



lite alt

lite alternative

Health & Safety Policy Guidance

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HEALTH AND SAFETY POLICY STATEMENT

Lite Alternative Ltd ("the company") recognises the Health and Safety at Work 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.

The company 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 company's policy 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, the company 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.

The company 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 October 2018 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 the company and to ensure compliance with all the relevant statutory provisions.
2. To create and maintain safe and healthy places of work for all employees, sub-contractors and stake holders 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 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 the company's Health & Safety Policy arrangements where appropriate.

The Managing Director is responsible for ensuring that the company's Health and Safety Policy is implemented and applied.

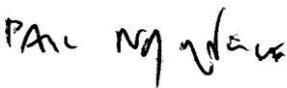
Management have a day-to-day responsibility for applying health and safety arrangements and rules, and to see that these are applied effectively, and that there is adequate training, instruction and supervision.

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 employees regardless of position in the company 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 the company 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 the company's 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.

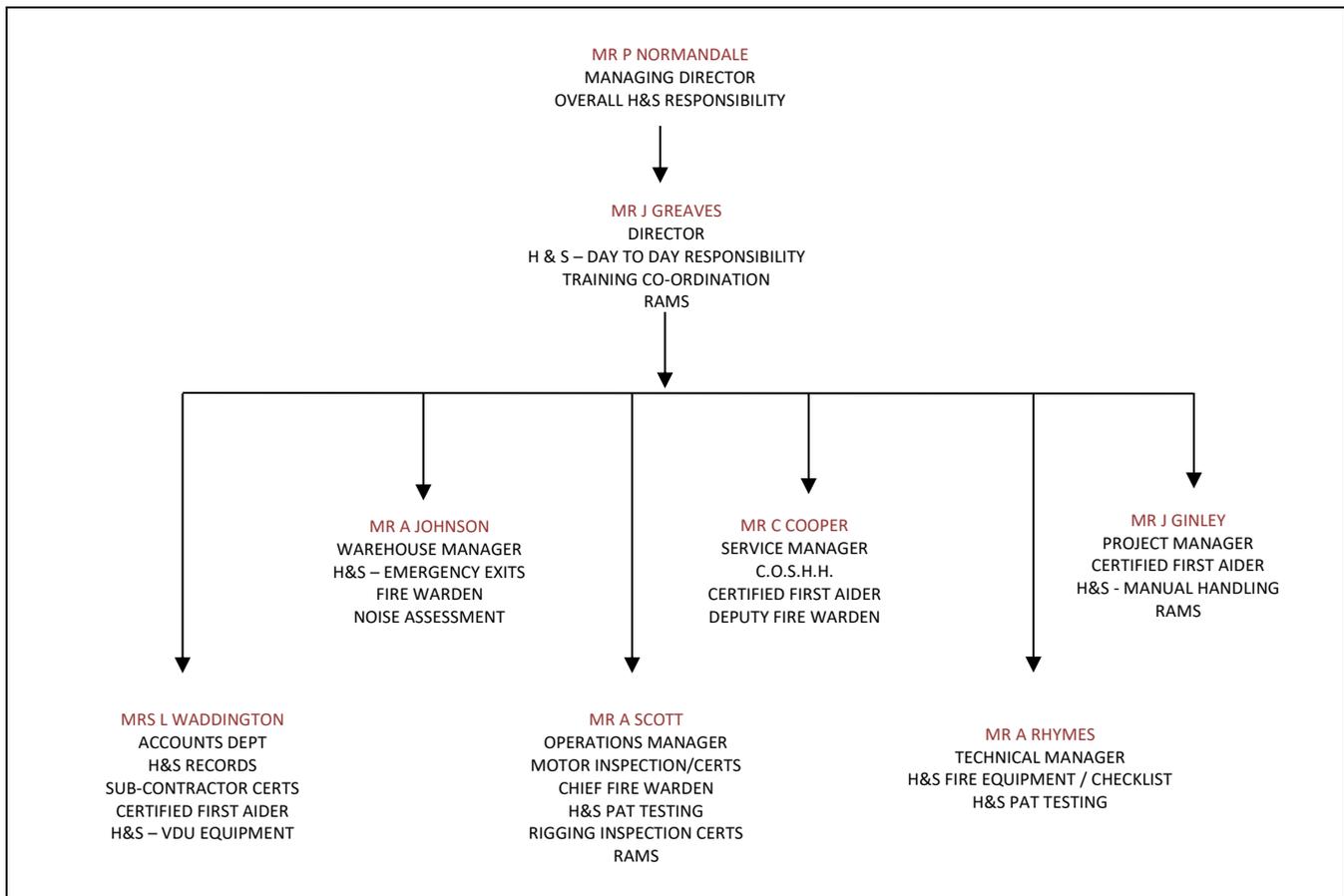


Signed:

Managing Director

Issue Date: 24 October 2018

HEALTH AND SAFETY ORGANISATIONAL RESPONSIBILITIES



INTRODUCTION TO HEALTH AND SAFETY

EMPLOYEES:

The company 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. Lite Alternative provide employees with a copy of HSE Manual Handling at Work: A Brief Guide – INDG143 (rev3), hearing protection, hard hat, hi-viz jackets, safety shoes/boots and full body harness if required.

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 the company's 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 company premises and comply with the requirements of the company's Health and Safety Policy Statement.

DRUG & ALCOHOL ABUSE:

The company endeavours to provide a working environment that is safe for all its employees and sub-contractors. It recognises that the use of drugs and alcohol may have serious effects on an employee's health, safety and job performance.

- All employees and sub-contractors are expected to be fit for duty when reporting to work and remain fit for the duration of the working day. This implies that individuals must not be impaired by alcohol, illegal drugs, or prescription drugs. If an employee or sub-contractor is required to take prescription drugs, these drugs should not inhibit their ability to proficiently perform their job functions.
- Employees are not to have alcohol, illegal drugs, or related paraphernalia in their possession while in the work place.
- Should there be reason to believe that an employee or sub-contractor's job performance is being negatively affected by alcohol, illegal or prescription drugs, the company is entitled to inquire as to the nature of the problem and to take appropriate action; which may include disciplinary action.
- The company will, where possible, provide assistance to help the employee or sub-contractor recognise the nature of the problem and assist with referrals to professional help for their rehabilitation.

SUB-CONTRACTORS:

The company will provide adequate control for the health and safety of sub-contractors. All 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 and level of supervision required.
- Suitable and maintained PPE, with appropriate certification.
- Knowledge of safe systems of work.
- Evidence of current Public Liability Insurance Certificate.

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 the company, 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.

Due to the nature of the equipment and the devices used, any missing, lost or stolen equipment should be reported immediately to the company and any other relevant party e.g. production, venue, security, and police.

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

The company 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

The company provides following to sub-contractors:

- HES – "Basic Advice on First Aid at Work" – INDG347
- HES – "Manual Handling at Work" – INDG143

GDPR:

GDPR gives rights to data subjects, which is an individual whose 'personal data' is held. For the company, the data subjects include all staff, all sub-contractors, suppliers and customers. The company is a data controller. The Act imposes duties on data controllers and 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 Health and Safety purposes

Data held by the company will be disclosed only where the law allows disclosure.

GDPR 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 to correct any mistakes in the data that we hold on them.

Insurance

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.

Copies of the company's insurance certificates are available online at www.lite-alternative.com

FIRST AID – Health and Safety (First Aid) Regulations 1981

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. All employees have been issued HSE – Basic advice for First Aid at Work INDG347.

| | |
|------------------------|---|
| TRAINED FIRST AIDERS: | Mr. C Cooper, Mr. J Ginley, Mr G Pritchard, Mrs. L Waddington |
| FIRST AID BOX: | Located in Unit 3 Kitchen cupboard. |
| ACCIDENT REPORT BOOK: | Located in Unit 3 Kitchen with First Aid Box. |
| ACCIDENT REPORT FORMS: | Located in Upstairs Office in H&S Documentation |

FIRST AIDERS TO ENSURE:

- Soap, water and disposable drying materials are on hand for specific first-aid purposes.
- All First Aid boxes are 100% full, all equipment is in good condition and 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 Unit 3 kitchen) contains Sterile Eye pads, Surgical Eye Shade & Sterile Emergency Eyewash.
- All accidents are entered in to the Accident Report Book.
- Accidents that are reportable are reported to the HSE using the proper forms 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, call the emergency services or get someone else to call and follow any instructions given.
- All those involved directly or indirectly with regards to any accident/incident will assist the First Aider in carrying out their duties by reporting for treatment however minor.

RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

ACCIDENT REPORTING:

Certain categories of accidents must 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. Further information can be found at www.hse.gov.uk/riddor/index.htm and in leaflet INDG453 Reporting RIDDOR.

REPORTABLE ACCIDENTS - GUIDE ONLY *

REPORT ANY: (Written report on form: HSE – Report of an Injury or Dangerous Occurrence, Ref No. F2508)

- 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: F2508A)

- 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: F2508)

- 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. See also the company notice board.

REPORTING:

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

| | |
|---|--|
| Health & Safety Executive: | 0345 300 9923 (incident contact centre) 0151 922 9235 (out of hours contact number) |
| Health & Safety Executive (North West): | HES Executive, Redgrave Court, Merton Road, Bootle, Merseyside L20 7HS |
| Environmental Health @ Blackburn with Darwen Borough Council: | 01254 267688 |
| Environment Agency (Regulating Waste & Industrial Processes): | 03708 506 506 (enquiries) 0800 807060 (incident hotline) |

COSHH – Control of Substances Hazardous to Health Regulations 2002 (as amended)

The company will identify if and how health could be injured by using a substance. It will then devise safety precautions to protect the health of employees and others that could be harmed by a hazardous substance and then put these precautions into practice. The company will review the assessment at least every 5 years, or as and when circumstances change, or if the original assessment becomes no longer valid. The company will keep records of such assessments and precautions.

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]. Details of PPE issued should be recorded. PPE used 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

The company will supply safety data sheets for all relevant substances. These contain 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

NOISE AT WORK – The Control of Noise at Work Regulations 2005

The company will identify measures to eliminate or reduce risks from exposure to noise to protect the hearing of employees.

Noise is measured in decibels dB(A). 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.

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.

Within the Warehouse/Office Environment, the company will 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. 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. The company will adhere to a low-noise purchasing policy, which involves researching future tool / machinery purchases and buying the ones that are the quietest.

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 current assessment must be kept on file.

The company 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 HR files in the office.

ELECTRICITY – Electricity at 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 as poor electrical installations and faulty electrical appliances can lead to fires, which can also result in death or injury to others.

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.

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

- All systems shall be of a construction that prevents any danger.
- 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.
- 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 in such a way as to prevent any danger arising.
- Any PPE provided shall be suitable for use and properly maintained.
- The strength and capability of equipment must not be exceeded in such a way as to give rise to danger.
- All conductors, which may give rise to danger, must be insulated protected, safely located and other precautions taken to prevent danger.
- Earthing or other protective measures must be taken to prevent cables, other than circuit cables, from becoming live.
- The placing of switches in the neutral side of the circuit is prohibited unless specific safety precautions are taken.
- All joints and connections must be electrically and mechanically suitable for use.
- The use of suitable fuses and circuit breakers is required
- Suitable means must exist for cutting off the supply to any item of electrical equipment and isolating any such item.
- Where appropriate, circuits must be identified.
- 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.
- Adequate lighting, access and working space must be provided to prevent injury.
- 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.
- 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 (17th 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 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, 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.

The company requires that the venue provide a qualified electrician to be available on site to connect our equipment to the venue's mains electricity supply and disconnect when required to do so.

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 below.

PORTABLE APPLIANCES EQUIPMENT

All portable electrical equipment should undergo Portable Appliance Testing (PAT) on at least an annual basis. The company has developed a formal and regular system of routine inspection and testing. This system records PAT tests and issues certificates.

Due to the nature of business, the interval for inspection and testing is on an ongoing rolling programme as equipment is moved in and out of service and use. The company will retest equipment prior to its anniversary test date if the equipment is re-hired out for a period that would take it past its anniversary date of test.

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

The company will ensure that where any mains 240-volt hand held portable electrical apparatus is used [e.g. drills, grinders], suitable protection is provided by the use of a 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.

Everyone must carry out a visual check of equipment and report all faults and damage before use. Any damage or faults found on equipment in the warehouse or offsite should be reported to the company either by email (bugslight@lite-alternative.com) or verbally to a member of staff.

MANUAL HANDLING – Manual Handling Operations Regulations 1992

Manual handling is transporting or supporting loads by hand or by bodily force. Many people hurt their back, arms, hands or feet and one bad lift can cause injury. In addition, 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 adopt awkward body positions because of poorly designed workstations, and as a result of repetitive or fast movement.

The company will

- Avoid the need for hazardous manual handling as far as reasonably practicable.
- Provide suitable training, document such and provide H&S Literature.
- Assess the risk of injury from any hazardous manual handling that cannot be avoided.
- Reduce the risk of injury from hazardous manual handling as far as reasonably practicable.
- All staff and sub-contractors issued HSE Manual Handling at Work: A Brief Guide – INDG143

Guidelines for manual handling

- 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.
- Check the stability of the load before lifting.
- 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.
- 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.

LOLER - The Lifting Operations and Lifting Equipment Regulations 1998

LOLER requires that all lifting equipment 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 to identify the piece of equipment and its corresponding examination/service record.

In accordance with the above, and so far as reasonably practical, the company will ensure that all lifting equipment is tested at a stated regular interval and records of such examinations are maintained. All rigging equipment has a minimum retest date of every 6 months and 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 company website www.lite-alternative.com

PREVENTING FALLS FROM HEIGHTS - Working at Heights Regulations 2005 (as amended) - WAHR

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.

The above regulations set out a simple hierarchy for managing and selecting equipment for work at height

- Avoid work at height where you can
- Use work equipment or other measures to prevent falls where you cannot avoid working at height
- Where one cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur

The company 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. The company has invested in a forklift cage for access to all areas of the warehouse.

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 offsite for the company. Regular moveable ladder training is held for staff and subcontractors. All ladders are inspected and certified and all ladders are checked before use.

RESCUE POLICY:

The company has a Rescue Policy available to download from the website at www.lite-alternative.com/health-safety. The policy may alter on a per job basis depending on venue/individual contributory factors. All crew going onto site will read this policy before any climbing commences, and roles for the rescue procedure allocated appropriately. A copy of the policy can also be found below.

RIG POINTS:

The company's 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, if necessary, be requested to be available for an onsite consultation with company personnel. Crew who are new or are unfamiliar with our flying systems will be instructed in our best practise of flying their systems.

Secondary safety fittings are always installed in case of failure of the primary fastenings. Safety bonds will be fitted to all individual lamps in case of failure of the primary fixing. The company recommends that all sub-contractors review their rigging roles and tasks, and all riggers must obtain suitable experience and qualifications including NRC assessment.

WHEN LIFTING EQUIPMENT:

- Ensure that the correct number 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.
- Just Rigging UK Ltd inspects all lifting equipment regularly and all test certificates are available to view at www.lite-alternative.com.
- 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 the company's safety control system and is inspected regularly by Just Rigging Ltd.
- All trussing must have a visual inspection and be checked for wear and tear before being sent out on a job - the main areas of concern for trussing are weld joints, jagged edges and 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

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 use 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.

SPANSETS / SOFT STEEL SPANSETS:

- Span sets are identified by printed label.
- Confirm all are in good safe condition before despatch.
- Report any defects or possible hazards immediately - any damaged items are to be destroyed.
- Just Rigging UK Ltd regularly inspects all items as part of the company's Rigging Registry which is available from the website.

LADDERS:

- 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 is four up, one out. [4:1]
- Ladders to be 'footed at all times. 'A' frame ladders to have two people 'footing'.
- 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 full body harness used.

- Do not spend more than 15 minutes working on a ladder at any one time.
- Person using ladder must always maintain 3 points of contact with the ladder.

SCAFFOLDING /ACCESS TOWERS:

- Ensure fully training is obtained for each scaffold/access tower and certification is 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 technicians to use?
- 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.

Test certificates will be obtained for each piece of equipment and 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.

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.

VDUs – Health and Safety (Display Screen Equipment) Regulations 1992

COMPUTER WORKSTATION ASSESSMENT

All our staff use computers sufficiently frequently to be subject to the above regulations. The company is aware of the risks from VDU 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

VDU EYE CARE

- If you feel you need an eye test or 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.
- The company will pay for eyesight and eye tests on a regular basis, or at intervals recommended by the Optometrist.

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) or "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 a display screen checklist and action as required any changes to work station.
- Adjust seat to comfortable position.
- Keep screen clean and adjust screen to avoid reflected light.
- Ensure sufficient space around you to move your legs freely and use a footrest.
- Move posture as often as possible.
- Adopt a good keyboard technique.

WORK EQUIPMENT & MACHINERY – Provision and Use of Work Equipment Regulations (PUWER) 1998

Work Equipment covers an enormous range of items, spanning process machinery, machine tools, office machines, lifting equipment, hand tools, pressure washers and compressors, access equipment from ladders to platforms and fork lift trucks.

GENERAL POINTS TO CONSIDER:

- Guard and parts or equipment 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 PPE as appropriate.
- 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. Follow manufacturers' instructions.
- 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 supplies should be switched off at the box and the breaker.
- 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 must be suitably trained and competent. The company will be satisfied that hired plant or equipment is in good safe operating order before use and comes complete with operating instructions.

FORK LIFT TRUCK/CHERRY PICKERS:

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

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. Pressure systems are covered in Pressure Systems Safety Regulations 2000.

All pressure systems must 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.

The company's compressed air system is supplied and tested by AB Compressors Ltd and tested / certificated annually.

PPE – The Personal Protective Equipment at Work Regulations 1992

The above regulations place responsibilities on the company 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 is 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:

The company will supply PPE free of charge to employees. Unless otherwise arranged, the company will expect sub-contractors to supply their own PPE. Company employees and all sub-contractors should maintain, replace, clean and keep all PPE in good working order.

The company will issue hearing/ear protectors to approved subcontractors and requires, at all times, the use of supplied vertical fall arresters when accessing heights.

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.

LEVEL OF RISK CLASSIFICATION:

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

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

PPE TRAINING:

Employees must receive proper instruction and training in the use of PPE. Subcontractors must obtain proper instruction and training themselves and provide the company 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, HI-VIZ JACKETS:

- 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].
- Safety visor/goggles and ear defenders must be worn when operating the warehouse pillar drill.
- When someone is working overhead or there is a risk of falling objects, 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.
- 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 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.

FULL BODY HARNESS AND LANYARDS:

The company will supply free of charge a full body harness and appropriate safety lanyards for employees. Approved sub-contractors are expected to provide their own which must meet current regulations including CE Markings and BSI Kite markings.

FALL ARREST EQUIPMENT:

When the company employees or sub-contractors work includes rigging/climbing and/or high level access:

- The company 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.
- All involved in this type of work must check and confirm with the company the safest method to carry out the work.
- The company understands that where "falling" is the main risk (such as rigging operations) a full body harness for "fall arrest" purposes is now the requirement. The standard of the harness is one that carries a CE mark and complies with the EN 361 standard.
- The company expects persons involved in these areas of risk to comply with the enforcement agencies and to use this type of PPE.
- In addition to the harness, the provision of a double lanyard safety "sling and hook safety strap" to give the ability to clip on is a requirement of anyone working 2 metres or more above the ground.
- The company will provide "Vertical Inertia Fall Arresters" for clipping on to and will be rigged on all occasions where necessary, and regularly inspected and certified. Horizontal safety lines are available if required for any task.

WEATHER:

The company 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.

PPE – EXAMPLES OF USAGE

| Risk Area | Risk Sources | PPE |
|-----------|--|---|
| Eyes | Chemical or metal splash, dust, projectiles, radiation | Goggles, spectacles, face screen and helmets |
| Noise | Impact noise, sound pitch, high/low sound pressure | Earplugs and ear muffs (earex earplugs) |
| Head/Neck | Impact from falling or flying objects, hair entanglement, head bump, chemical splash/ drip, weather, temperature, contamination by hair contact, gases, spray (inhalation) | Hard hats, hairnets, bump caps, skullcaps, and full-face mask |
| Feet/legs | Wet, electrostatic build up, slipping, cuts and punctures, abrasions, falling objects, heavy pressure and metal or chemical splash | Safety shoes/boots/trainers, ankle supports, leggings, rubber soled footwear, aprons, masks |
| Lungs | Dust, chemical vapour, spray paint | Face mask |

GUIDELINES WHEN PURCHASING PPE:

| | |
|----------------|--|
| BS EN 20345 | Safety footwear (200 joules protection) |
| EN 397 | Safety helmets. |
| EN 352 | Ear plugs/ear muffs (these must provide an adequate level of attenuation check) |
| EN 471 Class 2 | High visibility jackets. |
| BS EN 361 | Full body harness. |
| EN 166 | Protective glasses and goggles. |
| BS EN 420 | Gloves - this lays out general requirements, check the CE Mark to select the correct gloves for the job. |

GENERAL HEALTH & SAFETY RULES

DO's:

- Use safety guards, safety equipment and personal protective equipment as per manufacturer's safety instruction and company 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 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 a First Aider.
- Report ALL accidents, breakdowns, defects and "near misses" to a 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 breaker.
- 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.
- Familiarise yourself with the location of the first aid box and defibrillator.
- 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.
- Distract anyone who is using machinery.
- Clean, maintain or attempt to repair machinery whilst it is still turned on or in motion.
- Take short cuts and chances.
- Run in the work place or "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 or use E-Cigarettes in prohibited places.
- Consume alcohol, drugs or any other intoxicating substances whilst working at or for the company.

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.

TRIP HAZARDS / CABLES:

- Do not leave cables lying around or across walkways or work areas. Secure and tidy cables 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.

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, with specific thought to the vehicles Pay Load Capacity.
- 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, “rubber-less” 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
- 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 the company to enable the company to meet its 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.

FIRE PREVENTION

FIRE PREVENTION INSTALLATION:

The company has a Twinflex and Multipoint Fire Prevention system. This system has automatic detectors that 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 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 tested on a weekly basis by Mr A. 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.

ACTION ON HEARING FIRE ALARM/DISCOVERING A FIRE:

- If you discover a fire, 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, the fire warden will take the staff log and visitors book out with them to check that everyone is out.
- The Fire Alarm system is a monitored system and will initiate an out of hours response if the warehouse is empty. An employee will attend and check the premises and reset the alarm.

| | |
|----------------------|---------------|
| Chief Fire Warden – | Mr A. Scott |
| Deputy Fire Warden – | Mr C. Cooper |
| Fire Warden – | Mr A. Johnson |

FIRE SAFETY:

DO:

- First person to open warehouse - ensure 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.
- No smoking inside the buildings.
- Check at the end of work activity or end of day that all areas are safe and free of any potential fire hazard.
- 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.

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 this is 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
- Drapes and/or gauzes are disposed of responsibly by Mr Andrew Scott, and are not to be re-sold or re-supplied onto any other party for any other purpose.

PYROTECHNICS:

The company does 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.

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 Method Statements should form the basis of the company's health and safety matters.

A Risk Assessment is 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. The company 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):

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.

VENUES AND EVENT ORGANISERS RESPONSIBILITIES

This information should be brought to the client's attention on acceptance of services from Lite Alternative Ltd (the company).

▪ (1) Inspection and Arrangements.

The company, where applicable, must be granted permission to inspect the venue prior to the event to assess the hazards which are involved and quantify the risks that these hazards present. Where possible any identified hazards must be removed by organisers/venue. If they cannot be removed they must be controlled in order to reduce or eliminate the risk to the Health and Safety of all workers and persons in the venue/site.

The primary responsibility for these controls to eliminate and/or reduce the risk will be that of the venue, event organiser, the manager licensee and or promoter, depending upon contractual obligations in force during the event.

▪ (2) Access to Work Areas

The client must restrict unauthorised personnel and members of the public access to specifically designated work areas allocated to the company

▪ (3) Information.

The client must provide the company with up to date information as requested regarding weights and point loadings for equipment supplied by the company.

▪ (4) Personnel.

All personnel associated with the event must comply with current Health and Safety requirements along with any specific Health and Safety requests / directions as issued by the company's employees and/or sub-contractors.

▪ (5) Environment and Communication.

The client must ensure that company personnel are made aware of the following:

- First aid point/s.
- First Aider name/s.
- First aid telephone number.
- Nearest fire point/s and (if applicable) fire steward/s.
- Clients contact name and number.
- Location and situation for loading and unloading area/s and storage area/s allocated to Lite Alternative Ltd.
- Nearest toilets and washing facilities.
- Any local Health and Safety regulations that the company should be aware off, i.e. hard hats, steel toe caps, hi-viz.
- Any identifiable hazards within the working environment e.g. underground cables/services.

▪ (6) Personal Protective Equipment (PPE).

- Where PPE is required to be used, these areas are to be clearly designated.
- The venue/promoter/client is to provide venue specific PPE as necessary. (e.g. Hard Hats, Ear defenders, goggles, masks, Fire Extinguishers, etc)

▪ (7) Working Time Directive

The company is aware of the Working Time Directive (1998): Implementation of the European Working Time Directive in GB Law. This is intended to be a balanced package of measures which retain the principal objective - safety of workers - while responding to the needs of a modern European economy.

METHOD STATEMENT *continued...*

▪ (4) Operation of System.

Crew supplied by the company will follow the following points during the operation of the system.

- Check adequate house lighting is always available.
- Ensure suitable venue provided emergency lighting is in place.
- Ensure any fire alarm systems are disabled before operation of smoke machine and that the venue has given clearance for use.
- Discuss with production contact the scheduling for the show and de-rig, keeping in mind any venue regulations or legislation regarding 'Working Times Regulations'.
- Carry out the operation of the system as requested by the client and lighting designer, ensuring safe working practices are always adhered to.

▪ (5) De-Rig of System.

On completion of the event, de-rigging, packing up and vehicle loading must be done in the same manner as the arrival and installation of the equipment. Maintaining a safe working environment at all times.

▪ (6) System Return to Warehouse.

On returning equipment ensure all is checked in and report any damage or faults in the normal manner.

▪ (6) Notes.

All relevant supporting documentation including certification is available for download on the company's website www.lite-alternative.com

Should you need any further information please contact the company directly.

RESCUE POLICY FOR WORKING AT HEIGHTS

Date of Policy: 06/01/2017

▪ (1) Introduction.

A rescue procedure is necessary for people working at heights who are in difficulty, subject to the Working at Heights Regulations 2005.

Self-rescue may be viable for uninjured fallen technicians. Using lifelines on the truss, shock-absorbing lanyards and suitable full body harness, fallen technicians may be able to make their way back to safety such as a truss, beam or catwalk.

The rescue system documented outlines methods to respond to a scenario where a fallen technician is unable to self-rescue. These methods are to enable a safe system of rescue, either to assist the fallen technician to return to the truss or to lower him/her to the floor. Rescue equipment such as MEWPs (Mobile Elevated Work Platforms) are made available by the venue. Responsibility for rescue remains with the venue.

▪ (2) Methods of Rescue.

▪ MEWP (Mobile Elevated Work Platform)

A MEWP should always be the first implemented method for a rescue.

▪ Lowering of Truss

If a MEWP is not available, then the lowering of the truss should be implemented.

▪ (3) Rescue Procedures – Roles & Responsibilities.

(3.1) First on scene: (person who identifies the fall)

- Get help – radio/shout to notify people in immediate surrounding area of a fall.
- Notify the crew chief, stage/production and venue staff.
- Do not delay.
- Take note of the time of fall as a timeline will be crucial in the wellbeing of the casualty.

(3.2) Rescue Co-Ordinator: (usually the Crew Chief)

- Identify the form of rescue to be implemented, MEWP or lowering of truss.
- Identify the rescuer and delegate an assistant to them.
- Identify a ground rigger to keep continuous communication with the casualty.
- Ensure the system technician is present at motor controller should the truss be lowered and to turn electrical fixtures off that are on the truss.
- Contact the onsite first aiders or paramedics.
- Instruct the production team to contact the emergency services and include directions to nearest entrance to site.
- Ensure all people below are clear from danger.
- Liaise with all departments to ensure a suitable environment for rescue, i.e. house lights on, sound system turned off, all other activities creating noise are stopped.
- Keep a time log of the rescue procedure, with particular attention to the length of time the casualty is suspended
- Record the rescue in an incident report.

(3.3) Rescuer

- Identify the method of rescue to be implemented, MEWP or lowering of truss.
- Oversee the rescue procedure.
- Take control of implemented method of rescue.
- Locate house rigger or production rigger to release any secondary safeties if lowering the truss.

(3.4) Ground Rigger

- Take responsibility to keep the area below clear for rescue.
- Manage rescue area at ground level.
- Liaise with Rescue Co-ordinator and Production Team to direct emergency services to a safe area whilst rescue is in operation.

(3.5) System Technician

- Ensure clear line of sight with the rescue procedure
- Liaise with Rescue Co-ordinator.
- Cut power to any fixtures on the truss.
- Lower the truss if requested by the rescuer.

RESCUE POLICY FOR WORKING AT HEIGHTS – *Continued...*

▪ (4) Rescue Procedures – Scenarios.

(4.1) MEWP Rescue

- MEWP to be used only by certified operator.
- The MEWP Basket should be placed directly under the casualty and then raised up until the persons full weight is in the basket.
- Release the casualties PPE from their anchor point and re-attached to the basket.
- Work with Ground Rigger and any first aiders/paramedics to get the casualty to safety.

(4.2) Lowering of Truss

- Rescuer to locate house or production riggers to release any secondary safeties that may be attached.
- Ensure there are no objects below the fall that could obstruct the lowering of the truss i.e. set pieces, backline.
- Ensure clear communication at all times between all people involved in the rescue.
- System technician to ensure they have control of hoists being lowered.
- Truss to be lowered upon the rescuers verbal instruction.

▪ (5) Treatment.

In the event of a rescue, treatment should always be undertaken upon completion of the rescue. A fully qualified medical examiner should always administer treatment. The casualty should not return to work if the medical examiner advises it is unsafe to do so. Treatment of a casualty should follow the HSE Government guidelines as detailed on the last page of this policy.

▪ (6) Recording the Incident.

Any rescue, under Health & Safety Guidelines, needs to be logged. Details should include:

- Date, time and location of the incident.
- Name and job role of the casualty.
- Details of how the fall was incurred.
- Timeline of events.
- Details of injuries incurred and what first aid measurements were applied.
- Details of the activities of the casualty immediately after the rescue i.e. Back to work, transferred to hospital.

The Rescue Co-ordinator should report any such incidents back to Lite Alternative Ltd immediately after the event.

Lite Alternative Ltd will then evaluate the incident along with the Health and Safety Executive and report the incident under the RIDDOR Regulation 2013 if necessary.

Advice for first-aiders responding to harness suspension incidents

- No change should be made to the standard first aid guidance for the post recovery of a semi-conscious or unconscious person in a horizontal position, even if that person has been subject to prior harness suspension.
- No change should be made to the standard UK first aid guidance of ABC management, even if the subject of prior harness suspension.
- A casualty who is experiencing pre-syncopal symptoms or who is unconscious whilst suspended in a harness should be rescued as soon as is safely possible.
- If the rescuer is unable to immediately release a conscious casualty from a suspended position, elevation of the legs by the casualty or rescuer where safely possible may prolong tolerance of suspension.
- First responders to persons in harness suspension should be able to recognise the symptoms of pre-syncope. These include light headedness; nausea; sensations of flushing; tingling or numbness of the arms or legs; anxiety; visual disturbance; or a feeling they are about to faint. Motionless head up suspension can lead to pre-syncope in most normal subjects within 1 hour and in a fifth within 10 minutes.