HEALTH AND SAFETY POLICY STATEMENT

## *lite alternative*

4 Shadsworth Business Park, Duttons Way, Blackburn, Lancs. BB1 2QR

Lite Alternative Ltd. recognises the Health and Safety at Work etc Act 1974, also referred to as HASAW or HSW, as the primary piece of legislation covering occupational health and safety in the United Kingdom, and is responsible for ensuring so far as reasonably practicable the health, safety and welfare of all its employees, subcontractors, trainees & visitors.

Lite Alternative Ltd. attaches the greatest importance to all aspects of health and safety, and considers this to be a management responsibility ranking equally with other management functions within the organisation.

It is the policy of Lite Alternative Ltd. to take all reasonably practicable precautions for the prevention of accidents and dangerous occurrences and for the creation of working conditions, which safeguard all those concerned with our business operations. To this end Lite Alternative Ltd. will allocate the necessary resources and enlist the active support of all employees, visitors, trainees and subcontractors, upon whom the Health and Safety at Work Act impose duties.

Lite Alternative Ltd. regards the standards set by the various relevant statutory provisions as the minimum standard, which must be achieved, and will endeavour to improve upon these standards where reasonably practicable.

This current policy and the organisation, arrangements and safety rules that form part of it were reviewed in January 2011 and it will be reviewed regularly, modified and updated as necessary

The objectives of this policy are:

1. To promote standards of health, safety and welfare within Lite Alternative Ltd. and to ensure compliance with all the relevant statutory provisions.
2. To create and maintain safe and healthy places of work for all employees, and to ensure that the safety and health of persons other than our employees are not adversely affected by our work activity.
3. To ensure that staff, at all levels, are provided with adequate instruction, training and supervision.
4. To develop safety awareness and responsible attitudes at all levels.
5. To promote a joint consultation approach on health and safety matters.
6. To provide a framework within which our safety performance may be monitored.
7. To ensure all subcontractors recognise their responsibilities under the Health & Safety at Work Act 1974, and to adopt Lite Alternative Ltd's Health & Safety Policy arrangements where appropriate.

The Managing Director is responsible for ensuring that Lite Alternative Ltd. safety policy is implemented and applied.

Management have a day-to-day responsibility for applying Health and Safety arrangements and rules, and to see that these are applied effectively, and that there is adequate training, instruction and supervision.

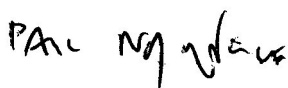
Supervisors have a continuous responsibility for applying Safety arrangements and rules, for ensuring compliance with them and for giving employees proper instructions/training in company safety policy arrangements and rules. All staff and Sub Contractors are encouraged to hold a current Safety Passport (SPA) from S.P.A Ltd.

All employees regardless of position in Lite Alternative Ltd. have a duty imposed on them by the Health and Safety at Work Act 1974. These duties include:

1. To take responsible care for the health and safety of themselves and other persons who may be affected by their acts or omissions.
2. To co-operate with Lite Alternative Ltd. in the measures taken to safeguard health and safety at work.
3. To report to a person in authority any defects/accidents, which adversely affect health and safety at work.
4. To be aware of Lite Alternative Ltd. safety policy and arrangements, and those statutory provisions and safety rules relating to their work activity.

It should be noted that disciplinary action might be taken against employees who persistently and deliberately flout the requirements placed upon them by statutory provisions and company safety rules.

Signed:



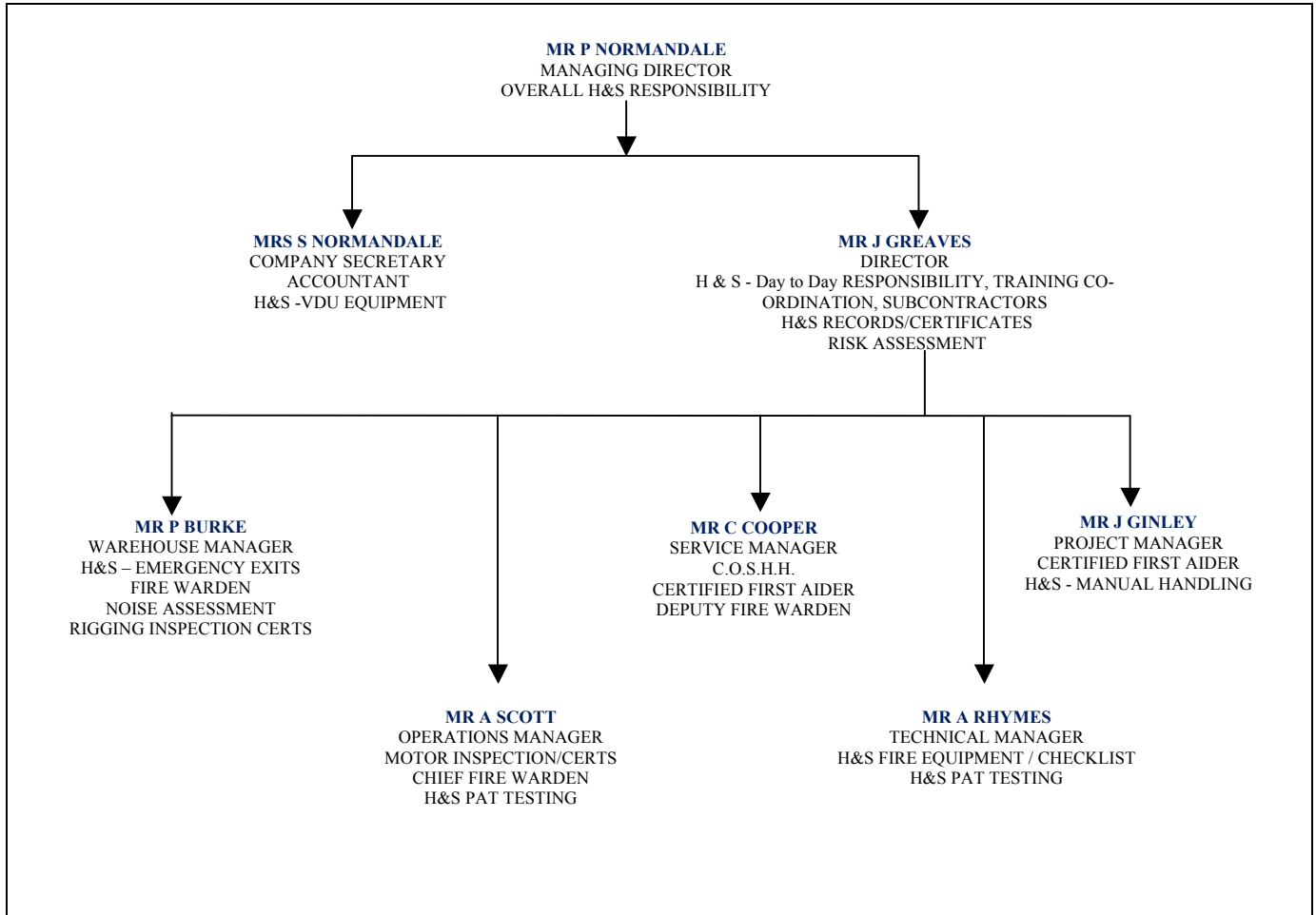
Managing Director

Date: 1<sup>st</sup> February 2014

## HEALTH AND SAFETY ORGANISATION AND RESPONSIBILITIES

### **LITE ALTERNATIVE LTD**

4 Shadsworth Business Park, Duttons Way, Blackburn, Lancs. BB1 2QR



#### LISTED BELOW ARE SOME KEY OUTSIDE SPECIALIST COMPANIES

##### FIRE EQUIPMENT

Phoenix Fire Protection  
5 Moss Avenue  
Rochdale, Lancs  
OL16 4AA

##### MOTOR CERTIFICATION

AC Lighting Ltd.  
Hawkshead Commercial Centre.  
Elder Road  
Leeds, West Yorkshire  
LS13 4AT

##### DRAPES / GAUZES

Hangman Ltd.  
The Artworks  
Silvergate  
Blickling  
Norwich, Norfolk  
NR11 6NN

##### TRUSS INSPECTION

AJB Precision Fabrication  
Unit 6  
96-100 Prince Street  
(Entrance on Park Street)  
Birkenhead, Merseyside  
CH41 3RE

##### AIR COMPRESION

AB Compressors Ltd.  
Appleby Street  
Blackburn, Lancs  
BB1 3BL

##### PSA PASSPORT

Safety Passport Alliance (SPA) Ltd.  
Unit 3. The Court  
Holywell Business Park,  
Northfield Road  
Southam. Warwickshire, CV47 0FS

## GENERAL HEALTH & SAFETY RULES (Inc. First Aid)

### DO's:

- Use safety guards, safety equipment and personal protective equipment as per manufacturer's safety instruction and Lite Alternative Ltd. instruction.
- Report loss of / damage to safety guards, safety equipment and personal protective equipment so that a competent or qualified person can remedy the defect.
- Keep all tools and equipment relating to his/her work in good operational and safe working order. Check prior to use, for any signs of wear and tear that may make the use of them unsafe. If so carry out any repairs or replace any damaged/faulty tools or equipment before using them.
- Use tools and equipment for the work they are intended for and familiarise yourself with the controls of any equipment checking all is in good working order, i.e. emergency switches, circuit breakers and safety guards. Be aware how to stop or turn off the machine/equipment in case of an emergency.
- Have all cuts (even minor cuts) and personal accidents attended to by the First Aider - Mr C Cooper or Mr J Ginley.
- Report ALL accidents, breakdowns, defects and "near misses" to your supervisor who will ensure they are recorded in the accident book, and appropriate action taken.
- Switch off machines when not in use.
- Switch off and unplug portable equipment and flexible cables when not in use (where reasonable to do so).
- Keep to marked gangways and paths.
- Stop and isolate machines [both electrically and where appropriate pneumatically / hydraulically] before setting adjustments and undertaking maintenance. Three phase should be switched off at the box and the fuses removed if possible.
- Report to your supervisor any prescribed medication that could affect your ability to work and operate machinery safely.
- Keep areas around machines, gangways steps and stairs clear and unobstructed.
- Familiarise yourself with the positions of all Fire Exits/Fire Extinguishers/Fire Alarm points and keep Fire Exits clear.
- All jewellery and hair must be worn in a manner that will be safe to carry out any work activity without endangering oneself and others.
- Practice a high standard of hygiene and make proper use of washing, eating, drinking and toilet facilities.

### DO NOT:

- Wear loose clothing and/or jewellery when operating machines.
- Attempt to carry out work or operate machines and equipment you are not competent/trained with or authorised to use.
- Take short cuts and chances.
- Run in the work place.
- "Skylark"
- Wear unsuitable footwear such as plimsolls and open-toed sandals.
- Obstruct Fire Exits, gangways, paths and stairs.
- Misuse tools or equipment or use makeshift equipment.
- Overload lifting appliances i.e. fork trucks, electric hoists, supertowers, stands or any other lifting equipment.
- Smoke in prohibited places.
- Consume alcohol, drugs or any other intoxicating substances whilst working for Lite Alternative Ltd.
- Distract anyone who is using machinery.
- Clean, maintain or attempt to repair machinery whilst still turned on or in motion.

### **FIRST AID:**

If someone has been hurt or fallen ill at work it's important to take care of them straight away, and make any dangerous conditions safe. First-aid means treating minor injuries at work and giving immediate attention to more serious casualties until medical help is available. It can save lives and prevent minor injuries becoming major ones.

Law that apply are: Health and Safety (First Aid) Regulations 1981,

TRAINED FIRST AIDER[S]:

Mr. C Cooper – Services Manager / Mr. J Ginley – Project Manager

FIRST AID BOX:

Located in Kitchen cupboard.

ACCIDENT REPORT BOOK:

Located in Kitchen with First Aid Box.

ACCIDENT REPORT FORMS:

Located in Upstairs Office in H&S Documentation

### **FIRST AIDER(S) TO ENSURE:**

- That soap, water and disposable drying materials are on hand for specific first-aid purposes.
- That all First Aid boxes are 100% full. All equipment is in good condition. All contents are up to date.
- The First Aid box does not have: Sprays, painkillers, antiseptics, aspirin, tablets, eye wash/bath, creams, and other medication.
- Eye Wash Station (located in kitchen) contains: Sterile Eye pads, Surgical Eye Shade & Sterile Emergency Eyewash.
- All accidents are to be entered into the Accident Report Book.
- Accidents that are reportable are reported using the proper forms available.

### **GENERAL INSTRUCTION - ATTENTION ALL:**

All those involved directly or indirectly with regards to any accident/incident will assist the First Aider in carrying out his/her duties, by reporting for treatment however minor in order for the above standards to be maintained.

There is a legal duty for employers to provide the first aid facility.

There is a legal duty for employees to report if he/she is injured at work.

## RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)

### ACCIDENT REPORTING:

The Reporting of Injuries, Diseases and Dangerous Occurrences regulations 1995 require certain categories of accidents to be reported to HSE. These include accidents that prevent the injured person from carrying out their normal job for more than three days, as well as more serious incidents. Leaflets "HSE31 (rev1) RIDDOR Explained" and "MISC310 RIDDOR reporting: information about the new incident centre" - gives further information. All employees have been issued Seton's Solutions for a Safe, Secure Workplace – 09071 First Aid Pocket Guide. This guide is intended to provide enough knowledge to save a life until a trained First Aider is at hand or medical help is available.

### IN THE EVENT OF AN EMERGENCY OR ACCIDENT:

- Stay Calm.
- Make the area safe.
- Seek assistance, preferably from a First Aider, treat as required / instructed.
- If in doubt, do not move the person
- If necessary you call the emergency services, or get someone else to call.

### REPORTABLE ACCIDENTS - GUIDE ONLY \*

REPORT ANY: (Written report on form: HSE – Report of an Injury or Dangerous Occurrence, Ref No.F 2508)

- Fatality.
- Amputation.
- Fracture other than to fingers, thumb or toes.
- Loss of sight temporary or permanent.
- Penetrating injury to the eye, or a chemical/hot metal burn to the eye.
- Injury that results in admittance to hospital for more than 24 hours.
- Injury that results in incapacity from work for more than three days.
- Injury resulting from electrical shock or electrical burns leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours.
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent/ its toxins or infected agent.
- Loss of consciousness caused by asphyxia or by exposure to a harmful substance/biological agent.

### REPORTABLE DANGEROUS OCCURRENCES - GUIDE ONLY \*

REPORT ANY: (Written report on form: F 2508)

- Collapse of, the overturning of or the failure of load bearing parts of lifts and/or lifting equipment.
- Explosion or bursting of any closed vessel or associated pipe work.
- Collapse of scaffold over 5 metres high, or erected near water where there could be a risk of drowning after a fall.

### REPORTABLE DISEASES - GUIDE ONLY \*

REPORT ANY: (Written report on form: F 2508)

- skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne.
- certain poisonings.
- hand arm vibration syndrome.

\*The above lists are not complete but are guidelines only.

A full list can be found in the Health & Safety Executive publication:

A Guide to the Reporting of Injuries, Diseases and Dangerous Occurrences

Regulations 1995. ([www.hsebooks.co.uk](http://www.hsebooks.co.uk)) See Lite Alternative Ltd. notice board.

### REPORTING:

Verbally as soon as possible by telephone then in writing to either:

Health & Safety Executive:

0870 1545500 (Info line)  
0541 545500 (support line)

Health & Safety Executive (Local Office):

HES Executive, Marshall House, Ringway, Preston  
PR1 2HS (Contact Mary Clarkson- Workplace Contact  
Officer – 01772 836 222)

Environmental Health @ Blackburn with Darwen Borough Council:

01254 585973

Environment Agency (Regulating Waste & Industrial Processes):

0845 933 3111 (Enquiries)  
0800 807060 - Emergency Hotline

## COSHH - CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

### THE LEGAL REQUIREMENT:

Lite Alternative Ltd as the employer is required to evaluate the risk to health arising from any/all work/tasks involving all substances hazardous to health; and then must establish what has to be done to meet the requirements of the whole Control of Substances Hazardous to Health Regulations 2002 (COSHH) and the requirements of the Substances Hazardous to Health (Amendment) Regulations 2003.

The assessment must be reviewed at least every 5 years or as and when circumstances change, or if it becomes obvious that the original assessment is no longer valid.

The duty is absolute and is placed on the employer, including the sub-contractors. The duty extends beyond employees to include any others who may be affected by the work, whether at work themselves or not.

### THE TRUE PURPOSE OF ASSESSMENTS:

Lite Alternative Ltd must identify if and how human health could be injured by using a substance then devise safety precautions to protect the health of employees and others that could be harmed by a hazardous substance and then put the precautions into practise.

### KEY WORDS TO USE IN ASSESSMENTS:

“HAZARD” means potential to cause harm. The substance may cause harm in a variety of ways and via a variety of routes.

“RISK” means the likelihood that the substance will cause harm in the actual circumstances of use. This will depend on how it is controlled, used and degree of exposure.

"HAZARD" could include the following: (GUIDE ONLY)

Paints	Adhesives	Solvents
Exhaust fumes	Dry ice	Oil
Fireproofing substances	Fluids for smoke/vapour effects	Inks
Photo copier/fax toner	Typist correction fluids	Solder
Glue	Bleach	Floor cleaner
Toilet cleaners	Floor cleaner	Ash and dust
Sink cleaner	LPG	

### MANUFACTURERS AND SUPPLIERS:

Have a duty to supply safety data sheets containing information under the following headings:

Identification	Composition
Hazards Identification	First Aid Measures
Fire Fighting Measures	Accidental Release Measures
Handling and Storage	Physical and Chemical Properties
Stability and Reactivity	Toxicological Information
Ecological Information	Disposable Consideration
Transport Information	Regulatory Information
Exposure Controls and personal protection	

### COSHH PRECAUTION GUIDE - THREE STEPS:

#### 1. Prevention by:

- Eliminating the use of the substance.
- Substitute for less hazardous substance or use same substance in less hazardous form

#### 2. Controlling exposure - (If prevention is not reasonably practicable)

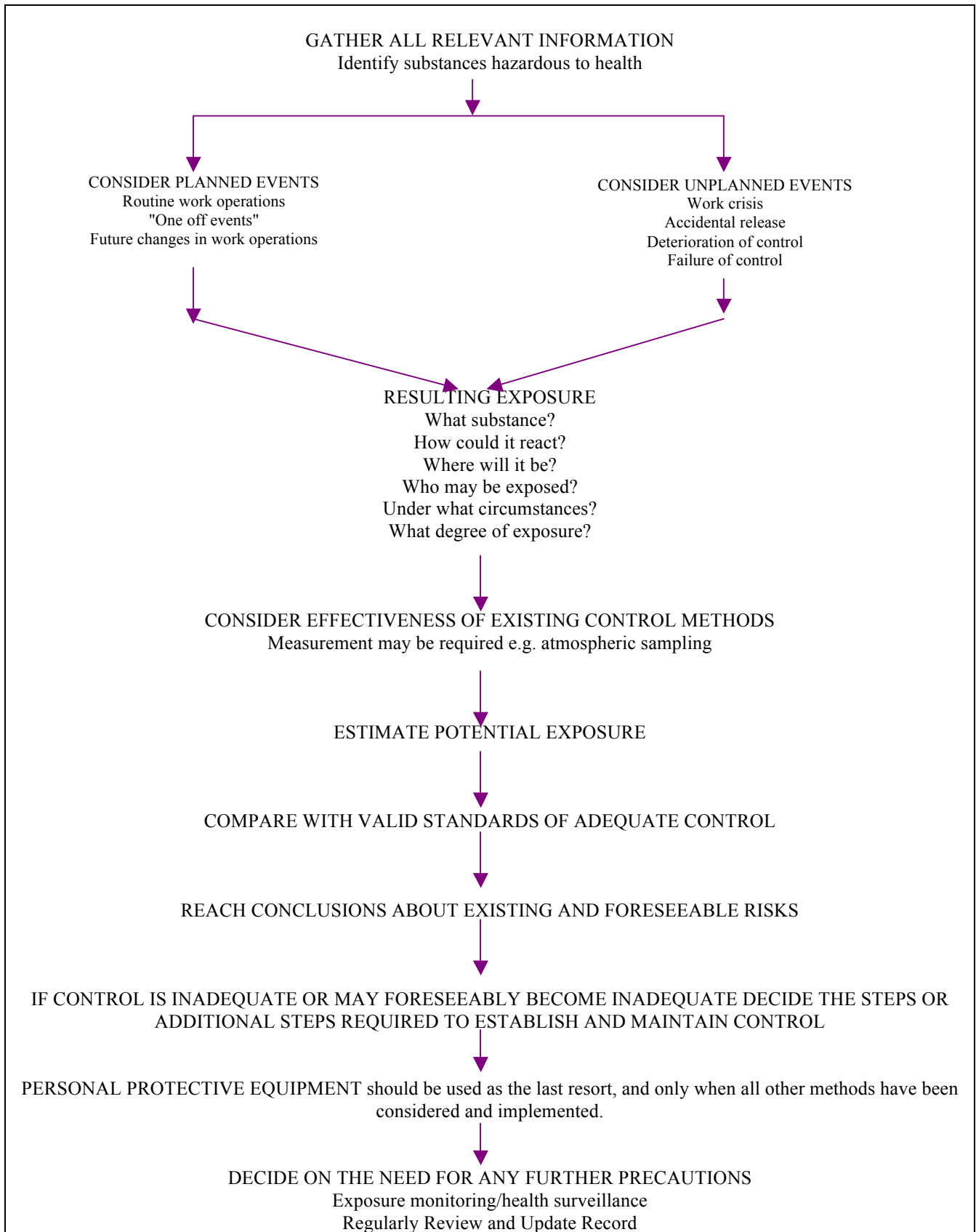
- Totally enclose the process and the handling systems
- Local ventilation with partial enclosure
- General ventilation
- Reduce the number of employees exposed
- Exclude non-essential access
- Reduce exposure time
- Regular cleaning
- Safe storage
- Safe disposal
- Prohibition of eating, drinking and smoking
- Adequate hygiene facilities [washing/showers]

#### 3. Final solution - Personal Protective Equipment [PPE] (PPE use must be adequate to control):

- Length of exposure
- Amount of exposure
- Form of exposure
- Person exposed i.e. health, low threshold to sensitisation, beard and long hair.
- Conflicts with any other PPE that must be used
- Details of PPE issued should be recorded

NB. Assessments and data, All records must be made & kept up to date. Review as required and amend where necessary (not repeat but check)

## STEPS IN MAKING A COSHH ASSESSMENT





## NOISE AT WORK

ATTENTION: All employees, contractors, sub-contractors & visitors.

### THE HAZARD:

“Noise” is the Hazard. The Control of Noise at Work Regulations 2005 says we should try to remove this hazard or at least try to reduce the risk to protect people. High Levels of noise at work can cause hearing loss; this can take many years to become serious. Young can be damaged as easily as old. Deafness can make people feel isolated from their family, friends, and colleagues.

Noise is measured in decibels dB(A) but sudden impact noises produced by hammer blows, percussion drills, pyrotechnics, and post bashers are measured in dB(C) which is a measure of air pressure. These sources are present in many of the sites and venues we work in.

### THE RISK:

Loud noise can cause irreversible hearing damage. It can accelerate the normal hearing loss, which occurs as we grow older, as well as cause other problems such as Tinnitus, it can also lead to other accidents and stress.



*Figure 1 Examples of typical noise levels.*

### LAW REQUIRES:

Noise Regulations require us to take specific action at certain action values.

The Values are:

Lower exposure action values:

- Daily or weekly exposure of 80 dB
- Peak sound pressure of 135 dB

Upper exposure action values:

- Daily or weekly exposure of 85 dB
- Peak sound pressure of 137 dB

There are also levels of noise exposure which must not be exceeded.

Exposure limit values:

- Daily or weekly exposure of 87 dB
- Peak sound pressure of 140 dB.
- 

### WHAT LITE ALTERNATIVE LTD MUST DO:

By Law, Lite Alternative must identify measures to eliminate or reduce risks from exposure to noise so that you can protect the hearing of employees. Within the Warehouse/Office Environment, Lite Alternative must identify and assess the various noise action levels, within the lower and upper areas of concern and mark these zones, in accordance with the Health and Safety [safety signs and signals regulations] 1995.

Within Concert, tour and festival situations: This assessment will be the responsibility of the Promoter or Venue/Production Manager. Whoever does the assessment must be competent and a copy of the assessment must be kept on file until a new assessment is made.

### LITE ALTERNATIVE LTD will:

Carry out assessments themselves and hold on file the assessment information; thus ensuring assessments are actioned correctly.

Were possible, adhere to a low-noise purchasing policy, which involves researching future tool / machinery purchases and buying the ones that are the quietest. We will isolate the areas where noise reaches the lower action values and limit the time spent in noisy areas.

Hearing protection will be issued to employees where extra protection is needed after completing the previous actions.

### HEALTH SURVEILLANCE:

Lite Alternative will supply health surveillance (hearing checks) for all our employees, who are likely to be frequently exposed above the upper exposure action values. Records of the health surveillance are kept in Employee Profiles at the office.

## ELECTRICITY @ WORK REGULATIONS 1989

Electricity can kill. Most deaths are caused by contact with overhead or underground power cables. Even non-fatal shocks can cause severe and permanent injury. Shocks from faulty equipment may lead to falls from ladders, scaffolds, truss or other work platforms. Those using electricity may not be the only ones at risk. Poor electrical installations and faulty electrical appliances can lead to fires, which can also result in death or injury to others.

Lite Alternative Ltd electrical work will be completed in accordance with the Electricity at Work Regulations 1989 and briefly the main points of the regulations, so far as reasonably practicable are:

1. All systems shall be of a construction that prevents any danger.
2. All work activity such as use and maintenance on or near a system shall be carried out so as not to give rise to danger.
3. All electrical equipment which may be exposed to mechanical damage, the effects of weather, temperature, wet, dirty or corrosive conditions, flammable or explosive dusts or gases must be constructed or protected to prevent any danger arising.
4. Any equipment provided for protection of persons shall be suitable for use and properly maintained.
5. The strength and capability of equipment must not be exceeded in such a way as to give rise to danger.
6. All conductors, which may give rise to danger, must be insulated protected, safely located and other precautions taken to prevent danger.
7. Earthing or other protective measures must be taken to prevent cables, other than circuit cables, from becoming live.
8. Point 10 prohibits the placing of switches in the neutral side of the circuit unless specific safety precautions are taken.
9. All joints and connections must be electrically and mechanically suitable for use.
10. The use of suitable fuses and circuit breakers is required.
11. Suitable means must exist for cutting off the supply to any item of electrical equipment and isolating any such item.
12. Where appropriate circuits must be identified.
13. Adequate precautions must be taken to prevent any danger when work is taking place near equipment that has been turned off, especially to prevent it from becoming live again.
14. Adequate lighting, access and working space must be provided to prevent injury.
15. No work must be done on or near live conductors unless it is unreasonable to make them dead, or it is reasonable to allow live work with suitable precautions taken.
16. No person to be engaged in electrical work without suitable qualifications or experience to prevent danger, unless they are under appropriate supervision.

### FIXED INSTALLATIONS:

Should be installed in accordance with the BS7671:2008 Requirements for Electrical Installations (17<sup>th</sup> edition), and then inspected and tested every five years when an inspection/test certificate should be issued.

Local Authority Public Entertainment Licence conditions may call for more regular testing. The 17th edition of the IEE regulations makes the requirement of ascertaining and complying with the local Licensing Authority's conditions.

### TEMPORARY INSTALLATIONS:

The conditions set in most Public Entertainment Licences normally call for this same standard for temporary installations as for fixed installations; this is often impractical or impossible to comply with. After installation verbal approval or a copy of the inspection/test certificate should be given to the Production Manager or Event Safety Officer. The installation should be installed in accordance with BS7909 2008 Code of Practice for temporary electrical systems for entertainment and related purposes.

Electrical equipment must be protected by Residual Current Devices; a fuse on its own may not be enough. For outdoor use or where higher power requirements are foreseen indoors, the use of industrial connections to BS 4343 should be used as opposed to the normal 13 amp plugs and sockets. In situations where 13 amp plugs are used then fuses of the correct rating for that particular appliance must be fitted. For outdoor use hand tools such as electric drills and saws must be 110v type for safety.

Cables on temporary installations must be laid in such a way so as not to become a trip hazard, and if laid across traffic routes must be protected by suitable cable ramps.

All electrical equipment must be tested and inspected on a regular basis by a competent person, and have been "PAT CERTIFICATED" and labelled accordingly. Please refer to "PAT" Section Page 11, and Lite Alternatives PC based testing and certification system "TEST TRACK/HIRETRACK BY NAVIGATOR SYSTEMS"

### MAINS SUPPLY CONNECTION AND DISCONNECTION:

Lite Alternative Ltd. require that the venue provide a qualified electrician to be available on site to connect their equipment to the venue's mains electricity supply and disconnect when required to do so.

## PORTABLE APPLIANCES EQUIPMENT

### PORTABLE APPLIANCE TESTING [PAT]:

All portable electrical equipment should undergo Portable Appliance Testing on at least an annual basis or as far as reasonably practicable within the period the equipment is back in the warehouse prior to being re-hired.

PAT testing includes -

- back line,
- effects,
- lasers,
- lighting,
- video
- projection
- catering equipment
- electrical hand tools.

All faulty equipment must not be used until properly repaired, and re-certificated

Employers should instruct all persons to carry out a visual check of all equipment and report all faults and damage.

Employers, employees and sub-contractors have a duty to maintain all electrical equipment in a safe working order and not to tamper or interfere with it unless they are qualified to do so.

Lite Alternative Ltd. will ensure that where any mains 240 volt hand held portable electrical apparatus is used [e.g. drills, grinders], then suitable protection is provided by the use of 30mA/40mS residual current device [circuit breaker].

If equipment keeps “tripping out” on Residual Current Device [RCD], then that equipment should not be used, until checked, tested and faults corrected.

### "PAT" SYSTEM:

In order to ensure all portable electrical equipment is properly maintained Lite Alternative Ltd. has developed a formal and regular system of routine inspection and testing, which is supervised by Mr. Andrew Rhymes. This system and information is recorded, stored and certificates issued using the PC based system “TEST TRACK/HIRE TRACK BY NAVIGATOR SYSTEMS”.\*

Due to the nature of work, the interval for inspection and testing is on an on going rolling programme as equipment is moved in and out of service and use, due to the various requirements placed on the equipment from clients of Lite Alternative Ltd.

Therefore Lite Alternative Ltd. will retest equipment prior to its anniversary test date. If this equipment is re-hired out for a period that would take it past its anniversary date of test, it will be retested sooner rather than later. Each “job” that goes out is accompanied by a “Fault Report List” which is to be filled in for equipment repair on return to warehouse, or sub contractors are requested to compile a “Bug List” highlighting any faulty equipment.

PAT SYSTEM provided by:                    NAVIGATOR SYSTEMS  
    Syon Lodge, Busch Corner,  
    London Road. London TW7 5BH  
    T: 07000 628 797

## MANUAL HANDLING

Manual handling is transporting or supporting loads by hand or by bodily force. Many people hurt their back, arms, hands or feet. One bad lift can cause injury and cumulative damage can build up over time – even with lighter loads. More than a third of all over-three-day injuries reported each year to HSE and to local authorities are the result of manual handling.

Upper limb disorders, including repetitive strain injury, can occur in office-based as well as manual jobs. They can happen if people have to adopt awkward body positions because of poorly designed workstations, and as a result of repetitive or fast movement.

Law that apply here: Manual Handling Operations Regulations 1992. Health and Safety (Display Screen Equipment) Regulations 1992

### THE PROBLEM:

- More than a third of over three day injuries arise from manual handling.
- On average each injury results in 20 days off work.
- Sometimes the victim never recovers.
- The cost is enormous.
- Manual handling injuries build up over time rather than being caused by a single accident.

### WHAT'S TO BE DONE?

- Consider the risks from manual handling to the health and safety of all involved.
- If risks exist: then the Manual Handling Regulations apply.

### LITE ALTERNATIVE LTD WILL:

- Avoid the need for hazardous manual handling as far as reasonably practicable.
- Provide suitable training (Manual Handling – the Facts Training Video) and documentation of such, and provide H&S Literature.
- Assess the risk of injury from any hazardous manual handling that cannot be avoided: and
- Reduce the risk of injury from hazardous manual handling as far as reasonably practicable.

### GUIDELINES TO INDICATE IF THERE IS A RISK OF INJURY:

- Excessive fatigue.
- Length of Work Period
- Bad posture.
- Cramped / untidy work areas.
- Awkward or heavy loads.
- A history of back problems.

### LITE ALTERNATIVE LTD GUIDELINES FOR CASUAL HIRE:

- All equipment and cases to be packed correctly to avoid or reduce movement when handling.
- All warning signage on lifting, handling and heavy load to go out with equipment.
- Where reasonably practicable verbal instruction to be given to client on unloading, loading, assembly and handling.
- All staff and sub-contractors issued “How to Lift Correctly” (Seton Ltd LPG FY98QC 2)

### MANUAL HANDLING – GENERAL ADVICE:

Refer to “How to lift Correctly” (Seton Style LPG) – issued to all staff and sub-contractors. All Staff carried out Video Training course ‘Manual Handling – the Facts’ Video by Safety Media. Basic Advise includes:

- Do not jerk and shove whilst lifting.
- Lift in easy stages - floor to knee then the carrying position.
- Hold weights close to the body, lift with the legs and keep the back straight.
- Grip loads with palms not fingers.
- Never change grip while carrying items.
- Do not let the load obstruct your vision.
- Ensure that the route is clear before setting off.
- Check the stability of the load before lifting.
- If in doubt do not proceed but seek help from management /supervisor/crew.
- Never try to save time by trying to have a go yourself.

### REMEMBER: IF YOU EXPERIENCE BACK TROUBLE –

**Do not attempt to lift - let someone else do it.**

## GENERAL SAFETY RULES AND PROCEDURES

### LOLER REGULATIONS:

The Lifting Operations and Lifting Equipment Regulations 1998 (Loler) were made under the Health and Safety Act of 1974. They require that all “lifting equipment” whether existing, second hand, leased or new be fully examined by a “competent person” and records kept of such examination, along with retest dates for such equipment. All equipment must also have an individual marking in order to identify the piece of equipment and its corresponding examination/service record.

In accordance with the above and so far as reasonably practical all lifting equipment is tested at a stated regular interval and records of such examinations are kept at Lite Alternative Ltd.

All rigging equipment has a minimum retest date of one year, but is also given a visual inspection every time it is sent on hire or used.

Chain hoist and all rigging certification is available on the website. [www.lite-alternative.com](http://www.lite-alternative.com)

### PREVENTING FALLS FROM HEIGHTS: WAHR (Working at Heights Regulations 2005 (as amended) apply here.

Falling from a height is one of the major causes of workplace deaths and injuries. Falls from height at work happen in many places and during different work activities, including routine maintenance work at height such as roof repairs and maintenance of roof mounted plant, cleaning gutters, windows or signs, maintenance of ceiling mounted services, changing light bulbs, other electrical work, painting, etc. Working from moveable ladders is a particularly frequent cause of injury and precautions should be taken to minimise such work and to prevent the ladder from slipping or falling. It is particularly important to know when and how work at height is done, to make sure that the right precautions are taken when needed, and to select and use the right access equipment for the job. All equipment must be maintained, and where sub-contractors or contractors used, they must be competent and steps taken to ensure they work safely when on our premises or employed by LA Ltd.

LA Ltd is aware of the particular danger of fragile Perspex roof lights and has placed the necessary signs in prominent positions on outside walls to our warehouse/offices.

### RIG POINTS:

Lite Alternative Ltd. policy is that all rig points must be provided by the venue and have been installed by a competent or suitably qualified rigger and /or qualified engineer who will be requested to be available for an on site consultation with Lite Alternative Ltd. personnel.

Crew who are new or are unfamiliar with our flying systems will be instructed into Lite Alternative Ltd’s best practise of flying their systems.

Secondary safety fittings are always installed in case of failure of the primary fastenings.

Safety bonds to be fitted to all individual lamps in case of failure of the primary fixing.

Please see official data on load bearings and refer to the Registry of Rigging held at the Lite Alternative office.

### LIFTING EQUIPMENT:

- Ensure that the correct numbers of staff/equipment are available for each lift.
- Only use the lifting equipment that has a current up to date certificate conforming to safe working loads, and wear appropriate PPE.
- Under no circumstances should the safe working load of any equipment be exceeded.
- All lifting equipment is inspected regularly by Mr. Paul Burke or suitable contractors and all test certificates are the responsibility of Mr. Andrew Scott.
- If in doubt regarding equipment, check with the person who is preparing the equipment for the job and/or the crew boss.

### TRUSSING:

- Each section of truss has an individual bar code identity as per Lite Alternative’s safety control system, and is inspected regularly by AJB Precision Fabrication.
- All trussing to have a visual inspection and be checked for wear and tear before being sent out on a job.

Main areas of concern for Trussing are:

- Weld joints.
- Jagged edges.
- Trussing joints.

All trussing to be cleaned after every job and all tape removed.

Full current Inspection Certification is available on line at [www.lite-alternative.com](http://www.lite-alternative.com)

### TRUSS PINS & CLIPS:

All truss pins & clips are to be checked before being sent out.

Points to observe:

- Never use a metal hammer on truss pins only the copper/white plastic hammers designed especially for this use.
- All truss pins must be secured to the truss with a trussing clip.
- Any damaged truss pins & clips should be removed from stock and destroyed.
- All truss pins & clips to be checked for wear and tear.

### SPAN SETS:

- Span sets identified as per printed label.
- Confirm all in good safe condition & report any defects or possible hazards immediately and do not despatch or use until satisfied all in safe condition. Any damaged items to be destroyed.
- Lite Alternative Ltd regularly inspects all items as part of LA LTD Rigging Registry, and is available on line.

## GENERAL SAFETY RULES AND PROCEDURES

Continued.....

### LADDERS:

- Training will be provided by a suitable Company for all staff and recommended for Sub-Contractors (Zarges UK Ltd)
- Before use visually inspect all rungs, stilts and feet, are they safe to use?
- Secure top and bottom, if practicable use ladder stays and/or stand offs.
- Correct angle four up, one out. [4:1]
- When using ideally have someone holding the ladders.
- Ensure the ladder is the correct one for the job and will extend to three feet above the landing point.
- Do not support ladders on rungs.
- Use secondary safety point where available and harness.
- When using a truss ladder, ensure a personal fall arrestor is installed and harness used.

### SCAFFOLDING /ACCESS TOWERS:

- Ensure fully training is obtained for each Scaf/Access Tower and Certification provided.
- Check for wear and tear and the general appearance.
- Ensure fully planked out and toe board fitted vertical to the ground and securely fastened to the structure.
- Check internal ladder and use for ascending/descending.
- All platforms are wide enough for people.
- Do wheels lock, is it set on level ground, are outriggers provided and fitted?
- No higher than three times it's width?
- Are the wheels secured to the ground or self-levelling wheels?
- No person to ride a moving scaffold/ access tower.
- To move, lift the outriggers, lift the wheel brakes and push or pull from the base only.
- Never load a work platform or apply any pressure, which could tilt the structure.

### FLYING SYSTEMS:

All flying frames, lifting beams, shortening clutches, shackles, wire rope slings, wire ropes, Liftket and Lodestar Motors, blocks and any other associated equipment will be subject to a very strict conformity certification on an annual basis as appropriate by Lite Alternative Ltd.

Test certificates will be obtained for each piece of equipment, and will be kept by Mr A. Scott these will show following information:

- Distinguishing number and description of equipment
- Date of test and certificate number.
- Proof load and safe working load
- Signed and dated on behalf of the testing company.
- A regular review will be carried out at the beginning of each month to highlight equipment that is becoming due for retest.
- This procedure will significantly reduce the chances of equipment being used whilst out of test period.
- Additionally all equipment is checked for current test certificates prior to leaving premises.
- Do not use equipment that appears damaged, unsafe or out of certification.

### STANDS:

All equipment to be checked visually and tested by person/s who are preparing equipment for despatch to a job.

All equipment must be maintained and certified in good safe working order by assigned competent person/s or suppliers, on an annually basis.

### WORKING AREA / ENVIROMENT CHECK:

- Walk ways clear and in good condition.
- Any objects unstable or likely to fall?
- Any tripping or slipping hazards?
- Fire escapes and equipment, located, identified and accessible?
- Adequate lighting, space for work activity?
- Location of nearest telephone for emergency use?
- Location of First Aid equipment and or person?
- Emergency / Secondary work place lighting is in place and regularly tested.

### CABLES:

- Do not leave cables lying around or across walkways or work areas but secure and tidy, using cable ties/gaffa tape/cable ramps.
- Do not leave cable dangling when working above the ground. Ensure clearance is available for people to move safely.
- If other method of cable covering is required ensure it is used.

## GENERAL SAFETY RULES AND PROCEDURES

Continued.....

### ACTION REQUIRED IN EVENT OF ELECTRIC SHOCK:

- Switch power off
- If power cannot be turned off, then push casualty clear using either a chair or piece of wood, do not touch them until you are sure that they are clear of the electricity.
- Providing appropriate safety wear is being worn e.g. thick rubber soled shoes, thick rubber gloves, standing on rubber, wood or lino flooring, you can attempt to move a person whilst the electricity is on. This should only be considered if the injured person is in danger.
- Put the person in the recovery position and call for an ambulance if this has not already been done.

### VEHICLES:

- Only qualified and competent persons will be allowed to drive.
- Ensure risk assessment carried out for the movement of vehicles at the warehouse and on site.
- Observe all speed limits.
- Take due care to all road traffic and weather conditions.
- Use the vehicle for its designated purpose.
- Check for any defect, and rectify immediately or as soon as practicable.
- Check security of load to prevent movement or shifting.
- Check tyre condition / pressure, horn, seats, lights, steering, brakes, safety belts, wipers / washers and exhaust.
- If possible ensure vehicle has Audible Reversing Indicator or Camera or enlist someone to assist in reversing safely.
- Do not drink alcohol and drive.
- Do not drive if you are taking prescribed medication or any drugs that could impair your judgement and ability to drive.

### CASES:

- No flight case to leave the warehouse with broken wheels, “rubberless” handles or sharp edges.
- Any damaged cases should be retained in the warehouse until repaired. Repairs will be carried out at regular intervals.
- When appropriate Lite Alternative Ltd. will update the stock of all GP cases to maintain safety standards and to protect equipment.
- All flight cases will indicate contents and warnings as to the nature of their contents such as:
- “DO NOT TIP”, “THIS WAY UP”, “FRAGILE”
- All cases to be labelled: client / date / contents & weight
- Persons handling any cases of an awkward handling situation/nature should request assistance, see manual handling section.
- If in doubt always request assistance to avoid injury.

### SUBSTANCE HANDLING:

- Read the COSHH sheet on the substance being used and make full and proper use of control measures.
- Make full proper use of Personal Protective Equipment.
- Remember to remove personal protective equipment that may cause contamination before eating drinking or smoking.
- Follow instructions on handling and storing.
- Do not siphon or pipette by the mouth.
- Do not mix or combine different substances, unless following the manufacturer’s instructions.
- Do not consume food in areas of substance use.
- Do practise a high standard of personal hygiene and make proper use of facilities regarding toilets, washing eating and drinking.
- Report promptly any faults or damages found in either the facilities or control measures provided.
- Report any change of/or to the substances used.
- Do make yourself available for health surveillance if required.
- All employees and sub-contractor to co-operate with Lite Alternative Ltd. in order for them to meet their obligations.

### SPILLAGE HANDLING:

- Check nature of substance and refer to COSHH sheet for proper control of liquid if hazardous
- If non-hazardous liquid - contain the spill.
- Soak up using sand, granules or some other safe means at your disposal.
- Ensure the area is not slippery or dangerous once the spillage is cleared.
- If in doubt display a warning sign until the area is safe.
- Take particular care whilst cleaning metal/wooden/laminate/lino floor areas and display “Caution Wet Floor” signs whilst cleaning.



## GENERAL SAFETY RULES AND PROCEDURES

### FIRE PREVENTION

#### LITE ALTERNATIVE LTD FIRE PREVENTION INSTALLATION:

Lite Alternative have a Twinflex and Multipoint Fire Prevention system, supplied by Rafiki Protection Ltd, 55 Springvale Ind. Est., Cwmbran, South Wales. NP44 5BD, and installed by D&A Electrical, 1 Tonge Roughs, Middleton, Lancs M24 2EW. The system is currently maintained by Complete Security Service – Tele No. 01928732549. This system uses Twinflex which is the name of the panels and associated devices which form the fire alarm system installed in the office and warehouse of LA Ltd. Multipoint is the name of the automatic detectors used in the Twinflex installation, these units provide several modes of detection (heat or smoke detector) and sensitivity options within a single device. The Multipoint detector also incorporates an integral sounder for general alarm annunciation or a local warning as necessary. The detectors and call points are arranged in zones to enable the location of a fire alarm to be identified. The system is regular tested on a weekly basis by Mr Andrew Rhymes, all Break Glass points are numbered and tested on a regular basis, and records of all checks kept in the Fire Info Box at the entrance to the offices. All Fire extinguishers are checked annually and certificates displayed in the office entrance hall by Phoenix Fire Protection, tele no. 01706 523541.

Laws that apply – Health & Safety at Work etc Act 1974, Highly Flammable Liquids and Liquefied Petroleum Gases Regulations in 1972 (in factories).

#### ACTION ON HEARING FIRE ALARM/DISCOVERING A FIRE:

- IF discovering a fire you should stay calm and Sound the alarm.
- BUT- do not take any risks that will endanger yourself or others.
- Dial 999 for the Fire Brigade and say – “We have a fire at: Lite Alternative Ltd., 4 Shadsworth Business Park, Duttons Way, Blackburn, Lancs. BB1 4QR”.
- If in doubt leave the building by the nearest fire exit, closing any doors behind you, assemble at the fire assembly point in the car park, opposite the front entrance, and then use your mobile to call the Fire Brigade
- If safe to do so, Chief Fire Officer to take staff log and visitors book out with them in order to check everyone is out.

Chief Fire Warden – Mr. Andrew Scott  
Deputy Fire Warden – Mr. Chris Cooper  
Fire Warden – Mr. Paul Burke

#### FIRE SAFETY:

##### DO :

- First person to open warehouse - ensures all fire exits are clear and any security devices unlocked (rear & front doors).
- Keep all exits and walkways clear.
- Extinguish cigarettes, cigar and matches in proper receptacle outside of premises.
- The whole Warehouse/Office is a: No Smoking Area.
- When on a tour or on site for a production use Lite Alternative safety standards combined with any instructions given by Venue, Production Manager or crew chiefs.
- When on a tour or on site for a production familiarise oneself with venue and fire exits, equipment, telephone and any arrangements such as: Fire Extinguishers, Fire stewards, logging in or out of site or venue.

##### DO NOT:

- Wedge open any fire doors.
- Tamper, abuse or remove any fire equipment from its station.
- Smoke in non-smoking areas.
- Leave any substances or litter in a manner that may cause a risk of fire.
- Mix any substances that may cause a fire hazard.
- Check at end of work Activity or end of day that all areas are safe and free of any potential fire hazard.

#### FIRE CERTIFICATION: DRAPES & GAUZES:

- All drapes and gauzes purchased must have the relevant fire certification relating to current British Standards/EU regulations.
- Any drapes and/or gauzes when sent out on a job must have the relevant certification with them.
- Any drapes & gauzes affected by weather conditions i.e. rain must be re-certified before using again. [If ever required this will be actioned by drape or gauze supplier].
- All certificate paperwork is held in the Office, any questions regarding, handling, despatch, return and disposal of drapes can be directed to Mr Andrew Scott. All Certification is available on line at [www.lite-alternative.com](http://www.lite-alternative.com)
- Drapes and/or gauzes are disposed of responsibly by Mr Andrew Scott, and not to be re-sold or re-supplied onto any other party for any other purpose.

#### PYROTECHNICS:

**Lite Alternative Ltd do not hire/sell, store or use any Pyrotechnic products or devices**  
**Operation of Pyrotechnics should only be carried out by suitably trained and certified personnel.**



## GENERAL SAFETY RULES AND PROCEDURES FOR EMPLOYEES, VISITORS, SUB-CONTRACTORS & Data Protection Act.

### EMPLOYEES:

Lite Alternative Ltd will instruct all new employees in company policies and Health and Safety matters. All employees will be issued with current Health and Safety Policy and asked to sign that they have received, read and understood the document. New employees will be asked to undertake and complete a full induction, we will offer regular Training as necessary and required and a Training Record kept for each employee and regularly updated. All employees and Sub-contractors will be asked to complete a Medical Questionnaire, detailing their health and this information will be kept confidential and used to help ensure the safety of the individual and others.

### VISITORS:

- All visitors will be required to report to reception on arrival and will not be allowed to wander unaccompanied around the offices or the warehouse.
- Visitors will be required to sign the visitor's book as an acknowledgement and acceptance of Lite Alternative Ltd. Health and Safety Policy.
- Visitors are to be made aware of any activity that may require the use of protective clothing and or equipment, and they must comply by using either equipment or clothing or both.
- All visitors will be expected to respect and behave in a manner that considers the Health and Safety of themselves and all others while on Lite Alternative Ltd. premises and comply with the requirements of Lite Alternative Ltd. Health and Safety Policy statement.

### BEHAVIOUR:

Lite Alternative Ltd. will not tolerate any unacceptable behaviour from employees, visitors, sub-contractors, and trainees including the taking of drugs, alcohol or misuse of prescribed medicines whilst involved in the working environment. This will be deemed a breach of our safety policy and appropriate action will be taken to remove or prevent the problem from re-occurring.

### SUB-CONTRACTORS:

Lite Alternative Ltd. will provide adequate control for the health and safety of sub-contractors.

Therefore sub-contractors will be assessed for their commitment to health and safety. After successful assessment they will be placed on a list of approved sub-contractors.

Criteria for approval will be but not limited to:

- Competence of personnel & Level of supervision required
- Suitable and maintained PPE
- Knowledge of safe systems of work
- Management systems of control.

Prior to commencement of any activity: Sub-contractors will be inducted into site rules relating to health and safety and will confirm induction by their agreement. Any possible hazards are to be communicated to the sub-contractor, and vice versa, and control measures implemented.

Where sub-contractors are providing expertise not provided by Lite Alternative Ltd, sub-contractors should provide definite method statements, which will identify a logical step-by-step guide to how they intend to carry out their activities.

Information on the above to be requested by Lite Alternative Ltd. on an annual basis or confirmed when the work is to go ahead. (See – Sub-Contractors Agreement Form.)

Due to the nature of the equipment and the devices used - missing, lost or stolen equipment should be reported immediately to Lite Alternative Ltd, and any other relevant party i.e. Production, Venue, Security, and Police.

Reprimanding a sub-contractor for any unsafe act or work must be completed formally in writing and filed.

Lite Alternative Ltd advises all sub-contractors to read:

“Facts for Freelancers” - a Health & Safety publication.

“An Introduction to Health & Safety Management for the Live Music Industry” a Production Services Association publication

Lite Alternative Ltd provide following to sub-contractors:

HES – “Basic Advice on First Aid at Work” – INDG347 02/02 – C1000 (PDF format)

Hearing/Ear Protection

NB – Attention All:

The Data Protection Act 1998 gives rights to data subjects. A data subject is an individual whose “personal data” is held. For Lite Alternative Ltd the data subjects include the following – all staff, all sub-contractors, sole traders, partnerships. Any information about such businesses is called ‘personal data’ in the Act. Lite Alternative Ltd is a data controller – bodies that process personal data. The Act imposes duties on data controllers. One of the duties in the Act is to give data subjects the following information about the personal data held on them by a data controller.

Identity of the Data Controller – Lite Alternative Ltd, Purpose of the data processing – collect personal data for Personnel records for H&S, Accounts purposes, General Admin. HSC & HSE have the right to demand Health, safety and environmental info. from businesses. Data held by LA Ltd will be disclosed only where the law allows disclosure (H&S, Inland Revenue, etc). The DP Act gives all data subjects the right to seek confirmation that we hold data on them, to have access to a copy of the data in an understandable form, and correct any mistakes in the data that we hold on them.

The Health and Safety Commission advises that the Employers’ Liability (Compulsory Insurance) Act 1969, places a duty on Employers and Sub-Contractors to take out and maintain approved insurance policies with authorised insurers against liability for bodily injury or disease sustained by their employees, and the general public in the course of their employment. .

## GENERAL SAFETY RULES AND PROCEDURES

### VISUAL DISPLAY UNIT'S

#### COMPUTER WORKSTATION ASSESSMENT

All of our staff use computers sufficiently frequently to be subject to the Health & Safety (Display Screen Equipment) Regulations 1992. LA Ltd is aware of the risks from VDU (Visual Display Unit) work and ensures that workstations are assessed for compliance and making any necessary adjustments to the work and/or equipment provided.

Further guidance may be found in leaflet INDG36: Working with VDU's

#### VISUAL DISPLAY UNIT OPERATORS "VDU" EYE CARE

- If you feel you need an eye test please contact your supervisor.
- If you experience any difficulties or problems whilst operating your "VDU", stop work and contact your supervisor.
- When involved with lengthy inputting employees must take breaks of 10 minutes every hour.
- Most people with epilepsy are completely unaffected by VDU's, a few suffer from photo-sensitive epilepsy and are susceptible to flickering lights and striped patterns and thus may be affected in some circumstances. If you encounter problems please advise your supervisor.
- Lite Alternative Ltd. Will pay for eyesight and eye tests on a regular basis, or at intervals recommended by the Optometrist.

#### VISUAL DISPLAY UNIT OPERATORS "VDU" ACHES, PAINS & DISORDERS

- Some users may get aches and pains in their hands, wrists, arms, neck, shoulders or back, especially after long periods of uninterrupted VDU work. Such ailments are referred to as "Repetitive Strain Injury" (RSI), this term may be misleading, and a better medical term for this whole group of conditions is "Upper Limb Disorders".
- Problems of this kind may have a physical cause, but may also be more likely if a VDU user feels stressed by the work.

#### RECOMMENDATIONS - COMFORT AND SAFETY:

- Use Display Screen Checklist and action as required any changes to work station.
- Adjust seat to comfortable position.
- Keep Screen clean.
- Ensure sufficient space around you to move your legs freely.
- Use footrest.
- Move posture as often as possible.
- Adopt a good keyboard technique.
- Adjust screen to avoid reflected light.
- Prevent aches/pains in hands/wrist, arms, neck, shoulder or back. Be aware of Repetitive Strain Injury(RSI)
- Photosensitive epilepsy may affect those how are susceptible to flickering lights and striped patterns.

## GENERAL SAFETY RULES AND PROCEDURES WORK EQUIPMENT & MACHINERY

Work Equipment covers an enormous range of items, spanning process machinery, machine tools, office machines, lifting equipment (covered in other areas), hand tools, pressure washers and compressors, access equipment from ladders to platforms and fork lift trucks. Important points to consider include: using the right equipment for the job, making sure machines and hand tools are safe, maintaining them in a safe condition, and following manufacturers' or suppliers' instructions.

Laws that apply here: PUWER – Provision and Use of Work Equipment Regulations 1998.

### GENERAL POINTS TO CONSIDER:

- Need to guard the parts that could cause injury
- Have the right control for the machine, especially for starting and stopping
- Clean or clear blockages in a safe way
- Carry out preventive checks and maintenance
- Use tools and equipment for the work they are intended for and familiarise yourself with the controls of any equipment checking all is in good working order, i.e. emergency switches, circuit breakers and safety guards. Be aware how to stop or turn off the machine/equipment in case of an emergency.
- Report ALL accidents, breakdowns, defects and “near misses” to your supervisor. Switch off machines when not in use.
- Switch off and unplug portable equipment and flexible cables when not in use (where reasonable to do so).
- Stop and isolate machines [both electrically and where appropriate pneumatically /hydraulically] before undertaking setting adjustments and maintenance. Three phase should be switched off at the box and the fuses removed if possible.
- Keep areas around machines, gangways steps and stairs clear and unobstructed.

### HIRED ACCESS AND LIFTING EQUIPMENT:

Operators of plant such as Scaffolding Towers, Forklift, Cherry Pickers, and Lift Platforms have to be suitably trained and competent. Lite Alternative Ltd. must be satisfied that hired plant or equipment is in good safe operating order and must come complete with operating instructions. Those persons involved with the equipment must not operate or use any equipment not meeting this requirement, and without suitable training.

### FORK LIFT TRUCK/CHERRY PICKERS:

Only nominated and trained/ticketed personnel to use this equipment.

### LIFTING EQUIPMENT:

Test certificates will be maintained and kept up to date and are the responsibility of Mr A. Scott.

If in doubt about a load, do not lift, but seek advice and assistance.

### PRESSURE SYSTEM EQUIPMENT:

Any systems or equipment that contains a fluid or gas under pressure is a danger and can cause death or injury to people, and serious damage to property, if the contents are released unintentionally.

All pressure systems have to be designed, installed, maintained and periodically examined so as to prevent danger.

Incidents and accidents usually occur when equipment fails through poor design or maintenance or when the method of work is unsafe, or someone makes an operating mistake.

Pressure systems are covered in Pressure Systems Safety Regulations 2000.

Lite Alternative compressed air system is supplied and tested by AB Compressors Ltd.

### HAND-HELD TOOLS:

Vibration from work with powered hand-held tools, equipment or processes can damage the hands, arms or users causing ‘hand-arm vibration syndrome’. This is a painful, irreversible condition which includes ‘Vibration White Finger’ and the effects can be impaired blood circulation, damage to the nerves and muscles, and loss of ability to grip properly.

Whole body vibration can happen when driving or riding in vehicles over rough terrain and can lead to back problems.

This is covered in “Health and Safety at Work Etc Act 1974” & “Management of Health and Safety at Work Regulations 1999”.

## GENERAL SAFETY RULES AND PROCEDURE PERSONAL PROTECTIVE EQUIPMENT [ PPE ]:

The Personal Protective Equipment (PPE) at Work Regulations 1992 places responsibilities on employers to implement certain basic requirements regarding the provision and use of PPE.

### ISSUE OF PPE:

PPE should be issued only as a last resort when all other options such as engineering controls or Safe Systems of work have been applied. Even where these controls have been applied hazards may still remain such as injuries to:

- The lungs - breathing contaminated air.
- The head and feet - from falling materials.
- The eyes - splashes, lasers and welding torches.
- The ears - loud noises.
- The skin - contact with corrosive material.
- The body - extreme heat and cold.

PPE are required in these cases to reduce the risk. Therefore it is on this basis that all PPE will be issued, used, maintained and accounted for

### SUPPLY OF PPE:

Lite Alternative Ltd. will supply free of charge to employees PPE and unless otherwise arranged will expect sub-contractors to supply their own (LA Ltd will issue Hearing/Ear Protectors to Approved Sub-Contractors, and require at all times, use of supplied horizontal and vertical fall arresters).

Both Lite Alternative Ltd. employee and all sub-contractors should maintain, replace, clean and keep all PPE in good working order.

### TRAINING:

Employees must receive proper instruction and training.

Self-employed must obtain proper instruction and training themselves, and provide LA Ltd with current qualifications and/or details of all courses undertaken.

### USE OF PPE:

Both employees and self-employed must make full and proper use of PPE.

### FOOTWEAR, GLOVES AND SAFETY HELMETS:

Gloves - where there is a risk of cuts/abrasions and burns (both heat and cold) should be worn.

Safety footwear - standard for anybody in manual handling should be worn in "Hard Hat Areas" and are issued to all Employees.

Safety Helmets - must be used when lifting or moving objects above head height [this may include loading/unloading a truck]

When men/women are working overhead or a risk of falling objects is possible the area must be cleared of unnecessary persons and the area declared a "Hard Hat Area". Safety Helmets are issued to all employees and are available to all others in the warehouse when required.

#### NB: SAFETY HELMETS:

Serious impact helmets are a once only device and must be discarded and destroyed after a serious impact.

Storage of helmets must be as per suppliers/manufacturers instructions so as to avoid degradation of safety quality.

Avoid sunlight and ultra violet as this has a negative effect on the helmet.

Helmets must not be modified, decorated, either by adhesive labels or holes drilled, as this reduces their safety characteristics.

Keep helmets away from glues, solvents and clean with water and a mild detergent.

### WEATHER:

Lite Alternative Ltd. will take into consideration extreme weather conditions with regards to PPE and will seek competent or qualified advice and communicate with all employees, on what is the most suitable additional type of PPE required.

### SAFETY STANDARDS OF PPE :

All PPE must be fitting correctly and suitable for the purpose intended.

It must meet with British and new European Standards. Many British Standards recognised by the BSI kite mark are being replaced by new European Standards, these are identified by the new "CE" mark.

## GENERAL SAFETY RULES AND PROCEDURE PPE - PERSONAL PROTECTIVE EQUIPMENT

continued.....

### LEVEL OF RISK CLASSIFICATION:

PPE has been classified to protect against three possible levels of risk:

SIMPLE DESIGN	protect against minimal risk.
INTERMEDIATE DESIGN	protect against intermediate risk.
COMPLEX DESIGN	protect against serious/mortal risk.

### FALL ARREST EQUIPMENT:

When Lite Alternative Ltd employs or engages sub-contractors whose work includes rigging/climbing and/or high level access:

- Lite Alternative Ltd. expects these persons to comply with current legislation for safe working and PPE requirements and to keep up with any changes and requirements effected by legislation.
- Lite Alternative Ltd. understand that where “falling” is the main risk [such as rigging operations] a full body harness for “fall arrest” purposes is now the requirement of the enforcement agencies.
- Lite Alternative Ltd. expect persons involved in these areas of risk to comply with the enforcement agencies and to use this type of PPE as opposed to waist belts and sit harnesses.
- In addition to the harness the provision of a “sling and hook safety strap” to give the ability to “CLIP ON” is now a requirement of anyone working 2 metres or more above the ground.
- The standard of the harness is one that carries a CE mark and complies with the EN 361 standard.
- Lite Alternative Ltd will provide "Vertical Inertia Fall Arresters" & “ Horizontal Safety Lines“ for clipping on to and will be rigged on all occasions where necessary, and regularly inspected and certified.
- All involved in this type of work must check and confirm with Lite Alternative Ltd the safest method in order to maintain their safety and the safety of those around them.

### PPE PREVENTION OF INJURY GUIDELINES

<u>Eyes:</u>	chemical or metal splash, dust, and projectiles radiation. PPE: goggles, spectacles, face screen and helmets
<u>Noise:</u>	impact noise, sound pitch, high/low sound pressure. PPE: Earplugs and ear muffs [earex earplugs].
<u>Head/Neck:</u>	impact from falling or flying objects, hair entanglement, head bump, chemical Splash/drip, weather, temperature, contamination by hair contact, gases, spray (inhalation) PPE: hard hats, hairnets, bump caps, skullcaps, and full-face masks.
<u>Feet/legs:</u>	wet, electrostatic build up, slipping, cuts and punctures, abrasions, falling objects, heavy pressure and metal or chemical splash. PPE: safety shoes/boots/ trainers, ankle supports leggings & rubber soled Footwear
<u>General:</u>	aprons, masks will be used as and when required.

### GUIDELINES WHEN PURCHASING PPE :

BS EN 345	Safety footwear [200 joules protection].
EN 397[BS5240]	Safety helmets.
EN 352-1: 2002	Ear plugs/ear muffs [these must provide an adequate level of attenuation check].
EN 352-8	High visibility jackets.
EN 361: 2002	Fall arrest harness.
EN 166	Protective glasses and goggles.
EN420	Gloves [to become BS EN420] this lays out general requirements, check the CE Mark to select the correct gloves for the job.

## RISK ASSESSMENT

Controlling risk (dangers) at work is no different from tackling any other task – that is recognising the problem, knowing enough about it, deciding what to do, and putting the solution into practise. The law requires health and safety policies and risk assessments and together with Method Statements these form the basis of the company health and safety matters.

A Risk Assessment is nothing more than a careful examination of what, in your work, could cause harm to people. So that you can weigh up whether you have taken enough precautions or should do more to prevent harm. The aim is to make sure that no one gets hurt or becomes ill. Accidents and ill health can ruin lives, and affect a business.

LA Ltd is legally required to assess the risk in our workplace. The important things to decide is whether a Hazard is significant, and whether we have it covered by satisfactory precautions so that the risk is small.

“Hazard” means anything that can cause harm (e.g. chemicals, electricity, working from ladders, etc)

“Risk” is the chance, high or low, that somebody will be harmed by the hazard.

### FIVE STEPS to RISK ASSESSMENT (see HSE INDG 163 [rev1] 10/00):

1. **Look** for hazards:  
Look at what you do? i.e. lifting  
Where is the work carried out? i.e. ample lighting, ample space.  
What equipment is in use? i.e. equipment tested and safe  
What chemicals, substances are used? i.e. protective clothing suitable  
Environmental? i.e. weather
2. **Assess** who could be harmed with approximate numbers and how.  
This should be carried out by someone well versed with the total operation and must consider everyone - including visitors, public, sub-contractors and employees.
3. **Evaluate** the risks and possible courses of action.  
Can you reduce or eliminate the hazard.  
If possible look at doing things differently, or avoid all together.  
Prioritise the course of action.  
Use personal protective equipment as a last resort.
4. **Record** and Communicate Findings  
Keep records up-to-date and available.  
Record any changes in practises that may impact on the assessment.  
Use staff training and induction as a means of communicating this information.
5. **Monitoring:**  
Keep monitoring, as other hazards may become apparent in time.  
Monitoring will identify any new hazards or previously unforeseen hazards and record changes in practises or protective equipment and materials that need to be re-assessed.