**FUNDAY**

**Health and Safety**

**Policy.**

####

**Coppingers**

**West End Road**

**Tiptree**

**Essex**

**CO5 0QH**

**office@fundayltd.com**

[**www.fundayltd.com**](http://www.fundayltd.com)

**HEALTH AND SAFETY POLICY STATEMENT**

To comply with all relevant Health & Safety at work legislation it is incumbent upon FUNDAY to issue a safety at work policy statement.

The purpose of this statement is to inform you of our obligations and intentions towards the provision of an environment safe to you, your colleagues and the general public. It also outlines your duties regarding conduct at work, safe use of power tools and safe working practices particularly whilst working upon electrical equipment.

Some of the following points are legal requirements and some are mere common sense. All are equally important.

FUNDAY operating at Coppingers, West End Road, Tiptree, Essex, CO50QH will comply with the Health and Safety at Work Act 1974 so far as it is reasonably practicable.

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems for our employees, subcontractors and trainees alike.

Contractors and outside agencies working for FUNDAY will be expected to operate within their own Health and Safety Policy statements within the overall procedures as determined by FUNDAY.

Where no Health and Safety Policy statements are in place, written instructions and/or procedures will be issued to associated agencies requesting their compliance to co-operate where reasonably practicable within our stated policies.

We will so far as is reasonably practicable work alongside other contractors and agencies on various sites/locations, who we will expect to operate within their documented Health and Safety Policy statements and procedures.

Where applicable, so far as is reasonably practicable, we will operate within the Health and Safety policies as laid down by the venue or location where FUNDAY are operating.

The allocation of duties for safety matters and the particular arrangements that we will make to implement our policies will be set out in our Health and Safety document.

FUNDAY recognize and confirm our commitment to our employees, contractors and trainees in so far as our obligations under the Health and Safety at Work regulations.

We will endeavour to ensure the following:

1. All staff will be aware of the company’s H&S policy.
2. All staff to be aware of the location of first aid equipment and the correct procedures for dealing with and reporting accidents.
3. All staff will be aware of the location of fire fighting equipment, alarms and the correct procedures for dealing with emergencies and evacuation.
4. All staff will be made aware of the procedures for reporting defects.
5. Good housekeeping will be encouraged to ensure a safe and clean working environment.
6. All tools and machinery will be checked and maintained in good working order.
7. Staff will be encouraged to put forward for discussion any proposals for improving existing situations.
8. All staff will be made aware of our Risk Assessment Program and their duties within these regulations.
9. All members of staff, in whatever capacity i.e. full time, part time, sub-contractor or trainee will be issued with the complete H&S documentation as relating to FUNDAY the documents will be explained and feedback encouraged.
10. As a company we will undertake to review our policy on an annual basis.

**RESPONSIBILITIES**

Overall and final responsibility for Health & Safety in the company is that of:

Mr Tony Hart (Proprietor)

In his absence Miss. A. Wilson will deputize.

Mr T Hart is the appointed first-aider.

Outside contractors are responsible for servicing fire extinguishers.

All employees have the responsibility to co-operate with managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

**Whenever an employee or manager notices a health or safety problem that they are not able to put right, they must inform the senior management listed above.**

**FUNDAY’s DUTIES AND RESPONSIBILITIES**

It is the obligation of FUNDAY to ensure that:

* The place of work is safe and without risk to health.
* All plant and machinery is properly installed and maintained, to ensure reliable and safe operation.
* Safe systems of work and plant operation are instituted and enforced.
* Dust, fumes and noise are controlled or adequate protection from health risks from dust, fumes and noise is provided and that such protection is properly used.
* Electrical installations are safe and that adequate protection circuitry is provided and that electrical installations are regularly checked and serviced.
* All equipment shall be safely stored, particularly FUNDAY shall ensure dangerous and flammable substances are properly stored and that all handling (lifting, stacking, transporting) of equipment shall be carried out with adequate numbers of staff to ensure safety during handling and safe storage.
* Adequate fire extinguishers capable of dealing with all types of fire. Proper fire procedures are put into place.
* An adequate first aid kit is provided and that the first aid kit is properly provisioned to, at least, statutory requirements.
* General working conditions are of a standard that do not hinder the safe and healthy use of the workplace and plant, etc. i.e. adequate lighting, heating, ventilation and toilet facilities are provided.
* To provide training, information, instruction and supervision to ensure health and safety and that staff do not operate plant, machinery or electrical equipment without proper training or qualification.
* It is the responsibility of FUNDAY to ensure that all applicable legislation regarding health and safety at work is conformed with and that FUNDAY keeps all staff abreast of changes to the relevant legislation and update safety procedures accordingly.
* It is the responsibility of FUNDAY that it informs all employees of the company’s safety policy.
* The cost of training for safety and provision of safety garments or goggles, etc. shall be borne entirely by FUNDAY.

**EMPLOYEES’ DUTIES AND RESPONSIBILITIES REGARDING HEALTH AND SAFETY AT WORK.**

The responsibilities of employees as set out by section 7 & 8 of “The Heath & Safety at Work Act, 1974” are:

* Employees have a responsibility to take reasonable care to avoid injury to themselves or to others by their work activities.
* To co-operate with FUNDAY, and with others in meeting statutory requirements.
* To use equipment correctly.
* To use safety equipment provided.
* To bring to the attention of the safety officer any matter that in your opinion could constitute a health risk or a danger at work.
* Note to all self-employed sub contractors; as a self-employed person, legal duties, similar to those upon which FUNDAY must comply, rest upon you to avoid danger or risk to health to yourself or others.

**Duties and Responsibilities to the General Public.**

It is the responsibility of the company to ensure that members of the general public are protected from danger and any risk to health.

* When touring it is the responsibility of the company’s agents (staff members or self-employed sub contractors) to ensure that due consideration is given to the safety of the public and others.

**GENERAL CONDUCT**

To ensure a safe working environment certain guidelines to staff conduct shall apply.

* Staff will not work whilst under the influence of drink or drugs. Any member of staff found at work under the influence of drink or drugs may be summarily dismissed, self-employed sub contractors maybe relieved of their responsibilities and asked to leave the premises. Any member of staff found under the influence of drink or drugs during set-up, concert or get out of a touring event may be relieved of their responsibilities and replaced on that event.
* Staff shall use all machinery, plant and electrical equipment in the proper manner, with due regard to their own safety and that of others. Any member of staff found using any equipment in any way other than that prescribed may be issued with a written warning or summarily dismissed. Staff found tampering with equipment so as to render that equipment unsafe will be summarily dismissed.
* Staff shall ensure that when lifting or handling equipment, that there is enough staff to assist thus preventing accident or strain.
* Do not work upon damaged plant or equipment; ensure that the equipment you are working on is in proper condition and safe. Report damage to equipment and plant and mark it up as unsafe.
* If you should inadvertently damage equipment report it immediately. Do not be afraid of a reprimand. Damage caused through incorrect use may gain a reprimand BUT to damage equipment and leave it in a potentially hazardous state may lead to injury to others and, therefore, far more serious consequences.
* The workplace contains many unforeseen dangers so always bear in mind the potential for accidents. Be mindful of the safety of yourself and those around you.
* Do not play practical jokes.
* Do not indulge in “horse-play” or “sky-larking”.

**IN THE EVENT** **OF AN ACCIDENT**

* Should an accident occur to you, immediately summon assistance. Should you be in the locality of an accident it is your first priority to render such first aid as you can, should the accident be sufficiently serious to warrant calling an ambulance DO IT, without reference to higher authority.
* Secondly, ensure that the safety officer is informed of the details of the accident. (In the event of the absence of the safety officer, inform the senior member of staff, or make an entry in the accident book.
* Safety at work can only be achieved through partnership, so help us by co­operating with the above guidelines. Should you be aware of any potential danger or health risks please inform the safety officer.
* The First Aid Kit is kept: Warehouse
* The Accident Book is kept: Office
* The Safety Officer is: T Hart**ORGANISER / VENUE RESPONSIBILITIES**
1. Permission must be granted to FUNDAY to inspect the venue prior to the event, to assess the hazards, which are involved and quantify the risks, which these hazards present.

Wherever possible any identified risks must be removed by the organisers. If they cannot be removed then they must be managed so that they do not present risks to the Health and Safety of workers and members of the public.

The primary responsibility for the elimination of risks will be the responsibility of the venue, the event organizer, the manager, licensee and/or promoter dependant upon the contractual obligations in force.

1. The client must restrict members of the public or unauthorized personnel entering into specifically designated working areas allocated for FUNDAY.
2. The client must provide to FUNDAY such information as may be requested regarding weights and point loading for their equipment.
3. The client must ensure that all personnel are instructed to comply with safety directions as issued by FUNDAY.
4. The client must ensure that FUNDAY personnel are made aware of the following:
* First Aid Point.
* Nearest telephone.
* Nearest fire point.
* Any local Health and Safety regulations we should be aware of.
* Nearest toilets and washing facilities.
* Situation of our designated loading unloading areas
* Situation of our designated storage area.
* Any identifiable hazards within the working environment. (e.g. underground cables / services).
* Name and telephone number of our client contact on site / venue.
	1. Where safety equipment / clothing are required to be used, these areas must be clearly designated.

## RISK ASSESSMENT

**RISK ASSESSMENT AND STANDARD PROCEDURES.**

As a company we are obliged to identify areas of potential risk that could result in harm or injury being caused to employees or other persons.

Once identified we must ensure that standard working procedures and adequate information, training and controls systems are introduced to reduce these risks as far as is reasonably practicable.

The risk assessment for FUNDAY is based on our own experience, our clients and having due regard for the H&S publication IND (G) 163 L 1/95 C700 “Steps to risk assessment”, and the H&S at work act 1974.

Whilst working for FUNDAY in whatever capacity or location the following must be observed and adhered to

Vehicles

* Only qualified and competent persons will be allowed to drive.
* Observe the prevailing speed limits and other road regulations.
* Take due care and have regard for the prevailing conditions.
* Use the vehicle for its designated purpose.
* Check for any defects, and take required action to rectify.
* Check security of load to prevent any forward movement or slipping.
* Check tyres, horn, seats, lights, steering, braking, safety fitments, and exhaust.
* If possible enlist the help of someone when reversing.
* Mobile phones must not be used when driving. Failure to comply with this could result in dismissal.

**Working areas.**

**Before work commences check the following.**

* Walkways are clear and in good condition.
* Any objects unstable or likely to fall?
* Any tripping or slipping hazards?
* Fire escapes identified and accessible.
* Adequate lighting.
* Location of nearest telephone for emergency use.
* Location of First Aid.

Ladders

* Avoid working at height where practical.
* Check rungs, stilts, and feet. Are they safe to use?
* When using, ideally have someone holding the ladders.
* Correct angle, four up one out.
* Secure at top and bottom, if practicable use ladder stays and/or stand off.
* Ensure ladder is correct for job and will extend at least three feet above the landing point.
* Do not support ladders on rungs.

Hand Tools

* Are they correct for the job?
* Check handles for split, broken or loose heads.
* Are they in good condition?
* Will they do the job safely?
* Screwdrivers are not to be used as chisels or levers.
* Avoid splayed jaws on spanners. Use the right size; do not pack to make fit. Do not extend with a handle
* Tools are not toys; do not use them for any other purpose than that which they were intended. Carry all tools wisely and handle with care.
* Do not distract people who are using machines.

**Personal**

* Are you too hot or cold to work safely?
* Are you properly hydrated to work safely?
* Are you too tired to work safely?
* Don’t wear clothing that restrict movement or are liable to get caught.
* Long hair must be tied up.
* Sun-block, sun-glasses and sun-hats should be used when working outdoor in sunny weather.

**General**

Where necessary wear protective aprons, overalls, gloves, face masks and any other items deemed necessary for the protection of you and other people.

**Lifting** *I* **Loading**

When engaged in the above our standard work and practice rules will be adhered to. Lifting gear, ramps, forklift truck etc, will be used to minimize individual effort. Staff are required to follow the laid down procedures:

1. When lifting in groups – communicate.
2. Do not lift more than you are comfortable with.
3. Use the proper lifting technique.
4. Never try to save time by having a go yourself!
5. Ensure that the correct number of staff/equipment is available for each lift.
6. Do not jerk and shove whilst lifting.
7. Lift in easy stages, floor to knee and then to carrying position.
8. Hold weights close to body, lift with the legs and keep back straight.
9. Grip loads with palms not finger tips. Never change grip whilst carrying items. Don’t let the load obscure your vision. Ensure the route is clear before setting off.
10. Only use lifting equipment that carries an up to date certificate confirming safe working loads.
11. Never exceed the safe working load.
12. Check the stability of the load prior to attempting a lift.
13. If in doubt do not proceed but seek help from management/supervisor.

ACTION REQUIRED IN THE EVENT OF SOMEONE SUFFERING FROM ELECTRIC SHOCK.

1. Summon help, shout or try and attract someone’s attention. DO NOT do anything until there is a third person.
2. Switch off power.
3. If above cannot be achieved, try and push the casualty clear with a piece of wood or chair. Do not touch them until you know the electricity is off or they are clear from the area.
4. Providing appropriate safety wear is being worn e.g. thick rubber soled boots, thick rubber gloves, standing on rubber, wood or lino floor you can attempt to move a person whilst the electricity is still on. This should only be considered if no other options are available and the injured person is in danger.
5. Put the person in the recovery position and call for an ambulance if this has not already been done.

###### General responsibilities

Use common sense in all electrical matters - if in doubt ask. ELECTRICITY KILLS!!!

**COSHH**

**The control of substances hazardous to health regulations 1994**

The regulations apply to virtually all substances hazardous to health. Only those materials having their own regulations are excluded.

Where substances hazardous to health, including biological agents, are used, produced, stored or otherwise arise in a workplace, employers are required to assess the risks to the health of their employees and to prevent or control any exposure.

Under the regulations there is an equal obligation on both the employer and self-employed to inform employees and visitors on the premises of the hazards and risks which they are liable to encounter.

As an employee your obligations are as follows

1. To make full and proper use of all appropriate control measures, including personal protective equipment and other facilities.
2. To follow the instructions you have been given on the correct use and storage of personal protective equipment.
3. To remove any protective equipment that could cause contamination before eating, drinking or smoking.
4. To practice a high standard of personal hygiene and make proper use of facilities provided for washing, eating and drinking.
5. To report promptly to management any faults found in the control measures and facilities provided.
6. To make yourself available for health surveillance if required.
7. To co-operate as necessary to enable employers to meet their obligations.

**Hazard**: this is represented by a substance and its potential to cause harm.

**Risk**: is the likelihood that it will harm you in the actual circumstances of use.

**Labels**: Drums and containers of dangerous substances have to be labeled under the classification, packaging and labeling of Dangerous Substances Regulations 1984 (CPL). The labels have hazard warning symbols and two types of guidance phrases.

**R Phrases identify the hazards, e.g.**

Toxic by inhalation.

Irritating to the eyes.

**S phrases give advice on how to minimise the risk, e.g.**

Avoid contact with skin.

Keep away from heat.

**Safe use of chemicals**

1. Assess the risk when any substance is about to be used.
2. Read all labels on appropriate containers and familiarise yourself with instructions.
3. Read the manufacturers Safety Data Sheets which will be displayed near the storage point as well as in the office, be aware of potential problems highlighted by these sources of information and take the appropriate measures to minimise risk.
4. Do not smoke, eat, drink or use naked flames in areas where potentially dangerous products are being used.
5. Do not keep food in areas subject to COSHH regulations.
6. Do not siphon or pipette by mouth.
7. Return all products to safe storage after use. Do not leave open containers lying around.
8. You must wear the approved safety wear that is provided for the job.
9. Work in well ventilated areas.
10. Act responsibly at all times.

**In the event of an incident / accident**

If someone is hurt, follow procedures as laid down.

If a spillage occurs, summon help and try and contain the problem by using soak up

granules or containing the spillage by whatever safe means are at your disposal.

**Do not endanger yourself.**

**Practicalities** **of dealing with an incident**

In the event of an accident happening the following procedures should be adopted,

1. Make location safe.
2. Seek help if practicable, ideally the appointed first aider.
3. Treat the injured person and endeavour to reduce pain.
4. If necessary call for an ambulance.
5. If in doubt whatsoever **DO NOT MOVE** the injured person or give them anything to drink.

**Behaviour**

Any unacceptable behaviour from either FUNDAY staff or its contractors, in whatever capacity, including the taking of drugs, alcohol or misuse of prescribed medicines whilst involved in the working environment will be deemed a serious offence and appropriate action will be taken to remove the immediate problem and prevent further occurrence.

FUNDAY will operate within a “Safe System of Work” to ensure the safety of persons by proper control of and attention to residual risks.

Our staff will be instructed to use acceptable behavior and good working practices so as not to endanger themselves or others.

Due care and attention shall prevail in all circumstances.

Our statement of risk assessment does constitute a contract.

**Above all let common sense prevail!**

**SITE RESPONSIBILITIES**

The client must ensure that FUNDAY personnel are made aware of the

following:

a) First Aid Point.

b) Nearest telephone.

c) Nearest fire point.

d) Any local Health and Safety regulations we should be aware of.

e) Nearest toilets and washing facilities.

f) Situation of our designated loading / unloading area.

g) Situation of our designated storage area.

h) Any identifiable hazards within the working environment. (e.g. underground cables / services).

i) Name and telephone number of our client contact on site / venue.

 Where safety equipment / clothing is required to be used, these areas must be clearly designated.

### METHOD STATEMENT

**Arrival at Site**

Locate the event manager for the event and advise him/her of your arrival. If you are delayed for any reason ensure that:

a) The venue is made aware of the situation and of your estimated time of arrival.

b) An office-based administrator of the Company is advised of the situation.

###### Vehicle Movements

* Make sure a responsible person is marshalling the vehicle and that all other personnel are standing clear.
* Observe any potential hazards or pitfalls that might hinder the safe manoeuvring of the vehicle.
* If you are assisting the driver ensure that she/he can see you at all times either directly or via their mirrors.
* If you do see any obstacle or unsafe situation developing shout out **STOP!** loudly and bang hard with your fist on the side of the vehicle body.

An Important Note

 DO NOT WORK UNDER THE INFLUENCE OF ALCOHOL OR DRUGS.

###### Unloading

* Care to be taken when opening vehicle doors, check that the load has not moved and nothing falls out.
* Ensure that all other personnel are standing clear of doors.
* Make sure area is adequately lit.
* Put ramp in place using a minimum of four persons.
* Carefully undo load ensuring that no unforeseen load movement will occur.
* Use sufficient personnel to lift down heavy objects.
* Observe correct lifting practices.
* Use lifting equipment for very heavy items.
* Stand clear of driving area when lifting equipment is in use.
* NEVER undertake a loading or lifting task in unsafe circumstances or with insufficient personnel.

###### Equipment Handling

* Use correct lifting practices.
* On large/tall items use the appropriate number of personnel and assess the item carefully before attempting to move it.

###### Cases Placement

* Distribute/sort cases to correct location.
* Leave clear pathways and observe access to emergency exits.

**Power Distribution**

• Competent mains engineers are to liaise with the approved house or site electrician before connection of any of FUNDAY equipment to the house or site supply.

• All power supplies are to be measured with reference to appropriate earth/neutral connections.

• Power is to be turned off and tested safe while wiring in tails.

• Run cables in areas where interference or damage by others or by machinery cannot to occur.

• Locate power distribution system in a dry area and label accordingly if the venue has not done so.

• On no account connect to or be persuaded to service house mains supplies. If a house electrician is not available WAIT until a qualified person can be located. Do not be pressured into attaching tails to house services or to generators.

• After installation conduct a full power test (see testing procedures) to ensure that the supply will not fail under full load. Request that any other power demands are switched on to full capacity (i.e. lighting systems etc.) to ensure that the service will not fail under full load.

• Check the earth leakage on the system meters and perform an earth leakage trip test to ensure that the trips are working normally.

**Rigging**

• NEVER be persuaded to climb to a height of more than 2 metres from the nearest safe surface.

• Always ensure that the points are being installed by a competent rigger.

• Decline to install PA on points that are not obviously satisfactory. If in doubt - ASK!

###### Ground Cabling

* All cabling to be run through cable traps where possible.
* Cables travelling through walkways or public areas need to be covered with matting / heavy duty tape.
* Matting to be marked with white tape.
* Cables are to be laid in parallel to each other.
* If cable is run overhead, it needs to be securely fastened to a static structure.
* Overhead cables need to be out of reach of the public.
* Run cables in areas where damage is unlikely to occur.

 **After the event**

* Conduct the de-rig and load-out in accordance with the advice and obligations of the preceding chapters of this document.
* Especially observe that personnel are tired and less quick to react after an event. Make allowance for this and increase safety margins.
* When loading vehicles ensure that the load is safe and secure and that the load cannot move during transit.
* After the load-out is complete conduct a complete check of the venue to ensure that nothing has been left behind. Ensure that FUNDAY personnel have not been responsible for any damage to the venue and that the Company has not left any undue litter.

**Leaving the venue and travelling**

* Always advise the production manager that you have completed your tasks and are ready to leave the venue.
* If you are tired and are intending to drive take extreme care. If you feel that you are too tired to drive take a break and if necessary check into a hotel.
* DO NOT DRIVE UNDER THE INFLUENCE OF ALCOHOL OR DRUGS.

**Appendix 3: Safety at Work** - **Policy Statement**

**Safe Working Procedures for Employees and Self-employed Crew**

FUNDAY is dedicated to delivering the best possible service to clients whilst ensuring that safe working practices and procedures are always applied and adhered to. This is to safeguard employees, self-employed crew, other working personnel and the general public on site at any venue, whether indoors or outdoors. It is therefore vital that all employees and self-employed crew ensure that safe working procedures are adhered to whilst setting up, operating and de-rigging equipment, both in the warehouse and on site. A general risk assessment is provided, but where specific risks are apparent the FUNDAY Crew manager for the event will be responsible for identifying these risks and taking the appropriate actions to bring them to the attention of all parties.

**Safe Working Procedures**

* The Company is dedicated to carrying out each operation involved in Company business in a safe manner. If any person is unsure of the correct or safe procedure in any given circumstance, and then it is the responsibility of that person to ask either the Crew manager or a representative of the company how he/she should proceed. Never assume that a new task is safe. If in doubt - ask.
* All safety equipment necessary for each job must be worn at all times. It is the responsibility of the individual sub-contractor/staff member to ensure that he/she follows safe working practices. This is particularly important where any individual is working at heights. Harnesses should be worn, fastened and clipped on where appropriate at all times. Any person that is found not to be following safe working practices is liable to have their contract instantly revoked.
* With specific regard to working at heights all sub-contractors/staff members should note the following rules:
	+ - 1. Never climb unless specifically requested to do so by the Crew manager
			2. You have the right to refuse to climb
			3. Never climb alone - always have a ground support person
			4. Always use a harness, and clip it on, where appropriate
			5. Never climb if you have consumed alcohol or taken drugs
* Never attempt to undertake a task requiring qualifications if you are unqualified in that area e.g. forklift truck driving. If in doubt on this point, please ask.
* When asked to drive on behalf of the Company - either in a company car, your own car or a hired vehicle, always observe the following:

Always drive within the speed limit

Never drive if you have consumed alcohol or taken drugs

Observe road conditions and drive accordingly

Park all vehicles safely, and in a place allowed by law

If transporting equipment always ensure that the truck is locked, and backed up to a wall if left loaded and unattended. This is a condition of our equipment insurance.

If responsible for transporting equipment in a van or truck ensure the load is safe and off wheels for carriage, use strapping or bars for loading if required. If in doubt, ask.

Never drive if not licensed to do so, as this is not only illegal, but would invalidate any insurance policy.

* The work will involve some manual handling. Each individual sub-contractor /staff member must be aware of safe lifting procedure. You have the right to refuse to lift heavy items of equipment. Always ask for help to avoid injury. If in doubt, ask. Manual handling leaflets are available from the Health and Safety Officer on request.

**INSURANCE**

* The Company carries Public Liability insurance, and Employer’s Liability insurance, which covers the general public and direct employees in case of accident or injury.
* The Company is not responsible for insurance for any sub-contractor working on Company business. The sub-contractor must provide medical, travel and accident insurance.
* The Company reserves the right to insist that the sub-contractor provide travel insurance (including medical cover outside the UK) where work outside the UK is involved. Any sub-contractor found not to be insured in these circumstances may be refused further contracts, and the current work period may be revoked instantly if he/she is found not to be insured in this way.
* It is strongly recommended that individual sub-contractors arrange insurance cover for accident, where income would be protected in the case of being unable to work for any length of time following an accident.

**Health and Safety Personnel**

* On site - named Crew manager
* At FUNDAY Head Office – Mr T Hart - Health and Safety Officer

Revised JANUARY 2023