



Health & Safety Policy

Health & Safety Policy 1/9

Introduction

This document sets out the Health and Safety arrangements we have established for our organisation, whilst we are not legally required to produce this document it is good practice given the scale of works we undertake.

Description of work

Specialist Lighting contractor involved in:

Temporary Event Safety Lighting

Temporary Event Decorative Lighting

Stage Lighting

Stage and outdoor Effects, Pyrotechnics and inert gas charges

Temporary Electrical Installation Of Single phase and Three phase supplies

Installation of CCTV and other security systems

Public place Festive and decorative lighting installation

Health and Safety Policy Statement

Light Fantastic acknowledges and accepts the legal responsibilities for securing the health, safety, and welfare of employees and sub contractors working on their behalf and all persons, livestock and property affected by their activities.

It is the intent of Light Fantastic to allocate appropriate resources to develop programmes to prevent occupational injuries and illness.

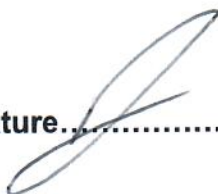
It is the policy of Light Fantastic to promote and support all Health and Safety and Industrial hygiene and to manage it in a manner that seeks to eliminate occupational injuries and illnesses. In support of this Policy Light Fantastic will strive to achieve excellence in all matters relating to Health and Safety. In this respect Light Fantastic require all employees and sub contractors to:

- Observe and comply with The Health and Safety at Work Act 1974.
- Co-operate in ensuring the health and safety and welfare of themselves and their colleagues whilst at work.
- Every effort will be made to provide and maintain a safe, healthy and efficient working environment for all employees.
- To achieve this the active co-operation of all employees is essential so that accidents and damage to the health of themselves and others are avoided.
- The policy may change with the company and legislation, the safety arrangements, will be developed and amended over time with the consultation and co-operation of all involved with Light Fantastic.

This Healthy and Safety Policy is therefore, issued to all employees on the understanding that it amplifies the company policy.

Owner signature.....

Dated.....



21/11/19

Light Fantastic Event & Entertainment Lighting

Unit 7, Manor Estate, Sandridge Common, Melksham SN12 7QT



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Health and Safety Policy

Light Fantastic recognises that the talent and energy of all persons involved with the company are its most valuable assets.

It is our aim to achieve a working environment, which is free of work related accidents and illnesses and to this end we will pursue continuous improvements from year to year.

We undertake to discharge our statutory duties by:

- Identifying hazards in the workplace, assessing the risks related to them and implementing appropriate preventative and protective measures.
- Providing and maintaining safe plant and work equipment.
- Establishing and enforcing safe methods of work.
- Recruiting and appointing personnel who have the skills, abilities and competence to fulfil their role and level of responsibility.
- Ensuring that tasks given to employees are within their skills, knowledge and ability to perform.
- Ensuring that competence is maintained through training where necessary.
- Promoting awareness of health and safety and of good practice through effective communication and relevant information.
- Furnishing the resources needed to meet these objectives.

All persons involved with Light Fantastic are encouraged to contribute actively towards achieving an accident free working environment.

Conclusion

Together with the statutory regulations and the company safety procedure this document is reasonably comprehensive, we realise that site-specific conditions are changing all the time. With this in mind it is vital that an attitude to the prevention of accidents is maintained at all times and safe working is imperative.

Owner signature..........Dated 2/11/19.....

Light Fantastic Event & Entertainment Lighting
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RESPONSIBILITY

Due to the varied nature of the work undertaken by Light Fantastic, it is the responsibility of the senior person on site to promote Health and Safety at work and ensure that working practices are in accordance with the statutory requirements and the company policy.

The Employees' responsibility in this objective is to:

- Comply with all safety procedures and controls as dictated by Light Fantastic when at work, so long as these procedures are in keeping with the Statutory requirements and are not in detriment to the law.
- Ensure reasonable care is taken for the well being, health, and safety of themselves and any persons livestock or property likely to be affected by their actions whilst working for or on behalf of Light Fantastic.
- To utilise and respect all the safety devices and protective equipment provided to ensure the safety of personnel.
- To report accidents and near misses that could lead to injury.
- To co-operate fully in the investigation of incidents to ensure that these incidents do not re-occur.

The Provision and Use of Work Equipment Regulation 1998 (P.U.W.E.R) This concerns the safe use of work equipment and systems.
e.g. Suitability of equipment –assessment of risk. Provision of protective and preventative measures.

The Personal Protective Equipment at Work Regulation 1992. (PPE)

This regulation clearly states that PPE should be used when risks cannot be avoided or sufficiently reduced by other preventative measures or through work re-organisation. Relevant PPE will be provided to all Light Fantastic personnel and is freely available from our vehicles for those who may require it.

The Manual Handling Operation Regulation 1992.

This regulation requires employers to assess the manual handling on site and within the workplace, take an ergonomic approach and where possible change the nature of any manual handling task and provide mechanical aids in order to reduce or lighten the manual handling of loads.

Safety Training.

Health, Safety and Welfare form an integral part of Site induction and job training to ensure that all employees are aware of general safety requirements and their responsibilities regarding safety to themselves and others who may be affected by their actions or omissions. Specific Safety Training, Information and the use of Safe Systems of Work will also be

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Fire

Light Fantastic personnel will adhere to all site-specific procedures. Evacuation procedures and muster points will be designated by the person responsible for Site Inductions (main contractor).

- No Light Fantastic employee will fight a fire
- No Light Fantastic employee is trained to fight a fire
- Light Fantastic employees will raise the alarm but avoid danger

In order to avoid fires whilst on site or in silent hours Light Fantastic will

- Put all combustible materials carefully away
- Put all waste paper etc in bins provided
- Observe the NO Smoking signs displayed
- Remove all clothing, paper, etc from near heaters
- Switch off all electrical appliances
- Ensure in case of fire, exits locations are known

Accident Reporting

All accidents and near misses no matter how minor must be recorded in the accident book. (Situating in the office at Unit 7, SN12 7QT)

Light Fantastic management will carry out an appropriate investigation. The seriousness of the incident and circumstances will depend on whether further action is to be taken.

Occupational Health

Where necessary, health surveillance and records will be under the control of Light Fantastic.

Safe Systems of Work

Safe Systems Of Work and Practices take into account all the necessary and relevant statutory obligations, codes of practice and H S E guidelines that concern our business, adhering to Method Statements and Risk Assessments And carry out tasks as instructed.

Risk Assessments

This concerns the examination of work activities where there is thought to be a hazard, followed by systematic assessment of the hazard in order to determine the degree of risk. Upon the establishment of the risk, preventative measures are identified and then introduced. They are periodically revised within the Safe System of Work.

Alcohol / Drug use

Light Fantastic has a zero tolerance approach to the use of any Alcoholic or drug (legal or otherwise) during work, or in such a way that it In any way affects our work.

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Environmental Control

Control and disposal of waste and control of substances hazardous to health (COSHH). Assessments and all relevant data sheets will be kept on record in the office.

Our wastes produced will be dealt with as appropriate and where they are required to be taken away, relevant transfer notes will be produced using a licenced waste carrier.

Electricity at Work Act 1989

The Electricity At Work Regulations will be adhered to and any work undertaken on any electrical system will be performed by a suitably trained and qualified person.

Isolation procedures will be maintained and no live work tasks will be performed.

Isolation Procedure

- **Disconnect all loads.**
- **Locate the source of supply.**
- **Isolate the source of supply.**
- **Lock off and place warning signs.**
- **Test voltage indicator on a known source (proving unit)**
- **Test the supply is isolated.**
- **Re-test voltage indicator using known source. (Proving unit again)**
- **Start work if all the above has been followed and the circuit intended to be worked on is dead.**
- **Keep padlock key and don't allow anyone else to retrieve it until work on circuit is completed.**

Working at Height

As working at height forms a major part of Light Fantastic day to day tasks The Working At Height Regulation 2005 will be enforced, personnel will be trained to erect mobile towers and operate MEWPS.

Options considered, following previous assessments are:

- Mobile Tower
- Mobile elevated work platform (MEWPS)
- Fixed scaffolding (by others)
- Ladder
- Step ladder
- Hop ups and trestles

In each case risk assessment should consider other issues to ensure that the chosen method is the safest option e.g. Weather conditions full body harness use of stabilisers/securing devices.

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Noise at Work

Light Fantastic will ensure as far as reasonably practical that no employee is subjected to levels of noise whilst at work that may cause damage to their hearing. By the nature of Light Fantastic's work it is possible to be subjected to noisy environments - Stage events, Pyrotechnics etc sufficient hearing protection as part of PPE will be provided and used in conjunction with appropriate risk assessments.

Welfare Facilities

Light Fantastic will ensure that employees working on site are supplied with refreshments as required.

Where other suitable facilities do not exist Light Fantastic will ensure hot hand washing and drying is available, in the form of a Van wash.

In most cases the work carried out by Light Fantastic means suitable facilities are readily available to all staff.

First Aid

Adequate First Aid provision will be made by Light Fantastic.

First Aid Boxes can be found in the rear of all Vans.

No Light Fantastic personnel are first aid trained or qualified.

Serious accidents, where hospital treatment is required must be reported in accordance with Accident/incident report procedure.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995

Certain incidents are to be reported to the HSE Incident contact centre (ICC) in accordance with (RIDDOR)

- Deaths
- Major Injuries
- Any work related injury resulting in 3 consecutive days away from the workplace.
- Diseases
- Dangerous occurrences
- Gas Incidents

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The major Incidents applicable:

- Fractures other than finger, thumbs or toes
- Amputation
- Dislocation of the shoulder, hip, knee or spine
- Loss of sight (temporary or permanent)
- Burns to the eye (chemical or hot metal)
- Penetrating injury to the eye
- Injury leading to hypothermia heat induced illness or unconsciousness or requiring resuscitation or admission to hospital for more than 24 hours.
- Loss of consciousness caused by asphyxia or exposure to biological agents.
- Acute illness requiring medical treatment or loss of consciousness resulting from the absorption of any substance by inhalation, ingestion or through the skin.

Reportable diseases include

- Certain Poisoning
- Some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis / acne.
- Lung diseases including occupational asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma.
- Infections such as, leptospirosis, hepatitis, tuberculosis, anthrax,
- Legionellosis, and tetanus.
- Other conditions such as occupational cancer, certain musculoskeletal disorders. Decompression illness and hand arm vibration syndrome.

Dangerous Occurrences Include

- Lifting machinery. The collapse of or the overturning of or the failure of any load bearing part of a mobile powered access platform or fork lift truck.
- Pressure systems. The failure of any closed vessel (including boiler or boiler tube) or of any associated pipe work, in which the internal pressure was above or below atmospheric pressure, where the failure has the potential to cause death of any person.
- Overhead electric lines – any unintentional incident in which plant or equipment either:
 - Comes into contact with un insulated overhead electric lines in which the voltage exceeds 200 volts.
 - Causes an electrical discharge from such an electric line by coming into close proximity to it.
- Electrical short circuit – or overload attended by fire or explosion which results in the stoppage of the plant involved for more than 24 hours or which has the potential to cause Death of any person.
Collapse of scaffolding – the complete or partial collapse.

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Lone Working

It is often Possible Light Fantastic will have lone working employees.

No employee qualified/experience or otherwise will work from any MEWP or elevated structure whilst lone working.

Under no circumstances should staff compromise their personal safety. If a member of staff feels unsafe at any point whilst in a lone worker situation they stop and request help as appropriate.

A mobile phone should always be kept as fully charged as is possible and easily accessible by the employee.

A employee must make someone aware of what they are doing, where and when they are expected to finish.

Young Persons

A young person is a term given to a person who has not yet reached 18 years of age.

An assessment of the activities required of a young person shall be carried out to ensure there is no risk to their health and safety. The assessment shall take into consideration the tasks to be carried out, the person's physical capabilities and their experience of the work required.

Wherever necessary the person shall be supervised by a competent person and shall not be asked or allowed to carry out activities that are beyond their capabilities, or present an unacceptable risk to themselves or others.

Co-operation with Clients

Employees and sub contractors will always familiarise themselves with client procedures when first attending site, in particular site access, emergency procedures and high risk work activities including permit to work systems. Clients site procedures and specific instructions will be followed at all times.

Sub Contractors

Sub contractors are instructed primarily on the basis of their technical abilities, due regard is also taken of health and safety. Serious breaches of health and safety will also be taken into account during the selection process. Requesting the following documents assesses sub contractors.

- Evidence of qualifications, skills ongoing training, and experience in the same type of work
- References from other companies worked for or previous clients
- Accident / ill health statistics
- How they will conduct their work (e.g. risk assessments and method statements)
- Equipment suitably evidenced to show routine testing, repairs and in good physical condition.
- Power tools will be tested for safety, we will not require specific PAT testing as by nature of our work, testing should be more thorough and regular than that offered by PAT.

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Employees

Section 7 of the Health and Safety Act 1974

States that...It shall be the duty of every employee while at work;

- A) To take reasonable care for the health and safety of them and of other persons who may be affected by their acts or omissions at work and
- B) As regards to any duty or requirements imposed on their employer or any other person by or under any of the relevant statutory provisions, to co-operate with them so far as is necessary to enable that duty or requirement to be performed or complied with.

The responsibilities of general employees are to:

- Understand the company policy on health and safety and to carry out work in accordance with the requirements.
- Use correct tools and equipment for the work to be carried out in accordance with training, instruction and procedures.
- Ensure all PPE is properly used in relation to any training given.
- Tools and equipment is kept in good condition.
- Report any defective tools or plant to the Manager / supervisor.
- Work in a safe manner report hazards and DO NOT take risks that could endanger persons livestock or property.
- Only use plant if trained to do so.
- Warn other employees, in particular young or new employees of known hazards.
- Report any near misses however minor or accidents to the Manager / Supervisor.

Owner signature..........Dated.....21/11/17.....

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