



Showforce Services Ltd

Health and Safety Policy

(Revised)

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Prepared for Showforce Services Ltd
by
John Sursham CMIOSH
John Sursham Associates
2 Yew Tree Farm
Polesden Lacey
DORKING Surrey RH5 6BE

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Introduction

The Health and Safety Policy for Showforce Services Limited relates to the work carried out by the company at both their own premises and when they supply crew for operations which are directed and controlled by clients.

The policy is required by Section 2(3) of the Health and Safety at Work Act 1974, and a written statement of the arrangements Showforce are making for the planning, organisation, control and monitoring of safety is a requirement of Regulation 5 of the Management of Health and Safety at Work Regulations 1999.

The approach adopted by the policy is systematic and draws on the principals set out in the Health and Safety Executive's publication HSG65, Successful Health and Safety Management.

The four principal sections are:

- Section 1** The statement of intent which sets out the company's objectives in the management of health and safety
- Section 2** Sets out the organisational responsibilities for health and safety identifying the common responsibilities of everyone working for Showforce Services and the those duties which are specific to individual post holders.
- Section 3** Identifies how the company will be organised to manage health and safety, for example the approach which will be adopted towards risk assessments.

Section 4 Explains the arrangements which are in place to manage the company's common duties under specific health and safety regulation, for example display screen equipment or use of work equipment.

Revision Information details the date of any revisions and amendments made to the Policy which may be required by new regulations, changes to the operational activities of the company or alterations to the specified arrangements.

The Procedures and Information Appendices provide more detailed technical information about the measures to be taken to implement sections of the policy.

Section 1

Statement of Intent

HEALTH AND SAFETY AT WORK ACT 1974 - SECTION 2(3)

Showforce Services Ltd are the UK's premier crewing company whose strengths lie in the company's knowledge of the special events industry. In delivering these services Showforce recognises that it has responsibilities for the health, safety and welfare of its employees and for those who work with the company, or who otherwise are affected by their work activities.

The company has a duty of care to its staff and to discharge this duty Showforce will:

ensure compliance with its statutory obligations under the Health and Safety at Work etc. Act 1974 and subsequent regulation

work with clients to ensure that hazards are properly identified and positive steps are taken to control risks

develop, with clients, safe systems of work and promote safe working practices

work with clients to ensure that any equipment or machinery supplied is suitable for the work to be carried out, complies with any statutory requirements and is properly maintained

work with clients to ensure that personnel supplied are appropriately trained and competent to undertake the work they are expected to carry out

provide appropriate personal protective equipment where the need has been identified by a risk assessment

ensure that such information, instruction, training and supervision as is necessary for the work being undertaken is provided, either by the company, or as agreed with the client.

in conjunction with clients monitor safety performance.

with respect to the company's permanent premises act as the Responsible Person for fire safety.

Showforce Services, as a provider of crew, often at short notice and for a relatively short duration, will take into account the transient nature of its workforce when making arrangements for health and safety.

Signed Date
Ian Spendlove, Managing Director

Section 2

Organisational Responsibilities

for Health and Safety

2.01 All employees

HEALTH AND SAFETY AT WORK ACT 1974 - SECTIONS 7 & 8

Management of Health and Safety at Work Regulations 1999 - Regulation 14

All employees of Showforce Services have responsibilities for their own safety and for those working with them. In particular everyone working for the company have the following duties:

to be familiar with the Health and Safety Policy of Showforce and to comply with any safety instructions laid down by the company,

to cooperate with the company and clients to ensure that any statutory obligations can be complied with,

to use properly any equipment, materials or facilities provided for use at work and in the interests of health and safety,

ensure they have received training or have been properly instructed in how to carry out tasks correctly

to bring to the attention of their supervisor any hazards or dangerous activities which may affect their health or safety or the health and safety of others

when at clients' locations, to understand the actions they should take in an emergency and the evacuation procedures they should follow.

2.02 Specific Responsibilities

MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999 - REGULATION 5 (ORGANISATION)

In addition to the duties placed on all employees of Showforce, individual post holders have further responsibilities.

2.02.01 Managing Director

The Managing Director of Showforce is responsible for ensuring that the Health and Safety Policy for the company is implemented and that sufficient resources by way of finance, time and expertise are available to meet the company's legal obligations.

The Managing Director will delegate day to day operational responsibilities to the post holders below.

2.02.02 Operations Director

The Operations Director is responsible for the day to day operations of Showforce. The Director's principal safety related responsibilities are:

- overseeing the recruitment of crew

- checking and recording details of qualifications of crew members

- liaison with clients to ensure they inform Showforce of the findings of their risk assessments, and any special qualifications Showforce crew require to undertake an operation

- liaison with clients and providing information on the safety management procedures at Showforce Services

- maintaining the accident book and coordinating any accident investigation

- reporting to the safety enforcement authorities any incident which comes within the criteria for reporting under the terms of the Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1995

- organising training and maintaining training records

- the management of the Head Office premises including fire safety

2.02.03 Financial Director

The Financial Director is responsible for the allocation of resources for health and safety purposes. Specifically the Financial Director will ensure:

- Adequate insurances are in place for Public Liability, Employer's Liability, Motor Vehicles and any special insurances which may be required from time to time for specific projects

- resources are available for health and safety related training

- resources are available for personal protective equipment

2.02.04 Transport Manager

The Transport Director for Showforce is responsible for the management of the company's transport arrangements and its vehicle fleet. Specifically the Transport Manager will:

- ensure the company's vehicle fleet is maintained in roadworthy condition

- ensure that drivers are competent to drive any vehicles which they may be required to drive

check driving licences and ensure that if a driver has any endorsements these are acceptable to the insurance company given the class of vehicle they will be expected to drive

2.02.05 Crew Chiefs

The primary role of the Crew Chief is the supervision of crew on site.

The safety related responsibilities of the Crew Chief are:

to cooperate and liaise with the client to ensure that the client's requirements are properly understood

to cooperate and liaise with the client and venue to ensure that emergency procedures for the venue are understood

to inform and instruct crew as to what the job requires and how it will be conducted

to supervise crew and to ensure they conduct work safely and without risks to themselves, employees from other contractors sharing the workplace and members of the public who may be affected by the work activities.

to ensure, that when required, personal protective equipment is available and worn correctly

to ensure that crew members have the necessary abilities to undertake the work and if appropriate to provide or arrange for supplementary training

to inspect any work equipment provided by the client to ensure it is in serviceable condition.

to report any accidents to the Operations Director and ensure details are recorded in the accident book.

2.03 Competent Advice

MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999 – REGULATION 7

To assist the company undertake the measures needed to comply with the requirements and prohibitions imposed upon the company by safety regulations the company will seek assistance from external advisers where this competence is not available from within the company.

Currently the company has engaged the services of John Sursham Associates as their provider of competent advice.

Section 3

Organisational Arrangements

3.01 Risk Assessments

MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999 - REGULATIONS 3,4, AND SCHEDULE 1

The effective assessment and control of risks is central to the management of safety. Showforce, as providers of crew for other employers are not always in a position to properly identify and assess risks and therefore are reliant upon client's to properly assess risks.

Showforce will develop standard risk assessments for those elements of the work which is common to several jobs and carried out under their supervision. From these assessments standard methods of work will be developed where these are required to provide further information.

Showforce are providers of crew who work under the control of clients at their premises or premises where Showforce have no direct control of the primary work activity. The company therefore is reliant upon the client to undertake a risk assessment for the work and to inform the company of any hazards or special measures which may affect Showforce's employees.

In cooperation with clients, Showforce will develop systems to ensure that risk assessments are properly conducted and hazards adequately controlled.

Crew will be informed of the findings of risk assessments, the normal methods being through the induction training where the safe working practices will be explained, or on site by supervisors. In addition copies of the company's health and safety policy is provided to them and the risk assessments for standard works is contained in Appendix1..

On request copies of risk assessments will be made available to clients.

3.01.01 Standard Risk Assessments

Showforce will ensure that a suitable and sufficient assessment of any risks presented by the work activities which are conducted either directly under their control, or form part of the normal activities of a crew on site are properly carried out. These risk assessments will be standard (also referred to as generic) and applicable to any location where the particular operation is done.

In conducting risk assessments the company will endeavour to eliminate risks, if this is not practicable then to adopt control measures which will reduce exposure at source and implement measures, including training and provision of information which will protect all persons exposed to the risk, with the provision of personal protective equipment being the last resort.

In practice most of the operations which Showforce crew carry out can be simply defined without the need for method statements, but where complex operations are to be carried out and there is a need to explain the procedures they will be devised. Method statements will set out the operational procedures step by step and detail any relevant control measures.

3.01.02 Client's Risk Assessments

MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999 - REGULATION 12 & 15

The majority of work carried out by Showforce crew is done to support clients' operations and rarely is Showforce in overall control of the work activities. Clients have obligations to ensure that they undertake their work operations without risks to the safety or health of their own employees or others who may be affected by their operations which includes crew employed by Showforce.

Under the provisions of health and safety law all employers have clear duties to undertake risk assessments of their work and to ensure that risks to other people not in their employment are properly considered. In the case of agency workers clients must ensure that risks are considered and that the agency itself, Showforce Services, are informed.

Showforce will expect clients to undertake risk assessments and to copy them to the company and this requirement forms part of Showforce's Standard Terms of Business.

Risk Assessments supplied by clients will be considered by Showforce to identify whether or not there are any additional risks to which their crew will be exposed and to identify any specific requirements for qualifications or competence.

The company will work with clients to reduce exposure of crew to risks to as low as reasonably practicable.

3.02 Fire Risk Assessments

REGULATORY REFORM (FIRE SAFETY) ORDER 2005

The permanent office facilities occupied by Showforce will be subjected to a fire risk assessment to determine whether sufficient has been done to reduce the likelihood of fires starting or to stop their spread. In addition the risk assessment is required to ensure that any means for extinguishing the fire, or for the evacuation of the workplace are suitable and sufficient. The format used for the assessment is that set out in HM Government's Fire Risk Assessment series of publications.

Where crew are working on client's premises the client, in conjunction with the venue (where appropriate) are responsible for ensuring that fire risks are assessed and that relevant information about procedures and actions in the event of fire are provided to Showforce's Crew Chief and to the company's crew.

3.03 Exchange of Information

MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999 - REGULATIONS 11, 12 & 15

Showforce will work with clients to ensure that information about risks, skills required and necessary qualifications are provided to crew members. The legal duties on the company and on clients overlap to some extent, this is to ensure that information does reach the people who need to know, i.e. the crew who are conducting the work and therefore are at risk.

Showforce will make available to clients copies of their risk assessments for any of the standard elements of the work which is being undertaken by their crew.

Clients of Showforce will inform the company of any risks associated with the work and the measures which the client will be taking to ensure risks are controlled.

The client must ensure that Showforce is informed of any special qualifications or skills which are required to be held by crew members to enable Showforce to select crew with the appropriate abilities.

Showforce will ensure that such information is passed onto the crew members before they undertake the work.

The client also has responsibilities to ensure that information about risks, control measures, qualifications and skills is passed to the crew and the client should either arrange to check the information has been passed over, or preferably inform the crew directly via the crew chief or at an on site briefing for all crew.

Many of Showforce's bookings are taken over the telephone at short notice. The company will expect clients to inform them at this time of any special qualifications which may be required (for example competence to drive a lift truck) and any risks which the work presents to Showforce Crew.

3.04 Manual Handling

MANUAL HANDLING OPERATIONS REGULATIONS 1992

Much of the work carried out by Showforce involves an element of the manual handling of loads. Very often it is not possible for the company to ascertain the exact nature of the loads in advance and is reliant upon information supplied by clients to ensure that a sufficient number of crew are deployed.

Manual handling instruction is provided as part of the induction training for all new staff, and guidance material is included in the crew handbook.

Where possible mechanical means of moving loads will be employed in preference to manual handling.

To reduce the risk of injury from manual handling operations, crew will be supervised and given guidance about individual loads by the Crew Chief. Appropriate training will be provided for the Crew Chief.

3.05 Selection and appointment of Staff

MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999 - REGULATION 13(1) &15

Showforce Services Ltd will endeavour when appointing new staff to identify the level of qualification and competence required which is appropriate to the work they will be carrying out.

All staff recruited for working on site must be in good health and have a level of fitness sufficient for their required duties. As much of work often involves working from ladders or from height the company will ascertain to the best of their ability that the candidates are not concerned by working above ground level.

The company will ensure that all staff employed by Showforce are given proper induction training which will include an explanation of the emergency procedures, the workplace, the work which they are required to carry out and any hazards/risks associated with the work. Also at the induction any prohibitions, for example the use of equipment such as lift trucks or other machinery, will be explained.

Staff will be provided with personal protective equipment which will remain the property of the company and will be returned by the person on leaving the company's employment. Depending upon the circumstances the company may consider it appropriate to re-issue the equipment provided that it is in good condition and steps have been taken to clean and if necessary disinfect the items.

The company will retain a record of the delivery of induction training and the topics which were covered. A record will also be maintained of equipment issued.

Crew Chiefs are selected from within Showforce's established crew and selection takes into account their experience, competence, personality and

3.06 Information for Employees

MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1998 - REGULATION 10

HEALTH AND SAFETY (CONSULTATION WITH EMPLOYEES) REGULATIONS 1996

Reference to information for employees can be found in most sets of regulation, for example the Provision and Use of Work Equipment 1998, First Aid at Work Regulations 1981, Regulatory Reform (Fire Safety) Order 2005

Showforce Services will ensure that its crew members are properly informed about the company's arrangements for safety and have access to that information which is required to be provided by law.

3.06.01 Health and Safety Policy

Copies of the company's health and safety policy will be clearly displayed at the Stratford Workshops, and any all crew members on appointment will receive a copy of the Policy incorporated into their induction pack.

A copy of the policy together with the company's Standard Risk Assessments and Methods of Work will be supplied to Crew Chiefs for their information.

On request clients will be provided with a copy of the policy for their information.

3.06.02 Risk Assessments

Crew members will be informed of the findings of any risk assessments relating to the work they are undertaking on behalf of Showforce and its clients. The normal manner in which this information will be passed will be at a briefing at the commencement of a project. The information will include an outline of the risks and the measures which the crew should take to avoid them, including any requirements to wear PPE or qualifications to use equipment.

3.06.03 Crew Handbook

A crew handbook is produced for all crew. This contains general information about working with Showforce and the company's rules and expectations for crew. The company's H&S Policy is also provided.

3.07 Training

MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999

Although the client base of Showforce is extensive and their business interests varied, there are a number of work activities common to many engagements. To enable Showforce crew to be able to work safely and effectively the company will ensure they are properly trained and supervised.

Training will be arranged and provided by the company and carried out during working hours.

Refresher training will be organised for staff at regular intervals to ensure that skills are maintained and updated to take account of any changes in operational procedures.

3.07.01 Induction Training

MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999 – REGULATION 13

On appointment to Showforce new crew members receive an induction into the work of the company and their role in its operations.

A team talk for all new crew is delivered which explains the basic safety requirements and procedures for working with the company. Additionally crew are provided with a crew handbook which sets out the background the company, basic terms and conditions, site rules and includes a copy of the health and safety policy for Showforce.

Crew are required to acknowledge receipt of the training and records are maintained by the company.

During the first assignments new crew members are given on-site instruction and training by the Crew Chief to ensure they are able to work in safety. Their work is monitored closely to ensure that they understand their work and the safe methods of working.

3.07.02 Manual Handling Training

MANUAL HANDLING OPERATIONS REGULATIONS 1992

MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999 - 9 & 12

Much of the work of Showforce involves the movement of loads by manual effort. To minimise the risk of injury to crew and possible damage to articles being moved the company will ensure that all crew are properly supervised and instructed to lift and move loads safely.

Crew Chiefs will be instructed in manual handling techniques which they will then be able to apply on site and instruct crew in the safe way to lift a load.

As part of the training those items which are lifted most frequently will be identified and training provided to ensure they can be moved safely.

3.07.03 Crew Chiefs

At most locations the Crew Chief is the principal representative of Showforce and is responsible for the supervision of the crew. The Crew Chief's role includes liaison with the client, for interpreting the clients instructions to the crew, the supervision of the crew and ensuring the work is carried out safely.

The company will ensure that the Crew Chiefs are provided with sufficient training to enable them to carry out their work competently. Included in the training of Crew Chiefs will be basic first aid, emergency procedures and further information on safe working practices.

3.07.04 Specialist Training

REQUIRED BY MANY REGULATIONS, EXAMPLES
PROVISION AND USE OF WORK EQUIPMENT REGULATIONS 1998 – REGULATION 9
FIRE PRECAUTIONS ACT 1971
GOOD PRACTICE AND OFTEN A REQUIREMENT OF COMPETENCE BASED SCHEMES

Where identified by risk assessment or by the requirements of a client, Showforce will ensure that any specialist training is provided where the necessary skills are not available from established staff.

Specialist training will be provided to a recognised standard where this is appropriate.

Specialist training will be maintained and refresher training organised in accordance with any requirements set out in competence based training schemes (egg IPAF, PASMA etc).

3.07.05 First Aid Training

FIRST AID AT WORK REGULATIONS 1981 - REGULATION 3

Where training in first aid has been identified as being required the company will arrange for its provision by a recognised first aid training organisation to an appropriate standard. Refresher training will be provided at suitable intervals as required by law.

3.08 Training Records

MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999

Records of all training provided will be maintained, and participants will be required to sign-in to confirm they have received the training.

When new members of crew are appointed the company will check any claimed qualifications and a record will be made that qualifications have been checked. Photocopies of key documents such as driving licences will be made and kept on personnel files.

3.09 Consultation with Staff

HEALTH AND SAFETY (CONSULTATION WITH EMPLOYEES) REGULATIONS 1996

As a supplier of temporary crew working under the direction of clients, the degree of control that Showforce directly has on working conditions and working arrangements is limited as no job is the same.

The company will encourage feedback on jobs and Crew Chiefs are requested to report back to the company on each project. Furthermore individual members of staff are encouraged to make observations on jobs which they have been deployed.

Through team meetings and briefings, where practicable the company will consult with staff on the development of safety procedures.

3.10 Emergency Procedures

MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1998 - REGULATION 8
REGULATORY REFORM (FIRE SAFETY) ORDER 2005

The company will cooperate with clients and host employers with their arrangements for emergencies, including evacuation procedures.

The client or other persons in control of the workplace should ensure that Showforce Crew Chiefs and crew are informed of who is responsible for emergency arrangements, the procedure for evacuation etc., and the means used to raise the alarm. They are also expected to inform the Crew Chief if there are any arrangements for first aid.

Where the workplace is under the control of Showforce the company will ensure that suitable arrangements are made for the evacuation of the workplace.

3.11 Personal Protective Equipment

PERSONAL PROTECTIVE EQUIPMENT AT WORK REGULATIONS 1992

Showforce will ensure that personal protective equipment is supplied to members of staff to ensure they are protected from any residual risks from their work. The company supplies as standard a number of items of PPE and where required additional items of equipment will be provided, either by the company or by agreement with the clients.

Any PPE provided will be maintained in good condition and replaced when worn or damaged. Crew are responsible for ensuring the equipment issued to them is kept in good condition and that Showforce are informed of any wear or damage which may affect its ability to protect the wearer from harm.

Where equipment is issued to staff on a short term basis it will be properly cleaned before being re-issued.

The company will maintain records of equipment issued to staff.

3.12 First Aid

FIRST AID AT WORK REGULATIONS 1981

The company will ensure that adequate provision is made for first aid for staff both at the Stratford Workshops and on site.

Training to the one day Appointed Person level will be organised for Crew Chiefs and this will enable them to take charge of an emergency situation and summon help. This is an appropriate level of provision for the number of people in teams deployed and the level of risk presented by the company's work activities.

As part of their liaison with clients Crew Chiefs should establish what arrangements are in place for first aid at venues, for example do they have a dedicated first aid facility and how to summon help.

All vehicles will be equipped with a first aid kit.

3.13 Accident Reporting

SOCIAL SECURITY ACT 1975

In the event of any accident the priority is for the appropriate treatment of any injuries, after which details of the accident should be properly recorded, the circumstances investigated and any remedial actions identified.

3.13.01 Accident Recording

All accidents to members of staff will be recorded in the accident book for the company which is held at the Stratford Office. From May 2003 it became a requirement for the company to record accidents using the revised Accident Book (B150). All former accident books will be numbered and retained.

The revised format of the Accident Book requires that information is entered onto a form which when completed will be detached from the pad and passed to the office for secure filing. On the counterfoil of the form a reference for the accident report will be made so that in the event of any investigation an audit trail will have been established.

Any member of staff who suffers an accident they should ensure that the Crew Chief is informed as soon as possible.

At the time of the accident the Crew Chief will ensure that details are properly recorded, in particular the name of any injured person and any witnesses to the incident along with a note of what appeared to have occurred. If possible photographs should also be taken.

The Crew Chief is responsible for informing the client of the accident and for ensuring that the accident is reported to the Operations Director.

Accidents which result in injuries to client's employees or to contractors staff will be recorded in the Accident Book, this is for information purposes only and is not a substitute for their employers' responsibilities to record accidents.

Where accidents occur on third party premises the company will comply with any local requirements for recording.

3.13.02 Statutory Reporting of Accidents

REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS 1995

Legal requirements, set out in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 require that certain categories of accident have to be reported to the enforcing authorities (local authority or Health and Safety Executive depending on the circumstances).

In summary all accidents which involve death, major injuries (including fractures) and accidents at work which require the person to be off work for three days. In addition any accident which involves a member of the public who is taken directly from the scene to hospital must be reported.

Showforce will ensure that any qualifying accidents or ill health are reported as soon as practicable.

Further information about the statutory reporting of accidents is contained in Procedures and Information No2

3.13.03 Accident Investigation

For many minor accidents the compiling the information to complete an accident report form is sufficient investigation to enable the causes to be identified. Further investigation will be carried out into the factors which contributed to more significant accidents and whether there are lessons which could be learned to prevent a recurrence. In determining the significance of an accident not only is the extent of the injury be a factor, but the potential for greater harm may be considered.

3.14 Insurance

EMPLOYERS' LIABILITY (COMPULSORY INSURANCE) ACT 1969
EMPLOYERS' LIABILITY (COMPULSORY INSURANCE) REGULATIONS 1998

Showforce will ensure that appropriate levels of public liability insurance is maintained and it covers work the company undertakes.

An appropriate level of Employer Liability Insurance will be maintained and the company will ensure that its operations take note of any exclusions or restrictions placed upon it. A copy of the Employers Liability Insurance Certificate will be displayed at the Stratford Workshops. Certificates of Employers Liability Insurance will be retained at the end of the period of insurance for 10 years to ensure that in the event of future claims the relevant insurance company can be identified.

3.15 Young Persons

MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999 - REGULATION 19

The company will, as a general principal not employ any person below the age of eighteen.

In exceptional circumstances a young person may be employed by Showforce, however when this is the case the company will undertake a risk assessment of the work he will be required to undertake, specifically to ensure that proper account is taken of their lack of experience, absence of awareness of risks, or that they have not matured and therefore require a greater level of supervision.

3.16 Record Keeping

MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999 AND OTHER REGULATIONS

Good record keeping systems will be maintained for the following reasons:

- compliance with statutory requirements
- to facilitate effective planning and allocation of resources
- to enable the demonstration in civil matters that the company had discharged its duty of care
- to enable effective monitoring and auditing of the safety management system

The company will devise recording arrangements which are appropriate to the small size of the company and their operations.

3.16.01 Risk Assessments

The findings of the risk assessments will be recorded in writing.

Assessments will be reviewed and revised when there is a reason to suspect that they may no longer be applicable. This may be the case in the event of changes to the equipment or working methods, accident data, or changes to regulation which affects the assessment. Risk assessments will be retained on file for a period of three years from the time of their revision.

3.16.02 Staff Records

The company will ensure that records are maintained for staff and will include details of their training, competences, the issue of information and personal protective equipment.

3.16.03 Training Records

Showforce will ensure that records of training are retained and that a system is in place to ensure that when competence certificates are likely to expire that crew are booked onto refresher training courses in good time.

3.16.04 Fire Precautions

To demonstrate that regular testing and inspection procedures are in place and working, records will be maintained for the following:

- Weekly tests of fire alarm systems
- Maintenance inspection and repair records
- Workplace fire inspections
- Practice evacuations
- Staff training records

3.16.05 Employer's Liability Insurance Certificates

Employers Liability Insurance is in effect for all the work activities of Daytona Stage Hire. Copies of the current year's certificate is displayed at Stratford and renewed annually.

In accordance with the current requirements of the Employers' Liability (Compulsory Insurance) Regulations 1998 the company will ensure that all Employer's Liability Insurance Certificates are retained for a period of forty years from the date of expiry.

3.17 Auditing of Health and Safety

External auditing of the health and safety system will be undertaken periodically. The purpose of ascertaining information on the efficiency, effectiveness and reliability of the health and safety management system.

3.18 Health and Safety Policy

SECTION 2(3) OF THE HEALTH AND SAFETY AT WORK ACT 1974

In accordance with the requirements of Section 2(3) of the Health and Safety at Work Act 1974 the Health and Safety Policy of Showforce Services will be revised from time to time. These revisions will be undertaken when –

there are substantial changes in regulation which affects the company's operations
on the incorporation of a new business into Showforce Services Ltd
if new businesses operations are developed

or if the findings of a future health and safety audit identifies weaknesses in the existing policy.

Section 4

Compliance Arrangements

4.01 Work Equipment

PROVISION AND USE OF WORK EQUIPMENT REGULATIONS 1998

SAFE USE OF WORK EQUIPMENT APPROVED CODE OF PRACTICE L22 1998 (HSE BOOKS)

Showforce Services Ltd will ensure that any equipment used in the workplace is suitable for the purpose for which it is to be used and in efficient condition, this applies equally to equipment owned by the company, hired, supplied by a client or brought into the workplace by employees.

4.01.01 Clients equipment used on assignment

As a supplier of crew for projects, Showforce does not provide any work equipment. Clients are responsible for the supply of machinery and other work equipment for use by the company's staff. Clients are therefore responsible for ensuring that all equipment used is suitable for its intended purpose, properly maintained, that guards and other safety features are in place and operational and that controls, including emergency stops are functioning. Additionally those items of equipment which are subject to regular inspection or testing will be within the current period of safe use.

At the time of booking the crew the client should inform Showforce of any competence requirements for their crew members.

Showforce crew will not be expected to use equipment for which they are not trained and competent to use. In the case of straightforward items of equipment training may be provided on site by the Crew Chief or the clients representative on site. More complex, for instance cherrypickers or tower scaffolds, items may require formal training which will be documented.

Crew not holding current competence certificates will not be permitted to use the equipment.

Showforce crew have the right to refuse to use any equipment they consider to be unsafe or for which they have not received training. In the first instance the matter should be drawn to the attention of their Crew Chief and if not immediately resolved brought to the attention of the Operations Director.

4.01.02 Personal equipment

Where members of staff provide their own tools) the company still has the responsibility for ensuring that the tools are safe.

Where equipment is brought into the workplace by employees for use at work (egg a basic tool kit and multi-tool) Showforce Services are still responsible for ensuring it is suitable for its intended use, in good condition and used properly. There is also a similar duty on the employee to maintain their own equipment in good working order. Crew Chiefs will monitor this and if necessary will request that the tool is withdrawn from use.

4.01.03 Company equipment

Showforce supplies equipment for use at work by its personnel as part of their duties at the company's premises.

Showforce Services will ensure that all work equipment operated by the company will be maintained in good repair and that any items which are supplied in the interests of safety are not disabled or removed, for example over-riding emergency stops. Controls and emergency stops will be clearly marked and their operation checked regularly. Any requirements for maintenance and inspection will be identified during the assessment process.

As part of the arrangements for purchasing equipment an assessment will be made to ensure that any new or second hand items can be used safely. The assessment should also identify whether there are any additional requirements by way of training, instruction, maintenance or personal protective equipment which need to be put in place so the equipment can be used safely. The assessment will also identify any requirements for information for staff by way of operating instructions or method statements.

Equipment which if damaged could present a significant risk of injury, for example ladders, will be regularly inspected and a record maintained.

Equipment use will be restricted to those employees who have been trained in its correct operation, for much of the equipment used by Showforce this will be covered during induction training.

4.01.04 Lifting Equipment

LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS 1998

Lifting equipment, in particular motors and chain hoists are used extensively on site. All lifting equipment is subject to a requirement that it is given a thorough examination every 12 months to ensure that it remains safe to use. Where it is supplied on hire it should be accompanied by a copy of its most recent examination report. In the event of any doubt about the safety of an item of lifting gear the Crew Chief will request sight of this report.

Lifting operations will only be conducted under the supervision of a competent rigger, either supplied through Showforce Services, or provided by the client.

4.02 Workplace

THE WORKPLACE (HEALTH SAFETY AND WELFARE) REGULATIONS 1992 (AS AMENDED)

As a crewing agency much of the work carried out by Showforce crew takes place on premises not under the company's control. At those premises where the company has control it will ensure they are maintained at a level above the legal minimum.

4.02.01 Permanent premises

The company's principal workplace is at the Stratford Workshops which provides the principal administrative facilities for the company.

The offices are maintained in a good condition, cleaned regularly and waste materials are removed. Adequate heating is provided to the office area to ensure that temperatures are

appropriate for the work being carried out and will be maintained above the minimum of 16 degrees Celsius.

Lighting throughout the building is suitable and sufficient for the work being carried out. In offices where display screen equipment is in use the light is suitable for this work and when equipment is properly adjusted should not cause unnecessary glare or reflections from monitor screens or desks.

There is an adequate level of provision of toilets and hand washing facilities, these are maintained, cleaned and properly stocked with disposable items. An adequate supply of wholesome drinking water is also be freely available. Kettles are provided to enable staff to make hot drinks.

Access and egress to the office will be maintained in good condition and free from hazards.

4.02.02 Temporary Workplaces

Crew from Showforce work in a variety of temporary workplaces which are not under the control of the company. These range from purpose built exhibition halls to green field sites and the period of time that staff are there can vary from a few hours to several days at a time.

The client and venue share joint responsibilities for ensuring that all times the workplace is safe and free from hazards which may endanger Showforce crew.

In so far as is reasonably practicable Showforce will endeavour to provide a satisfactory workplace and use its best endeavours to encourage the client to provide a satisfactory workplace.

The company will work with venue management and organisers etc to ensure that both parties are able to meet their statutory obligations for the provision of a safe workplace.

4.03 Fire Precautions

REGULATORY REFORM (FIRE SAFETY) ORDER 2005

4.03.01 Permanent premises

The permanent premises occupied by Showforce will be subject or a fire risk assessment which will identify those fire risks which are present in the premises, the people who are at risk and those measures which are appropriate to manage the risk of fire developing, spreading and causing harm to people.

Fire precautions, including the provision of fire extinguishers, signs, alarms, and escape lighting are provided and maintained in good working order. Where required regular maintenance is undertaken by competent contractors.

Emergency procedures are in place so that in the event of a fire the premises can be evacuated safely and quickly. Arrangements are also in place to ensure the summoning of the Fire Service.

Alarms are tested regularly and fire extinguishers checked to ensure they are in the correct position and have not been discharged. Fire evacuation arrangements will be tested twice annually. Written records will be maintained in a fire log book.

4.03.02 Temporary workplaces

Much of the work of the company is undertaken at premises which are temporary, either under the control of the venue=s management or the client. Depending on the circumstances the Responsible Person for fire safety is one of these two parties.

The company will work with the Responsible Person to ensure that they are able to meet their statutory obligations for fire precautions and emergency evacuation. Any venue rules, for example prohibitions on smoking, will be applied and any instructions for evacuation will be complied with.

Arrangements will be made for staff working at temporary venues to be told about what to do in the event of a fire, either by the venue manager or by the Crew Chief.

4.04 Electrical Systems

THE ELECTRICITY AT WORK REGULATIONS 1989

4.04.01 Permanent Workplaces

At the Stratford Workshop premises the landlord has the responsibility for the fixed wiring in the building and has the duty of care to ensure that the wiring is installed, maintained and inspected in accordance with current requirements set out in the current (17th Edition) of the Requirements for Electrical Installations (BS7671:2008) and the Institution of Electrical Engineers Guidance Note “Electrical Maintenance”.

The landlord will ensure that wiring is periodically examined and tested in accordance with current guidance at 5 yearly intervals and Showforce informed that the installation remains in a safe condition.

Showforce will ensure that they do not alter the fixed wiring installation without the agreement of the landlord.

The company will ensure that in the event of a defect or a repair required to the installation they will draw the matter to the attention of the landlord.

4.04.02 Temporary Workplaces

One of the work activities undertaken by Showforce crew is assisting with build or removal of temporary electrical installations. Much of the work involves the running of cables or the installation of lighting, this work is normally carried out using preconfigured cable and connectors and generally the circuits are not energised when the work is done.

Unless they are specifically trained and authorised to do so crew members will not be expected to commission or energise electrical systems.

4.04.03 Portable Electrical Appliances

The routine inspection and testing of portable electrical appliances is undertaken to ensure that the equipment is safe and any requirements for maintenance can be identified. Testing will follow the requirements of the Health and Safety Executives Guidance (HSG107) Maintaining Portable and Transportable Electrical Equipment.

Testing routines and the frequency of testing will be identified according to the type of equipment and its usage.

All items of portable equipment will be clearly identified and marked to show either its last test date or when the next test is due. Records of test will be maintained and will be available for inspection within 48hrs of a request being made.

4.05 Vehicles and Transport Management

ROAD TRAFFIC ACTS (AS APPLICABLE)

MOTOR VEHICLE CONSTRUCTION AND USE REGULATIONS (AS APPLICABLE)

WORKPLACE (HEALTH SAFETY AND WELFARE) REGULATIONS 1992 - REGULATION 17

Showforce will ensure that any vehicles under the company's control comply with the Road Traffic Acts and the Motor Vehicle (Construction and Use) Regulations appropriate to the vehicle.

Vehicles will be maintained roadworthy condition and maintained in accordance with the manufacturer's requirements.

Drivers will be recruited with appropriate licences and experience and a record kept of these checks. Drivers will inform Showforce of any motor related convictions which may have taken place after work with the company has commenced. The company will check with their insurer's that any endorsements do not invalidate their insurance cover.

Where drivers are required to drive clients vehicles the company will check with the client, and/or, their own insurers to ensure that suitable arrangements are in place.

At premises under the control of Showforce the company will endeavour to organise traffic routes in such a way as to minimise the risk of collision between motor vehicles and personnel.

4.06 Working at Height

WORKING AT HEIGHT REGULATIONS 2005

Showforce will ensure that arrangements for working at height meet the requirements of the Work at Height Regulations 2005 and expects that its clients will plan work in accordance with the principals set out in the regulations.

Wherever practicable the company expects that work at height will be avoided, however when this cannot be prevented the company will work with clients to introduce measures which will reduce the risks and follow the hierarchy of measures set out in the Regulations.

In many instances equipment (stage elements, trussing, lamps suspensions etc) can be assembled on the ground and then lifted into position.

If work cannot be avoided then the expectation is that measures will be put in place to reduce the likelihood of a fall by specifying mobile elevated work platforms where reasonably practical, if they are not available or cannot get to the areas where long term work is to be carried out then a mobile tower scaffold may be erected.

For short duration work where there is no practical alternative available work will be done from ladders or step ladders.

All personnel who are supplied to work aloft will be trained in ladders and stepladders as part of their induction. Where mechanical plant is involved be holders of appropriate licences, Powered

Access Licence for Mobile Elevated Work Platforms and Fork Lift Truck licences for use with Man Cages.

Towers will only be erected by personnel holding PASMA (Prefabricated Access Scaffold Manufacturer's Association) competence cards.

Appropriate Personal Protective Equipment including harnesses will be supplied to personnel working aloft, Showforce will work with clients to identify what protective equipment is appropriate and the arrangements for its supply and maintenance.

4.07 Personal Protective Equipment

PERSONAL PROTECTIVE EQUIPMENT REGULATIONS 1992

Showforce Services will ensure that it supplies its crew members with adequate protective clothing to protect the wearer from any risks which cannot be controlled by other means or where there are some residual risks remaining. The company expects that clients will advise them of any specific requirements for PPE to be used, either as a standard condition of work, or because specific risks have been identified.

In selecting personal protective equipment the company will ensure that it provides an appropriate level of protection against the hazards which have been identified and is suitable for the user. Personal protective equipment will be supplied to the appropriate British or European standards (BS and/or EN).

Personal protective equipment will be supplied by Showforce and records maintained of its issue.

Protective equipment will be maintained in a clean and efficient condition and replaced either when worn or damaged, or at intervals recommended by the manufacturer.

All persons using personal protective equipment will be instructed in its use. Crew members who have equipment issued to them will be trained in the use of the equipment and any measures they should take to ensure that it is maintained in good condition and those defects which may be indicative of the need for the items to be replaced.

4.08 Working Time

WORKING TIME REGULATIONS 1998

It is recognised by Showforce that the effects of long , irregular working hours and short breaks can have detrimental affects on the health of employees and that it can contribute to accidents. The event, exhibition and entertainment industry is characterised by short build and breakdown times and long working hours.

Showforce will work with clients to ensure that work can be planned to ensure that employees get sufficient breaks between shifts and are not exposed to excessive working hours.

Crew working for Showforce do so on a hourly basis and therefore there is arrangements are in place to monitor working hours and to keep records to demonstrate that over a seventeen week reference period the average of 48hrs per week is not exceeded.

Occasionally staff will work late and into the time considered to be night time (11p.m. B 6 a.m.), however this is not part of their regular work and therefore the requirements for health assessments etc are not applicable.

4.09 Display Screen Equipment

DISPLAY SCREEN EQUIPMENT REGULATIONS 1992

Where the company uses display screen equipment it will ensure that the equipment provided complies with current requirements. Workstations, seating and lighting will be suitable for the work being conducted.

Staff using display screen equipment will be provided with suitable information and training to enable them to assess their workstation and make any necessary adjustments.

4.10 Working with Foreign Crew

Showforce draws crew from a wide range of backgrounds and nationalities. Where crew do not have a full grasp of the English Language Showforce will take this into account during their training and on deployment.

The company will identify amongst its workforce any members of staff who speak the crew member's language and arrange for them to be accompanied on assignment.

Crew Chief's will be instructed to ensure that the foreign worker understands the brief and what they will be doing. Additionally in the event of an emergency which requires evacuation the Crew Chief will pay particular attention to ensuring that the foreign worker understands any requirement for evacuation.

Revision Information

HEALTH AND SAFETY AT WORK ACT 1974 SECTION 2(3)

August 1996	Original Policy for the company issued
June 2001	Revised Policy
April 2005	Revised Policy – changes: Re-formatted and numbered Review and updates Revamp of Appendices and introduction of Procedures and Information Sections
November 2006	Consultation with Staff - revised 4.03 Fire Precautions - revised 4.06 Working at Height - revised Procedure and Information No1 References (updated) Procedure and Information No5 Fire Risk Assessments Procedure and Information No 6 Working at Height
February 2010	Statement of Intent – add Responsible Person Section 2 - minor revisions Section 3 – minor revisions 3.03 Fire Risk Assessments – new section Section 3 .04 onwards – renumbered Section 4 – minor revisions 4.01.04 Lifting Equipment – new section 4.11 Working with foreign crew Procedure and Information Appendices – renumbered