



HEALTH & SAFETY

DOCUMENTATION

Company Registration: 431352 VAT No.305 9114 80

Health and Safety at Work etc. Act 1974

Health and Safety Policy of

Manchester Light and Stage Ltd

01 APRIL 2018

General Statement of Policy

It is the policy of Manchester Light and Stage Ltd to comply with the terms of the Health and Safety at Work Act 1974 and subsequent legislation, and to provide and maintain a healthy and safe working environment. Manchester Light and Stage Ltd's health and safety objective is to minimise the number of instances of occupational accidents and illnesses and ultimately to achieve an accident-free workplace.

All employees will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the stated objective.

Manchester Light and Stage Ltd recognise and accept their duty to protect the health and safety of all visitors to the company, including contractors and temporary workers, as well as any members of the public who might be affected by our operations.

While the management of Manchester Light and Stage Ltd will do all that is within its powers to ensure the health and safety of its employees, it is recognised that health and safety

at work is the responsibility of each and every individual associated with the company. It is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well being of any other person.

The management of Manchester Light and Stage Ltd will provide every employee with the training necessary to carry out their tasks safely. However if an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job then it is the employee's duty to report this to their supervisor or the Director. An effective health and safety programme requires continuous communication between workers at all levels. It is therefore every worker's responsibility to report immediately any situation, which could jeopardise the well being of themselves or any other person.

All injuries, however small, sustained by a person at work must be reported to the Director or a delegated representative. Accident records must be accurate and comprehensive.

Manchester Light and Stage Ltd's health and safety policy will be continually monitored and updated, particularly when changes in the scale and nature of our operations occur.

Depot Address

77 North Western Street, Ardwick, Manchester, M12 6DY

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Safety Personnel

The person with overall and final responsibility for health and safety in Manchester Light and Stage Ltd is the Director, Bruce Mitchell.

Communication

The management of Manchester Light and Stage Ltd will endeavour to communicate to employees their commitment to safety and to ensure that employees are familiar with the contents of the company health and safety policy. Manchester Light and Stage Ltd communicates with its employees

orally, in the form of directions and statements from supervisors, in writing, in the form of directives and this policy statement, and by example.

Co-Operation & Care

All employees are expected to co-operate on safety matters and to accept their duties under this policy.

Disciplinary action may be taken against any employee who violates safety rules or who fails to perform his or her duties under this policy.

Employees have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and all other people affected by the operations of the company.

Safety Training

All workers will be trained in safe working practices and procedures prior to being allocated any new role.

Workplace Inspections

It is the policy of Manchester Light and Stage Ltd to comply with the Workplace (Health, Safety & Welfare) Regulations 1992.

Regular inspections of the workplace will be conducted. In addition inspections will be conducted in the relevant areas whenever there are significant changes in the nature and / or scale of our operations.

Workplace inspections will also provide an opportunity to review the continuing effectiveness of the policy and to identify areas where revision of the policy may be necessary.

Work Equipment

It is the policy of Manchester Light and Stage Ltd to comply with the law as set out in the Provision and Use of Work Equipment Regulations 1992.

Manchester Light and Stage Ltd will endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used.

All workers will be provided with adequate information and training to enable them to use work equipment safely.

The use of any work equipment which could pose a risk to the well being of persons in or around the

workplace will be restricted to authorised persons.

All work equipment will be maintained in good working order and repair.

All workers will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment.

All work equipment will be clearly marked with health and safety warnings where appropriate.

Personal Protective Equipment

It is the policy of Manchester Light and Stage Ltd to comply with the law as set out in the Personal Protective Equipment at Work Regulations 1992.

All workers who may be exposed to a risk to their health and safety while at work will be provided with suitable, properly fitting and effective personal protective equipment.

All personal protective equipment provided by Manchester Light and Stage Ltd will be properly assessed prior to its provision.

All personal protective equipment provided by Manchester Light and Stage Ltd will be maintained in good working order.

All workers provided with personal protective equipment by Manchester Light and Stage Ltd will receive comprehensive training and information on the use, maintenance and purpose of the equipment.

Manchester Light and Stage Ltd will endeavour to ensure that all personal protective equipment provided is used and used properly by its employees.

Manual Handling Operations

It is the policy of Manchester Light and Stage Ltd to comply with the law as set out in the Manual Handling Operations Regulations 1992.

Manual handling operations will be avoided as far as is reasonably practicable where there is a risk of injury.

Where it is not possible to avoid manual handling operations an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is no

longer valid.

All possible steps will be taken to reduce the risk of injury to the lowest level possible.

Control of Hazardous Substances

It is the policy of Manchester Light and Stage Ltd to comply with the law as set out in the Control of Substances Hazardous to Health Regulations 2002 (COSHH) and the requirements of the Substances Hazardous to Health (Amendment) Regulations 2003.

A risk assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on manufacturers' and suppliers' health and safety guidance and our own knowledge of the work process.

Manchester Light and Stage Ltd will ensure that exposure of workers to hazardous substances is minimised and adequately controlled in all cases.

All workers who will come into contact with hazardous substances will receive comprehensive and adequate training and information on the health and safety issues relating to that type of work.

Assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

Fire Safety

Manchester Light and Stage Ltd's fire safety policy and procedures take account of special fire hazards

in specific areas of the workplace.

All workers within the firm have a duty to report immediately any fire, smoke or potential fire hazards

to the fire service (dial 999).

All workers have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves taking care when smoking, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

All staff are responsible for keeping their operating areas safe from fire.

Accident Investigation & Reporting

It is the policy of Manchester Light and Stage Ltd to comply with the Reporting of Injuries, Diseases

and Dangerous Occurrences Regulations 2013 (RIDDOR).

In the event of an accident resulting in injury, a report will be drawn up by the Director or a person appointed by the Director.

All accidents are to be reported to the work supervisor so that details can be entered into the accident

book.

A list of emergency telephone numbers of doctors and hospitals available to the work site is available

in the office.

Safety Rules

General

1. All employees should be aware of, respect and adhere to the rules and procedures contained in this policy statement.
2. All employees shall immediately report any unsafe practices or conditions
3. Any person under the influence of alcohol or any other intoxicating drug which might impair motor skills or judgement, whether prescribed or otherwise, shall not be allowed on the job.
4. Horseplay, practical joking or any other acts, which might jeopardise the health and safety of any other person, are forbidden.
5. Any person whose levels of alertness and / or ability are reduced due to illness or fatigue will not be allowed on the job if this might jeopardise the health and safety of that person or any other person.
6. Employees shall not adjust, move or otherwise tamper with any electrical equipment, machinery or air or water lines in a manner not within the scope of their duties, unless instructed to do so by a senior member of staff.
7. All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to other workers.
8. No worker should undertake a job, which appears to be unsafe.
9. No worker should undertake a job until he or she has received adequate safety instruction and

is authorised to carry out the task.

10. All injuries must be reported to the Director or a delegated representative.

11. Employees should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and shall immediately report any deficiencies to the supervisor or the Director of Safety.

12. Work shall be well planned to avoid injuries in the handling of heavy materials and while using equipment.

13. No employees should use chemicals without the knowledge required to work with those chemicals safely.

14. Suitable clothing and footwear will be worn at all times. Personal protective equipment shall be worn wherever appropriate.

Working Environment

1. Work sites must be kept clean and tidy.

2. Any spillage must be cleaned up immediately.

3. Waste materials and rubbish must be removed routinely.

4. All combustible waste materials must be discarded in sealed metal containers.

Walkways

1. Walkways and passageways must be kept clear from obstructions at all times.

2. If a walkway or passageway becomes wet it should be clearly marked with warning signs and / or covered with non-slip material.

3. Trailing cables are a trip hazard and should not be left in any passageway.

4. Any change in the floor elevation of any walkway or passageway must be clearly marked.

5. Where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway in such a way as to constitute a safety hazard.

6. Where a passageway is being used by any vehicles or other moving machinery an alternative route should be used by pedestrians wherever possible. If no alternative route is

possible the area should be clearly marked with warning signs.

Tool and Equipment Maintenance

1. Company machinery and tools are only to be used by qualified and authorised personnel.

It is the responsibility of the supervisor to determine who is authorised to use specific tools and equipment.

2. It is the responsibility of all employees to ensure that any tools or equipment they use are in a good and safe condition. Any tools or equipment, which are in any way defective, must be repaired or replaced.

3. All tools must be properly and safely stored when not in use.

4. No tool should be used without the manufacturers recommended shields, guards or attachments.

5. Approved personal protective equipment must be properly used where appropriate.

6. Persons using machine tools must not wear clothing, jewellery or long hair in such a way as might pose a risk to there or anyone else's safety.

7. Employees are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose.

Personal Protective Equipment

1. Employees must use all personal protective equipment provided to them in accordance with the training and instruction given to them regarding its use. Self employed staff are required to provide their own protective footwear suitable for the work they are employed to undertake.

2. Employees who have been provided with personal protective equipment must immediately report any loss of or obvious defect in any equipment provided to their supervisor or the Director.

Manual Lifting and Moving

1. Lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand.

2. The load to be lifted or moved must be inspected for sharp edges, splinters and wet or greasy patches.
3. When lifting or moving a load with sharp or splintered edges gloves must be worn. Gloves should be free from oil, grease or other agents which might impair grip.
4. The route over which the load is to be lifted or moved should be inspected to ensure that it is free of obstructions or spillage which could cause tripping or spillage.
5. Employees should not attempt to lift or move a load which is too heavy to manage comfortably.
6. Where team lifting or moving is necessary one person should act as co-ordinator, giving commands to lift, lower etc.
7. When lifting an object off the ground employees should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back. These steps should be reversed for lowering an object to the ground.

METHOD STATEMENT & SAFE SYSTEMS OF WORK Relating to the supply and installation of temporary demountable structures

This document lays out the procedures and working practices of Manchester Light and Stage Company for the supply and erection of temporary stages, in order to comply with current safety regulations and guidelines, and to ensure the safety of all staff and members of the public that may be affected by the supply, erection and use of our equipment.

EQUIPMENT

All equipment supplied will be to current industry standards, be well maintained and suitable for the purpose for which it is intended.

8 x 4 steeldeck platforms are topped with $\frac{3}{4}$ inch ply and have an undistributed load capacity of 1.5 tonnes.

STAFF

A suitably trained and experienced person will be allocated to each job and will be responsible for:

- on site client liaison
- safety checks relating to the structure at intervals dictated by our working practices
- ensuring the compliance with safety regulations or guidelines that may be applicable, either under current legislation or the clients own safety policy.
- the supervision and control of other Manchester Light and stage staff employed on the job

Other Manchester Light and Stage crew employed will be trained and familiar with our systems of safe working practice and competent in the work they are employed to undertake.

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ORDER OF WORK

Throughout the process detailed below staff are to be aware of any potential risks that may arise due to undetected faults or failure in equipment supplied to or used by staff, or due to circumstances outside the control of Manchester Light and Stage, and report these risks immediately to a supervisor so that the hazard can be eliminated or controlled.

Any deviation to, or suspension of, the order of work that may give rise to, or be caused by, potential safety risks will be notified to the client so that suitable remedial action can be taken and work continue in a safe manner.

1 BOOKING / DISPATCH

.i Upon an order being placed details will be requested from the client regarding the proposed use of the equipment to ensure that it will be suitable for the purpose for which it is

intended. If necessary a site visit will be undertaken to ensure that the site and location is suitable for the type of structure requested.

Any potential risks relating to the structures usage or position will be communicated to the client so that the necessary amendments can be made.

.ii All equipment to be checked prior to dispatch for defects and repaired or replaced as necessary. Defects should be noted and passed to the manager so that the possibility of generic defects in any equipment or component may be detected.

.iii Suitable levels of fixings will be carried with each load so that work can be carried out to a level where temporary suspension of the build due to transport requirements or for reasons beyond our control, will not leave the structure in an unsafe state.

2 TRANSPORT

.i Only staff with the experience necessary to drive fully laden vehicles with or without the use of a trailer will be authorised, and are to do so.

.ii All staff will follow the guidelines of the client with regards to the use of vehicles whilst on site.

3 CONSTRUCTION

Work area to be cordoned off using hazard tape and access limited to authorised personnel

.i Equipment unloaded from vehicle. –

Wherever possible trolleys or other available equipment should be used to reduce the amount of manual handling required as far as is reasonably practicable.

Where manual-handling tasks cannot be avoided staff should employ appropriate lifting techniques and assist each other to reduce the weight carried to a reasonable level, which still allows the load to be carried in a safe and practicable manner.

.ii Footplates placed in position to ensure and aid the stability and level of the structure.

.iii Legs fitted into sleeves in base of the deck and secured using 90mm bolts.

.iv Deck lifted into place on footplates and connected together using 17mm bolts. –

As work needs to take place underneath staff should not access the platform until this work is

completed.

Tools and other equipment should not be stored on the stage to avoid the possibility of equipment falling on staff and causing injury.

Suitable head protection should be worn to minimise the risk of injury caused by objects falling from height or collision with the structure.

.v Legs adjusted to ensure a level, even and solid deck surface.

.vi Non slip access steps or ramps fitted to the agreed access / egress routes.

.vii Handrails fitted to stairs. If the stage is 3 foot or over from ground level, or if recommended in the site survey or requested by the client rails will be fitted to the side and back of the stage and secured using 17mm bolts.

.viii Edges of platform marked using 50mm white tape.

4 COVERED STAGE

When a covered stage is required the following procedure will be carried out prior to section 3.vii as detailed above. All covered structures carry a four man crew to assist with manual handling operations. The guidelines indicated in section 3.i should be followed regarding lifting operations.

All fabrics used for the construction of the roof and sides are fire resistant and a copy of the relevant certificates and standards can be provided on request.

When secured the sides and back of the cover will provide adequate protection from falls. If side vents are to be open handrails will be fitted in accordance with other guidelines contained in this statement

.i Dependant upon the size of the stage and local conditions the roof will be assemble either on the floor or on the stage itself.

.ii The legs of the roof are clamped to the deck of the stage and also secured to the structure using 5 tonne ratchet straps.

.iii Should extra ballast be required due to weather conditions or because of risks highlighted at the order stage (refer to 1.i) then the structure will be fixed to suitable anchor

points, or if not available, ballast tanks.

.iv Side and rear tarps are fitted –

Staff working at heights should be aware of all the dangers involve and use suitable and stable access equipment. Work should be undertaken without stretching or overreaching.

5 OTHER AMMENDMENTS

.i Stages over 4 foot in height will be braced as required to give added stability. Other platforms where a risk of the platform becoming unstable will also be braced

.ii Stage fronts are covered with fire retardant wool serge to reduce the possible effects of wind forces upon the structure. Where boarding is specifically requested a survey will be undertaken to ensure that fixings and ballast are suitable for the forces that may be involved.

.iii Platforms constructed on land with a gradient that would pose a safety risk if the levels were not addressed will be constructed using the appropriate number and lengths of legs required to give a safe and level deck and fixed together with the aid of scaffolding clamps.

6 SAFETY CHECKS

Along with pre dispatch checks and continuous monitoring during the construction stage, the supervisor will check the following components and fixings at the end of the construction stage, or at intervals he feels necessary to ensure maximum safety.

- Footplates
- Nuts, bolts, washers as required
- Pins and clips
- Bracing included in the design
- Fixing of access and egress equipment
- Handrails as required in the design
- Ballast as required in the design
- Stage level
- Safety markings
- Roof fixing points

Further inspections will take place when the structure remain on site for a period of time when normal wear and tear may have an effect on the integrity of the structure, or when adverse weather conditions dictate.

It is the client responsibility from the initial booking stage through the period of hire to inform Manchester Light and Stage Company of any change in use or load bearing on the structure that take place so that necessary modifications can be made

Risk Assessment

General Statement of Policy

It is the policy of The Manchester Light & Stage Company to comply with the terms of the Health and Safety at Work Act 1974 and subsequent legislation and to provide and maintain a healthy and safe working environment.

All work will be carried to industry standards and in accordance with the guidelines laid down in the Institution of Structural Engineers publication, 'Temporary Demountable Structures – Guidance on design procurement and use' and relevant sections in the HSE publication 'The Event Safety Guide'.

Materials / Equipment

All equipment, materials and components used will be supplied by reputable dealers and will be safe and suitable for the purpose for which it is intended.

Access to materials and equipment that could pose a risk to the well being of persons in or around the workplace will be restricted to authorized persons

All work equipment will be maintained in good working order and repair

All work equipment will be clearly marked with health and safety warnings where appropriate.

Inspections

Inspections of the structures provided will be conducted prior to events taking place and in consultation with relevant authorities and event organisers. In addition inspections will be conducted in the relevant areas whenever there are significant

changes in the nature and /or scale of the operation.

Insurance

Public liability - £10 million.

Employers liability - £10 million

Product liability - £10 million

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Structures & General

HAZARD GROUPS

AT RISK

CONTROL MEASURES RISK

Use of vehicles /

access vehicles

on site.

Staff,

Artists,

Public

Only staff authorized and suitably

trained will be allowed to use company

vehicles.

Vehicles being used on site prior to the

event starting will travel at a suitably

low speed with hazard lights on.

The use of vehicles during an event will be avoided. If it is necessary to transport equipment during this time and alternative methods cannot be found permission will be sought from event managers and relevant guidelines and instructions followed regarding the use of the vehicle.

Med

Slips trips and

falls.

Staff,

Artists,

Public

Equipment will be stored to avoid causing a potential risk to the safety of staff and members of the public.

All material used in the construction of structures will be of a type to minimize the risk of people slipping.

Trip hazards and edges of stages will be clearly marked.

Med

Entanglement

with overhead

obstructions

Staff,

Artists.

In consultation with the event organizer, and if necessary, following a site inspection structures will only be erected in locations where overhead obstructions do not pose a risk.

Low

Access to
equipment

Staff,

Artists,

Public

Access to structures prior to their completion will be limited to authorised staff.

If necessary, and in consultation with the event organisers security staff will be employed via a third party to ensure structures are not accessed or tampered with whilst the site is closed.

Med

Objects falling
from height

Staff,

Artists,

Public

All equipment is to be stored in a safe

manner ensuring that loads are stable.

Med

Equipment or tools should not be placed on a stage whilst staff are working underneath the structure.

Head protection is supplied to staff in accordance with the PPE Regulations

People falling

from height

Staff,

Artists,

Public

Staff,

Artists,

Public

Staff working at height will be suitably trained and competent and should do so only by using suitable access equipment.

Where required, and if the structure is of a height where a high risk of injury is present hand rails will be fitted to the side of stages prior to artists being allowed on the structure.

All edges will be marked using 50mm white tape.

Med

Failure of

structure

Staff,

Artists,

Public

All equipment, materials and components used will be supplied by reputable dealers and will be safe and suitable for the purpose for which it is intended.

Materials will be checked prior to dispatch. Other safety checks will be made on a structure in accordance with our method of safe working.

Med

Adverse weather Staff,

Artists,

Public

Local weather conditions will be taken into account for the design and positioning of a stage. If required, following unexpected severe weather conditions safety checks will be made to ensure the integrity of the structure.

Staff and sub-contractors are to wear suitable clothing relating the conditions in which they may be working.

Low

Barriers

Lighting

HAZARD GROUPS

AT RISK

CONTROL MEASURES RISK

Slips trips and

falls

Staff,

Artists,

Public

Wherever possible cables will be run so as not to cause a hazard to staff, artists or members of the public.

Where this is not possible cables will be covered using appropriate cable track and event organizers informed so that any existing hazard can be monitored.

Access / egress routes will be kept clear at all times.

Med

Failure of equipment.

Staff,

Artists,

Public

All equipment supplied is regularly checked and maintained and is suitable

for the purpose for which it is intended.

Fail to safety devices are fitted to guard against general malfunction, misuse and accidental or willful damage to the equipment.

Med

Access to
equipment

Staff,

Artists,

Public

Only competent and trained staff should use equipment.

Measures will be taken to eliminate public access to lighting and electrical equipment.

Med

HAZARD GROUPS

AT RISK

CONTROL MEASURES RISK

Collapse

Staff,

Artists,

Public

All barriers will be maintained and suitable for the purpose for which they are intended.

Barriers erected by Manchester Light and Stage staff or sub-contractors will be fixed using the appropriate coupling system intended for the type of barrier.

Advice will be offered to event organisers, should they be in doubt as to the suitability of particular types of barrier in relation to the expected use.

Med

Manual Handling

Our priority is to eliminate wherever possible the need for manual handling operations.

Manual handling operations should only be carried out once it is established that no other suitable, safer methods of moving the load are available.

HAZARD GROUPS

AT RISK

CONTROL MEASURES RISK

Slips trips and

falls

Staff Routes over which the load is to be carried should be checked for obstacles or substances that may cause a potential risk.

Med

Cuts / abrasions Staff Loads should be checked to ensure they do not have sharp edges that could cause injury.

Suitable gloves should be worn that are in good order, suitable for the purpose for which they are intended and free from substances that could cause the load to slip.

Med

Injury from excessive loads

Staff Where equipment has to be moved the use of trolleys or similar equipment should be considered.

If a load is to be lifted manually loads should be of a weight that are manageable by the person.

Staff will work together to assist in moving heavy objects, spreading the load to a level that is reasonably practicable taking into account other site conditions.

All loads must be lifted using the correct technique by suitably trained, competent and able staff

Pyrotechnics

HAZARD GROUPS

AT RISK

CONTROL MEASURES RISK

Fire

Staff,

Artists,

Public

Hazardous and combustible materials will be stored and used in accordance with the manufacturers guidelines and relevant legislation.

All equipment, materials and components used will be supplied by reputable dealers and will be safe and suitable for the purpose for which it is intended.

In consultation with event organisers we will ensure that suitable extinguishers are located as required on the site.

Med

Access to

equipment

Staff,

Artists,

Public

Only competent and trained staff should use equipment.

Measures will be taken to eliminate public access to pyrotechnic equipment.

Only trained and competent staff will use any pyrotechnic equipment or

material.

Med

Injury from

fallout /

explosion

Staff,

Artists,

Public

Advices will be given by the operator on the day, to the event organiser, on the location and size of a secure area taking into account local weather conditions.

The area should be secured until such time as the pyrotechnic operator is happy that there is no longer a risk of injury to artists, staff, or members of the public

Med