

Health and Safety Employee Information



Audio Alliance

Health and Safety Policy Statement

Audio Alliance (North) Ltd.
Unit 7 Norbury Court, The City Works, Welcomb Street, Manchester,
M11 2NB.

Audio Alliance (North) Ltd. recognises its responsibilities under the Health and Safety at Work Act 1974, for ensuring so far as reasonably practicable the health, safety and welfare of all its employees, freelancers, trainees and visitors.

Audio Alliance (North) Ltd. attaches the greatest importance to health and safety, considering this to be a management responsibility ranking equally with other management functions within the organisation

It is the policy of Audio Alliance (North) Ltd. to take all reasonably practicable precautions for the prevention of accidents and dangerous occurrences and for the creation of working conditions, which safeguard all those concerned with our business operations

To this end Audio Alliance (North) Ltd. will allocate the necessary resources and enlist the active support of all employees, freelancers, visitors, trainees and subcontractors, upon whom the Health and Safety at Work Act also impose duties.

Audio Alliance (North) Ltd. regards the standards set by the various relevant statutory provisions as the minimum standard which must be achieved, and will endeavour to improve upon these standards where reasonably practicable.

This policy, organisation, arrangements and safety rules that form part of it will be reviewed regularly, modified and updated as necessary.

The objectives of this policy are:

- To promote standards of health, safety and welfare within Audio Alliance (North) Ltd. and to ensure compliance with all the relevant statutory provisions.
- To create and maintain safe and healthy places of work for all employees and to ensure that the safety and health of persons other than our employees are not adversely affected by our work activity.
- To ensure that staff levels are provided with adequate instruction, training and supervision.
- To develop safety awareness and responsible attitudes at all levels.
- To promote a joint consultation approach on health and safety matters.
- To provide a framework within which our safety performance may be monitored.
- To ensure all subcontractors recognise their responsibilities under the Health and Safety at Work Act 1974, and to adopt Audio Alliance (North) Ltd.'s Health and Safety Policy arrangements where appropriate.

Signed

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Copy

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Managing Director

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Date

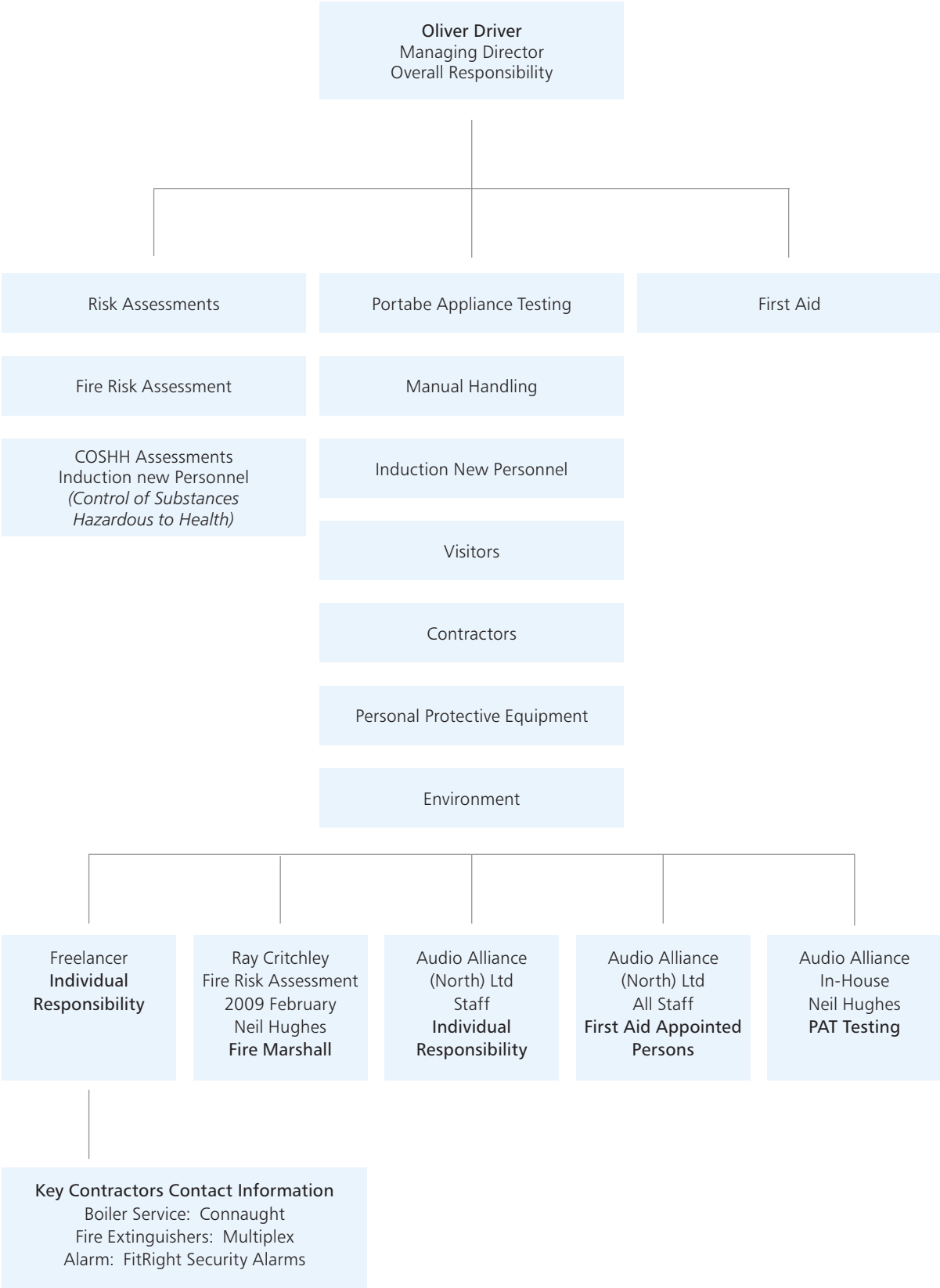
Safety Organisation and Responsibilities

The Managing Director has overall responsibility for ensuring that Audio Alliance (North) Ltd. Health and Safety policy is implemented.

All employees, freelancers regardless of position in Audio Alliance (North) Ltd. have a duty imposed on them by the Health and Safety at Work Act 1974:

- To take responsible care for the health and safety of themselves or other persons whom their acts or omissions may effect.
- To co-operate with Audio Alliance (North) Ltd. in the measures taken to safeguard health and safety at work.
- To report to a person in authority any defects, which adversely affect health and safety at, work.
- To be aware of Audio Alliance (North) Ltd. safety organisation and arrangements and those statutory provisions and safety rules relating to their work activities.
- It should be noted that disciplinary action might be taken against employees, freelancers who persistently and deliberately flout the requirements placed upon them by statutory provisions and Audio Alliance (North) Ltd. safety rules.

Safety organisation and responsibilities chart



General Safety Rules

It is the responsibility of each employee and freelancers to:

- Use safety equipment and personal protective equipment as per Audio Alliance (North) Ltd. instruction and manufacturers safety instructions.
- Report damage or loss of safety equipment and personal protective equipment to Oliver Driver so that a competent or qualified person can remedy the defect.
- Keep all equipment and tools relating to his/her work in good operational and safe working order.
- Check prior to use for any signs of wear and tear that may make the use of them unsafe.
- Treat any minor cuts/abrasions/splashes using the available First Aid resources.
- Record and report all accidents and near misses on the form provided and contact Audio Alliance (North) Ltd. as soon as possible.
- Switch off and unplug portable equipment and flexible cables when not in use.
- Report to management any prescribed medication that could affect your ability to work safely.
- Keep areas such as stairs and walkways clear and unobstructed.
- Familiarise yourself with the positions of the fire exits and fire extinguishers and keep fire exits clear.
- Wear clothing and footwear appropriate to your role.

It is the responsibility of each employee and freelancers not:

- To run in the work place
- To behave inappropriately i.e. horseplay
- To clutter up gangways, paths or stairs
- To misuse equipment
- To smoke in "no-smoking" areas
- To consume alcohol, drugs or any other intoxicating substances whilst working for Audio Alliance (North) Ltd.

First Aid

Trained First Aider(s):

All personnel to act as appointed person.

First Aid Boxes:

Wall by Kitchen.

Accident Book:

Office

First Aiders to ensure:

That soap, water and disposable drying material are on hand for specific first aid purposes.

That all First Aid boxes are 100% full, all equipment is in good condition and all the contents are up to date.

The First Aid box does not have:

- Sprays
- Pain killers
- Antiseptics
- Aspirin
- Tablets
- Other medication.

All accidents/incidents are to be recorded using the Accident/Incident form and contact Audio Alliance (North) Ltd. as soon as practically possible in order for Audio Alliance (North) Ltd. to complete the reporting process.

See guidelines on '*reportable incidents*' with further details.

General Instruction Attention All:

All those involved directly or indirectly with regards to any accident/incident will assist the First Aider in carrying out his/her duties, by reporting for treatment however minor in order for the above standards to be maintained and to report the above to your immediate manager for entry into the accident book.

Important Note Attention All:

It is a legal duty for employers to provide the first aid facility

It is a legal duty for employees, freelancers to report if he/she is injured at work.

In the Event of an Emergency or Accident:

- Stay calm
- Make the area safe
- Seek assistance preferably from a First Aider treat as required/instructed
- If in doubt do not move the person
- If necessary you call the emergency service(s) or have someone else call them.

Portable Appliances Testing (PAT Testing)

All portable electrical equipment should undergo Portable Appliance Testing on at least an annual basis or so far as reasonably practicable.

Pat Testing Includes:

- Catering equipment
- Hand tools
- All office and warehouse equipment.

All faulty equipment must not be used until properly repaired or replaced.

Employers should instruct all persons to carry out a visual check of all equipment and report faults and/or damage.

As with all work equipment employees and self-employed have a duty to maintain all equipment in a safe working order and not to tamper or interfere with it unless they are qualified to do so.

If equipment keeps tripping out a Residual Current Device (RCD), then that equipment should not be used, until checked, tested and the fault corrected.

System:

In order to ensure all portable electrical equipment is properly maintained Audio Alliance (North) Ltd. has developed a formal and regular system of routine in-house inspection and testing.

Please contact Mr Neil Hughes

Risk Assessment Information

The Management of Health and Safety at Work Regulations 1999.

- A Risk Assessment is a careful examination of what, in your work, could cause harm to people.
- "Hazard" means anything that could cause harm i.e. manual handling.
- "Risk" is the chance, high or low, that someone will be harmed by the Hazard.

Five Steps

1. Look for and identify hazards i.e. manual handling.
2. Assess whom, how and how many might be harmed.
3. Evaluate the risk and possible course of action.
4. Record and communicate your findings.
5. Monitor and update, if necessary, due to changes in work activity.

Risk Matrix

This matrix is to assist you in rating the risk

- 6-9 Unacceptable take immediate action
- 3-4 Tolerable but look to improve
- 1-2 Acceptable no further action

Increasing consequence
(Minor > Treatable First Aid > Serious)

3	6	9
2	4	6
1	2	3

Increasing Likelihood
(Unlikely > Possible > Likely)

Risk Assessment Form:

Venue:

Department:

Work Activity	Hazards, hazardous event and expected consequence	People affected	Assessment of risk Likelihood level x Consequence level = Risk level			Are risk controls required and in place
						Yes <input type="checkbox"/> No <input type="checkbox"/> Controls in Place:
		Number:	Risk Level:			

Date:

Assessor's Name:

Signature:

Next Review:

Position:

.....

Safety Rules and Procedures

Manual Handling:

- Do not jerk and shove whilst lifting.
- Lift in easy stages - floor to knee then the carrying position.
- Hold weights close to the body lift with the legs and keep the back straight.
- Grip loads with palms not fingers.
- Never change grip whilst carrying items.
- Do not let the load obstruct your vision.
- Ensure that the route is clear before setting off.
- Check the stability of the load before lifting.
- If in doubt do not proceed but seek help from management/supervisor/personnel.
- Never try to save time by trying to have a go yourself.

If You Experience Back Trouble:

Do not attempt to lift let someone else do it.

Safety Rules and Procedures

Ladders:

- Never use or climb makeshift structures.
- Check rungs, stilts and feet, are they in good condition and safe to use if defective: DO NOT USE.
- Never allow more than one person on a ladder at any one time.
- Never work on ladders that are sited on uneven ground.
- Secure top and bottom, if practicable use ladder stays and or stand offs.
- Correct angle 1 metre out for every 4 metres high (75 degrees) and position to avoid overreaching.
- When using ideally have someone footing the ladders correctly.
- Ensure the ladder is the correct one for the job and will extend to 1.07m (3'6") above the stepping off point.
- Always ensure the ladder is long enough for the work and maintain at least 1.1m (42") above the rung on which the used stands.
- Never use a rung for a support system or for run up boards.
- Always face the ladder when using it and maintain a firm grip.
- Do wear robust sensible footwear, ensure no loose laces, damaged sole or slippery contaminate is on the footwear.
- Always ensure that when using extension ladders you always maintain at least three rungs at the overlap position.
- Overhead electrical lines electricity can flash from overhead power lines even though plant and equipment may not touch them e.g. ladders, scaffold poles.
- Do not work under them where any equipment e.g. ladder, scaffold poles, picker could come within nine metres of power lines without seeking advice. Consult the local electrical company.
- Ladders used for access e.g. as a place of work should be secured and footed to prevent movement.
- Always position ladders free from the risk of falling materials and maintain safe access.

Safety Rules and Procedures

Steps:

- Always ensure equipment is in good order and is the correct type for the work activity.
- Always use equipment as per manufacturer's instructions and labelling.
- Do not use equipment for any other purpose than what it is designed for.
- Always report any damaged equipment to the Audio Alliance (North) Ltd., Do not use damaged equipment.

Safety Rules and Procedures

Mobile Towers: When Erecting The Tower(s):

- Only competent crew are to be used, follow the manufacturers instructions- do not exceed the maximum height allowed for the given base dimension.
- Normally the base height ratio is 1:3 for an untied tower.
- It must rest on firm level ground and lock and secure the wheels.
- Tie and secure the tower to a secure structure if it is likely to be subject to heavy equipment and or materials being lifted up onto the outside and where the base is too small for the height required.
- Provide a safe way to get in e.g. internal ladder as it is not safe to climb up the outside.
- Guard rails and toe boards must be provided if someone could fall from a height of 2 metres, or less where there is a risk of injury.
- Do not overload the working platform, and do not apply pressure which could overturn the tower e.g. working of a ladder placed on the top of the platform. Ensure any wheels are locked and extend outriggers.
- Safety Rules and Procedures.

When Moving A Tower:

- Check that there are no power lines in the way or obstructions, holes in the ground, cables across the floor, flight cases, equipment or parts(s) of stage set.
- Do not allow materials or people to remain on the tower and ensure people are not in an area which could be in danger to them.
- To move, lift the outriggers, lift the wheel brakes and push or pull from the base only.
- Watch out for towers "RUNNING AWAY FROM YOU" when being moved down or across slopes.

Safety Rules and Procedures

Ladders Steps And Towers:

All equipment to be checked visually by the person who is preparing equipment for dispatch to a job.

All equipment must be maintained in good safe working order by assigned competent person(s) or suppliers.

Working Areas Check:

- Walk ways clear and in good condition.
- Any objects unstable or likely to fall?
- Any tripping or slipping hazards?
- Fire escapes and equipment, located, identified and accessible?
- Adequate lighting, space for work activity?
- Location of nearest telephone for emergency use?
- Location of first aid equipment and/or person?
- Do not leave cables lying around or across walkways or work areas.
- Secure and tidy, if necessary use cable ties or tape.
- Ensure clearance is available for people to move safely.

Action Required In The Event Of Electric Shock:

- Switch off power.
- If power cannot be turned off, then push casualty clear using either a wooden chair or a piece of wood.
- Do not touch them until you are sure that they are clear of the electricity.
- Providing appropriate safety wear is being worn e.g. thick rubber soled shoes, thick rubber gloves, standing on rubber, you can attempt to move a person whilst the electricity is on.
This should only be considered if the injured person is in danger.
- Put the person in the recovery position and call for an ambulance if this has not already been done.

Safety Rules and Procedures

Flight Cases:

- No flight case to leave the warehouse with broken wheels, damaged handles or sharp edges.
 - Any damaged cases should be retained in the warehouse until repaired.
 - When appropriate, Audio Alliance (North) Ltd. will update the stock of cases to maintain safety standards and to protect equipment.
 - All flight cases will indicate contents and warnings as to the nature of their weight such as: "DO NOT TIP" and "THIS WAY UP".
 - All cases to be labelled:
 - Client
 - Date
 - Contents
- Any cases that are awkward to handle request assistance.

If in doubt always request assistance to avoid injury.

Safety Rules and Procedures

Vehicles:

- Only qualified and competent persons will be allowed to drive
- Do not drink alcohol and drive
- Do not drive if you are taking prescribed medication or any drugs that could impair your judgment and ability to drive
- Observe all speed limits
- Take due care to all road traffic and weather conditions
- Comply with Road Traffic Regulations at all times
- Regularly check tyre condition and pressure, horn, seats, lights, steering, brakes, safety fitments, wipers/washers and exhaust
- Check for any defect and rectify immediately or as soon as practicable
- Service and Maintain in accordance with manufacturers recommendations
- Use the vehicle for it's designated purpose
- Check security of load to prevent movement or shifting
- If appropriate enlist someone to assist in reversing

Mobile Phone:

Use of hand-held mobile phone, whether own or company, is not permitted under any circumstances whilst driving a company vehicle, or driving on company business.

The phone must be switched off at all times and only used when the vehicle has stopped in a safe place.

Safety Rules and Procedures

Spillage Handling:

- Contain the spill.
- Soak up using sand, granules or some other safe means at your disposal.
- Ensure the area is not slippery or dangerous once the spillage is cleared.
- If in doubt display a warning sign until the area is safe.

Substance Handling:

- Follow instructions on handling and storing.
- Read the COSHH sheet on the substance being used and make full and proper use of any control measures.
- Make full and proper use of personal protective equipment.
- Remember to remove personal protective equipment that may cause contamination before eating, drinking or smoking.
- Do not siphon or pipette by the mouth.
- Do not mix or combine different substances unless following the manufacturers instructions.
- Do not consume food in areas of substance use.
- To practice a high standard of personal hygiene and make proper use of facilities regarding washing, eating and drinking.
- To report promptly any faults or damages found in either the facilities or control measures provided.
- To report any change of or to, the substance used.
- To all involved employees and self-employed to co-operate with Audio Alliance (North) Ltd. in order for them to meet their obligations.

Safety Rules and Procedures

Action On Discovering A Fire:

Stay calm and sound the alarm.

If possible, attack the fire with the relevant extinguisher-

BUT- do not take any risks that will endanger yourself or others

Dial 9 then 999 for the Fire Brigade and say:

We have a fire at –

Audio Alliance (North) Ltd.

Unit 2

Thorncross Close,

Ellesmere Street,

Manchester,

M15 4LU.

If in doubt leave the building by the nearest fire exit, closing any doors behind you; assemble at the fire assembly point- The pavement opposite Unit 2.

Safety Rules and Procedures

Fire Safety:

Do:

- Keep all exits and walkways clear.
- Extinguish cigarettes, cigar and matches in proper receptacles.
- Familiarize oneself regarding fire exits, fire equipment, telephone locations and any arrangements such as signing in/out, evacuation procedures and assembly point.

Do Not:

- Wedge open any fire doors.
- Tamper, abuse or remove any fire equipment from its station.
- Smoke in non-smoking areas.
- Leave any substance or litter in a manner that may cause a risk of fire.
- Mix any substances that may cause a fire hazard.
- Check at end of work activity or end of day that all areas are safe and free of any potential fire hazard.

Visitors:

All visitors will be required to report via office on arrival and will not be allowed to wander unaccompanied around the offices or warehouse of Audio Alliance (North) Ltd.

All visitors will be expected to behave in a manner that considers the health and safety of themselves and all others while on Audio Alliance (North) Ltd. premises and comply with the requirements of Audio Alliance (North) Ltd. Health and Safety Policy Statement.

Safety Rules and Procedures

Behaviour:

Audio Alliance (North) Ltd. will not tolerate any unacceptable behaviour from employees, freelancers, visitors, contractors and trainees including the taking of drugs, alcohol or misuse of prescribed medicines whilst involved in the working environment.

This will be deemed a breach of our safety policy and appropriate action will be taken to remove or prevent the problem from re-occurring.

Contractors:

Audio Alliance (North) Ltd. will provide adequate control for the health and safety of contractors.

To achieve this, two-way co-operation and communication is required between Audio Alliance (North) Ltd. and contractors.

Therefore contractors will be assessed for their commitment to health and safety and, after successful assessment, they will be placed on a list of approved contractors.

Criteria for approval will be but not limited to:

- Competence of personnel.
- Level of supervision available.
- Suitable and maintained equipment.
- Knowledge of safe systems of work. (I.e. Method Statement).
- Management systems of control. (I.e. Risk Assessment).

Prior to commencement of any activity, Contractors will be inducted into site rules relating to health and safety and will confirm induction by signature.

Any possible known hazards are to be communicated to the contractor, and vice versa, and control measures implemented.

Contractors will liaise with Audio Alliance (North) Ltd. prior to commencement to highlight work procedures and have an opportunity to discuss work schedules.

This is to allow work to proceed with minimum supervision.

Information on the above to be requested by Audio Alliance (North) Ltd. on confirming the work is to go ahead.

This information will be requested by:

Oliver Driver

The records will be kept by:

Oliver Driver

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

Safety Rules and Procedures

Visual Display Unit Operators “VDU” Eye Care:

If you experience any difficulty or problems whilst operating your “VDU”, contact Oliver Driver.

When involved with concentrated prolonged inputting, employees must take a reasonable break from this activity every hour.

Comfort And Safety:

- Adjust seat to comfortable position.
- Keep screen clean.
- Ensure sufficient space around you to move your legs freely.
- Use footrest (if applicable).
- Move posture as often as possible.
- Adopt a good keyboard technique.
- Adjust screen to avoid reflected light.

Environmental Responsibility

Five Elements

Whenever possible consider each element:

- **Prevent**
By changing the way Audio Alliance (North) Ltd. do things so that we can reduce waste.
- **Reduce**
By improving efficiency.
- **Reuse**
By putting things back into use instead of disposing of them.
- **Recover**
By reprocessing waste so that it can still be used, or recycling waste.
- **Responsible**
Disposal of all waste using the appropriate means available.

Accident/Incident Report

Audio Alliance (North) Ltd Event:

Date:

Time:

Type of Event:

Please tick or enter details

Injury

Ill Health

Incident (near miss)

Harm or potential for Harm

Fatal or Major

Serious

Minor

Property damage

Employee/Person Involved:

Name

Position

Address

Contact No.

Witness Details (if any)

Name

Contact No.

Address

Investigation Required?

Yes

No

Reported by

Position

Signature

Date

Reported to Oliver Driver?

Yes

RIDDOR Reportable?

Yes

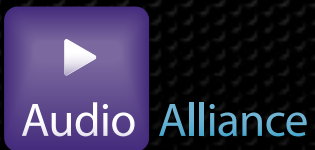
No

Date

Time:

Yes

No



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