



Health and Safety Policy



Number 8 Events Ltd

The Hayshed | Sparrows Lane | Essex | CM17 0RP

2021



Revision Status

Date	Status	Author	Revision
04.01.2019	Proof	Wes Pierce	1.1
10.03.2019	Revision	Wes Pierce	2.1
02.03.2020	Revision	Wes Pierce	2.2
04.02.2021	Revision	Wes Pierce	3.1

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FOREWORD

This Health and Safety Policy is designed to help us manage our work effectively and safely. It deals with health and safety - the health and safety of individuals - both ourselves and those affected by our work.

There are risks inherent in most human activities and it is impossible to avoid them completely.

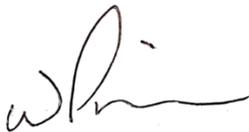
This policy is a conscientious attempt to identify the hazards we might encounter in the course of our work and to create and maintain a system aimed at recognising and dealing with them.

The areas we operate within (Entertainment, Events, Civil Contingency, Local Authority Testing) are complex and hazards exist. It is recognised that other individuals, for example the venue owner, local authority and DHSC will have responsibilities for the health and safety of all those persons on site but notwithstanding this we need to be aware of our responsibilities and of a generic assessment of typical hazards.

Our success depends on our awareness and our careful adherence to the health and safety measures in this policy.

Ultimately it depends on every one of us. By keeping the maintenance of health and safety an essential part of all we do at work, we will be contributing to this aim.

Signed:



.....

Wes Pierce

Director

Number 8 Events Ltd

4th February 2021

INTRODUCTION

A copy of this Manual will be available at each operational location of Number 8 Events Ltd and all employees and temporary staff will be made aware of their duties and responsibilities of the Health and Safety at Work Act 1974.

It is in four sections:

- Section A - Policy Statement.
- Section B - Responsibilities of Post Holders and Individuals and Organisation.
- Section C - Safety Arrangement Notes.
- Section D - Training and Competency Standards.

3. Employees are requested to exercise care in the use of the Manual taking particular note of the following:

- i) For brevity Number 8 Events Ltd is referred to as the Company.
- ii) The notes are not necessarily comprehensive; they should be read in conjunction with relevant Statutory Documents, British Standards, Technical Standards etc, e.g. The Event Safety Guide, see later.

SECTION A

HEALTH AND SAFETY POLICY STATEMENT (UK)

GENERAL POLICY

1.01 The Company recognises that Health and Safety is an essential element of its activities. It is our aim to promote a positive health and safety culture at all levels and to safeguard the health, safety and welfare of our staff and any others who may be affected by our work activities. In doing so, it is our intention to create favourable working conditions that are free from unnecessary risks and to not compromise health and safety for any other objectives.

1.02 In pursuance of this aim, we make an on-going commitment to comply with our statutory obligations and ensure that all decisions and systems of work are designed to take into account best Health and Safety practice.

1.03 To achieve this the Company will provide a safe place of working including:

- (i) Safe access and egress to and from the workplace, including good housekeeping practices
- (ii) Safe plant and equipment
- (iii) Suitable and sufficient information, instruction, and supervision on all work activities
- (iv) Adequate welfare arrangements ie first aid, fire and evacuation plans etc
- (v) Suitable PPE and equipment
- (vi) Provision for protection against ill health or injury
- (vii) Forums where staff can be consulted on health and safety matters

Number 8 Events Ltd – Company Safety Policy

If you have any feedback on any company related items email feedback@number8events.com

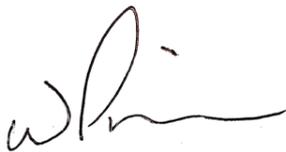
- (viii) Commitment to continual improvement through targets and objectives
- (ix) Appropriate health & safety training for each job role, including induction
- (x) Up to date advice and guidance
- (xi) Clear levels of responsibility
- (xii) Health and Safety to be a standing item on all agenda's
- (xiii) Set annual targets and objectives

1.04 It is also the duty of every employee to exercise personal responsibility and do everything possible to prevent injury to themselves or others, follow the rules, and report all accidents/incidents, hazards and defects and near misses.

1.05 Responsibilities for health & safety are shown in this Policy Manual.

1.06 Number 8 Events Ltd will make available the necessary resources for ensuring that this Policy is implemented and will ensure that the effectiveness of the general Health and Safety Policy is reviewed and monitored annually to ensure that it is operating effectively.

Signed:



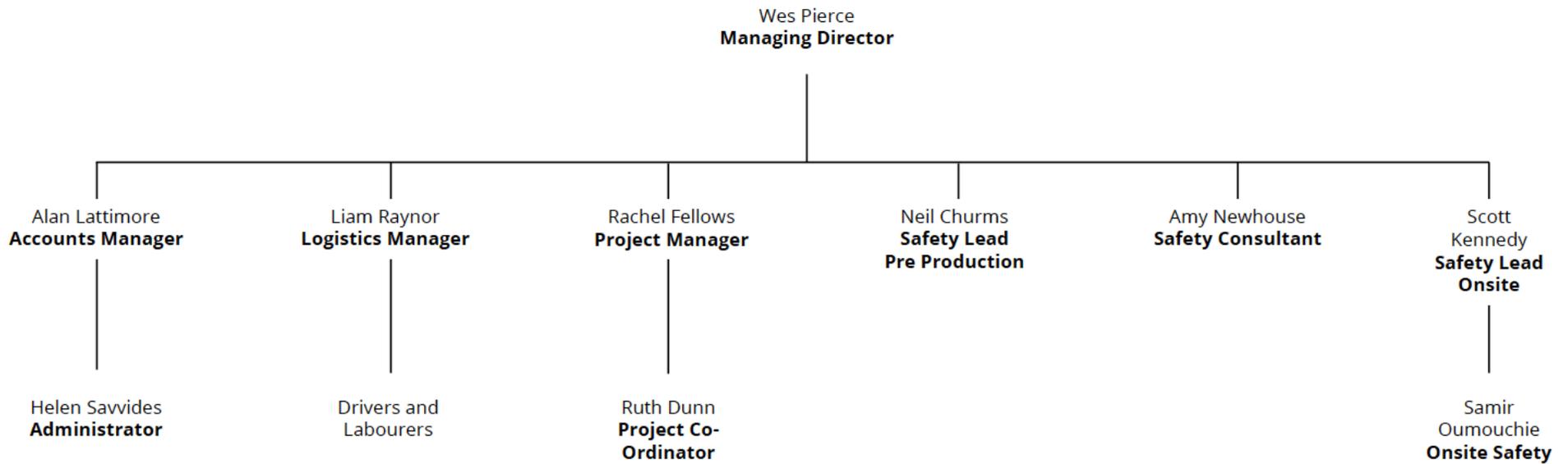
Wes Pierce

Director

Number 8 Events

Number 8 Events Ltd

Health and Safety Organisation



RESPONSIBILITIES OF EMPLOYERS AND THEIR STAFF FOR HEALTH AND SAFETY

1. INTRODUCTION

It is important that both the Company and its staff understand their responsibilities under the Health & Safety at Work Act 1974 (HSW Act); and in particular for the health and safety of non company personnel, e.g. contractors' employees. The HSW Act is framed in such a way that each circumstance will require a separate assessment of the action required to comply with it. It is therefore impossible to have rules which can be universally applied. However, basic knowledge and understanding of the legislation will equip staff to make the necessary professional assessment of the situation and take the appropriate action.

2. CRIMINAL LAW V CIVIL LAW

A common misunderstanding revolves around the legal position or "liability" as it is often referred to. THE HSW Act and all its associated legislation are **CRIMINAL LAW**, i.e. the law of the land. Failure to comply with such legislation could be regarded as a "crime", and the miscreant could be prosecuted in a Magistrates or Crown Court, ending up with a criminal record.

Any contractual obligations, (e.g. under the ICE Conditions of Contract), regarding health and safety **are CIVIL LAW**, i.e. part of a private agreement between two or more parties. Failure to comply with a contract can only be redressed by an action for breach of contract. Similarly a party who has suffered injury or loss may choose to pursue an action under the **CIVIL LAW** for compensation due to the negligence of another.

So for the same incident, e.g. an accident on site, it is not uncommon for there to be a prosecution under the **CRIMINAL LAW** for failure to comply with statutory law, and separate action under **CIVIL LAW** for breach of contract and/or negligence. The standard of proof required for a successful action under the **CRIMINAL LAW** is usually much higher than under the **CIVIL LAW**. The two should not be confused, and these notes will consider the **CRIMINAL LAW**, i.e. the HSW Act as it applies to an employer and its staff.

3. HEALTH & SAFETY AT WORK ACT 1974

The main aims of the Act are set out in Section 1. In plain words, the Company has a statutory duty to care for the health, safety and welfare of:

- a) their employees and,
- b) other people who may be affected by their activities (e.g. the employees of contractors or members of the public).

Most staff will be aware of the above but to understand how that duty should be implemented, it is necessary to look at the legislation in more detail.

4. DUTIES OF THE COMPANY TO ITS EMPLOYEES

Section 2(1) of HSW Act sets out the duties of the Company to their employees to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees at work. The principle of this section is generally understood but the interpretation is often difficult. Section 2(2) details the areas to which the duty particularly extends, namely:

- a) the provision and maintenance of plant and systems of work
- b) the safe use, handling, storage and transport of articles and substances
- c) the provision of sufficient information, instruction, training and supervision for employees
- d) the maintenance of a safe place of work with means of access and egress

- e) the provision and maintenance of a safe working environment, and arrangements for welfare.

A key concept in the HSW Act is that those under a duty should ensure the safety, etc. of persons "so far as is reasonably practicable". An assessment should be made in which the quantum of risk is placed in one scale and the sacrifice, whether in money, time or trouble, involved to avoid the risk is placed in the other. If it can be shown that there is a gross disproportion between them, the risk being insignificant in relation to the sacrifice, then compliance with that duty would not be reasonably practicable.

5. DUTIES OF THE COMPANY TO PERSONS NOT ITS EMPLOYEES

Section 3(1) of HSW Act requires an employer to conduct its undertaking in such a way as to ensure so far as is reasonably practicable, that persons not in its employment who may be affected are not exposed to risks to their health and safety. It is this section which creates most uncertainty particularly with regard to the employees of a contractor. It should be understood that Section 3(1) will be applicable to all your activities, either in your design work, your advice to a Client, or whilst on site. (It should, however, be remembered that other employers, e.g. a contractor, would have a similar duty under Section 3(1) for the safety of your staff.) The best way to ensure compliance with this section is to be seen to be acting in a professional manner.

RESPONSIBILITIES OF INDIVIDUALS

Sections 7, 8 and 37 of the HSW Act set out the obligation of individual employees, directors and managers. The first two of these lay down general duties applicable to all employees. The third does not impose any specific duties but enable individuals to be prosecuted in respect of offences committed by employers.

SECTION 7

Duties of employees at work to take reasonable care for health and safety of himself and others. Co-operation as necessary to enable employers to fulfil duties.

8. SECTION 8

Duties of employees not to interfere with or misuse things provided for health and safety.

9. SECTION 37

Where a body corporate has committed an offence and it was committed with the consent, connivance, or due to neglect, of any director, manager, secretary or similar office, he, as well as the body corporate, shall be liable to proceedings.

If a company, local authority or other corporate body is in breach of a health and safety requirement then if it can be proved that the breach of the requirement was due to a director, manager, company secretary, consenting (in the sense of allowing something wrong to take place or continue) conniving (turning a blind eye) or neglecting (failure to do an act safely) then the director, manager or company secretary can be prosecuted instead of or as well as the company.

We are all Company employees - including the occupiers of posts with specific responsibilities within the company health and safety organisation. The Company policy exists for our benefit, for our health and safety at work, and its success depends essentially on our contributions to the health and safety measures that constitute it.

Temporary staff (e.g. seconded, contract and agency staff) are treated as Company employees for the purpose of the Company Policy. They should undertake the same responsibilities as Company employees together with those of any post in the Company health and safety organisation to which they are appointed.

10. SOME GENERAL ADVICE:

- (i) Be alert at all times to detect hazards, particularly those arising from changed circumstances.
- (ii) Be prepared to ask whenever a health and safety measure is not fully understood or whenever faced by a problem or unforeseen situation. If in doubt ask.
- (iii) Be aware of and make allowances for the effect of fatigue and stress.

- (iv) Have your own and others' health and safety in mind when planning and carrying out work

11. CONCLUSIONS

The HSW Act places a responsibility on employers, their directors and staff. It is hoped that these notes will help you to understand those responsibilities and what should be done to ensure compliance. The act is dynamic and can be applied to any work activity. With thought and a professional attitude both the spirit and the letter of the Act can be met.

SECTION B

RESPONSIBILITIES FOR POST HOLDER AND INDIVIDUALS

THE MANAGING DIRECTOR

1.01 The Managing Director is responsible to the following: -

- (i) Keeping the company Policy under review and recommending necessary or desirable modifications.
- (ii) Monitoring the implementation of the Company Policy and taking such action as is necessary to maintain its effective functioning.
- (iii) Setting a personal example at all times.
- (iv) Being alert and encouraging others to be alert to detect hazards, particularly those arising from changed circumstances, and arranging for appropriate precautions to be taken.
- (v) Arranging that his own staff have adequate training, instruction, information, supervision and resources to undertake their responsibilities.
- (vi) Taking all reasonable opportunities or consulting employees on health and safety matters and encouraging suggestions for improvements.
- (vii) Keeping abreast of the health and safety aspects of statutory employment requirements and taking action to maintain the Company's compliance.
- (viii) See Safety Arrangement Notes 1, 2, 7 and 8 in particular.

1.02 The Managing Director is also responsible for creating and maintaining up to date records for all employees as follows:

- (i) Aspects of available medical histories pertinent to health and safety at work
- (ii) Statutory accident (RIDDOR) reports relating to staff, with associated records
- (iii) Arranging that the Company Policy contains adequate instruction and guidance for those matters for which he is responsible.
- (iv) Keeping abreast of the health and safety aspects of new legislation and national guidance, and taking or recommending action to maintain the Company's compliance.

- (v) Arranging, as far as it is reasonable and feasible, for consistency in health and safety matters in the areas for which he is responsible.
- (vi) Issuing copies of the Safety Manual and Summary and of revisions of and additions to them; and keeping a record of issue.
- (vii) Co-ordinating investigations into incidents affecting the health of or involving injury to staff.

MANAGERS

1.03 The Managing Director may nominate a manager to take control of a specific site, in this case the manager's responsibilities are as follows:

- (i) Monitoring the implementation of the Company policy and taking such action as is necessary to maintain its effective functioning.
- (ii) Setting a personal example at all times.
- (iii) Being alert and encouraging others to be alert to detect hazards, particularly those arising from changed circumstances and arranging for appropriate precautions to be taken.
- (iv) Ensure the supervisors carry out and fulfil their responsibilities.
- (v) To receive accident reports from the team and communicate them to the Managing Director.
- (vi) See safety arrangement notes 2 to 10 in particular.

CO-ORDINATORS

1.04 The Co-Ordinators responsibilities are as follows:

- (i) Reporting to the Managing Director/Manager in the manner and at intervals established by him and implementing his instructions.
- (ii) Monitoring the implementation of those parts of the Policy for which he is responsible (e.g. reports from staff) and taking prompt action to remedy any deficiencies.
- (iii) Being alert and encouraging others to be alert to detect hazards, particularly those arising from changed circumstances, and arranging for appropriate precautions to be taken.
- (iv) Recommending to the Managing Director/Manager any changes to the Policy that he considers necessary or desirable.
- (v) Arranging, by advice to the Managing Director/Manager that the Company policy contains adequate instruction and guidance for those matters for which he is responsible.
- (vi) Arranging that the employee has adequate training, instruction, information, supervision and resources to undertake his responsibilities.
- (vii) Arranging, as far as it is reasonable and feasible, for consistency in health and safety matters in the areas for which he is responsible.
- (viii) Arranging that employees working on site in his care are kept aware of the pertinent health and safety arrangements in force and that they understand their part in them. This is particularly important for newcomers, especially those new to work.
- (ix) Arranging that his own staff have adequate training, instruction, information, supervision and resources to undertake their responsibilities.
- (x) Taking all reasonable opportunities of consulting staff on health and safety matters and encouraging suggestions for improvements.
- (xi) Keeping a diary of health and safety matters.
- (xii) See Safety Arrangement Notes 2, 3, 4, 5, 6, 7, 8,9 and 10 in particular.

ALL EMPLOYEES

- 1.05 We are all Company employees - including the occupiers of posts with specific responsibilities within the Company health and safety organisation. The Company policy exists for our benefit - for our health and safety at work.
- 1.06 Temporary staff (e.g. seconded, contract and agency staff) are treated as Company employees for the purpose of the Company policy. They should undertake the same responsibilities as Company employees together with those of any post in the Company health and safety organisation to which they are appointed.
- 1.07 The success of the company Policy depends essentially on our contributions to the health and safety measures that constitute it. As employees, we all have responsibilities for which the main legal basis is in the Health & Safety at Work Act (1974):

Section 7 of the Act states:

It shall be the duty of every employee while at work -

- (a) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and
- (b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

Section 8 of the Act states:

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

1.08 Attention is drawn to the following responsibilities:

- (i) Informing the Managing Director of the following:
 - disabilities that could adversely affect the safe performance of the work we undertake
 - illness or injuries at work which cause us to be away from work.
- (ii) Knowing the scope of the matters covered by the Safety Manual and being conversant with those parts relevant to our places of work and the work we do. Any suggestions for improvement of the Safety Manual are welcome.
- (iii) Reading health and safety notices displayed at our places of work and being prepared to act on them in emergency.

1.09 Some general advice:

- (i) Be alert at all times to detect hazards, particularly those arising from changed circumstances and report to the supervisor.
- (ii) Be prepared to ask whenever a health or safety measure is not fully understood or whenever faced by a problem or unforeseen situation. It would be foolish to put oneself or others at risk for fear of appearing timid.
- (iii) Be aware of and make allowance for the effect of fatigue and stress.
- (iv) Have your own and others' health and safety in mind when planning and carrying out work.

SECTION C

SAFETY ARRANGEMENT NOTES

GENERAL

A In order for a Number 8 Events Ltd employee to comply with all relevant health and safety issues and understand his role, responsibilities and duties, the employee must be able, competent, knowledgeable and trained in all areas appropriate to his activities. Appropriate safety standards are very much a consequence of a risk assessment of the work environment. Number 8 Events Ltd wish to fulfil, so far as is reasonably practicable, their health and safety obligations in a generic manner and have undertaken to train their employees appropriately.

SAFETY ARRANGEMENT NOTE 1

ENGAGEMENT OF PERSONS

- 1.01 The Managing Director is responsible for the selection and recruitment of employees. In the implementation of the Company policy he has the following duties:
- (i) Obtaining adequate information about the health and fitness of the potential employees pertinent to the work to be undertaken by them;
 - (ii) Describing to potential employees the location and nature of the work and of any associated special hazards, training and medical checks needed; arranging for the appropriate training checks, etc.; and
 - (iii) On engagement, arranging for employees to be briefed on the policy, to have access to the Safety Manual and to understand their positions in the health and safety organisation. See Section D - Training Standard.

SAFETY ARRANGEMENT NOTE 2

ACCIDENT REPORTING AND INVESTIGATION

2.01 The purpose of accident reporting and investigation is to enable the company to comply with its legal obligation to notify the enforcing authorities of certain accidents, to identify the causes of accidents and to take preventative measures to stop recurrence of avoidable accidents. The reporting of accidents to the statutory authorities is the responsibility of the Managing Director.

The recording and analysis of all, even minor accidents, can result in the identification of hazards which can be eliminated or reduced before a serious accident occurs.

2.02 This guidance lays down the procedures to be followed. It is important that notifiable accidents are reported immediately to enable the company to comply with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), HSE leaflet, INDG453, Reporting accidents and incidents at work. Notifiable accidents should be reported to: hse.gov.uk.

2.03 Records should be kept of any injury, dangerous occurrence or prescribed disease. This record should include the date, time and place, personal details of those involved and a brief description of the nature of the event. The accident book and/or appendix II may be used for this purpose.

2.04 Major accidents, dangerous occurrences and prescribed diseases should be reported to the Incident Contact Centre, Caerphilly within ten days of the event. These include: -
Death or major injuries - to an employee, Any fracture, amputation, dislocation, loss of sight

Self-employed or a member of the public as a result of physical violence; or Any injury likely to result in hospitalisation for more than 24 hours.

Dangerous occurrences - Collapse or overturn of scaffolds or buildings
Explosions or fires (electrical, chemical, explosive, vehicles)

Prescribed diseases

Please refer to full Guide to Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

2.05 Instructions should be issued to ensure that employees know:

- (i) that minor injuries and near misses should be reported
- (ii) who they should be reported to locally.
- (iii) that accidents should be reported promptly. This can now be done by phone to the above.
- (iv) there is a system for investigating all accidents
- (v) that all accidents should be recorded in the statutory accident book.

2.06 It is our policy to ensure that all accidents whether notifiable or not are reported to the Managing Director as soon as possible, staff should report via their supervisor.

2.07 The purpose of an investigation is to establish the causes of an accident and not to apportion blame. The principal objective of accident investigation is to enable preventative action to be taken against future, similar incidents by identifying the sequence of events and root causes of an incident. All accidents associated with the company's staff will be investigated by the supervisor and reported to the Managing Director in writing within twenty four hours.

2.08 The scale of investigation should be appropriate to the incident. The investigation should establish the factors contributing to the accident - "occupational hazard" and "human error", are terms too frequently used on accident report forms, and imply that nothing could have been done to prevent the incident.

Investigations should be carried out in a systematic manner so that all factors leading up to the incident can be established. Consider the following factors:

- (i) non-implementation of company policy requirements
- (ii) poor maintenance or design
- (iii) lack of safe systems of work
- (iv) risk taking
- (v) negligence
- (vi) lack of information, training or supervision

2.09 A simple checklist to assist in the accident investigation is at appendix I this is designed to act as a prompt to those undertaking the investigation.

2.10 The sequence for the investigation of incidents is as follows:

- (i) All accident report forms should be completed as fully as possible.
- (ii) A preliminary investigation should take place as soon as possible after the casualties have been treated and the scene made safe, to ensure that no evidence is lost in the clearing or tidying
- (iii) Interview witnesses and obtain written statements.
- (iv) Sketch a plan of the accident scene - take photographs if possible.
- (v) Preserve the evidence if there is a likelihood of a further independent inquiry.
- (vi) The scene of the accident should be visited and compared with any photographs or sketches taken at the time of the accident.
- (vii) It may be necessary to carry out physical tests on equipment.

- (viii) The investigator should interview witnesses and encourage them to give their evidence. No blame or criticism should be levelled at the witnesses.
- (ix) All facts should be recorded irrespective of whether they seem relevant at the time, as they may have a bearing on the conclusions to be drawn in the final report.
- (x) A formal investigation report should be written, detailing the facts of the incident and drawing conclusions. In addition recommendations for remedial action should be made, including a time scale for their implementation. The cost implications of implementing such recommendations should also be considered.

APPENDIX I

ACCIDENT/INCIDENT REPORTING CHECKLIST

Immediate Actions

- Assist injured person
- Get help if necessary
- Remove or nullify hazard
- Administer First Aid
- Warn others of danger
- Preserve the accident scene until the investigation is complete

Subsequent Actions

- Notify Supervisors
- Complete accident book
- Complete accident form
- Get witnesses' names and addresses
- Note events leading up to accident
- Draw sketch plan
- Take photographs of the scene if possible
- Preserve the accident scene until the investigation is complete

Accident Investigation

- Get written statements from witnesses and injured person (if possible)
- Note the work activity being carried out at the time of the accident
- Consider contributory factors
- Consider changes which could have prevented accident

- Complete accident investigation report form
- Consider the need for further investigation or study

NUMBER 8 EVENTS LTD

OCCURRENCE / ACCIDENT REPORT FORM.

(ALL REPORTED ISSUES NO MATTER HOW MINOR MUST BE RECORDED, ESPECIALLY ISSUES RELATING TO EMPLOYEES. FULL DETAILS MUST BE WRITTEN DOWN AS SOON AS PRACTICALLY POSSIBLE AFTER THE EVENT WHILST THE INFORMATION IS FRESH.)

(NB FORM TO BE COMPLETED IN CAPITALS USING A BLACK INK PEN BY THE EVENT MANAGER/SUPERVISOR)

COMPLETED BY:.....DATE:.....

EVENT:.....FACILITY:.....

OCCURRENCE / ACCIDENT:.....

(USE ONE REPORT FORM PER EMPLOYEE)

STAFF NAME:.....CONTRACTOR Y/N LOCATION:.....DATE & TIME:.....

NATURE OF INJURY (STAFF ONLY):.....

FULL DESCRIPTION:.....

.....

.....

.....

.....

.....

.....

.....USE OVER SHEET IF REQUIRED

WITNESSES: NAME:.....DESIGNATION.....

ADDRESS:.....TEL:.....

WITNESSES: NAME:.....DESIGNATION.....

ADDRESS:.....TEL:.....

WITNESSES: NAME:.....DESIGNATION.....

ADDRESS:.....TEL:.....

MEDICAL TREATMENT (STAFF ONLY) Y / N IF YES.....

.....

POLICE ATTENDANCE Y / N WHOSE DECISION:.....

POLICE OFFICERS NAME:.....ID NO:.....STATION.....

CRIME REFERENCE NUMBER:.....

NUMBER 8 EVENTS LTD.

OCCURRENCE / ACCIDENT REPORT FORM.

REPORTED TO CLIENT REPRESENTATIVE:.....**POSITION**.....**TIME:**.....

REPORTED TO CONTROL:.....**TIME:**.....

POST INCIDENT ACTIONS:.....

.....

.....

.....

.....

FULL DESCRIPTION CONTINUED (a sketch may help):.....

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.....

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.....

.....

CAUSES:.....

.....

.....

ACTION BEING TAKEN TO PREVENT REOCCURRENCE:.....

.....

THIS FORM TO BE COMPLETED AND RETURNED TO HEAD OFFICE IMMEDIATELY

SAFETY ARRANGEMENT NOTE 3

FIRE PRECAUTIONS AND PROCEDURES ON SITE

- 3.01 All employees should be aware of the fire precautions and procedures that are relevant on site.
- 3.02 Supervisors are responsible to clarify from the site manager the fire precaution arrangements on site and to delegate the essential information onto their staff.
- 3.03 All employees should be trained in fire prevention and appropriate fire fighting procedures.

SAFETY ARRANGEMENT NOTE 4

NOISE AT WORK REGULATIONS

- 4.01 Entertainment events are noisy environments and as such can cause hearing damage to employees who are subject to very loud noise or long periods of exposure. The Noise at Work Regulations 2005 apply. Noise assessments carried out by the venue “management” will identify hearing protection zones where the exposure exceeds certain levels.
- 4.02 Employees who are subjected to high noise levels will be rotated every thirty minutes.
- 4.03 All employees should be aware of noise levels and consider their own welfare. Any employee who feels that the noise levels are excessive should report this to their supervisor/team leader for immediate deployment to another area.
- 4.04 Earplugs come in many different types:
- Disposable types of wax - impregnated cotton wool, glass down or similar material which are shaped and inserted into the ear canal;
 - Permanent moulded pre-shaped plugs of rubber or plastic for insertion into ear canal;
 - Individually moulded ear plugs provided from such companies are acrylic, silicone and synthetic rubber in a fluid paste state, which are inserted into the ear canal to harden insitu for a permanent individually moulded ear plug of the correct shape;

- Foam ear plugs which are compressed in order to fit into the ear then expand to maximise protection; and
- Selective hollow plugs, premoulded or rubber or plastic with a valve system to attenuate sounds, but which allows speech or other low intensity sounds to pass.

Any protection used must provide the correct level of attenuation and be fitted and used properly.

SAFETY ARRANGEMENT NOTE 5

BIOLOGICAL HAZARDS

- 5.01 Employees can at times come across items such as syringes and soiled clothing and other such materials during the course of their duties. Infections such as Tetanus, Hepatitis and Aids can be in existence.
- 5.02 If required to handle such materials heavy duty gloves should be worn and the items should be disposed of in a suitable puncture proof container.
- 5.03 Any contaminated skin, etc should be washed thoroughly with warm water and soap. Report incident.
- 5.04 Vaccination against Hepatitis B and Tetanus are recommended.

SAFETY ARRANGEMENT NOTE 6

ACTS OF VIOLENCE CAUSING PERSONNEL INJURY.

6.01 Employees may from time to time find themselves prone to injury from acts of violence which could cause them injury. Help may be required. Remember - minimum force. Report all incidents.

6.02 There are five main pieces of health and safety law which are relevant to violence at work. These are:

- **The Health and Safety at Work etc Act 1974 (HSW Act)**

Employers have a legal duty under this act to ensure, so far as is reasonably practicable, the health, safety and welfare at work of their employees.

- **The Management of Health and Safety at Work Regulations 1999**

Employers must assess the risk to employees and make arrangements for their health and safety by effective:

- planning;
- organisation;
- control;
- monitoring and review.

The risks covered should, where appropriate, include the need to protect employees from exposure to reasonably foreseeable violence.

- **The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)**

Employers must notify their enforcing authority in the event of an accident at work to any employee resulting in death, major injury or incapacity for normal work for three or more days. This includes any act of non-consensual physical violence done to a person at work.

Safety Representatives and Safety committees Regulations 1997 (a) and The Health and Safety (Consultation with Employees) Regulations 1996 (b)

Employers must inform, and consult with, employees in good time on matters relating to their health and safety. Employee representatives, either appointed by recognised trade unions under (a) or elected under (b) may make representations to their employer on matters affecting the health and safety of those they represent.

SAFETY ARRANGEMENT NOTE 7

PROTECTIVE CLOTHING AND EQUIPMENT

- 7.01 Basic protective clothing such as boots, waterproof jackets, hi-visibility clothing, gloves and sometimes helmets will be needed by employees working on site. In cold or inclement weather these items need the addition of comfortable and warm clothes underneath. Steps should be taken to ensure that appropriate items are supplied and used.
- 7.02 No one should be permitted to undertake activities for which protective clothing or equipment is necessary, without it.
- 7.03 All such clothing and equipment must meet the necessary standards and be suitable for its purpose. It must be regularly maintained and cleaned.
- 7.04 Employees must be given instruction and training in the use of PPE. They must be told why it is needed, when to use it and what its limitations are.

SAFETY ARRANGEMENT NOTE 8

FIRST AID REQUIREMENTS (ON SITE)

- 8.01 Employees should make themselves aware of any first aid facilities at the venue and use such facilities if necessary.
- 8.02 Supervisors are responsible to clarify from the site manager the first aid provisions/arrangements on site and delegate the information onto their staff.
- 8.03 All incidents, no matter how minor, must be reported to and logged by the Supervisor and reported to the Managing Director.
- 8.04 It is recommended that at least one fully trained first aider and one appointed person trained in emergency first aid is on site.
- 8.05 In addition to 10.03 above, it is recommended that the Supervisors have available for use a small travelling first aid kit. The following contents are suggested:
- 1 Guidance card
 - 6 Individually wrapped sterile adhesive dressings (assorted sizes)
 - 2 Sterile eye pads
 - 2 Individually wrapped triangular bandages
 - 2 Safety pins
 - 1 Large sterile individually wrapped unmedicated wound dressing

6 Individually wrapped moist antiseptic cleaning wipes

8.06 Refer to Safety Arrangement Note 18 'First Aid in Company Offices' for the chart of guidance on the minimum first aid provisions.

SAFETY ARRANGEMENT NOTE 9

SAFER DRIVING

9.01 Employees may be required to drive vehicles on site or on the perimeter roads of the event site. Under the management of Health and Safety at Work Regulations 1999, Number 8 Events Ltd shall carry out a site specific risk assessment of this particular work activity to identify the significant hazards and to take measures to reduce those risks. For example:

- Ensuring that the employees who drive are competent for such task e.g. checking their driving licences; to ensure drivers are aware of driving in accordance with the relevant Road Traffic Acts and Codes; any loads carried or towed are secure, and do not project unsafely. Do not overload the vehicle or trailer;
- Informing the employees of their designated vehicle routes on site and driving protocol to be taken on site;
- Ensuring that the vehicle being used is suitable for site and road conditions and has been suitably serviced and maintained;
- Ensuring that drivers do not use their radios/mobile phones whilst the vehicle is in transit. The driver must have proper control of their vehicle at all times.

9.02 The employees shall inform their manager if their ability to drive is compromised by health problems or medication. It is unsafe to drive:

- Immediately after exhausting muscular activity;
- After drinking alcohol;
- Whilst under the influence of some therapeutic drugs.

VEHICLE CHECKS

9.03 The following items on your vehicle should be checked at the period's shown and remedial action taken when necessary:

(i) **Daily**

- a) Fuel, Engine Oil, Radiator, Windscreen Washer Reservoir, Batteries - check fluid levels. Replenish if necessary.
- b) Lights, horn, indicators, windscreen wipers and washers, seat belts - all should be in good working order.
- c) Brakes, steering - test that your brakes and steering function efficiently when you first move off.
- d) Windscreens, windows, lights, indicators, reflectors, mirrors, number plates - check for cleanliness.

(ii) **Weekly**

- a) Tyre pressures - check tyres for correct pressures, adjust if necessary. Remember the spare tyre.
- b) Tyre wear - inspect tyres for damage, irregular or excessive wear.

Emergency Equipment

9.04 The under mentioned items should be carried in each vehicle:

- (i) First Aid Kit
- (ii) Torch
- (iii) Vehicle fire extinguisher
- (iv) A set of tools including vehicle jack

Documentation

9.05 The undermentioned documents should be in the vehicle, or in the possession of the vehicle driver, as appropriate, for inspection as required:

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- (i) The Driver's Licence - must be current for the type of vehicle being driven
- (ii) Vehicle Insurance Policy
- (iii) Current Tax Disc (online item paid)
- (iv) Current Test Certificate - if the vehicle is over the prescribed age limit
- (v) AA or equivalent documentation.

SAFETY ARRANGEMENT NOTE 10

HAZARDS

10.01 Employees should always be on the look out for hazards. All hazards should be reported to the Supervisor and/or site manager promptly who will in turn take any action he considers appropriate. A suitable record of such a report should be taken e.g. date, time, reported to who, hazard etc

10.02 Typical hazards are as follows:

- 1 Electric cables causing tripping
- 2 Moving or working equipment and plant
- 3 Temporary overhead constructions e.g. stage, towers, signs, cables, etc.
- 4 Traffic movement
- 5 Crowd movement and densities
- 6 Poor ground conditions
- 7 Fires
- 8 Dangerous waste e.g. glass, cans, needles, blood, nails
- 9 Calor or propane gas cylinders
- 10 Noisy environments
- 11 Accumulation of inflammable material

SAFETY ARRANGEMENT NOTE 11

NEW AND EXPECTANT MOTHERS

11.01 There are many relevant legal requirements applicable to the protection of pregnant and new mothers, but the most significant are:

The Health and Safety at Work etc Act 1974 requires all employers to provide safe places and systems of work, including safe plant and equipment. This would be implied to mean `safe' for all employees, including new and expectant mothers.

The Management of Health and Safety at Work Regulations 1999 requires all employers to carry out risk assessments taking particular account of risks to new and expectant mothers. The law requires a reduction of risks where practicable, changes in working arrangements, the offer of suitable alternative employment or, if that is not possible, paid leave for the worker concerned for as long as is necessary to protect her health and safety or that of her child.

The Workplace (Health, Safety and Welfare) Regulations 1992 require the provision of suitable facilities for pregnant and nursing mothers to be provided. This essentially means a quiet and private area where rests may be taken during the working day.

11.02 A risk assessment shall be carried out to identify the hazards that may be faced by female employees who are new and expectant mothers. Under the Management of Health and Safety at Work Regulations 1999 "a new mother" is defined as any female who has given birth (be it alive or still birth) within the last six months.

11.03 Legal Risk Assessment Duties to Pregnant Workers

- Who is pregnant?

Number 8 Events Ltd are only required to take action specifically to protect the pregnant worker when we are advised in writing of an employees condition.

- Identifying the hazards
For pregnant and new mothers there is a legal obligation on Number 8 Events Ltd - provided that an employee has notified us of her condition - to identify the specific hazards which are of potential risk to them.
- Removing/reducing the risks
Risks to pregnant and new mothers (which have been identified by the process of specific risk assessment) should be reduced to as low levels as are reasonably practicable by taking appropriate precautions.
- Removing/reducing the risks
Risks to pregnant and new mothers (which have been identified by the process of specific risk assessment) should be reduced to as low levels as are reasonably practicable by taking appropriate precautions.
- If risks cannot be reduced
The requirement is to find the person suitable alternative work, at no loss to terms and conditions, for the duration of the pregnancy/period as a new mother.
- If alternative employment cannot be found
The requirement is to provide the employee with paid leave until risks may be reduced and/or the employee ceases to be in the condition of pregnant or new mother.

11.04 Records Which Must Be Kept

- Notification forms
These are used by pregnant and nursing mothers to advise of their condition, therefore placing themselves in the special category requiring a specific risk assessment. This could simply be a memo to the Line Manager.

11.05 List of new and expectant mothers, assessments done and action taken

The listing of notification and its subsequent expiry is a useful guide to where Number 8 Events Ltd additional responsibilities lie and where action may have been taken to carry out additional risk assessments and introduce additional precautions where necessary.

11.06 A risk assessment form for new and expectant mothers is attached as Appendix 1.

Risk Assessment Form for New and Expectant Mothers

Name and Department:		Date baby due/was born:	
Things to check		Action taken - risk elimination or reduction	
Does the work programme involve any of the following:		Risk identified?	Action Taken:
(a)	Shift patterns, especially if they involve night work.		
(b)	Manual handling.		
(c)	Working in hot atmospheres.		
(d)	Any work liable to cause fatigue, physical or mental.		
(e)	Work on slippery or wet surfaces.		
(f)	Any work in which the taking of rest breaks and/or distance to rest room or toilets may be a problem.		
(g)	Any other work which could pose a hazard to a pregnant or new mother.		

Signed:

Date:

SAFETY ARRANGEMENT NOTE 12

STRESS AT WORK

- 12.01 Stress for the purposes of this note is defined as psychiatric damage caused by the volume or character of a persons work which is both reasonably foreseeable and also reasonable for the employer to seek to avoid, reduce and ameliorate.
- 12.02 An employee suffering stress may exhibit a range of responses including psychological disorder, alcoholism, personal problems and, most importantly, risk of accidents if the worker is tired or under the influence of alcohol because of the stress. It has been shown that excessive hours of work are proved to be associated with an increase in accidents as result of general fatigue, lack of concentration and similar factors.
- 12.03 Since stress can put the stressed employee at risk of an accident, it follows that colleagues of stressed workers and others in their vicinity may be victims of unsafe acts or omissions which have themselves been caused by the same stresses. There are many situations, from maintenance work to the current set-up of a workstation for the next person to use, where the dangerous activity by one person has created a significant hazard for the next person resulting in an accident.
- 12.04 Environmental factors can create comfort or impose stress. Many of our offices can get very hot in summer, resulting in short tempers. The culture of the organisation may result in long hours being worked - lunch being for wimps only. Pressures may conflict with family and other commitments. Specific risks may

create a sense of vulnerability in staff which causes stress whenever they are exposed to those risks from working at inadequate display screen workstations to manual handling.

12.05 Legislation

- The Health and Safety at Work etc Act 1974 imposes a general duty on employers to provide a workplace which do not expose employees to risks.
- The Management of Health and Safety at Work Regulations 1999 requires employers to carry out risk assessments and includes stress related risks.
- The Workplace (Health, Safety and Welfare) Regulations 1992 cover the general working environment, some of which can contribute to stress.
- The Working Hours Directive controls working hours, etc.

12.06 The following items should be checked routinely by Managers:

- (a) shift patterns, hours worked, breaks, driving time - are they reasonable?
- (b) manual handling - exposure to these risks can lead to stress;
- (c) ventilation, space allocation, lighting. Are appropriate standards being kept?
- (d) Any work liable to cause fatigue, physical or mental;

(e) Any other work which could prove a stress hazard to an employee.

Any shortcoming should be addressed. E.g., provide aids, assistance, training, guidance, manage work more efficiently, delegate, share, counselling.

SAFETY ARRANGEMENT NOTE 13

HAZARDOUS SUBSTANCES

13.01 The Control of Substances Hazardous to Health Regulations 1999 lay down the essential requirements and a sensible step-by-step approach for the control of hazardous substances and for protecting people exposed to them.

SUBSTANCES USED BY CONTRACTORS (MAIN, SUB, MANAGING AND SELF-EMPLOYED)

13.02 The contractor should evaluate the risks to health and then decide on the action needed to remove or reduce those risks. This 'assessment' should also consider persons other than his direct employees, e.g. Company staff or the public. The contractors should therefore be asked for details of their assessments of substances which may affect Company employees and the measures they intend to take to remove or reduce those risks.

SUBSTANCES USED BY COMPANY EMPLOYEES

13.03 The Company should evaluate the risks to health and then decide on the action needed to remove or reduce those risks. This 'assessment' should also consider persons other than his direct employee's e.g. the public.

Useful guidance on the procedures and on particular hazardous substances are described in the hazard data sheets obtainable for each relevant substance. In addition you may have substances in use in the offices which also require an assessment, e.g. toner in photocopiers or ammonia in dye-line printers.

The assessment should be a systematic review and may include the following:

- what substances are present? In what form?
- what harmful effects are possible?
- where and how are the substances used and handled?
- what harmful substances are given off, etc?
- who could be affected, to what extent and for how long?
- under what circumstances?
- how likely is it that exposure will happen?
- what precautions need to be taken?

Information on the substances and the necessary precautions can be obtained from the suppliers on the Hazard Data Sheets.

SAFETY ARRANGEMENT NOTE 14

MANUAL HANDLING OPERATIONS

14.01 The policy is where employees are required to carry out manual handling operations, in the offices or on site, a suitable and sufficient assessment of those operations will be made. Where appropriate, training (general or specific) will be provided to ensure, so far as is reasonably practicable, the health and safety of Company employees.

14.02 Appendix 1 contains useful summary guidance on this issue.

Manual Handling

INTRODUCTION

The Manual Handling Operations Regulations 1992 came into force on 1 January 1993. They supplement the general duties placed on employers under the Health and Safety at Work etc. Act 1974 and the broad requirements of the Management of Health & Safety at Work Regulations 1992, and replace a number of earlier, outdated legal provisions.

The Regulations seek to prevent injury not only to the back but any part of the body.

A definition of manual handling is "the transporting or supporting of loads by hand or by bodily force". More than a quarter of the accidents reported annually to the Enforcing Authorities are associated with manual handling.

The Regulations should not be considered in isolation. The Management of Health & Safety at Work Regulations requires employers to make a suitable and sufficient assessment of the risks to the health and safety of their employees while at work. Where this general assessment indicates the possibility of risks to employees from manual handling of loads the requirements of the present Regulations should be followed.

There is a clear hierarchy of measures:

- Avoid hazardous manual handling operations so far as is reasonably practicable. This may be done by redesigning the task to avoid moving the load, or by automating or mechanising the process.
- Make a suitable and sufficient assessment of any hazardous manual handling operations that cannot be avoided.
- Reduce the risk of injury from those operations so far as is reasonably practicable.

The Regulations set no specific requirements such as weight limits. An ergonomic assessment based on a range of relevant factors should be used to determine the risk of injury.

There is a continuing duty. Steps taken to avoid manual handling or reduce the risk of injury should be monitored to check they are having the desired effect in practice.

Avoidance of Manual Handling

Risk of injury. If the general assessment indicates a possibility of injury from manual handling operations, consideration should be given to avoiding the need for the operation in question. A judgement should be made as to the likelihood and nature of injury.

Elimination of handling. The first question to ask is can the movement be eliminated altogether. Are the handling operations unnecessary, could the result be achieved in some different way?

Automation or mechanisation. Secondly, if the operation cannot be avoided, could the operation be automated or mechanised? These may create problems of their own.

Assessment of Risk

Schedule 1 of the Regulations specifies factors, which this assessment should take into account.

Who should carry out the assessment? A meaningful assessment can only be based on a thorough practical understanding of the type of manual handling tasks to be performed. Employers and managers should be better placed to know about tasks taking place in their own organisation than someone from outside.

Employees' contribution. They can assist the employers by highlighting difficulties arising from such things as the size or shape of loads, frequency and circumstances in which the handling operations are carried out. Accident records. These can play a useful part in the assessment process.

How detailed should an assessment be? Employers' assessments will be 'suitable and sufficient' if they look in a considered way at the totality of the manual handling operations their employees are required to perform.

Recording the assessment. In general, the significant findings of the assessment should be recorded and the record kept, readily accessible, as long as it remains relevant. Where the task is simple, low risk, infrequent and where the time taken to record it would be disproportionate then there is no need to make a written assessment.

Assessment

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The tasks. Do they involve:

- holding or manipulating loads at distance from trunk?
- unsatisfactory bodily movement or posture, especially:
twisting the trunk, stooping, reaching upwards?
- excessive movements of loads, especially:
excessive lifting or lowering distances, excessive
carrying distances?
- excessive pushing or pulling of loads?
- risk of sudden movements of loads?
- frequent or prolonged physical effort?
- insufficient rest or recovery periods?
- a rate of work imposed by a process?

The loads. Are they:

- heavy?
- bulky or unwieldy?
- difficult to grasp?
- unstable, or with contents likely to shift?
- sharp, hot or otherwise potentially damaging?

The working environment.

Are there:

- space constraints preventing good posture?
- uneven, slippery or unstable floors?
- variations in level of floors or work surfaces?
- extremes of temperature or humidity?
- conditions causing ventilation problems or gusts of wind?
- poor lighting conditions?

Individual capacity.

- require unusual strength, height etc.

Does the job
considered to be

- create a hazard to those who might reasonably be pregnant or to have a health problem?
- require special information or training for its safe performance?

Other factors
equipment

- Is movement or posture hindered by personal protective or by clothing?

Reducing the Risk of Injury

Routine manual handling operations carried out in essentially unchanged circumstances may lend themselves to improvements of the task and working environment. Where as operations carried out in changing circumstances may have improvements more focused on the load.

An ergonomic approach. The new Regulations place emphasis on basic ergonomic principles. It is necessary to understand all aspects of the task, load, individual and the environment, how they interact and which factors may present risk of injury.

Musculoskeletal Disorders

Musculoskeletal disorders affect the bones and muscles of the body and the tissues which hold them together. Most often they develop in the joints of the neck, back and limbs, particularly the hands and arms, where symptoms range from aches and pains to severe disability.

Broadly the causes fall into three main categories:

- **Manual handling and lifting**

Poorly designed tasks and incorrect lifting techniques and posture all increase risk to works.

- **Repetitive Work**

Where work is done too quickly, e.g. in piecework, or where the work rate is controlled by a machine.

- **Unsuitable Posture**

Often caused by poor seating arrangements or reaching and stretching.

Application of manual Handling Regulations

Identify hazards in the workplace (the possible causes of harm) and assess the risk (the likelihood of the harm occurring).

Assessment - of each work process, looking at the tasks and the forces they impose on the body to identify where problems may occur.

Control - of harmful risks. This should involve looking at and changing as necessary, shift patterns, rest breaks, work pace control, piece work, seating, design of the work station etc.

Information and training - of workers to ensure they operate with maximum comfort and hence maximum efficiency.

Monitoring - the effectiveness of control measures. Makes sure safe practices are being followed.

Health surveillance - of workers at risk. If your workplace has a high potential for causing musculoskeletal disorders it might be appropriate for workers to be examined periodically by an occupational health nurse or doctor.

Lifting Techniques

The Basic Lift

- Foot placement - start with the load between the feet. The leading foot should be in line with the side of the box, pointing in the direction of movement, with the toes level with the front edge of the box.
- Knees bent/back straight - get down to the level of the load by bending the knees and hips. Tuck the chin in and keep the back straight "from head to tail". Lean forward a bit to get over the load, but do not incline the trunk more than is absolutely necessary.
- Avoid putting one knee on the floor, this makes for an unstable lifting action. Deep knee bends may also be a problem. They can place an excessive strain on the knee joints and on the thigh muscles which straighten the leg. People with knee problems or weak thigh muscles may find it difficult to lift correctly for this reason.
- Grip - It is important to get a full, firm, secure grip on the load. Loads which are handled frequently should be designed with this in mind. Grip the box at the upper outer corner on the side of the leading foot, tilt it slightly and grip the opposite corner with the other hand. Other hand placements may be better in some cases, depending on what is to be done within the load.
- Lift - move the load by leaning forward over it a little, keeping the rear arm straight. Pull the box firmly into contact with the body, moving the rear hand forward along the lower edge of the box. Stand up in one co-ordinated movement, keeping the load in contact with the body throughout.

- Lowering - to lower the load, reverse the procedure bending the hips and knees, whilst tilting the load to avoid trapping the fingers.

Each individual must learn to recognise the limits of their strength and lifting capacity, so as to avoid those situations in which they may be at risk of overexertion.

The ergonomic approach to safe lifting is applicable both to the design of working procedures which will be performed on a regular basis and to the minimisation of risk in the performance of “one” of the lifting and handling tasks. In the latter as trainees must learn to plan their on working activities according to good ergonomic principles. For example:

- Is the working area clear and free from obstructions?
- Can the load be modified in some way to make it easier to lift?
- Can the load be turned around so that the “heavy side” (i.e. centre of gravity) is close to the body?
- Can the lift be carried through to completion without interruption?
- Would it help to use a trestle or platform as a half way stage?
- How many people are required to lift the load safely?
- Would it be better to put the load on a trolley or in a wheelbarrow or to use some other kind of mechanical aid?

In general

STOP, THINK, LIFT

SAFETY ARRANGEMENT NOTE 15

SAFE WORKING IN AN OFFICE

Introduction

15.01 An office is the total premises including such areas as car parks, garages, footways, gardens and ancillary buildings. It also encompasses stores, garages and the like, which are not adjacent to offices. An office may be owned, leased or rented; it may be occupied solely by Company employees or shared with other firms. The term office also includes the contents of buildings.

15.02 This Note describes the precautions to be taken and the procedures to be followed to minimise risks to the health and safety of those who work in our offices and others (e.g. visitors, public) who could be affected.

Hazard and risk assessments appropriate to the activities and as required by current legislation are to be compiled and used in all offices.

15.03 There are office health and safety noticeboards that display important instructions and information (e.g. fire precautions and escape, actions in emergency). These notices should be read and their contents remembered for the day when urgent action may be necessary.

- 15.04 There should be Fire Officers appointed to deal with precautions and particularly with escape from fire. Their names and locations should be posted on the health and safety noticeboards, together with a summary of their duties.
- 15.05 There are employees trained to render first aid. Their names and locations are posted on the noticeboards. All offices are provided with at least one first aid box, usually in the care of an employee trained in first aid. The location of first aid boxes is also posted on noticeboards.
- 15.06 There is at least one copy of the Safety Manual permanently accessible in each office. The Safety Manual contains other Safety Arrangement Notes pertinent to work in offices and reference should be made to them.
- 15.07 Accidents and adverse effects on health can be avoided if simple precautions are taken and if everyone is ready to follow planned procedures when urgent actions are necessary.

Working Alone in an Office

- 15.08 Working outside the usual office working hours is the commonest situation that can lead an employee to be working alone. In a small office an employee could find himself alone during working hours. Several of the precautions for work outside working hours apply equally to this situation.
- 15.09 Everyone intending to work outside usual working hours should take the precautions described below. This is because he cannot be sure that he will have companions during the whole of the period. For example, he could be the last to leave the office unless specific arrangements had been made to avoid this.

15.10 Several measures are common to all work in an office; but they become more crucial when working alone.

15.11 The precautions are listed here:

- (i) Inform the Supervisor/Manager beforehand. They will know of other work planned for the period (e.g.. repair and maintenance work, cleaning operations) and of such matters as a temporary problem with telephones.
- (ii) Comply with the instructions of the Supervisor/Manager. In an extreme case, work outside usual office hours may not be possible.
- (iii) Know the telephone numbers for use in an emergency.
- (iv) Know the location of the nearest first aid box.
- (v) Know the fire precautions for the building.
- (vi) Know the security arrangements for the building and the procedures for the last person to leave the room, floor and building.
- (vii) Never assume that you are the only person working in the building or that you are the last to leave - check before leaving.
- (viii) Turn or switch off taps, coffee machines, equipment, lights etc.

- (ix) Record your times of arrival and leaving in accordance with the system established

Precautions in the Office

15.12 Some of the precautions which follow may appear obvious or trivial. However, disregard of even the most obvious has resulted in serious injury.

15.13 These precautions are equally applicable in site offices. Unless otherwise stated, reports of defects etc. should be made to the Supervisor/Manager.

General Do's and Don'ts

15.14 Do not lift anything too heavy or awkwardly shaped - get help.

Do not carry anything that prevents you seeing where you are going.

Do not run, push open doors violently or jump up or down stairs.

Do not tilt chairs backwards on two legs - such malpractice has killed.

Do not use chairs etc. with obvious defects - put out of use - and report defect.

Do not use a chair to reach a high shelf.

Do use a glass door or a glass panel in a door to avoid hitting someone on the other side.

Avoid furniture layouts that create hazards when drawers, doors are open.

Avoid unnecessary accumulations of papers, files etc.

Do not overload shelves.

Do not stack things too high or in unstable arrangements.

Put heavier things on lower shelves (or in lower drawers of cabinets).

Use filing cabinets in the correct manner:

- open only one drawer at a time
- close drawers after use.

Do not leave parts of furniture projecting (e.g.. lower drawer of a filing cabinet) where they can obstruct movement.

Do not have cables running across the floor where they can trip people.

Do use circuit breakers with kitchen electrical appliances.

Do not allow loose objects to lie on the floor (e.g. pencils) - they can act like a skateboard.

Do not allow floor coverings (e.g.. carpet tiles) to become loose or ruck up.

Clean up spillage's on floors thoroughly - many liquids and substances can be slippery when spilt or when dried on.

Keep sharp objects - razor blades, knives and the like - in covered containers.

Do not dispose of unwanted sharp objects (e.g.. razor blades, broken glass) by throwing them into a wastepaper bin - this can lead to injury to cleaners. Wrap them in several layers of paper and put in stout envelopes clearly marked with a warning.

Office Machines and Equipment

15.15 Do not use office machines and equipment without reading and following the instructions carefully and precisely.

Do not use office machines (e.g.. guillotines) or equipment if the safety guards are damaged, missing or misplaced.

Do not investigate or interfere with any machine or equipment whether electrically operated or not, beyond the limit laid down in its instructions. If necessary, call for assistance from the Supervisor/Manager.

Visual Display Units

15.16 Visual display units (VDU's) are a common feature in offices. As more and more people use VDU's, questions have arisen about their effects on health.

Refer to Safety Arrangement Note 20 for this subject.

Electricity

15.17 Do not open electrically operated machines or equipment without switching off (and disconnecting where possible) from the supply.

Do not use worn or damaged electric cables, damaged plugs or sockets or damaged electric installations, equipment or machines, or equipment which has no examination label. Put out of use and report to the Company Health and Safety Advisor or the Project Manager.

Do not overload an electric circuit or an outlet such as a socket.

Do not run leads or cables from lighting sockets.

Do not use makeshift electrical connections or "daisy chain" extension leads

Switch off and disconnect any machine or equipment that overheats, smokes, sparks or gives a shock. Report promptly.

Electrical leads to kettles etc should be kept as short as practicable and should not be able to dangle into a sink or basin. Use circuit breakers with appliances in kitchens.

Comply with Safety Arrangement Note 19 Safety of Portable Electrical Appliances.

Hazardous Substances (includes liquids and gases)

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15.18 Do not use any substance, particularly a liquid or an aerosol, before reading the instructions on its container. Follow these instructions precisely.

Do not use any substance that does not have both an identifying label and clear instructions for safe use.

Do not put any substance into an unlabelled container or into a container with an incorrect label.

Do not leave cupboards unlocked that contain hazardous substances - return the key to the nominated holder.

Always wear protective clothing when handling hazardous substances. The minimum requirements are stated on the labels or instructions posted at the appliance etc. Typical clothing comprises goggles, gloves and aprons.

Do not handle substances for which protective clothing is necessary until practised in wearing it.

Do not handle a hazardous substance (identified by its label etc.) until you know the emergency action to take if some were to be spilt, particularly if spilt or splashed on to people.

Do not use or refill equipment such as photocopiers until trained to do it safely.

Bleach and similar such liquids should be kept well away from food preparation areas, preferably in a separate lockable cupboard/cabinet where unauthorised access is prevented.

Fire (some electrical precautions above are also relevant)

15.19 Do not let ignitable material accumulate. Store paper, files etc. away from electrical sockets and equipment.

Make sure matches, cigarettes etc are extinguished and put in fireproof ashtrays or containers.

Observe the rules for any NO SMOKING areas.

Take care in the handling of flammable liquids and deal with any spillage's promptly.

Do not forget to switch off hot plates, gas or electric rings, ovens and the like.

Switch off (and disconnect where possible) electrically operated machines and equipment at the end of the day or shift.

Operate the established procedure for the last person to leave a room, floor or building.

Do not wedge open fire doors that should be kept closed.

Know the safe routes of escape and help to keep them clear

SAFETY ARRAIGNMENT NOTE 16

OFFICE HEALTH AND SAFETY PROCEDURES

16.01 In addition to day to day monitoring of the office, regular inspections should be undertaken at intervals not exceeding one month to detect and rectify any hazards to health and safety.

16.02 The following list, whilst not exhaustive, can be used as a reminder:

Display of statutory notices

- Health and Safety Information for employees poster with local EHO details entered
- Copy of current employees liability insurance certificate
- Electric shock treatment poster, with details of local hospital, doctor and first aiders duly completed
- Fire plans/evacuation/drill procedure
- Safety policy statement
- Accident book B1510

Hazards to look out for:

- Trailing cables
- Loose carpets
- Obstructed fire escape routes
- Fire appliances serviceable
- Damaged electric sockets or cables
- Defective electric lighting
- Accumulated rubbish
- Poor housekeeping in stores and maintenance areas
- Machine guards missing or damaged
- Missing or out-of-date health and safety notices
- Insecure storage of hazardous substances

16.03 There will also be other items which require less frequent examinations and checks.

Typical of these are:

- (i) Electrical installations, appliances and machines
- (ii) Gas installation and appliances - at intervals advised by a competent person, usually annually.
- (iii) Maintenance tools and equipment - at intervals advised by the manufacturer.
- (iv) Boilers and other pressure vessels - as advised by a competent person, usually annually.

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- (v) Air conditioning installations - as advised by a competent person, usually annually.
- (vi) Lightning conductors - as advised by a competent person.
- (vii) Window cleaning anchorages - as advised by the manufacturer.
- (viii) Fire fighting equipment - annually.
- (ix) Drainage - as advised by a competent person.

16.04 With regard to any cleaning contractors, the exchange of relevant health and safety information is vital to ensure safety of all persons on site.

16.05 The Company will ensure that any visitors to the office shall not be exposed to situations that could be detrimental to their health and safety, by meeting visitors at reception and thereafter escorting by a responsible member of staff throughout the period of their visit. This also assists with security and fire and building evacuation if necessary. A visitor's book should be in use.

SAFETY ARRANGEMENT NOTE 17

FIRE PRECAUTIONS AND PROCEDURES AT COMPANY OFFICES

- 17.01 All employees need to know what to do if fire breaks out. Procedures to be followed in the event of fire are given in the special notices on the Notice Boards e.g. assembly points, fire marshalls etc.
- 17.02 Managers and others responsible for staff, particularly newcomers should make them aware of the procedures to be followed.
- 17.03 Anyone detecting smoke or a smell of burning should investigate immediately. If a fire is located they should raise the alarm and then attempt to extinguish the fire by means of a suitable fire extinguisher but should not take any personal risk. All doors and windows in the room concerned should be closed if possible.
- 17.04 When a fire is discovered the Fire Marshal or his Deputy (if not available it should be a senior member of staff) should be advised immediately. It is the responsibility of the Fire Marshal, or in his absence his Deputy, to decide whether an alarm should be raised.
- 17.05 The Fire Marshal or his Deputy is responsible for alerting the Fire Brigade.
- 17.06 Following an evacuation of the building, staff should assemble at the designated Assembly Points. All staff will assemble as directed for the purpose of roll call. It will be helpful if staff who know for certain that particular members from their floors

are absent from the office, e.g. sick, leave, site visit immediately notify the Fire Marshal.

17.07 It is the duty of all employees:

To know what to do in the event of a fire.

To know how to use the fire appliances if appropriate.

To make certain that they are familiar with all the means of escape.

To ensure that all staircases, landings and other escape routes are kept clear from obstruction at all times.

To prevent any possible cause of fire.

To ensure that when leaving the offices at night all portable electrical appliances where practicable are disconnected from their source of supply.

17.07 To prevent fire and allow employees safe egress from the office, it is essential that the office has the appropriate number and type of fire fighting/detection equipment and they are serviced and maintained regularly; suitable fire procedure notes displayed; all employees have received appropriate fire training; regular office inspection carried out by competent persons and routine fire drills are carried out and recorded.

17.08 Fire risk assessments should be carried out in compliance with the relevant fire regulations and to determine if additional fire risk reduction methods are required over and above those required under the fire certificate.

SAFETY ARRANGEMENT NOTE 18

FIRST AID IN COMPANY OFFICES

- 18.01 The attached table sets out the minimum provision which should be made in respect of suitable persons for first aid in a Company office.
- 18.02 The table should be regarded as a basis from which to assess the needs of an office. As the numbers in the office increase towards the upper end of the grouping, it will become appropriate to upgrade the provision to the next category.
- 18.03 Although legally permissible in some circumstances, it is not the intention of the Company Policy to rely on the first aid provisions of others. However, good use can be made of the proviso outlined in the footnote to the table i.e.. a reciprocal arrangement with others in a multi-occupancy building/site.
- 18.04 An appropriate manager will keep a record of the names, certificate dates and the dates of refresher courses of his First Aiders, Appointed Persons and persons trained to give Emergency First Aid.
- 18.5 An essential part of first aid is the awareness of those for whom it is provided of what to do when it is needed. Newcomers to an office should be made aware of the first aid arrangements. Employees should be notified if there are any changes e.g.. a change in First Aider.

18.06 Normal work in Company offices should not require anything other than the basic First Aid provisions. Allowance should be made where needed for particular hazards such as chemicals used in cleaning.

First Aid Boxes

18.07 Most purchased boxes will have a list of contents and a general guide for first aid at work.

First Aid Rooms

18.08 It is unlikely that there will be a specific need for a First Aid room to be provided in a Company office. Where one is available, it should be clearly identified as such, and a notice should be displayed nearby showing the names and locations of the nearest First Aider/Appointed Person.

Definitions

18.09 The following guidelines should be followed in interpreting the attached table and deciding the level of training required for the chosen individuals. "Upgrading" of first aid cover beyond the minimum shown is to be encouraged.

Appointed Person

An appointed person is someone who is authorised to take charge of the situation (e.g. to call an ambulance) if there is a serious injury or illness. No specific training will be required and they will normally act where a first-aider is not required i.e. a small non-hazardous work area.

Appointed Person Trained in Emergency First Aid

Authorised as for an appointed person, the above will also be able to render life-sustaining first aid until the emergency services arrive. Training is normally ½ or full day and is appropriate for most sites and Company offices.

Trained First Aider

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Fully trained and certificated after attendance at a 3 or 5 day course with refreshers.

GUIDANCE ON THE MINIMUM PROVISION OF "SUITABLE PERSONS" FOR RENDERING FIRST-AID

WORKPLACE LOCATION	NUMBER OF STAFF	MAIN PROVISION	FIRST AID KIT	BACK UP PROVISION (see paragraph 5.1)
NON SITE OFFICE	less than 10	1 appointed person	1 Full	1 appointed person
	between 10 & 50	1 appointed person trained in emergency first aid	1 Full	1 appointed person
	between 50 & 100	1 trained first aider	1 Full	1 appointed person trained in emergency first aid
	between 100 & 150	2 trained first aiders	2 Full	1 appointed person trained in emergency first aid
	over 150	Consult Specialist		Consult Specialist
SITE OFFICE	less than 5	1 appointed person	1 Full	1 appointed person
	between 5 & 20	1 appointed person trained in emergency first aid	1 Full	1 appointed person
	between 20 & 50	1 trained first aider	1 Full	1 appointed person trained in emergency first aid
	between 50 & 100	2 trained first aiders	2 Full	1 appointed person trained in emergency first aid
	over 100	Consult Specialist		Consult Specialist
PERIPATETIC OR MOBILE	less than 5	1 appointed person	1 Travel	1 appointed person
	between 5 & 10	1 appointed person trained in emergency first aid	1 Travel	1 appointed person
	over 10	Consult Specialist		Consult Specialist
SPECIFIC HAZARD	-	Additional training as required or consult Specialist		Additional training as required or consult Specialist

Notes: - Where staff work with or near to employees of another employer e.g. in multi-occupancy buildings/sites, **IN ADDITION TO THE ABOVE** it may be appropriate to make an informal reciprocal arrangement that each others first aid provisions will be made available if required in an absolute emergency



CONTENTS OF FIRST - AID BOXES AND KITS

ITEM	FIRST - AID BOXES	TRAVELLING FIRST - AID KITS
Guidance card	1	1
Individually wrapped sterile adhesive dressings (assorted sizes)	20	6
Sterile eye pads, with attachment	2	
Individually wrapped triangular bandages	6	2
Safety pins	6	2
Medium sized individually wrapped sterile unmedicated wound dressings (approx. 10 cm x 8 cm)	6	
Large sterile individually wrapped unmedicated wound dressings (approx. 13 cm x 9 cm)	2	1
Extra large sterile individually wrapped unmedicated wound dressings (approx. 28 cm x 17.5 cm)	3	
Individually wrapped moist cleaning wipes (suggested minimum number)	10	6

Where tap water is not readily available for eye irrigation sterile water or sterile normal saline in sealed disposable containers should be provided. Each container should hold at least 300 ml and at least 900 ml should be provided.



SAFETY ARRANGEMENT NOTE 19

SAFETY OF PORTABLE ELECTRICAL APPLIANCES

- 19.01 The Electricity at Work Regulations require that electrical equipment is maintained. Contrary to popular belief, it does not require that it is tested or that this maintenance is carried out by an electrician.
- 19.02 This advice only relates to portable electrical equipment in offices and other low risk environments. It gives a common sense approach to this maintenance and the qualifications of those undertaking it.
- 19.03 In situations where appliances are subjected to hard use or adverse environments then alternative appropriate procedures should be used e.g. portable hand tools or damp environments.

Inspection Requirements

19.04 Inspection Requirements - Intervals

It is suggested that the following inspection frequencies are used initially. Experience of operating the maintenance system over a period of time, together with information on faults found, should be used to review the frequency of inspection.

It should also be used to review whether and how often equipment and associated leads and plugs should receive a combined inspection and test.



19.05 **What Equipment Needs Inspection?**

Generally, equipment that has a lead (cable) and plug and which is normally moved around or can easily be moved from place to place, e.g. floor cleaners, kettles, heaters, fans, televisions, table lights; and also equipment that could be moved, e.g. photocopiers, fax machines, and desktop computers.



Equipment/ environment	User checks	Formal Visual Inspection	Combined Inspection & Testing
Battery-operated: (less than 20 volts).	No	No	No
Extra low voltage: (less than 50 volts AC) e.g. telephone equipment, low voltage desk lights.	No	No	No
Information technology: e.g. desktop computers, VDU screens.	No	Yes, 2-4 years	No if double insulated - otherwise up to 5 years
Photocopiers, fax machines: NOT hand-held. Rarely moved.	No	Yes, 2-4 years	No if double insulated - otherwise up to 5 years
Double-insulated equipment: NOT hand- held. Moved occasionally, e.g. fans, table lamps, slide projectors.	No	Yes, 2-4 years	No
Double insulated equipment: HAND-HELD e.g. some floor cleaners.	Yes	Yes, 6 months - 1 year	No
Earthed equipment (Class 1): e.g. electric kettles, some floor cleaners.	Yes	Yes, 6 months - 1 year	Yes, 1 - 2 years
Cables (leads) and plugs connected to the above. Extension leads (mains voltage).	Yes	Yes, 6 months - 4 years depending on equipment it is connected to	Yes, 1 - 5 years depending on equipment it is connected to.

19.06 Faulty Equipment

All staff should be aware of the fact that leads and plugs, or sometimes the equipment itself, can become damaged. This may result in an electric shock or sometimes a fire. Electric shocks often kill people.



Users of all electrical equipment should be encouraged to look critically at the equipment which they use for signs of damage to the outside of the equipment and its lead and plug before they use it, but they should not take the plug apart.



19.07 **If They Find Something Wrong**

They should tell somebody (a Supervisor or Manager) and the equipment should be labelled as faulty and taken out of use until repaired. (The plug could be taken off to stop it being used).

19.08 **Inspection Competence**

Any competent member of staff can undertake these inspections provided that they have enough knowledge and training to know what to look for and to avoid danger to themselves or others.

19.09 **Equipment Testing**

Some equipment may require testing occasionally. A member of staff can do this but they must have had suitable training. Greater knowledge and experience is needed than for inspection alone, and they need to have the right equipment to do the tests. They should know how to use the equipment correctly and how to interpret the results.

Combined inspection and testing should be carried out:

- a) where there is reason to suspect the equipment may be faulty, damaged or contaminated but this cannot be confirmed by visual inspection; and
- b) after any repair modification or similar work to the equipment, when its integrity needs to be established.



Combined inspection and testing can be carried out at the start of a maintenance system to establish the initial condition of the equipment.

19.10 **Records**

Records should be kept so that you can review your maintenance procedures. Experience of faults found will determine whether inspection intervals can be lengthened and whether and how often there should be a combined inspection and test.

Appliances should preferably be labelled with the date of their inspection or test.

19.11 **Employees Equipment at Work**

If any employee owned equipment is used at work e.g. personal radios, this should be included in the inspection program.

19.12 **Additional Information for Appliances on Site**

All electrical appliances used on site will:

- be installed by competent electricians;
- be operated through 110 – volt transformers with a centre tap to earth, or be of a battery operated cordless type;
- be connected to electrical systems by means of correct sockets and plugs, which comply to British Standard Specification, BSEN 60309-2:1992.



- be properly protected from adverse weather conditions, using appropriate cables, sockets and connectors to relevant standards;
- be properly supported above head height and not allowed to trail along floor or stairways; and
- rely on competent electricians to attend to repairs or alterations.



SAFETY ARRANGEMENT NOTE 20

WORKING WITH DISPLAY SCREEN EQUIPMENT

20.01 Although work with display screen equipment is not generally high risk, it can lead to eye fatigue, muscular and other physical problems. Often these problems can be attributed to poor machine or workstation design.

20.02 The Health and Safety (Display Screen Equipment) Regulations 1992 are in force. These set out minimum requirements for workstations. (See Appendix 1).

20.03 All office VDU workstations have to be assessed. This has to be undertaken by trained assessors.

20.04 Definitions:

- i. "Display Screen Equipment" any alphanumeric or graphic display screen;
- ii. "User" an employee who habitually uses display screen equipment as a significant part of their normal work say, two hours each day;
- iii. "Workstation" comprises of
 - a. display screen equipment
 - b. any optional accessories to the display screen equipment



- c. any disk drive, telephone, modem, printer, document holder, work chair, work desk, work surface or other item peripheral to the display screen equipment
- d. the immediate work environment around the display screen equipment.



Users

20.05 The need to define which employees are users and which are not stems from the fact that the possible hazards associated with display screen equipment, i.e. musculoskeletal problems, visual fatigue and stress are associated with continual use of the equipment. The Regulations state that a user is one who uses the equipment for a significant part of their normal work, say 2½ hours per day.

20.06 When at their workstation users should try to minimise the possible physical problems.

Further Information

20.07 Further information is available in the HSE Leaflet "Working with VDUs" available from the HSE.



APPENDIX 1

REQUIREMENTS FOR THE HEALTH & SAFETY (DISPLAY SCREEN EQUIPMENT) REGULATIONS 1992

Equipment

i. **Display screen.**

The characters on the screen shall be well defined and clearly formed, of adequate size and with adequate spacing between the characters and lines.

The image on the screen should be stable, with no flickering or other forms of instability.

There should be brightness and contrast controls which are easily adjustable by the user.

The screen must swivel and tilt easily.

The screen should be free from reflective glare and reflections liable to cause discomfort to the user.

ii. **Keyboard**

The keyboard should be tiltable and separate from the screen, so that the user can find a comfortable working position.

The space in front of the keyboard shall be sufficient to provide support for the hands and arms of the user



The keyboard shall have a matt surface to avoid reflective glare.

The symbols on the keys shall be adequately contrasted and legible.



iii. **Work desk or work surface**

The work desk or work surface shall be sufficiently large to allow a flexible arrangement of the screen, keyboard, document and related equipment.

Any document holder shall be stable and adjustable and shall be positioned so as to minimise the need for uncomfortable head and eye movements.

There shall be adequate space for users to find a comfortable position.

iv. **Work chair**

The work chair shall be stable and allow the user easy freedom of movement and a comfortable position. It shall have a five star rollerbase.

The seat shall be adjustable in height, and the seat back shall also be adjustable in both height and tilt

A footrest shall be made available for those users who need one.

Environment

i. **Space**

The workstation shall be designed so as to provide sufficient space for the user to change position and vary movements.

ii. **Lighting**



Any room lighting or task lighting provided shall ensure satisfactory lighting conditions and an appropriate contrast between the screen and the background environment, taking into account the type of work and the vision requirements of the user.

Lighting levels should comply with 200 lux for general office work and 300 to 500 lux for VDU work.

Possible disturbing glare and reflections on the screen or other equipment shall be prevented by co-ordinating workplace and workstation layout with the positioning and technical characteristics of the artificial light sources.

iii. **Reflections and glare**

Workstations shall be so designed that sources of light , such as windows and other openings, transparent or translucent walls, and brightly coloured fixtures or walls cause no direct glare and no distracting reflections on the screens.

Windows shall be fitted with a suitable system of adjustable covering to attenuate the daylight that falls on the workstation.

iv. **Noise**

Noise emitted by equipment belonging to any workstation shall be taken into account when a workstation is being equipped, with a view in particular to ensuring that attention is not distracted and speech is not disturbed. Levels should be less than 90 db(A).

v. **Heat**

Equipment belonging to any workstation shall not produce excess heat which could cause discomfort to operators or users.



vi **Radiation**

All radiation with the exception of the visible part of the electromagnetic spectrum shall be reduced to negligible levels from the point of view of the protection of user's health & safety.

vii. **Humidity**

An adequate level of humidity shall be established and maintained.

Interface between computer and use

In designing, selecting, commissioning and modifying software, and in designing tasks using display screen equipment, the employer shall take into account the following principles:

- i. software must be suitable for the task;
- ii. software must be easy to use and, where appropriate, adaptable to the level of knowledge or experience of the user;
- iii. systems must provide feedback to users on the performance of those systems;
- iv. systems must display information in a format and at a pace which are adapted to users;
- v. the principles of software ergonomics must be applied, in particular to human data processing.



SAFETY ARRANGEMENT NOTE 21

Staff Consultation

21.01 Joint consultation with employees is a fundamental part of the Company Policy; it is one of the six objectives described in the Policy Statement.

21.02 The Company Policy is based on the experience of the wide range of activities we undertake. Although the basic principles, incorporated in the Policy Statement, are universal their detailed application will develop in line with technical progress, new legislation and extensions of our activities. Most importantly it will improve with the involvement of employees.

21.03 This involvement is sought through various channels of which the principals are as follows:

-

- (i) Advice and suggestions passed upwards through the health and safety organisation.
- (ii) At routine staff meetings, on the agenda of which there are permanent items for health and safety.
- (iii) At health and safety meetings like those held by Managers with their staff.
- (iv) In addition, there will be permanent items on the agenda of Company, and office team meeting.



21.04 All matters that are not dealt with locally will be passed for action to the appropriate Manager/Managing Director in accordance with their responsibilities within the health and safety organisation.

21.05 The action taken will be reported to the person who offered the advice or suggestion.



SAFETY ARRANGEMENT NOTE 21

INFECTIOUS AND COMMUNICABLE VIRUSES/DISEASES

21.1 SARS-CoV-2 is a current pandemic in the UK which is resulting in a national effort to stop the spread and save the NHS. But this policy is equally relevant to other viruses.

Every activity we undertake is subject to a COVID-19 assessment.

21.2 All staff are briefed that they must ensure they check themselves prior to arriving for work each day. By following the below table of questions:

Can I go to work? (Self-assessment)			
1	I am self-isolating according to government or NHS advice?	NO. Next Question ↓	YES = DO NOT GO TO WORK
2	I have a high temperature/fever (+ 37.8 °C)?	NO. Next Question ↓	YES = DO NOT GO TO WORK
3	I have a new, continuous cough and/or find it difficult to breathe?	NO. Next Question ↓	YES = DO NOT GO TO WORK
4	I have a loss of sense of taste or smell?	NO. I CAN GO TO WORK	YES = DO NOT GO TO WORK

21.3 COVID Travel (Planning)

Staff are briefed to:

Use private motor vehicles where possible

If you need to use public transport, avoid peak travel times where possible



Ensure you travel with alcohol hand rub and a face covering. Face coverings are mandatory on public transport

21.4 COVID Travel (During)

Staff are briefed to:

Wash your hands regularly and stay at least two metres away from others

Use a face covering on public transport or in enclosed spaces

Contact Fresh (or your line manager) if you feel unwell or are unable to travel for any reason

Comply with instructions from local authorities

21.5 COVID Travel (After)

Staff are briefed to:

If you develop a new continuous cough and/or high temperature and/or a loss of sense of smell or taste you should stay at home (self-isolate) and try to book a test. This means avoiding close contact with other people.

Inform Number 8.

Personal/respiratory hygiene:

Wear a face covering at all times on-site

You should wash your hands frequently for at least 20 seconds. You may also use alcohol hand rub which will be available throughout the venue

You should cough or sneeze into tissues. If you do not have immediate access to tissues, use the crook of your elbow

Do not touch your face with unwashed hands

Clean down high use touch points with a disinfectant wipe in sanitary facilities (as provided on-site). This includes such as handles after using them

21.6 Social Distancing:

Staff are briefed to:

You must maintain social distancing (2m from any person) at all times. Where working closer than 2m is absolutely unavoidable the work task must be for the minimal



duration, involve as few people as possible and all persons must wear a face covering. Face coverings reduce the likelihood of you spreading the infection to others.

Where you need to work close to persons not wearing a face covering (i.e. presenters), also wear a face visor

Give way to others by looking ahead when moving around the common areas

21.7 Equipment:

Staff are briefed to:

To minimise the sharing of equipment, bring anything you think you may need (pens, paper, chargers etc)

Share documents digitally where possible

Only necessary equipment and personal belongings should be brought to site

Clean and disinfect regularly touched objects and surfaces (i.e. car door handle, steering wheel and gear stick in vehicle etc.) using your regular cleaning products to reduce the risk of passing the infection on to other people.

21.8 Food and drink:

Staff are briefed to:

To minimise the spread of infection, please bring your own food and drink where possible

If purchasing food from a nearby restaurant/takeaway, check that they have displayed a Covid Secure sign and appear to be operating in a Covid Secure way

You MUST dispose of any waste in suitable receptacles

Only remove your face covering when sat at a table in the designated rest areas to eat or drink

Maintain social distancing at 2m while eating/drinking. If the area is occupied, return later to take your break

21.9 Personal Protective Equipment (PPE)

Staff are briefed to:

If you use PPE, follow the instructions on donning and doffing of a face shield, the disposable gloves and surgical face masks as provided following the instruction. Dispose of all PPE into the offensive waste bag provided.



Do not share face shields (mark your face shield with your name with the permanent marker). Please bring your face shield each day you are working on a subsequent shift / day).

Wash your hands thoroughly with soap and water/sanitize hands with alcohol based (min 60%) hand sanitiser before putting on and after taking off PPE.

When putting on a surgical face mask, avoid touching the face and inside of the mask as germs could be transmitted which contaminate the mask

Change the face mask if it becomes damp or if the inside of the mask has been contaminated

21.10 Social Distancing

Staff are briefed to:

Social distancing measures reduce the social interaction between people and help reduce the transmission of the virus. Follow any guidance given. Guidance indicates that you should try to maintain a distance of a minimum of 2 metres between people.

What to do if you become unwell

If you feel unwell and if you develop/experience COVID-19 symptoms as highlighted earlier, whilst undertaking this activity, maintain your distance from colleagues and members of the public and please inform your Team Leader immediately who will instruct you what you must do.

Please follow this guidance. If you are unsure of what to do or require further guidance please speak to your Team Leader.

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