



A21 HR DOC – Health and safety policy (v1.9–12.01.13)

**Customer First Venue Services Ltd Trading as**

HEALTH AND SAFETY POLICY DOCUMENT

thestudio.

**August 2024**

### **General Policy**

For the purpose of this policy the wording **The studio** will be referenced as the company the document refers to.

### **[HEALTH AND SAFETY AT WORK ACT 1974](#)**

**The studio** acknowledges and agrees that during the course of its works, it accepts its legal responsibilities for the health, safety and welfare of all its employees and any sub-contractors working on their behalf, or any persons affected by their activities.

The management of the studio will provide and maintain safe and healthy working conditions as far as reasonably practicable.

The studio aim to promote a high standard of health and safety for all its employees and to provide positive guidance to prevent injury, ill health, damage and loss arising from any operation carried out on behalf of the Company, and at the request of the Company.

**The studio** will encourage all employees to be actively involved in maintaining safe operating conditions and practices.

A regular yearly review of this policy will be carried out to ensure that these standards of health and safety are maintained.

## Organisation

### RESPONSIBILITY TO EMPLOYEES

#### HASAWA 1974

Mr Lawrence Cairns – Smith (Director) has overall responsibility for Health and safety for **the studio** and will be assisted by Ian Meredith, CIM Associates UK Ltd, Health and Safety Consultants. Together they will:

- Make the work place safe and without risk to health
- Keep dust, fumes and noise under control
- Ensure that plant and machinery are safe and that safe systems of work are set and followed
- All hazardous materials are stored safely and used correctly
- Provide adequate welfare and first aid facilities
- To provide training, instruction, information necessary, to employees
- To provide free protective clothing or equipment specifically required by health and safety law
- To report certain injuries, diseases and dangerous occurrences to the enforcing authority
- Ensure work is planned to take into account health and safety issues
- All employees shall at all times take reasonable care of themselves and have due regard for the health and safety of others who may be affected by their work activities.
- To consult with a safety representative if one is appointed by a recognised trade union about matters affecting health and safety.
- To set up a safety committee if asked to do so in writing, by two or more safety representatives.
- To take precautions against fire and provide adequate means of escape and means for fighting fires.

## ARRANGEMENTS

### WELFARE

#### Workplace Health, Safety and Welfare regulation 1992

**The studio** will investigate each site to ascertain that welfare arrangements are available to all their employees by the client. If these are not available, the studio will provide adequate toilet, washing and first aid facilities.

## EMPLOYEE

An employee must:

- Take reasonable care for his own health and safety and that of others who may be affected by his/her actions
- Co-operate with the management on health and safety
- Not interfere or misuse anything provided for his/her health and safety
- All employees must carry **Personal Protective Equipment** which is to be used as required

## COMMUNICATION

The content and rules of this policy are specific to a site or job and are drawn to the attention of all employees and sub-contractors.

The Directors' of **the studio** welcome the views from employees and sub-contractors on health and safety for existing and proposed jobs.

## TRAINING

### Management of Health and Safety at work regulations 1999

**The studio** will arrange for their employees to be given training when appropriate to their responsibilities, and when new equipment/materials become available.

Training is given for work with hazardous substances, use of equipment, use of PPE and manual handling

## GENERAL DISCIPLINE

The Company has a discipline procedure for any breach of this policy or where duties concerning any aspects of health and safety are not properly carried out.

It is the responsibility of the Directors' to read and understand this policy and to ensure that its provisions are effectively carried out and to set a personal example.

## SAFETY OFFICERS

Overall responsibility for co-ordinating and advising on health and safety policy lies with Mr. Lawrence Cairns-Smith (Director)

## EMERGENCIES

In case of emergencies, the client procedures are followed. Therefore, employees always familiarise themselves with client procedures when first attending site, and co-operate and participate in any drills.

## MOBILE PHONES

It is our Company policy that no employee or sub-contractor working for the studio *answers* a mobile phone (even on a hands free set) whilst driving.

Please pull over to the side of a road or into a car park and switch off the engine before attempting to answer the call.

The studio will not be liable for any accidents caused should you decide to answer the phone.

## ALCOHOL/DRUGS AND MEDICATION

Alcohol, drugs, and medication (other than prescribed medication) is prohibited on the studio premises.

Anyone found breaking this rule will be severely disciplined and we reserve the right to terminate your employment with us.

Anyone found driving whilst under the influence of alcohol, drugs or un-prescribed medication, or when they have been advised not to drive by their doctor which results in harm to other persons or breaking the law, their contract will be terminated immediately.

No food or drink is to be consumed whilst driving.

## NO SMOKING POLICY

### REGULATION 2007

The **studio** premises and vehicles are now smoke free. You as an employee have a legal responsibility to prevent people from smoking in them. If you see someone not adhering to our “No Smoking” policy, here are some practical steps you might take to deal with them.

- Point to no smoking signs and ask the person to stop smoking or go outside.
- Tell them they are committing an offence and breaking the law by smoking and our company and themselves could be fined.

If the employee refuses to stop smoking:

- Remind them that the new law is to protect employees and the public from harmful effects of their second hand smoke.
- If necessary, our disciplinary procedure for non-compliance with our Company smoke free policy will come into force.
- Keep a record of where and when the incident took place, the name of the person involved and the outcome.
- If physical violence is threatened by a person smoking, we suggest you notify and/or seek assistance from the police.

If a customer refuses to stop smoking and there are no exemptions on his premises:

- Explain that staff will refuse to work for them if they continue to smoke and our staff will leave their premises.
- Implement our normal procedure for anti-social or illegal behaviour on site.
- Keep a record of where and when the incident took place, the name of the person involved and the outcome.
- If physical violence is threatened by a person smoking, we suggest you notify and/or seek assistance from the police.

## DUTY OF SUB-CONTRACTORS

- Sub-contractors are instructed primarily on the basis of their technical capability, though due regard is also taken of health and safety.
- To have knowledge of relevant Health and Safety codes of practice and methods appropriate to any operation, together with related legislation.
- To report to the main contractors site manager or company safety officer in order that correct procedures may be observed.
- To ensure that the main contractors' Health and Safety Policy and Guidance poster be displayed on contract sites.
- To provide to the main contractor the following:
  - A copy of the Company's Safety Policy document
  - A Copy of the Employers Liability Insurance
  - The name and status of the individual nominated as site safety supervisor.
  - To provide any necessary information associated with plant operation and/or materials used as required by **Section 6 of the Health and Safety at Work Act.**
  - Serious breaches of health and safety and the contractors capability for specific risks will be taken into account during the selection process.

## EQUIPMENT

### Provision and use of work equipment regulation 1998.

All equipment is subject to routine maintenance, taking into account various factors, including:

- Statutory testing
- Type of equipment
- Amount of use
- Consequences of failure

All plant and equipment brought onto the site must be of good mechanical construction, properly maintained and all necessary inspection and documentation carried out. All plant and equipment must be operated by, and be under the control of, a competent person who must ensure that no unauthorised persons are allowed to operate it.

## PERSONAL PROTECTIVE EQUIPMENT

### Personal protective equipment at work regulation 1992(as amended)

It is important that all contractors, sub-contractors or their employees must be tidy, wear suitable clothing and be well presented at all times.

**The studio** will ensure that their employees are provided with any necessary personal protective equipment. This will include safety helmets, protective work wear, respiratory equipment, eye protection, hearing protection and safety footwear where required from risk assessment. It must be correctly maintained and its usage monitored.

All PPE identified via manual handling and risk assessments is issued to employees who acknowledge receipt by completion of a PPE issue form.

## WORKING ON SITE

### HASAWA 1974

### CDM 2007

Direct employees or sub-contractors representing the studio shall:

- Ensure that any information relating to hazards encountered on site or which are notified to them by the main contractor, shall be duly noted. Similarly any such hazards which are discovered on site shall be duly notified to it's workforce.
- No person employed by **the studio** shall be instructed to perform any task for which they are either unqualified or, where appropriate, unsupervised.
- **The studio** shall ensure that, where appropriate, an employee of suitable seniority and authority will be present to supervise or direct any work undertaken.
- **The studio** shall provide, where appropriate, fully qualified personnel to attend any meeting etc, which may be required by the client to discuss aspects of Health and Safety.
- **The studio** shall also notify to the Client any dangerous substances, incidents etc, and the activities of any third party or involving a third party.
- **The studio** shall ensure that all personal injury accidents are duly entered in the client's `Site Accident Book`, and also in its own `Accident Record Account`.
- **The studio** acknowledge that the reporting of injuries and dangerous incidents does not absolve them from its responsibilities under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1985.

- **The studio** shall ensure that at all times, any necessary and appropriate protective clothing etc. shall be worn. The studio shall also ensure that full training in the use of application of protective clothing shall be given and that its employees will be fully competent in its use.
- **The studio** shall ensure that where appropriate proper regard will be given to confirming with B.S. 5426 dated 1976.
- **The studio** shall ensure that any plant, tools or equipment shall be of good condition, fitted with any necessary guards and where required, certified in respect of any appropriate regulations.
- **The studio** will further ensure that any equipment in use shall be properly maintained and that its employees are adequately trained and competent in its use.
- **The studio** shall ensure that first aid facilities in accordance with statutory regulation are provided or that the location of such facilities on site are communicated to its work force.
- **The studio** shall provide all necessary information associated with plant operation and/or materials/substances used as required by section 6 of the Health and Safety at work etc. act.

## SCAFFOLDING

### Work at height regulation 2005 (as amended)

#### In the event that the studio employees need to work from any form of scaffolding.

- **The studio** will ensure that any scaffolding or scaffolding appliances it provides shall be properly constructed and be of material entirely suited for the said purpose.
- **The studio** will further ensure that any scaffolding erection will be thoroughly and competently examined and inspected, before an employee is permitted to use it.
- Incomplete scaffolding should be clearly labelled as such.

## NOISE

### Control of noise at work regulations 2005.

- **The studio** will ensure that due consideration is given to the protection of its employees' hearing and will also give due consideration to the clients personnel or any possibly affected third party.
- **The studio** will also ensure that any power tools will be properly maintained and where possible fitted with noise reduction facilities.



## FIRST AID AND ACCIDENT REPORTING

### Health and safety first aid regulation 1981

### Reporting of injuries, diseases, and dangerous occurrence regulations 1995

- Wherever possible **the studio** while employees are working away from the main office accommodation will make arrangement with clients to use their first aid facilities. When this is not possible a supply of sterile plasters and basic first aid kit will be carried by employees and they are aware they should seek assistance from emergency services if necessary.
- **The studio** is aware that the provision of first-aid facilities by a main contractor does not necessarily relieve it of any legal responsibility under the Health and Safety (First Aid) Regulations 1981. Due observance in respect of the safety and health of **The studio** employees, client's employees and third parties shall be given at all times.
- All accidents are reported to the office and records kept in the accident book. Any accidents defined as statutorily notifiable are reported to the appropriate enforcing body.
- All accidents near misses will be investigated fully and appropriate actions taken to prevent reoccurrence.
- Any incidents/ accidents that are RIDDOR reportable will be investigated By CIM Associates UK Ltd and relevant steps taken to prevent reoccurrence
- Co-operate in the investigation of accidents with the object of introducing measures to prevent re-occurrence.
- All sub-contractors to report anything they consider presents immediate or imminent danger.
- As Incidents of First Aid will only be Offered if the injury is no more than a sticking plaster for bleed or assistance to sit stand an recover from a fall all incidents more serious will be dealt with by dialling 999 and the emergency response agency.

## Venue TIDINESS

- All employees and sub-contractors are expected to carry out their work in a clean and orderly manner, in compliance with the Environmental Protection Act 1990. Every effort must be made to prevent rubbish from accumulating as work proceeds.
- Sites must be kept clean and tidy throughout the work. Debris should be cleaned away and any internal washing areas swept regularly.

## HAZARDOUS SUBSTANCES

### Control of substances Hazardous to health regulation 2002

- The risk associated with hazardous substances will be carefully considered for all work activities and whenever possible less harmful alternatives will be used. Personal Protection Equipment is issued and used by all employees.
- Unidentified potentially hazardous substances i.e. asbestos discovered during working activities are referred to the client and advice taken from a Health and Safety Advisor.
- **Asbestos** – No work whatsoever involving asbestos will be carried out without total compliance with all statutory requirements (normally the use of specialists would be required).

## P.A.T. TESTING

### Electricity at work regulation 1989.

All electrical equipment that is used by the studio employee's either at the studio premises or on sites is P.A.T. tested once a year. All defective tools and equipment are repaired or replaced immediately.

The health and safety department is responsible for making sure this check is carried out on a yearly basis.

## ON SITE EQUIPMENT

### Provision and use of work equipment regulations 1998.

All on site equipment is assessed by the employee using it and if it is found defective it is to be left well alone with a sign posted on it telling others not to use it. It is then reported firstly to **The studio**.

All hired equipment comes complete with a safety certificate. This is kept by the company for records

## RISK ASSESSMENTS

### Management of Health and safety at work regulations 1999

Risk assessments are carried out continuously by employees throughout their work. Hazards are considered and work methods established to minimise the risk of injury to themselves and others affected by the work.

If an employee does not have sufficient knowledge about a specific hazard, they will take further advice from the Health and Safety Consultant if required.

Mr. Lawrence Cairns –Smith will provide his employees with appropriate instruction and training on risk assessments.

## METHOD STATEMENTS

Site specific situations will be covered by production of a method statement as deemed necessary where the risk is particularly high.

## MANUAL HANDLING

### Manual Handling operations regulations 1992 (as amended)

Manual handling risks are considered prior to each work activity. The method of work is adapted to minimise handling risks wherever possible, including use of alternative lifting and carrying methods. All employees are trained not to manually handle loads which they feel incapable of moving safely.

## FIRE SAFETY

### The regulatory reform (fire service) order 2005

All employees remain vigilant to the risk of fire.

All sub-contractors must familiarise themselves with the site arrangements for the actions to be taken in the event of a fire (eg alarms, means of escape and collection points).


Combustible materials such as paper, rags and other waste must be regularly cleared away. No rubbish is allowed to be burned on site or in the vicinity of any buildings.

PUBLIC SAFETY

The safety of members of the public is considered at all times and appropriate protective actions taken.

SITE / VENUE BEHAVIOUR

All sub-contractors, employees, contract staff and visitors are to be treated with dignity and respect. Any forms of unsocial behaviour will not be tolerated and any person who disregards these rules must be asked to leave the site.

Signed.......... Date.....30<sup>th</sup> August 2024.....

Name...Lawrence Cairns-Smith .....

Position...Director.....