



## HEALTH AND SAFETY POLICY STATEMENT

January 2006

The purpose of this statement is to make public and promote our commitment to the provision of a safe working environment for artists, professional personnel and, by extension, the general public.

Some of the items in the following pages are legal requirements and some are mere common sense. ALL are equally important.

Chris Beale Agencies Limited will comply with the Health and Safety at Work Act 1974 and Management of H&S at Work Regulations 1999.

Our policy is to provide and maintain safe and healthy working conditions for our employees, contractors and clients. Contractors working for Chris Beale Agencies Limited will be expected to observe their own Health and Safety Policy statements in addition to the policies outlined in this document.

CBA will use all reasonable endeavors to comply with the Health and Safety procedures of venues, clients, third party contractors and all other parties working in conjunction with us.

Within this document the following definitions apply:

'CBA' means Chris Beale Agencies Limited

'the Board' means the Board of Directors of Chris Beale Agencies Limited

'H&S' means Health and Safety within the context and purpose of this document

'client' means any party receiving services from Chris Beale Agencies Limited

'contractor' means any party providing services to Chris Beale Agencies Limited

**Chris Beale**  
**Managing Director**



## UNDERTAKINGS

**CBA** affirms our commitment to clients and contractors in accordance with the H&S at Work regulations and will ensure the following:

- All staff will be aware of the company's H&S policy.
- All staff will be aware of the location of first aid equipment and the correct procedures for dealing with and reporting accidents.
- All staff will be aware of the location of fire fighting equipment, alarms and the correct procedures for dealing with emergencies and evacuation.
- All staff will be made aware of the procedures for reporting defects.
- Good housekeeping will be encouraged to ensure a safe and clean working environment.
- All tools and machinery will be checked and maintained in good working order.
- Staff will be encouraged to put forward for discussion any proposals for improving existing situations.
- All staff will be made aware of our Risk Assessment Program.
- All members of staff and contractors will be trained in matters of H&S.
- CBA will undertake to review H&S policy on an annual basis.

## RESPONSIBLE PERSONS

The Board is ultimately responsible for H&S matters.

- The Company H&S Officer is Chris Beale
- Chris Beale (Managing Director) is the appointed first aid officer.

### **Within the premises of CBA**

All staff and contractors have a duty of responsibility to co-operate in achieving a healthy and safe workplace and to take reasonable care of themselves and others. Whenever staff or contractors become aware of a health or safety issue they must immediately notify the H&S officer.

### **Outside the premises of CBA**

Whilst working on site the responsibility for H&S shall rest with the named project manager for the specific contract.



## **DUTIES AND RESPONSIBILITIES**

### **It is the duty of CBA to ensure that:**

- The place of work is safe and without risk to health.
- Any plant and machinery with which CBA comes into contact is properly used and maintained to ensure reliable and safe operation.
- Safe systems of work are instituted and enforced.
- Adequate protection from health risks from dust, fumes and noise is provided and that such protection is properly used.
- Electrical installations are safe and that adequate protection circuitry is provided.
- All equipment shall be safely stored, particularly SSE shall ensure dangerous and flammable substances are properly stored and that all handling (lifting, stacking, transporting) of equipment shall be carried out with adequate numbers of staff to ensure safety during handling and safe storage.
- Fire extinguishers capable of dealing with all types of fire are provided and that suitable procedures are established in case of a fire.
- A first aid kit is provided and that the first aid kit is properly provisioned to statutory requirements.
- General working conditions are of a standard that do not hinder the safe and healthy use of the workplace and plant, etc. i.e. adequate lighting, heating, ventilation and toilet facilities are provided.
- It is the responsibility of CBA to keep current all applicable legislation regarding H&S.
- It is the responsibility of CBA to inform all employees of the company's safety policy.

### **Duties of staff and contractors**

The responsibilities of employees as set out by section 7 & 8 of The Health & Safety at Work Act 1974 are:

- Employees have a responsibility to take reasonable care to avoid injury to themselves or to others by their work activities.
- To co-operate with CBA and with others in all matters of H&S
- To use equipment correctly.
- To use safety equipment where necessary.
- To bring to the attention of the safety officer any matter that could constitute a health risk or a danger at work.

### **Duties and responsibilities to the general public:**

- It is the responsibility of the company to ensure that members of the general public are protected from danger and any risk to health.
- CBA will ensure that contractors give due consideration is given to the safety of the public and others.



## **GENERAL CONDUCT**

To ensure a safe working environment the following rules regarding the conduct of employees and sub-contracted personnel shall apply:

- Employees or contractors of CBA shall not work whilst under the influence of drink or drugs.
- Employees or contractors of CBA shall use all machinery, plant and electrical equipment in the proper manner, with due regard to their own safety and that of others.
- Staff shall ensure that when lifting or handling equipment, Safe Lifting Practices are observed in accordance with
- No member of staff shall work on plant, machinery or electrical equipment in any part of the premises (i.e. the woodwork shop, basement or hire shop) alone. There must always be another person present to render assistance and call for aid in the event of an accident.
- Do not work with damaged plant or equipment; ensure that the equipment you are working on is in proper condition and safe. Report damage to equipment and plant and mark it up as unsafe.
- If you should inadvertently damage equipment report it immediately. Do not be afraid of a reprimand. Damage caused through incorrect use may gain a reprimand BUT to damage equipment and leave it in a potentially hazardous state may lead to injury to others and, therefore, far more serious consequences.
- The workplace contains many unforeseen dangers so always bear in mind the potential for accidents. Be mindful of the safety of yourself and those around you.
- Do not play practical jokes.
- Do not indulge in games other than in a suitable playing area during periods of leisure time.
- Do not indulge in horseplay.

## **IN THE EVENT OF AN ACCIDENT**

Should an accident occur to you, immediately summon assistance. Should you be in the locality of an accident it is your first priority to render such first aid as you can. Should the accident be sufficiently serious to warrant calling an ambulance, do so without delay. Secondly, ensure that the safety officer is informed of the details of the accident. (In the event of the absence of the safety officer, inform the senior member of staff, or at least make an entry in the accident book.

Safety at work can only be achieved through partnership, so help us by co-operating with the above guidelines. Should you be aware of any potential danger or health risks please inform the safety officer.

- The First Aid Kit is identified by signage,
- The appointed first aid officer is Chris Beale
- The Accident Book is located at the CBA office.
- The Safety Officer is Chris Beale

### **Action required in the event of someone suffering from electric shock:**

- Summon help, shout or try and attract someone's attention.
- Switch off power.
- If above cannot be achieved, try and push the casualty clear with a piece of wood or chair.
- Summon an ambulance
- Do not touch them until you know the electricity is off or they are clear from the area.
- Providing appropriate safety wear is being worn e.g. thick rubber soled boots, thick rubber gloves, standing on rubber, wood or lino floor you can attempt to move a person whilst the electricity is still on. This should only be considered if no other options are available and the injured person is in danger.
- Put the person in the recovery position and await help.



## **INSURANCE**

CBA carries Public Liability insurance and Employer's Liability insurance which covers the general public and staff in case of accident or injury however:

- CBA is not responsible for insurance for any contractor.
- CBA reserves the right to insist that the contractor provide travel insurance (including medical cover outside the UK including repatriation expenses) where work outside the UK is involved.



## **APPENDIX 1: SAFETY AT WORK - POLICY STATEMENT**

### **Safe Working Procedures for contractors**

#### **Safety Equipment**

General safety equipment e.g. hardhats, earplugs, wet weather gear must be provided by contractors where appropriate, and it is the responsibility of each individual to provide and use such items.

Where specialist safety equipment is required by a contractor in order to carry out their work, e.g. safety harnesses for working at heights, these must be provided, inspected and maintained by the contractor.

First aid kits are provided in signed locations. All accidents, incidents or potential hazards must be reported to the Safety Officer.

#### **Safe Working Procedures**

Any contractor who is unsure of the correct or safe procedure must refer to the Safety Officer before proceeding with the task. All safety equipment necessary for each job must be worn at all times. It is the responsibility of the individual contractor to ensure that he/she follows safe working practices.

#### **Working at height**

With specific regard to working at height, all staff and contractors must observe the following rules:

- Never climb unless specifically requested to do so
- Anyone has the right to refuse to climb
- Never climb alone - always have a ground support person
- Always use a harness, and clip it on, where appropriate
- Never climb if you have consumed alcohol or taken drugs
- Never attempt to undertake a climbing task unless qualified to do so.

#### **Driving vehicles**

When asked to drive on behalf of CBA always observe the following:

- Always drive within the speed limit
- Never drive under the influence of alcohol or drugs
- Observe road conditions and drive accordingly
- Park all vehicles safely, and in a place permitted by law
- If responsible for transporting equipment in a van or truck ensure the load is safe and use strapping or bars if required.
- Never drive if not licensed to do so, as this is not only illegal, but would invalidate any insurance policy.

#### **Noise**

Ear protection must be supplied by contractors and must be used. CBA has a duty under the Control of Noise at Work Regulations 2005 to ensure that any person working within an area subject to noise levels above the action threshold is equipped with and is using adequate ear protection.

#### **Manual Handling**

Staff and contractors must be aware of and comply with the following legislation governing safe lifting practices:

- The Health and Safety at Work Act 1974 (HASAW)
- The Management of Health and Safety at Work Regulations 1992 (MHSAW)
- Manual Handling Regulations 1998 (MHOR)
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Lifting Operation and Lifting Equipment Regulations 1998 (LOLER)