



# HEALTH & SAFETY POLICY

February 2011

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## **Section 1. Introduction**

- 1.1 Blackout was founded in 1990 by Steve Tuck as a supplier of drapes, rigging and starcloth to the many live event industries and institutions that require these services including events, conference, concert, exhibition, theatre, film and television.
- 1.2 Blackout provides drapes and rigging services throughout the UK, Europe and if required the rest of the world. The Company has its UK head office and warehouse in South London and its French subsidiary office in Paris.
- 1.3 The product range has increased over the years as have the quantities now held in stock in the South London 27,000 sq ft warehouse facility and the 8,000sq ft warehouse in Paris.
- 1.4 Blackout's vast range of stock includes drapes, starcloths, tracking and all manner of aerial suspension and support equipment. All rental items are bar-coded and their availability and movements are fully monitored by an asset tracking system.
- 1.5 Blackout offers both temporary and permanent draping and rigging installations dependant on the client's requirements.
- 1.6 Blackout has an extensive drape and soft goods manufacturing department housed on the mezzanine floor at the London warehouse.
- 1.4 Blackout currently employs 40 members of staff, but this number can rise on a project to project basis with the employment of freelance workers and agency staff.
- 1.8 Blackout has invested a significant resource towards the development of a health and safety culture within the company. Whilst expanding the in house capability, Blackout has drawn external input and expertise from AFL Associates.

## **Section 2. Policy Statement**

- 2.1 The Blackout Limited Safety Policy Statement places responsibility for safety on all members of staff and makes specific commitments to working safely, the safety of those who may be affected by the work activity, care of the environment and the meeting of all of the relevant legal requirements.
- 2.2 Blackout considers that these issues are the responsibility of the Company's management and rank equally with that of finance, marketing, human resources and commercial issues. This policy and the supporting documentation will be implemented and its effectiveness monitored by the management.
- 2.3 Every employee's acceptance of their responsibilities for the health, safety and the environment in their workplace whether it is on the Company's premises or on site will ensure the success of this policy. Specific responsibility for the management of health and safety is placed with certain individuals, as indicated within this policy. These responsibilities are designed to dovetail in with their operational duties and enable individuals to develop and implement suitable standards, systems and procedures to enable the company to measure and manage its health and safety performance.
- 2.4 These company procedures and working practices shall include the following:
- Compliance with all legal requirements under The Health and Safety at Work Act 1974 and all subsequent health and safety legislation. Where legislation does not exist the company will set its own standards that meet industry best practice.
  - Assess, document and regularly review the all the significant risks arising from the Company's work activities and implement control measures to either eliminate or reduce the risks to the lowest possible levels.
  - Investigate and report accidents and incidents and the implement corrective action to prevent recurrence.
  - Maintain and regularly review the Company's health and safety policies.

- Establish an annual internal auditing program to ensure that the management systems in place are effective.
- Pro-actively encourage the participation and commitment of all staff with regard to health and safety compliance and awareness also provide training, information, instruction and supervision when required.
- Encourage clients, freelance workers, venues and contractors to achieve acceptable standards of health and safety.
- Establish objectives and targets to reduce work related ill health, accidents and the environmental impact of the work activity.
- Ensure that the health and safety implications of all business decisions are considered carefully.

2.5 This policy will be reviewed continuously and will be specifically examined annually.

Signed;



Date; 1<sup>st</sup> February 2011

**Martin Wood**

Managing Director  
**Blackout Ltd**

***The Chairman***

3.1 Stephen Tuck, the Chairman of Blackout, considers the health, safety and welfare of all of the Company's full-time employees, part-time staff, freelance workers, clients and contractors to be of paramount importance. Through management at all levels he has a responsibility to ensure, the health, safety and welfare of all the Company's employees whilst at work and members of the public and contractors whilst on the Company's premises and wherever else the work activity is taking place. In accepting this responsibility he will, so far as reasonably practicable:

- Comply with all local byelaws, regulations and any other statutes or instruments relating to the health and safety of employees, clients and contractors.
- Ensure that everything reasonably practicable is done to provide a safe and healthy environment for all employees, clients and contractors.
- Establish and adhere to operating procedures that protect employees and promote safe working and efficiency.
- Develop in the Company's staff a conviction that accident prevention is an essential element of good working practice and that its pursuit benefits the efficiency of the Company's operation, its commercial profile and the welfare of the employees.
- Ensure, so far as reasonably practicable, that contractors engaged to complete work or provide services to the Company fulfil their own legal obligations under all the relevant health and safety legislation and their own company safety policies. Also, that they have regard to the provisions and requirements detailed in this document in order to safeguard the welfare of Company employees, clients and members of the public.

3.2 The foregoing is based on the belief that:

- The overall responsibility of directors in respect of health, safety and welfare cannot be devolved to others.

- All of the Company's senior staff has a personal responsibility for the pursuit and implementation of safety management systems.
- Essentially all hazardous events are preventable.
- Every employee must act responsibly in preventing injury to themselves or others and loss or damage to the company's property, by following the correct safety rules for the tasks that they are performing.
- Health, safety and welfare standards on the Company's premises and facilities must be effectively controlled.
- Contractors have a significant role to play in health and safety compliance when about the Company's business.

### ***Managing Director***

- 3.3 Martin Wood, the Managing Director, is responsible for the overall implementation of the Company's Health & Safety Policy and shall arrange for funds and appropriate facilities to be available to meet the requirements of this policy and health & safety procedures. He is also Chair of the Health & Safety Committee.
- 3.4 The Managing Director is also responsible for the allocation of resources for health and safety purposes. Specifically the Managing Director will ensure that:
- Adequate insurance's are in place for Public Liability, Employers Liability, Motor Vehicles and any special insurance's that may be required from time to time for specific projects or events.
  - Resources are made available for health and safety related training and expert health and safety advice.
  - Resources are made available for the provision of personal protective equipment to staff when through risk assessment it is deemed necessary.
- 3.5 Christopher Brain and Kevin Monks, Blackout's two Installation Directors, have the day-to-day duty of ensuring compliance with this policy and health &

safety procedures whilst on site work is being undertaken. They are supported in this role by the individual Project Managers.

- 3.6 Audits of health & safety procedures and inspections of the workplaces will be carried out at least annually by management and relevant staff. Any health and safety items logged during the course of audit inspections will be referred to the Managing Director for allocating action.
- 3.7 Staff views and questions relating to health and safety matters are actively encouraged and should be raised with their respective Line Manager, any person listed on the Health & Safety Committee or a Director, as appropriate.

### ***Installation Directors***

- 3.8 The Installation Directors are to achieve by all reasonable means practicable the highest standards of health and safety at work for all employees and any others that may be affected by the Company's work activities. All employees are to be pro-actively encouraged to participate in maintaining a safe working environment for themselves, fellow employees, contractors, clients and members of the public. In particular the Installation Directors are to:
- Ensure they implement the Company's Health and Safety Policy.
  - Ensure that they conduct suitable and sufficient assessments of the risks presented to, and posed by their work activities including any work that is undertaken outside of the Company's premises.
  - With the assistance of the Company's Managing Director set health and safety objectives for their direct reports and ensure that every effort is made to achieve these objectives within a reasonable timescale.
  - Undertake periodic checks to ensure that the Company's safe working practices and risk related control measures are being adhered to.
  - Assist and advise the staff in resolving health and safety issues referred to them based on prioritisation according to the degree and seriousness of the risk and potential harm.
  - Stimulate interest and enthusiasm for health and safety awareness within the work activities that they are responsible for.

- Ensure that all new employees are inducted into the workplace and that they are made aware of any health and safety considerations through information and training.
- Support and assist the work of the Company's Health & Safety Consultant.
- Ensure that all accidents and dangerous occurrences are reported to the other Company directors and co-operate fully with any subsequent investigation relating to such incidents.
- Where applicable ensure that all work equipment is maintained in a safe condition and that all the appropriate safety devices are fitted and maintained. Also ensure that safety procedures are observed and that the appropriate safety equipment (PPE) is worn when through risk assessment it is deemed necessary.
- Plan work so as to minimise the requirement for potentially hazardous activities such as working at height.
- Employ mechanical handling and hoisting methods wherever possible to minimise the requirement for manual handling.
- Maintain a system of good housekeeping within the areas that they are responsible for, in order to eliminate trip/slip hazards and fire risks.
- Ensure that their direct reports and others are aware, whether on site or on the Company's premises, of what action to take in the event of a fire or any other emergency, bringing the emergency fire exits and assembly points to their attention.
- Ensure that their staff are aware of the Company's first aid provisions and the locations of the first aid boxes.

### ***Project Managers***

3.9 Project Managers have the responsibility on-site for the implementation of the Company's health and safety policy. All are responsible to the Installation Directors for matters pertaining to health and safety within their areas of accountability. Such areas include but are not restricted to:

- Ensuring that health and safety, along with licensing requirements are considered thoroughly when undertaking the work activity.
- Ensuring that staff under their control when on-site, including freelance workers and contractors are competent and fully aware of any potential hazards that may be present.
- Ensuring that all persons under their control on-site are aware of what action to take in the event of a fire, bomb threat or any other emergency, and bring to their attention the emergency exits and assembly points.
- Ensuring that all plant and work equipment used on-site is operated in a safe manner and that any safety devices that are fitted are used in the correct way.
- Plan work so as to minimise the requirement for potentially hazardous activities such as working at height.
- Employ mechanical handling and hoisting methods wherever possible to minimise the requirement for manual handling.
- Maintaining a system of good housekeeping in order to reduce the risk of trip/slip hazards and fire risks, being sure never to block or obstruct fire exits.
- Ensuring that if personal protective equipment is required that it is suitable and appropriate for the task being undertaken and used by the crew.

3.10 Each Project Manager involved in the management of the on site work activity must be mindful that they carry a considerable responsibility for the safety of the public whilst work activities are taking place under their control.

***Warehouse/Sewing Department Managers***

3.11 The Warehouse/Sewing Department Managers take responsibility for the implementation of the Company's health and safety policy whilst work is being undertaken in the Company's warehouse. Both are responsible for matters pertaining to the health and safety within their areas of accountability. Such areas include but are not restricted to:

- Read and understand the Company's Health and Safety Policy and ensure it is brought to the attention of all employees under their supervision.
- Ensure employees under their control understand their personal responsibilities and are not required nor permitted to take unnecessary risks.
- Organise and maintain a safe and tidy working environment.
- Plan storage so as to avoid double handling. Take heed of storage requirements for hazardous materials.
- Employ mechanical handling and hoisting methods wherever practicable to minimise the requirement for manual handling.
- Incorporate safety instructions in routine work orders.
- Monitor equipment for defects, which may give, rise to a safety hazard.
- Ensure work equipment is regularly maintained and keep records as necessary.
- Keep fire escape routes clear at all times.
- Where departments interface, liaise with other managers on health and safety matters.

### ***Employees***

3.12 Apart from any specific responsibilities that may be given to them all employees must:

- Make themselves familiar with and comply with the Company's Safe Working Practices at all times.
- Be aware of the significant hazards that they could be exposed to whilst undertaking the Company's business, and of the control measures that the company has implemented to reduce the risks, to the lowest level reasonably practicable.
- Observe safety regulations and instructions at all times.

- Be aware of the emergency procedures that are in place whether they are working on the company's premises or on-site.
- Wear the appropriate personal safety equipment and use any safety devices provided as and when required to do so.
- Report all accidents, near misses and dangerous occurrences to their Line Manager and or the Company's Directors as soon as possible.
- Take reasonable care of the health and safety of him/herself and of any others that may be affected by his/her acts or omissions.
- Co-operate with any duty or requirement imposed by the Company when acting under the requirements of health and safety legislation.
- Not intentionally or recklessly interfere with or misuse anything that may be provided in the interests of health and safety.
- Immediately report any serious issues to his/her Line Manager that may affect the health and safety of themselves or others.
- Never undertake work at height without the proper control measures in place as identified in the company's risk assessments.

### ***Health & Safety Consultant***

3.13 Apart from specific responsibilities already apportioned, the Health & Safety Consultant is to:

- Monitor the Company's compliance with current health, safety and environmental legislation.
- Assist the Managing Director and Installation Directors in all matters pertaining to and in connection with health and safety and their responsibilities.
- Assist or undertake accident and near miss investigations as and when required.
- Act as the point of contact for the HSE and the Local Licensing Authorities and any other enforcement officers whenever deemed necessary.

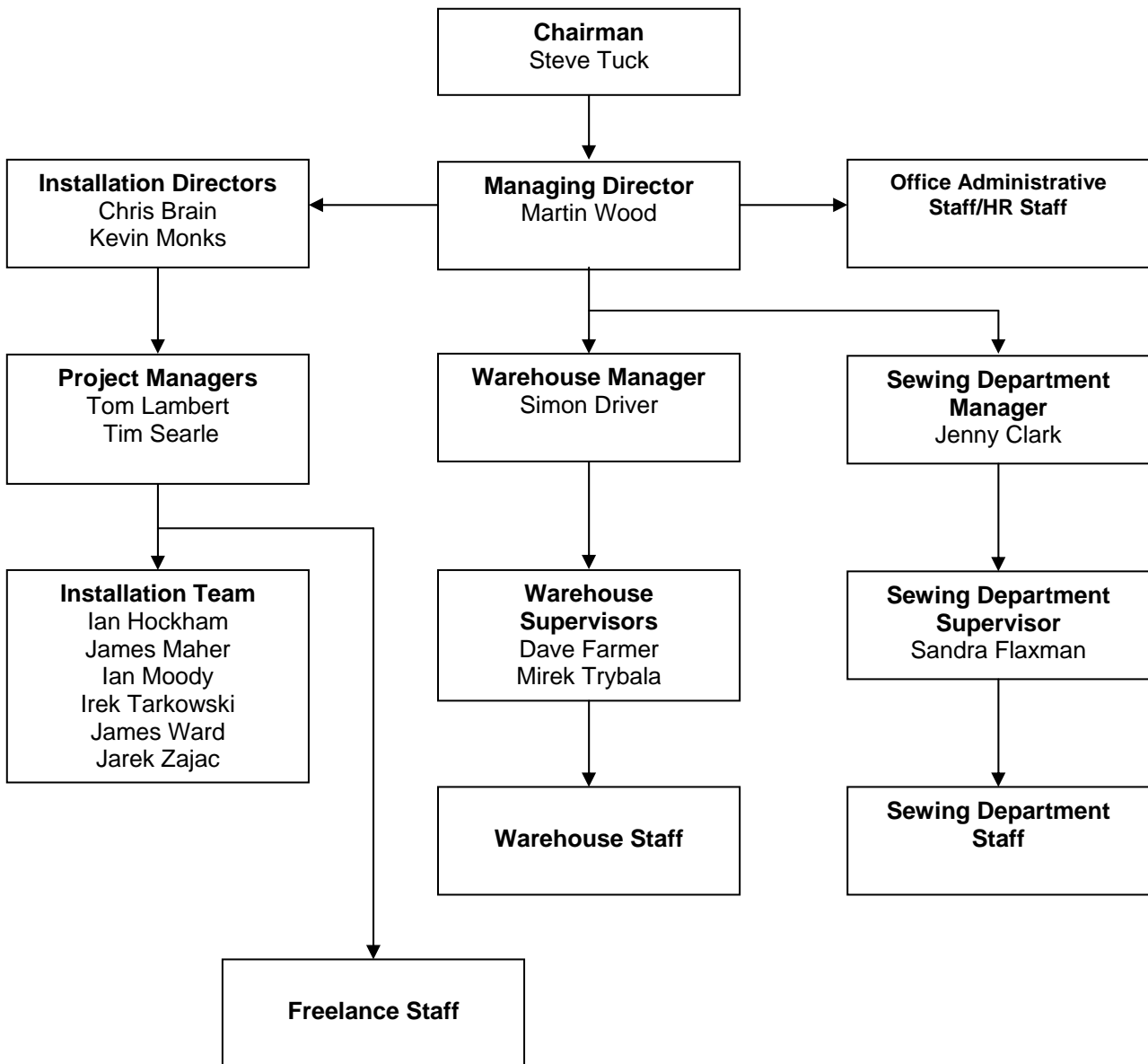
- Keep the directors of the company up to date with any changes, developments or additions to health and safety legislation.
- Identify and facilitate any health and safety training required by the company's employees and contractors.

### ***Other Persons Working on the Company Premises***

3.14 Persons working on the company's premises, but not employed by the company have a duty to:

- Ensure that the health and safety of themselves and others is not put at risk by their work-related activities.
- Comply with the Company's safety procedures at all times.
- Make themselves familiar with the Company's emergency evacuation procedures and first aid provisions.
- Maintain a high standard of housekeeping to reduce the risk of trip/slip hazards and fire risks.
- Immediately comply with any instruction given to them regarding their safety or that of others.
- Ensure that fire exits are not obstructed or blocked with items under their control.

## HEALTH & SAFETY MANAGEMENT STRUCTURE



## **Section 4. Arrangements**

### ***Management***

- 4.1 Blackout attaches great importance to the protection of its employees and others from accidents, fire and exposure to any condition or substance that might constitute a hazard to health. This protection must be led by pro-active health, safety and environmental management systems and relies upon training, expert advice, annual audits, incident/near miss reports and recommendations from the Health & Safety Consultant to implement changes in working practices when required.
- 4.2 The Company where reasonably practicable and appropriate will:
- Make use of advances in technology and technical progress.
  - Adapt work to the individual rather than vice versa.
  - Create a culture within the company that is committed to healthy and safe working practices and is always mindful of the environment.
- 4.3 After the setting of standards the Company's performance will be measured by the audit process, the aim being to identify areas for improvement and through Line Managers implement the necessary action.
- 4.4 Health surveillance will be included in the audit. This audit will be undertaken by competent persons or outside specialists as required. Where appropriate employees and contractors will be informed of the audit's findings.
- 4.5 The Company's Health and Safety Policy is the first step in the planning of preventative and protective measures. These measures are necessary if the company is to obtain the high standards of health and safety required.
- 4.6 Standards will be set that are specific, measurable, achievable, realistic and timely. Staff, resources and systems will be put in place to achieve these standards. Hazards and risks will be identified, assessed and controlled through elimination, substitution, reduction and or training and supervision.

### ***General Statement of Risk***

- 4.7 The effective assessment and control of risks is central to the management of safety. Suitable and sufficient risk assessments are essential to all areas of work involving significant foreseeable risk. The Company's management will ensure that there is input from its employees and contractors, especially those persons directly involved in the work activity. With co-operation and co-ordination the recorded assessments will include, but will not be restricted to the following significant risks:

#### ***On the Company's Premises***

1. Manual handling related injuries.
2. Fire.
3. Electrical injuries.
4. Use of visual display screen equipment.
5. Slips, trips and falls.

#### ***On Site***

6. Insufficient time and/or personnel allowed for the building and breaking down of events.
  7. Collapse of structures.
  8. Falls of people or of equipment when work is undertaken at height.
  9. Persons under the influence of alcohol and or illegal substances e.g. drugs.
  10. Manual handling injuries received whilst moving equipment on and off trucks.
- 4.8 To control these hazards and reduce the inherent risk to the lowest reasonably practicable level, the Company undertakes the following, with the aim of continually reviewing and when necessary modifying and improving its procedures:

### ***On the Company's Premises***

1. All employees and contractors of the Company will receive appropriate manual handling training as part of the induction process when joining the Company.
2. Both active and passive fire prevention measures including fire detection and extinguishing devices are in place at the Company's premises. A competent person regularly checks these devices.
3. Only competent electricians are authorised to disconnect or make connections to the company's electrical supply. Where appropriate portable appliances will be inspected and tested in accordance with the Electrical Engineers Code of Practice.
4. All employees who are habitual visual display screen users will have their equipment and workstation assessed annually. The company on request will also finance regular eye tests for these employees.
5. The management will undertake regular inspections of all areas where slips, trips and falls may occur and the appropriate remedial action will be taken to remove hazards and correct defects.

### ***On Site***

6. When pre-event planning meetings are held with clients and the company's Installation Directors and Project Managers they will ensure all parties are aware of their contractual obligations as well of those laid down under current health and safety legislation. The Company's Health and Safety Policy along with the appropriate risk assessments are to be distributed to all relevant parties to ensure a clear understanding of the hazards and risks associated with the installation work.
7. Only competent personnel are used in the construction and erection of structures. When suspending significant loads, load calculations for the roof/ceiling will be undertaken and the SWL on any permanent lifting points will be checked before use.
8. Falls from height are controlled by the requirement for workers and contractors to restrict work at height to a minimum and where necessary

wear suitable, regularly inspected safety harnesses and also where necessary to be competent in recognised rope access techniques.

9. In accordance with Blackout Drugs & Alcohol Policy and the 'Terms & Conditions for Contractors' any person found under the influence of alcohol and or illegal substances e.g. recreational drugs, will immediately be escorted off site and disciplinary action taken.

10. When deemed necessary a competent person will supervise all persons loading and unloading equipment on and off trucks.

4.9 This list is not exhaustive and more detailed assessments are contained in the Company's task specific Risk Assessments. The Company's management who's H&S responsibilities are detailed in this policy are required to identify and assess all significant risks and hazards to which their staff, clients, contractors, venues and members of the public may be exposed to. They are then to implement the appropriate control measures as far as is reasonably practicable.

4.10 Directors are responsible under the Management of Health and Safety at Work Regulations 1999 for the completion of suitable and sufficient risk assessments. Assistance and advice in the completion of these assessments is provided by the Company's Health and Safety Consultant.

### ***Communication***

4.11 The procedure for employees and contractors encountering any health, safety, welfare or environmental issues is as follows:

- The employee and contractors resolve the issue and informs his/her Line Manager of the action taken.
- If not within the employees capability, refer the issue to their Line Manager and if appropriate the Health & Safety Consultant.
- The Line Manager resolves the problem and the Health & Safety Consultant is informed as necessary.
- The Line Manager or Health & Safety Consultant informs the Directors.

### ***Occupational Health***

- 4.12 With regard to occupational health, the Company will take all reasonable practicable steps to help employees and contractors maintain good health and will provide assistance to those employees who may be experiencing health problems or work related stress.
- 4.13 In certain job roles a medical examination may be a condition of engagement, but it is important that all employees understand that this is for their own benefit.

### ***Training & Competence***

- 4.14 When new persons pass the interview process and join the Blackout team, the induction process will be initiated.
- 4.15 The newly appointed person will be shown the Blackout Staff Handbook covering various subjects including manual handling and working at heights.
- 4.16 The newly appointed person will be expected to read the Blackout Health and Safety Policy and Risk Assessments to ensure they are aware of all hazards involved with the work activity.
- 4.17 All newly appointed on site personnel will be given training prior to full engagement with Blackout in relation to use of Personal Protective Equipment (PPE), suspension equipment and manual handling techniques. The newly appointed person will also receive their allocation of PPE comprising a hard hat, Hi-Vis jacket and safety shoes.
- 4.18 Further training will be provided as the Directors deem necessary and if there is significant change in work practices or processes.
- 4.19 Health and Safety training as with all training within Blackout is seen as a continual process to improve the success and effectiveness of both Blackout and the individual within Blackout.
- 4.20 The Company shall take into account the capabilities of all its employees and contractors in the context of their designated work activity.

4.21 Additional training will also be considered if changes occur in:

- The work activity
- The environment
- The use of new equipment
- New technology

### ***First Aid***

4.22 The Company will ensure that adequate provision is made for first aid for employees, freelance workers and contractors both at the South London Head Office/Warehouse and whilst working on-site.

4.23 Training to the one day 'Appointed Person' level is to be given to the relevant persons and any other employees who the management deem appropriate. This will enable these individuals to take charge of a medical emergency situation and summon professional medical help.

4.24 The following members of staff have been nominated as the Company's First Aiders, all of whom have received accredited training in first aid:

Jenny Clark  
Sandra Flaxman  
Irek Tarkowski  
Martin Wood

### ***Accident Reporting***

4.25 The Blackout Accident Book is located with the HR Manager, Adelaide Johannsen, at the South London Head Office. Any employee or contractor who suffers an accident whilst involved in the work activity must ensure that the accident/incident is reported as soon as possible to their Line Manager who will record the accident/incident in the Accident Book.

4.26 All on-site accidents must be reported to a senior member of staff, when they occur and those individuals are responsible for informing the Managing Director. A record of the accident will then be logged in the Accident Book.

### ***Statutory Reporting of Accidents/Incidents***

- 4.27 Major injuries, dangerous occurrences and some specified diseases must be reported by law to the Health & Safety Executive. From April 2001 all reportable accidents should be reported as soon as possible by telephone to the 'RIDDOR Hotline' on **0845 300 9923** where the details will be noted and copied to the Local Enforcement Authority responsible for the area in which the accident occurred.

### ***Competent Advice***

- 4.28 To assist Blackout in undertaking the measures needed to comply with the statutory requirements and prohibitions imposed upon the Company by Health and Safety Law and subsequent regulations, the company will seek from time to time the assistance of external Consultants, when the appropriate competence is not available from within the company.
- 4.29 The Consultants who have been contracted to provide periodic Health & Safety advice are:
- AFL Associates
  - The Coach House
  - Five Horseshoes House
  - Remenham Hill
  - Henley- on-Thames
  - RG9 3EP

### ***Review***

- 4.30 The Health and Safety Policy of Blackout will be reviewed regularly to ensure that any changes in the business activities of the Company, changes and or additions to the statutory regulations are reflected in the arrangements that the Company has in place.

## **Section 5. Safety Advisory Notes**

### **Contents:**

SAN 01:	Emergency Procedures
SAN 02:	Control of Substances Hazardous to Health (COSHH)
SAN 03:	Electrical Regulations
SAN 04:	Display Screen Equipment Regulations
SAN 05:	Display Screen Equipment Assessment Form
SAN 06:	Manual Handling
SAN 07:	Employees Induction Checklist
SAN 08:	Personal Protective Equipment Training Record
SAN 09:	Tools
SAN 10:	Contractors & Visitors
SAN 11:	Lifting Gear & Equipment
SAN 12:	Dangerous Machinery
SAN 13:	Safe Use of Ladders
SAN 14:	First Aid Kits
SAN 15:	Risk Assessments
SAN 16:	Forklift Trucks
SAN 17:	Noise Levels

## **SAN 01: EMERGENCY PROCEDURES**

### **1.1 FIRE**

1.1.1 In the event of fire, it is the duty of all staff to prevent injury or loss of life.

1.1.2 Staff shall learn all means of escape in case of fire, especially emergency fire doors and be familiar with the location and operation of call points and fire equipment. Fire exit doors must not be obstructed either inside or outside the building.

1.1.3 Internal fire doors must not be wedged open as this could allow the spread of fire and smoke thereby effectively making that escape route unusable and endangering life.

#### **1.1.4 IF YOU DISCOVER A FIRE OR ONE IS REPORTED TO YOU:**

- (a) Operate the nearest call point - shout **FIRE!** and the location.
- (b) Inform the Office of location of fire. The Office shall call the emergency services (outside normal working hours the alarm remote monitoring station will make the call).
- (c) Only if it is safe to do so, attack the fire with the appropriate fire fighting equipment.
- (d) Staff with no specific emergency duties shall follow the evacuation procedure set out below.

### **1.2 EVACUATION PROCEDURE**

- (a) On hearing the alarm call, staff shall escort any visitors and leave the building by their nearest and safest route and go to the **Assembly Point in the car park to the front of the building.**
- (b) The Fire Marshals shall be last to leave ensuring all other personnel are clear of the building. They shall also (if safe to do so) ensure electricity is shut off (other than lighting circuits).

- (c) Close all doors and windows en route. Do not stop to collect personal effects.
- (d) At the assembly point the fire marshals shall ensure all personnel are accounted for.

**Do not re-enter the building until instructed by the Fire Officer that it is safe to do so.**

**Remain at the assembly point pending further instructions.**

### **1.3 FIRE MARSHALS**

1.3.1 The Company's Fire Marshals are detailed below:

Office - Martin Wood

Warehouse - Simon Driver

### **1.4 ACCIDENTS**

- (a) In the event of an accident/illness inform your first aider
- (b) The First Aid Box is located opposite the Warehouse Managers Office.
- (c) **All** accidents are to be reported for entry into the Accident Book held by the Managing Director. Potential accidents/ incidents and/or "near misses" are also to be reported.

### **1.5 POWER FAILURE**

1.4.1 In the event of a power failure the Fire Marshals shall investigate and will decide whether or not to evacuate the building.

### **1.6 POST EVACUATION AND POWER FAILURE**

1.6.1 Prior to switching machinery back on, ensure that it is safe to do so.

**Please refer to the Company's Fire Plan for more details**

## **SAN 02: CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH**

- 2.1 All work processes involving the use of substances hazardous to health shall be assessed monitored and controlled in accordance with the CoSHH Regulations.
- 2.2 Staff shall be instructed on the nature and risks of substances they might use, which can be hazardous to health (as listed in the CoSHH Register) and be provided with details of the necessary precautions they should take in their use, disposal and cleaning up after a spillage.
- 2.3 All substances hazardous to health shall be recorded in the CoSHH Register along with details of:
- The product's name and possible trade names.
  - Necessary storage and control measures.
  - What they are for, how to use them.
  - Cleaning up procedures.
  - Any PPE required.
  - Exposure monitoring - if applicable.
  - Emergency procedures.
  - Special markings etc.

### ***Highly Flammable Liquids.***

- 2.4 Paints, thinners and all other highly flammable liquids must be stored and used in accordance with the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR).
- 2.5 All containers holding flammable liquids and other hazardous substances such as chemicals must have their lids replaced as soon as they are not in use. Only small quantities should be used at any one time, with the bulk of the flammable liquid/chemicals kept in an approved store.

- 2.6 Empty containers must be removed as soon as possible and arrangements made for their safe disposal.
- 2.7 "No Smoking" and other appropriate warning signs must be displayed wherever highly flammable liquids are stored or used.
- 2.8 Flammable and other hazardous liquids must not be discharged onto the ground or into water drains where they can cause pollution or an explosion.

## **SAN 03: ELECTRICAL REGULATIONS**

### ***Portable Appliance Testing***

- 3.1 All electrical equipment connected to the electrical supply shall be listed in the Portable Appliance Register and have identification labels attached. All portable appliances shall be maintained/tested regularly by a competent person. Testing, faults and repairs shall be recorded in the Portable Appliance Register.
- 3.2 Contractors bringing in electrical equipment must be able to provide proof to the satisfaction of the Management that the equipment has been tested and is safe.
- 3.3 Employees are not permitted to use personal electrical appliances (240 volt), e.g. radios without the Management's permission.

### ***Electrical System Testing***

- 3.4 The electrical system shall be tested at least every five years (and after modification) by a competent person. Testing, faults and repairs shall be recorded.

### ***Work on the Electrical Systems***

- 3.5 **ALL EQUIPMENT MUST BE TREATED AS "LIVE" UNLESS ISOLATED AND CLEARLY MARKED "SAFE TO WORK ON".**
- 3.6 Repair or installation of any electrical equipment must only be carried out by a competent person (normally a qualified electrician) and must comply with the Electricity at Work Regulations 1989 and Supporting Guidance.

### ***Equipment Inspection***

- 3.7 Staff shall routinely visually inspect electrical equipment and report any faulty equipment for removal and repair/replacement.
- 3.8 Staff shall not make any temporary repairs.

## **SAN 04: DISPLAY SCREEN EQUIPMENT REGULATIONS**

### ***Introduction***

4.1 It is the policy of the company to comply with:

- The Health & Safety at Work Act 1974.
- The Health & Safety (Display Screen Equipment) Regulations 1992.

And to provide a safe working environment for all users and operators of display screen equipment.

### ***Scope and Definitions***

4.2 This procedure covers the safety measures that shall be implemented for the users of display screen equipment, including workstation assessments, provision of information and training, and regular eye and eyesight tests.

4.3 In this procedure;

*“Display screen equipment”* means any alphanumeric or graphic display screen, regardless of the display process involved.

*“Use”* means in connection with work.

*“User”* means an employee who habitually uses display screen equipment as a significant part of their normal work (see para. 4.0).

*“Workstations”* means an assembly comprising of display screen any optional accessories to display screen, any disk drive, telephone, modem, printer, document holder, work chair, work desk, work surface or other item peripheral to display screen equipment and the immediate work environment around the display screen equipment.

*“Eyesight test”* is defined as an assessment of the visual acuity muscle balance and muscle fatigue by a qualified and competent individual.

*“Eye test”* is defined as a full ophthalmic examination, to include refraction (assessment for glasses) and funduscopy (examination of the structure of the eye) by an optician.

### ***Responsibilities***

- 4.4 The Managing Director is responsible for maintaining this procedure and ensuring that it complies with current legislation. They shall also be responsible for providing information regarding the risks to health and safety of employees as a result of the usage of display screen equipment and for the administration of the workstation assessments and raising of corrective action.
- 4.5 Employees have a responsibility to report any perceived symptoms such as vision problems, arm and hand cramps, etc. that could have occurred as a result of using display screen equipment to their Manager.

### ***User Criteria***

- 4.6 An employee can be classed as a "User" if the majority of the following criteria are satisfied:
- Work often requires the use of a display screen for a period of an hour or longer.
  - The display screen is used on most days, or every day.
  - The worker has little or no discretion on when and whether to use the display screen, the job could not be done without the use of display screen equipment.
  - The ability to use display screen equipment forms an important part of the worker's job description, or the recruitment specification.

### ***Work Station Assessments***

- 4.7 In order to assess the health and safety risk to DSE users and to determine problems, every two years users and their workstations will be assessed.
- 4.8 In the event of substantial re-organisation or change of workstations then a reassessment shall be required.
- 4.9 The checklist shall be sent back to the Managing Director who will analyse the result and decide if there is any action required.

### ***Eye and Eyesight Tests***

4.10 Users shall have an eyesight test on a regular basis, at a period prescribed by the competent person who performs the test. This test shall also be provided in cases where an employee experiences visual problems.

**NB** THE TEST ITSELF IS LIMITED TO AN ASSESSMENT OF THE ADEQUACY OF VISION NECESSARY TO COMFORTABLY VIEW THE DISPLAY SCREEN AND IS NOT A SUBSTITUTE FOR REGULAR AND MORE COMPREHENSIVE TESTS THAT SHOULD BE CARRIED OUT BY A HIGH STREET OPTICIAN TO DETERMINE PATHOLOGICAL EYE CONDITIONS.

4.11 New employees who will be users shall have an eyesight test to determine the condition of their eyesight within their probationary period.

4.12 Display screen users who do not meet the pre-determined standards for the eyesight test will be invited to undertake a further eye test carried out by an ophthalmic optician or medical practitioner.

4.13 If the optician decides that the employee requires corrective appliances i.e. spectacles solely and specifically for display screen equipment use then the Company will be responsible for providing financial assistance to a pre-determined ceiling.

4.14 The employee is responsible for the care of their spectacles and must not mis-use, abuse, or wilfully damage them.

4.15 Where an employee transfers or moves to a job involving the use of display screen equipment to the extent defined, they shall be entitled to an eyesight test.

**SAN 05: DISPLAY SCREEN EQUIPMENT ASSESSMENT FORM**

**Name of User:**

**Name of Assessor:**

**Workstation No./Location:**

**Date of Assessment:**

**5.1 USER ASSESSMENT**

**Yes No N/A**

Does the user wear contact lenses or glasses?

If yes, are the corrective appliances specifically for DSE work?

How many hours does the user actually spend at DSE work? \_\_\_\_\_ hours daily

Is there a time frame in which the user must complete the work?

If yes, is the work carried out at fast or medium rate? \_\_\_\_\_

Has the user experienced any health problems during or after DSE work?

If yes, please specify e.g. sore eyes, bad back, etc. \_\_\_\_\_

Date of user's last eye test \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

**5.2 WORKSTATION ASSESSMENT**

**Yes No N/A**

**Display Screen**

Does the screen swivel & tilt to suit the operator?

Is it possible to use a separate base or base/adjustable table for the screen?

Can the brightness/contrast be readily changed by the user?

When sat in front of the screen, is it free from reflective glare that could cause discomfort to the user?

Are the characters on the screen clearly formed, legible and of adequate size and spacing?

Is the screen clear and free from flicker?

Comments \_\_\_\_\_  
\_\_\_\_\_

**Work Chair**

**Yes No N/A**

Is the chair stable?

Is the seat height easily adjustable?

Can the seat back be easily adjusted?

If the operator requires a footrest, is one provided?

Comments \_\_\_\_\_  
\_\_\_\_\_

**Environment**

**Yes No N/A**

Does the operator have sufficient space to change position and vary movements?

Is there sufficient lighting?

Do the windows have coverings to reduce reflective glare?

Is the noise level low enough to carryout a normal conversation, i.e. a printer is not positioned next to the user?

Is the room temperature/humidity at a comfortable working level?

Comments \_\_\_\_\_  
\_\_\_\_\_

**Keyboard**

**Yes No N/A**

Is the keyboard separate from the screen?

Can the keyboard be tilted for maximum user comfort?

Is there sufficient space in front of the keyboard to provide for the users hands and arms?

Is a wrist/arm rest provided if required?

Does the keyboard have a matt finish to prevent reflective glare?

Is the keyboard easy to use, i.e. no sticky keys, etc.?

Comments \_\_\_\_\_  
\_\_\_\_\_

**Work Desk or Surface**

**Yes No N/A**

Is the work surface large enough to contain the DSE and allow for flexible arrangements for maximum user comfort?

Is the document holder (if supplied) stable and adjustable?

Does the workstation have a matt finish?

Are cables routed and/or covered to avoid trip hazards?

Comments \_\_\_\_\_  
\_\_\_\_\_

**SUMMARY OF RISKS AND CORRECTIVE ACTION TAKEN**

<i>Risks Identified</i>	<i>Action Taken</i>	<i>Date</i>

**Employee's signature:** ..... **Date:** .....

**Manager's signature:** ..... **Date:** .....

## **SAN: 06     MANUAL HANDLING**

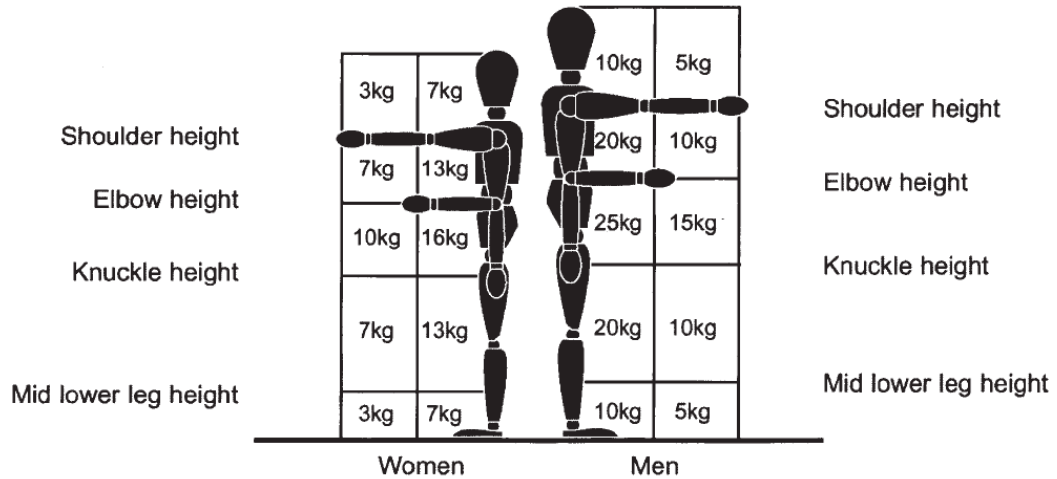
- 6.1 All employees shall receive a briefing in manual handling and appropriate posters shall be displayed in the workplace.
- 6.2 No person shall be employed to lift, carry or move any load that is considered to be heavy, awkward and/or hazardous or likely to cause "injury".
- 6.3 Mechanical assistance or additional personnel shall be utilised where necessary.
- 6.4 Risk assessments shall be carried out and recorded when appropriate.
- 6.5 Stock goods under normal circumstances shall be ordered and delivered in manageable weights and sizes.

## Appendix A

### Manual Handling Guidelines

Adapted from *Getting to Grips with Manual Handling* HSE.

- There is no such thing as a completely safe manual handling operation – but working within the guideline weights given



above will reduce the risk.

- This diagram shows guideline weights for lifting and lowering. The weights assume that the load is readily grasped with both hands and the operation takes place in reasonable working condition with the lifter in a stable body position.
- The guideline weights are reduced by 10% if a person twists through 45°, and 20% for twists of 90°.
- Observe the lift and compare to the diagram. If the lifter's hands enter more than one box during the operation, use the smallest weight given. Use an in-between weight if the hands are close to a boundary between boxes. If the operation must take place beyond the boxes, make a more detailed assessment.
- Any operation involving more than twice the guideline weights should be rigorously assessed, even for very fit, well-trained individuals working under favourable conditions.

## Appendix B

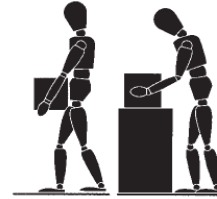
### Kinetic Handling Technique

Adapted from *Getting to Grips with Manual Handling* HSE.

- Stop and think – Plan the lift, where is the stone to be placed? Do you need handling aids? Do you need help?
- Position your feet – Stand with feet apart, giving a balanced and stable base for lifting. Position your leading leg as far forward as is comfortable and, if possible, pointing in the direction you intend to go.
- Adopt a good posture – When lifting from a low level, bend your knees. But do not kneel or over-flex your knees. Keep your back straight, maintaining its natural curve (tucking in your chin helps). Lean forward a little over the load if necessary to get a good grip. Keep your shoulders level and facing in the same direction as your hips.
- Get a firm grip – Try to keep your arms within the boundary formed by your legs. The best position and type of grip depends on the circumstances and individual preference, but must be secure. A hook grip is less tiring than keeping your fingers straight. If you need to vary your grip as the lift proceeds, do it as smoothly as possible.



- Keep close to the stone – Keep the stone close to your trunk for as long as possible.
- Don't jerk – Lift smoothly, raising your chin as the lift begins, keeping control of the load
- Move your feet – Don't twist your trunk when turning to the side
- Put down, then adjust – If precise positioning of the stone is required, put it down first, then slide it into the desired position.



**SAN 07: EMPLOYEES INDUCTION CHECKLIST**

**INDUCTION CHECKLIST**

This form should be completed on the first day of employment at Blackout.  
Any items not covered during induction should be completed within 1 week of commencing employment.

**Name** \_\_\_\_\_ **Start Date** \_\_\_\_\_

<b>HR Manager</b>	<b>Trained</b>	<b>Departmental Manager</b>	<b>Trained</b>
New Starter Checks done		New Starter form completed	
P45 or P46 / NI number recorded		Requirements of new job (job desc)	
Copy of Passport received		Facilities	
Introduction to company		Toilets	
Company structure (who's who)		Telephone calls	
Health & safety & welfare		Locker room	
Safety rules		Canteen	
Reporting accidents		Hours of work	
First aid		Clocking in	
Fire drills & training		Breaks/ times	
Safety Committee		Protective clothing	
Introduction to managers		Fire exits	
Tour of building		Tidiness & housekeeping	
Issue Terms & Condition & Handbook		The job	
Absence Policy / completing form		Standards of work expected	
Holiday / Bank Holiday		Dress code	
Sickness Policy		Smoking policy	
Probationary period		Introduction to the team	
Period of notice			
Pension			
Performance reviews			
Training provision			
<b>Employee Signature / Date</b>	<b>Manager Signature / Date</b>	<b>HR Signature / Date</b>	

**SAN 08: PERSONAL PROTECTIVE EQUIPMENT TRAINING RECORD**

**SAFETY EQUIPMENT ISSUE**

**TO:**.....

<b>Safety Item</b>	<b>Date Received</b>	<b>Signed Receipt</b>
Safety Helmet		
Safety Boots		
Hi-Vis Vest		
Back Support		
Locker Key		
Other (please detail)		

I acknowledge the receipt of the above safety equipment and undertake to:

1. Use the equipment at all times when appropriate or when so directed by the Supervisor.
2. Use the equipment only in the manner it is intended to be used.
3. Take good care of the equipment and meet the cost of replacement if it is lost or damaged through my own fault or negligence.
4. Return the equipment to the company upon cessation of my employment.

## **SAN 09: LIFTING GEAR & EQUIPMENT**

- 9.1 All lifting equipment used by the company must be tested and examined in accordance with current statutory regulations. Equipment must be properly marked with an identification number and safe working load.
- 9.2 Copies of all test and examination certificates must be available on company premises for inspection by the company representative or visiting authority.
- 9.3 Lifting equipment and other lifting appliances belonging to the company must not be used by other contractors unless written permission has been given for such use.

## **SAN 10: TOOLS**

- 10.1 The misuse of tools or using tools of inferior quality can lead to personal injury and/or bad workmanship and therefore the company is committed to the issue and proper use of safe and good quality tools etc.
- 10.2 Any tool or item of equipment discovered to be unsafe or defective shall not be used and shall either be exchanged or repaired to an acceptable standard. Unsafe tools should be suitably labelled and removed from the work site or made unusable.
- 10.3 It is the responsibility of an individual who is issued with tools, to ensure they are kept in a satisfactory condition and that reasonable care is exercised at all times in their handling, safe use and secure storage when left unattended.
- 10.4 The supervisor shall ensure that any regular maintenance schedules are followed and documented.
- 10.5 Hired tools and equipment shall only be obtained from a reputable agent. The person issued with hire tools, etc., shall be instructed in their use and made aware of any manufacturer's operating instructions.
- 10.6 "Stanley" knives, scissors and other cutting devices are regularly used. Training in their use shall be given at induction. Cutters are available for issue with protected blades and their use is preferred dependant on the activity. Ensure blades are safely stored – used blades must be well wrapped and placed in a sealed container for disposal.

## **SAN 11: CONTRACTORS & VISITORS**

- 11.1 Blackout has a responsibility to all persons on its premises. This includes contractors and other trade visitors. It must, therefore, be ensured that such persons are not exposed to any risk from the Company's premises and activities and equally the contractor/visitor does not increase risk to Employees or others.
- 11.2 All contractors are required to:
- Hold valid Employers Liability Insurance coverage.
  - Provide a copy of their health & safety policy to the Managing Director (or his nominated representative) prior to work commencing.
  - Comply with any Blackout safety procedure provided and/or identify a safety nominee with whom Blackout should liaise on safety matters.
  - Advise the Managing Director (or his nominated representative) of the intended use of any equipment, plant or process or substance, which may affect health and safety of Blackout employees/visitors or contractors
  - Advise the Managing Director (or his nominated representative) of any measures required of Blackout to minimise the risk to health and safety. It may be necessary to develop Method Statements, or Permits to Work procedures to address potentially hazardous tasks. This should be reviewed by the Managing Director.
- 11.3 Report any accident to the Managing Director. It must be noted that Blackout has a responsibility to report accidents - including contractors injured on the premises.
- 11.4 Carry out all work in a safe manner and conform to any legal requirements.
- 11.5 Areas to which contractors/visitors have access should be limited to that which is strictly necessary.

- 11.6 Contractors/visitors will need to be accounted for in the event of an emergency evacuation.
- 11.7 Any contractors/visitors should be advised on means of escape and routines in the event of fire, etc. if they are not to be accompanied throughout their visit of the premises.

**No work should be commenced by Contractors until the necessary safety provisions have been agreed with the Managing Director and, if necessary, Warning Notices displayed in the vicinity of the work.**

## **SAN 12: DANGEROUS MACHINERY**

- 12.1 Injuries and death can be caused by machines and in that respect all machines are dangerous. Legal and common sense rules apply and must at all times be observed.
- 12.2 Training records shall be maintained for all employees and contractors who clean and operate dangerous machines.
- 12.3 Special rules apply to young persons and no person under age 18 should use or undertake maintenance work on machinery especially if it involves dismantling, etc.

### ***Never***

- Use a machine unless it is in good condition, properly maintained and safe - ultimate responsibility for the safe use of the machine rests with the user.
- Use a machine unless every part that could cause injury is securely fenced/guarded.
- Use any machine unless the operator has been adequately trained in its use and is competent to do so, or under the supervision of a person who has a thorough knowledge and experience of that machine.
- Clean or repair a machine until the power source is switched off and disconnected or isolated.

## **SAN 13: SAFE USE OF LADDERS**

13.1 **NO LONE WORKING.** In the event that employees and or contractors should find themselves working alone on a site, use of a ladder is forbidden. The employee and contractor should ensure that a third party (not necessarily an employee of Blackout) is in the vicinity and who could raise the alarm in the event of an accident.

13.2 Properly assess the job to determine what equipment should be used. Ladders are often used for tasks which could be done more safely and more quickly from equipment such as a cherry picker or a scaffold. Only use ladders for low risk, short duration (15 – 30min) tasks or where the existing features of the site cannot be altered.

### **Do's**

- Use only issued equipment.
- Check that the equipment is in good condition prior to use.
- Ensure that the ladder is firmly secured at the top.
- If this is impractical, see that it is firmly secured at the base.
- Set the ladder at the correct angle 1 out to every 4 up.
- Stand the ladder on the STOPPER supplied. If the STOPPER is not available then stand the ladder on a firm level base, not on loose material.
- Make sure footwear is in good condition.
- Clean wet, icy, or greasy rungs before use.
- Clean off mud or grease from footwear before climbing.
- Carry light tools in a holster or a tool bag slung from a strap over the shoulder, or use a hoist line.

### **Don'ts**

- Use a make-shift ladder.
- Use a ladder that is too short (It must extend to a height of at least 1.04 metres above the stepping off point).
- Stand a ladder on a drum, box or other unsteady base.
- Support a ladder by its bottom rung or hang it by an upper rung.
- Allow more than one person on a ladder at a time.
- Over reach from a ladder, move it to a more advantageous position.
- Use metal or metal reinforced ladders near electrical cables.
- Use ladders with cracked or broken rungs or other defects.

## SAN 14: FIRST AID KITS

- 14.1 The following are recommended for the contents of first aid kits suitable for a small office (1-10 employees) and one for a medium size (11-50 employees). Each list meets the recommendations of the Health & Safety Code of Practice 42 (1990).

ITEM	Small Office	Medium Office
Sterile Individually wrapped plasters	20	40
No 16 Sterile Dressings	2	4
Triangular Bandages	4	6
Safety Pins	6	12
No. 8 Sterile Dressings	6	8
No. 9 Sterile Dressings	2	4
No. 3 Sterile Dressings	3	4
Antiseptic Cleaning Wipes	20	20
A General Guidance Card on First Aid	1	1
Disposable gloves	1 pair	2 pairs

- 14.2 The above items should be stored in a suitable box easily identifiable by a white cross on a green background.
- 14.3 For the purposes of UK law, "first aid" means preserving life and minimising the consequences of injury until qualified help is obtained, and the treatment of minor injuries, which would otherwise not get treated, and which do not require attention by a medical practitioner. **Medicines play no part in official first aid and have no place in the first aid box.** Hence tablets (e.g. aspirin / paracetamol), creams, fruit salts (ENOS) and bottles of liquid (TCP) should not be part of the first aid provisions.
- 14.4 Extra equipment, or items required for special hazards, i.e. antidotes, must be kept in or near first aid boxes but only used in situations where the first aider has been specifically trained in their use.

## **SAN 15: RISK ASSESSMENTS**

- 15.1 Numerous pieces of legislation require risk assessments to be carried out and, in particular, the Management of Health and Safety (Workplace) Regulations 1999.
- 15.2 All work activities need to be assessed by a competent person in order to identify the hazards and quantify the risks of these hazards causing harm to people.
- 15.3 Hazards and risks that are not eliminated must be controlled and the control measures, be they physical or procedural, must be communicated to those who will work, or otherwise come into contact with the hazards.

### ***Sensible Risk Management***

- 15.4 The Health & Safety Executive (HSE) believe that risk management should be about practical steps to protect people from real harm and suffering - not bureaucratic back covering. If you believe some of the stories you hear, health and safety is all about stopping any activity that might possibly lead to harm.
- 15.5 This is not the HSE's vision of sensible health and safety – the HSE want to save lives, not stop them. Their approach is to seek a balance between the unachievable aim of absolute safety and the kind of poor management of risk that damages lives and the economy.

## **SAN 16: FORKLIFT TRUCKS**

- 16.1 Personnel must not be allowed to drive or operate a lift truck unless they have been specifically selected, trained and authorised in writing to do so.
- 16.2 The driver should be trained to the level of skill necessary to operate the type of lift truck safely and efficiently.
- 16.3 Passengers must never be carried unless a proper seat is provided. Never use a forklift as a working platform unless it complies with the requirements detailed in H.S.E. Guidance Note PM 28.
- 16.4 Proper maintenance and servicing should be undertaken in line with the manufacturer's recommendations and current legislation.

### ***Battery Charging***

- 16.5 Charging of lead acid batteries will produce hydrogen from the cells and there is therefore a risk of fire and/or explosion. Only authorised and trained personnel are permitted to charge and/or top-up batteries.
- 16.6 The protective clothing supplied (goggles, protective apron and gloves) are to be worn whenever there is a risk of battery acid splashing. An emergency eye wash facility is adjacent to the charging bay.
- 16.7 The battery charging area is designated "No Smoking" and "No Naked Lights". Fire extinguishers are to be positioned adjacent to the charging area. Heaters both electrical and gas must be positioned at least 15 metres away.
- 16.8 To avoid sparks the charger must be switched OFF before the battery is connected or disconnected to or from it. The charger must be switched OFF during any necessary battery filling.

## **SAN 17: NOISE LEVELS**

### ***Introduction***

- 17.1 The Control of Noise at Work Regulations 2005 (the Noise Regulations) came into force for all industry sectors in Great Britain on 6 April 2006 (except for the music and entertainment sectors where they came into force on 6 April 2008).
- 17.2 The aim of the Noise Regulations is to ensure that workers' hearing is protected from excessive noise at their place of work, which could cause them to lose their hearing and/or to suffer from tinnitus (permanent ringing in the ears), Diplacousis, etc.

### ***Key Messages***

- People who work or perform in pubs, clubs or live music events where amplified music is played are likely to experience high noise levels.
  - Regular exposure to high levels of noise can cause permanent hearing damage.
  - Employers and employees working in pubs, clubs and live music events have responsibilities to protect the hearing of all employees. This includes bar staff, performers and crew.
  - Employers must carry out a Noise Risk Assessment (Where live amplified music is performed you may assume that you need to take action).
- 17.3 Steps you can take to reduce people's exposure to noise include:
- Acoustic controls: help to absorb reverberant noise.
  - Physical separation: keep employees away from noisy areas.
  - Direction controls: to point the sound where you want it - the dance floor performance area, and away from bars and other areas.
  - Volume control: keep all equipment in good working condition and make it clear who can use the volume controls.
  - Managing exposure: to reduce the length of time to which individuals are exposed.
  - Information, instruction and training: to make sure everyone understands what you are doing about noise, and why it is important.

- Hearing protection: but only after you have looked at all other ways of controlling noise or while you are implementing a more permanent solution.

### ***Length of Exposure***

17.4 Different people who work or perform in pubs, clubs and live music events are exposed to different levels of noise. These figures represent typical noise levels.

<b>Occupation</b>	<b>DB Levels</b>
Bar staff	89 -99
Glass Collectors	90 -100
Waiters	102
DJ's	93 - 99
Lighting Technician	104
Security	97
Dance Floor/FHO	94 -104

### ***Acceptable Noise Exposure Limits***

17.5 Within the legislation the maximum unprotected exposure limits are detailed below:

<b>Level (dB9a)</b>	<b>Time Exposed Unprotected</b>
80	8 hours
86	2 hours
92	30 minutes
101	3.75 minutes
110	28 seconds

### ***Hearing Protection***

- 17.6 Personal hearing protection should be considered only as a last resort when all other methods of control have been explored, or while permanent solutions are being sought.
- 17.8 Personal hearing protection must be used where necessary to eliminate or reduce the risk to hearing.
- 17.9 Users or their representatives should be involved in the selection. Users must receive appropriate instruction, information and training in the use of the selected protection, and be monitored in its use.
- 17.10 Personal hearing protection should:
- Control the risk
  - Not over-protect
  - Be the right type
  - Be comfortable and suitable for the environment
  - Be properly used - improper use is sometimes worse than no protection at all because the user assumes they are being shielded
  - Be worn whenever there is a noise hazard present
  - Be readily available to all who need it
  - Be properly maintained