

# SJ-TPM HEALTH AND SAFETY POLICY

**SJ - TPM**

**Technical Production Management**

[WWW.SJ-TPM.COM](http://WWW.SJ-TPM.COM)

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**Section 1- Health and Safety Policy Statement**

SJ-TPM is a professional and safety conscious organisation which values the effective management of health, safety and welfare throughout all stages of a project. The clear objective is to minimise harm to persons and property by adopting a proactive approach to effective risk and safety management.

All work will be carried out in accordance with best practice, to the relevant statutory provisions with all reasonably practical measures being taken to avoid risk to employees or others that may be affected.

Management and supervisory staff have the responsibility for implementing the policy throughout the company and must ensure that health and safety considerations are always given priority in planning and day-to-day supervision of all work. SJ-TPM will fully comply with the duties placed upon it within the requirements of Statutory Legislation, whilst at all times complying with, as a matter of best practice, the requirements and duties set out within Approved Codes of Practice and Guidance as issued by the Health and Safety Executive.

All employees and sub-contractors are expected to co-operate and assist in the implementation of this policy, whilst ensuring that their own works, so far as is reasonably practical are carried out without risk to themselves, others or the environment. This includes co-operating with management on any health, safety or environment related matter.

SJ-TPM will take all practical steps to ensure that potential hazards and risks are identified, and that suitable and effective preventative and control measures are implemented. The correct safety equipment and personal protective equipment will be provided to all employees. Furthermore, the necessary financial resources will be made available by the company in order for SJ-TPM to comply with its statutory duties and requirements of this policy.

All employees will be provided with the necessary instruction and training in safe methods of work, and the safe and efficient operation and maintenance of tools and equipment. The CEO has overall responsibility for all Health, Safety, Welfare and Environmental matters.

The operation of this policy and the associated procedures will be monitored and reviewed on a regular basis to ensure that they remain current and applicable to the company's activities.

Signed: Simon Jones

Owner

31<sup>st</sup> March 2020

## Section 2 - Organisation

The effective implementation of this policy is dependent upon the people who are responsible for ensuring that all aspects of work, whether in the office or on site, are carried out with due consideration for H&S issues.

Responsibility lies with the SJ-TPM Owner and other employees and suppliers, taking into account their role, experience and training.



## 2.1 Responsibilities

### The CEO

The SJ-TPM Owner will maintain a responsible attitude for all Health, Safety and Welfare issues and the implementation of this H&S Policy.

It is the intention of the Owner that the work of SJ-TPM will be undertaken in accordance with Group OHSAS 18001 H&S policies and that these are promoted within the organisation, as well as with our Consultants, Contractors and Clients.

The Owner insists that sound working practices are observed throughout company operations and that they support the necessary arrangements, resources and facilities required to ensure compliance with this policy.

### The Directors responsible for Health and Safety

The Directors specifically responsible for H&S will be required to know of the appropriate statutory requirements affecting the range of SJ-TPM' operations and ensure that this policy is brought to the attention of all employees.

Specific attention is to be given to the requirements set out in the following:

- The Health and Safety at Work etc. Act 1974.
- The Management of Health and Safety Regulations 1999.
- The Construction (Design and Management) Regulations 2015.
- The Workplace (Health, Safety and Welfare) Regulations 1992.
- The Control of Substances Hazardous to Health Regulations 2002 (as amended).
- The Control of Noise at Work Regulations 2005.
- The Control of Vibration at Work Regulations 2005.
- The Manual Handling Operations Regulations 1992.
- The Lifting Operations and Lifting Equipment Regulations 1998.
- The Provision and Use of Work Equipment Regulations 1998.
- The Personal Protective Equipment at Work Regulations 1992.
- The Construction (Head Protection) Regulations 1989.
- The Control of Asbestos Regulations 2012.
- The Work at Height Regulations 2005.
- The Health and Safety (Display Screen Equipment) Regulations 1992.
- The Control of Pollution Act 1989.
- The Hazardous Waste Regulations 2005.
- The Electricity at Work Regulations 1989.
- The Supply of Machinery (Safety) Regulations 2008.
- The Regulatory Reform (Fire Safety) Order 2005.
- All other associated legislation and guidance.

### The Directors

Promote an interest and enthusiasm for H&S matters throughout SJ-TPM and foster an understanding that accident prevention and occupational hygiene is an integral part of business and operational efficiency.

Monitor the effectiveness of implementation of the policy against the H&S performance of SJ-TPM.

- Ensure that this policy is reviewed on a regular basis, at least annually and is updated as necessary.
- Ensure the allocation of resources for and initiate the presentation of regular training for employees. The training will cover issues such as: induction for new employees; general H&S awareness; project/site familiarisation; safe plant use and technical update on asbestos issues.
- Initiate discussion and consultation with SJ-TPM employees on H&S issues. Initiate changes to this document as necessary where seen to be beneficial in reducing any risk to the H&S of workers, or others who may be affected by company activities.
- Ensure procedures are implemented to assess all prospective Consultants or Sub-Contractors for their competence in H&S matters linked to their work activities prior to being employed or appointed by SJ-TPM.

- Ensure that adequate procedures are in place to report all incidents affecting the H&S of workers or others and to initiate investigations and implement any remedial measures necessary to prevent any recurrence where reasonably practical.
- The Directors responsible for H&S for SJ-TPM will inform the Health and Safety Executive (HSE) of any notifiable accidents, ill health or dangerous occurrences that may occur and also record all such occurrences.
- Regularly report to the SJ-TPM Board information regarding the implementation of this H&S Policy and its procedures and ensure it is recorded in the minutes.
- Set a personal example by wearing appropriate protective clothing on site.

### The Technical/Production Managers

All persons who undertake design activities for or on behalf of SJ-TPM including preparing drawings, design details, specifications, bill of quantities or calculations prepared for the purpose of a design will:

- Read and understand the SJ-TPM H&S Policy and procedures and carry out work in accordance with its requirements on a daily basis on design work.
- Know the requirements of the appropriate H&S standards or legislation and ensure these standards are applied to all design elements for projects undertaken by SJ-TPM within their area of responsibility.
- Ensure on each project that the Client is made aware of its own legal duties, in respect of event temporary construction operations.
- Ensure that as part of the project design documentation, adequate written procedures and assessments are provided to minimise risks for site-specific operations and the future use and maintenance of the temporary structure.
- Designs will take account of levels of current occupation, the degree of risk from occupation, any risks associated with adjacent structures, property or

- services and of vehicle or plant access, into or around the event site.
- Give consideration to the specification of materials with regard to their weight, size and hazardous contents and with regard to their use or delivery and movement around the premises.
- Incorporate adequate measures in designs, to minimise the risk to the safety of all persons especially those with disabilities and ensure that due consideration is given to these issues during the design and planning stages of a project's development.
- Ensure that all due consideration is given during the design and planning phases of the project to the risks during site set-up, together with future use, maintenance and repair activities.
- Provide adequate monitoring of any associated designs with regards to H&S.
- Co-ordinate the day-to-day management of H&S in design, and liaise with Clients, Designers, Contractors and the CDM advisor (if required) regarding design issues.
- Co-operate with the CDM advisor to assist him/ her in complying with their role.
- Set a personal example by wearing appropriate protective clothing on event sites.
- Read and understand SJ-TPM H&S Policy and procedures and ensure work is undertaken in accordance with its requirements on a daily basis on company projects.
- Know the requirements of the appropriate H&S standards or legislation, and ensure these standards are adequately applied to all projects undertaken by SJ-TPM.
- Ensure all prospective Consultants or Sub- Contractors are assessed for their competence in H&S matters linked to their proposed work activities prior to being employed or appointed by SJ-TPM.
- Ensure that as part of the project/event documentation, adequately written H&S plans, procedures and assessments are provided for all repetitive and event specific operations and ensure all Contractors produce their own site-specific methods of working and risk assessments.
- Ensure that these procedures include, where temporary construction work is to be undertaken, consideration of the levels of current occupation in the structure, the degree of risk from occupation, any risks associated with adjacent structures, property or services, members of the public and of vehicle or plant access into or around the site.
- Incorporate adequate measures to minimise the risk to the safety of all persons especially those with disabilities.
- Ensure that due consideration is given, during the planning and site operation stages, to the stability of structures. Provide adequate monitoring of any structures or part thereof being dismantled and any adjacent structures that may be affected by construction operations.
- Co-ordinate the day-to-day management of H&S and liaise with Clients, Designers, CDM Advisor and other Contractors. Reprimand any member of staff, Consultant or Contractor who fails to discharge safety responsibilities satisfactorily.
- Undertake an adequate investigation of accidents, near misses or dangerous occurrences that may occur and report these
- occurrence to the Director responsible for H&S for SJ-TPM.
- Ensure that all plant or equipment owned by SJ-TPM is of adequate design and specification to carry out the work for which it is to be used.

- Prior to its use, ensure that all plant and equipment has been adequately maintained and has current certificates of inspection, testing and thorough examination as necessary, that operators have a current certificate of competence and records of each are kept on site.
- Ensure suitable and adequate site monitoring of the H&S standards operating on site are undertaken by site management and an independent external H&S Consultant.
- Set a personal example by wearing appropriate protective clothing on site.

### The onsite Production Manager

The Production Manager will:

- Know the requirements of the appropriate H&S standards and legislation, and ensure these standards are adequately applied to all construction works undertaken by SJ-TPM and are in accordance with the H&S awareness training given to Production Managers.
- Read and understand the SJ-TPM H&S Policy and procedures and carry out work in accordance with its requirements.
- Report any accidents to employees, Contractors or members of the public

to the Production Managers will be qualified first aiders.

- Ensure that all site H&S and emergency procedures are brought to the attention of all operatives, Consultants or visitors during their site induction training upon their first visit to site.
- Organise site activities to ensure that work is carried out to the required H&S standards, legislation and industry standards, and are in accordance with this policy, H&S plans, safety rules, procedures and permits to work, thus reducing the risks to the H&S of workers or other persons who may be affected.
- Promote co-operation between all Contractors and Designers working on the project and co-ordinate all construction operations. Implement arrangements with Sub-Contractors and others on site, to avoid confusion about areas of responsibility for Health, Safety and Welfare.
- Plan for and maintain a tidy site and ensure that all means of access and safe operation are free of obstruction. Ensure that all materials, plant and equipment are stored and secured in such ways as to minimise the risk to H&S of persons, especially children.
- Undertake all necessary site inspections of workplaces, access equipment, plant, and other equipment and ensure that all the necessary report forms are completed. Co-operate with

the independent external H&S Consultant undertaking monitoring activities on site.

- Ensure that all registers, records and reports are properly completed, up-to-date and kept in a safe place. Ensure copies of plans and procedures are available on site and statutory notices are prominently displayed.
- Where the project information is found not to cover changes to design, specification or working procedures, revisions are to be prepared and given to those working on the project.
- Ensure that all plant and equipment to be used on a project has been adequately maintained, tested, thoroughly examined and inspected, as necessary, and that operators, drivers, or banksman have been adequately trained and are competent and that all records are kept on site.
- Notify the Accounts Manager of any accidents, near misses, dangerous occurrences or occupational ill health involving employees, Contractors, Consultants, occupiers of premises or members of the public, resulting from contract works undertaken by SJ-TPM or their Contractors.
- Set a personal example by wearing appropriate clothing onsite.



## Office Manager

The Office Manager will:

- Read and understand the SJ-TPM Productions H&S Policy and procedures and ensure they are implemented in their area of control, on a daily basis.
- Know the requirements of the appropriate H&S standards and legislation, and ensure they are adequately applied to all SJ-TPM office activities and ensure employees are trained.
- Organise activities to ensure that work is carried out to the required standards and in accordance with SJ-TPM policy, safety rules and procedures, thus reducing the risks to the H&S of workers or other persons who may be affected.
- Ensure that adequate written procedures and assessments are provided for all repetitive hazardous work operations and that this information is passed to all workers, freelancers and Contractors as necessary.
- Ensure there is adequate equipment to ensure safe access to high-level storage areas.
- Undertake an adequate investigation of accidents or occupational ill health that may occur and report their occurrence to the Director responsible for Health and Safety.
- Plan for and maintain a tidy workplace and ensure that all means of access and emergency evacuation are free of obstruction and ensure that all materials and equipment are stored and secured in such ways as to minimise the risk to H&S of persons.
- Ensure that all registers, records and reports are properly completed and maintained, up to date and kept in a safe place and copies of procedures and regulations are available on the premises, and the statutory notices are prominently displayed.
- Set a personal example around the workplace.

SJ-TPM may be liable for the actions of any Freelancer/Contractor who adversely affects health or safety whilst working on company premises or event sites.

To minimise the risk of this occurrence, all Freelancers/Contractors are assessed for their competence in H&S matters linked to their work activities prior to being employed or appointed by SJ-TPM.

Freelancers/Contractors will:

- Adhere to all relevant statutory requirements that apply to the work they are carrying out.
- Demonstrate proof of their employees training and competence prior to their appointment. They must also accept and follow SJ-TPM procedures.
- Ensure that work is adequately discussed with SJ-TPM representatives to identify potential hazards and risks to the H&S of occupiers of premises, employees, Contractors employees or members of the public, from the work being undertaken.
- Provide detailed methods of working including their sequence of operations and risk assessments for the specific projects.

## Freelancers/Contractors

- Brief their own employees or Sub-Contractors on site safety issues, method statements and procedures, in addition to the SJ-TPM site induction.
- Provide suitable and adequate protective clothing to their employees. All persons must wear safety footwear at all times when on site together with additional PPE as necessary as well as any corporate clothing provided for identification and security purposes.
- Co-operate and co-ordinate their site operations with the SJ-TPM's Production Manager throughout the project work.
- Provide suitably skilled Supervisors who are competent in trade activities and H&S to ensure the work is carried out correctly and is in compliance with SJ-TPM rules and procedures and the above-mentioned legal requirements.
- Ensure that all portable electrical equipment will run off 110-volt, PAT tested Annually or lower voltage.
- Obey the SJ-TPM general site rules.

### Event Staff

The event Staff will:

- Assist the Production & Accounts teams in the implementation of the SJ-TPM Policy and procedures for minimising risk to H&S.
- Co-operate with all persons who have a legitimate interest in the H&S of the project works.
- Not do anything recklessly, interfere, misuse anything, or contribute to endangering the H&S of any persons who could be affected by the works.
- Ensure that all materials stored at an event are kept in a manner that will not cause harm to persons and are adequately secured against interference by non-contracting personnel and especially by children.
- Make the SJ-TPM Manager aware of any issue that may jeopardise the H&S of any person and or cause any detrimental circumstances to the work operations or where changes in procedures may facilitate a healthier or safer work environment.
- Ensure they are fully aware of the site arrangements in the event of fire or other emergencies.
- Report immediately to the SJ-TPM Manager if any employee is involved in an accident, personal injury or occupational ill health - no matter how slight - who will undertake suitable actions and ensure it is logged in the site accident book.
- Report immediately to the SJ-TPM Manager if an Inspector of the HSE, Environmental Health Officer or Local Authority comes to site.
- Co-operate with their employer and client with all health and safety matters.

**Office staff**

Office staff will:

- Read and understand the SJ-TPM Safety Policy and procedures and carry out work in accordance with its requirements.
  - Use office machinery in accordance with manufacturers' instructions and training provided.
  - Not repair or maintain any office equipment or machinery unless adequately trained.
  - Report any defects in office equipment or machinery immediately to the Office Managers.
  - Identify from their manager the position of the first aid kit and the names of the first aiders.
  - Ensure they are fully aware of the emergency arrangements in the event of fire and other emergencies.
  - Ensure that all corridors, office floors and doorways are kept clear and free from obstructions, and do not allow the accumulation of trailing cables or rubbish on the floor.
  - Not attempt to lift or move, without suitable assistance, articles or materials likely to cause injury.
- Not attempt to reach items on high shelves unless using steps or properly designed equipment. Do not improvise or climb.
  - Suggest ways of eliminating hazards and improving working methods. Warn new employees, particularly young people, of known hazards.

### **Section 3 - Arrangements**

#### **3.1 Office**

All office premises will be provided and maintained in accordance with current legislation.

Office layouts will be planned to avoid trailing cables across floors to office equipment. All access ways, stairways and fire exits will be kept clear of obstructions and well lit.

All office equipment will be sited and maintained correctly and serviced in accordance with the manufacturers' recommendations. All staff required to use office machinery will be given training and instruction in its use.

Suitable facilities will be provided for office staff required to reach items from high shelving.

#### **Cleaning, Housekeeping and Storage**

The premises are cleaned by contract cleaning services and nominated employees.

Line Managers are responsible for keeping a check on their own areas and reporting any changes or problems to the Office Manager. All employees should keep their own work area clean and tidy. All areas should be kept free of tripping and slipping hazards at all times.

The following listed procedures apply in SJ-TPM premises and employees must ensure they are maintained in a clean and safe condition:

#### **Cleaning Arrangements**

All work areas are to be kept clean and clear of any obstructions such as old packaging

materials etc. All cleaning materials are to be assessed for risks to H&S, and suitably stored and handled in relation to these risks.

#### **Disposal of Rubbish**

All redundant materials or packaging are to be placed in a proper waste collection area and not left on floors or under desks.

#### **Safe Stacking and Storage**

All office consumables and materials are to be stored in such a way so as not to cause risks to the H&S of persons. Only properly designed equipment is to be used for gaining access to high levels.

#### **Access Equipment**

Only access equipment designed for the purpose and to a suitable specification is to be purchased. All access equipment is to be regularly inspected for damage and the results of these inspections will be recorded.

#### **Smoking Policy**

In keeping with the law in the United Kingdom, no smoking is allowed in any part of internal premises under SJ-TPM control.

#### **Electrical**

Electrical equipment can pose a serious risk of injury and cause fires. A competent person will check all electrical services and equipment before being it is first put into use and will be subsequently checked and tested on a regular basis.

Every employee should visually check plugs and cables for obvious damage, loose connections and faults. If

in any doubt about the safety of electrical equipment it should be switched off, isolated or unplugged, if safe to do so, and reported to the Office Managers immediately.

Extension leads can be a potential cause of tripping accidents and, if damaged, can cause fires. The use of such leads should be avoided as far as possible and then only as a temporary measure. Any coiled extension lead should be fully unwound before use.

Portable equipment should be inspected visually before use for obvious damage or defects as above. Electrical equipment will be subject to periodic inspection and testing in accordance with the company schedule.

#### **Work Equipment**

Only suitably qualified and authorised persons can maintain equipment.

Some equipment/machinery may have specific manufacturers' rules/procedures for safe use, cleaning and maintenance for example printers, photocopiers, coffee machines, water dispensers and portable electrical tools. The manufacturer's instructions for use of any machinery will be made available to all authorised persons.

Equipment and machinery to be used will be checked on a regular basis to ensure it is safe before use, and the results recorded and kept by the Office Manager.

### Emergency Arrangements

The Directors responsible for H&S will ensure that all fire, first aid and emergency procedures are developed and made available to all staff and that they are all conversant with their operation.

All office staff will receive fire safety training and emergency procedures. The Office Managers will also ensure that all fire extinguishers are of the correct type for the risks present and that they are maintained annually.

Where lone working is required to be undertaken, specific procedures will be developed and recorded, for raising the alarm in case of an emergency and administering first aid and will made available for all those involved in the works.

During work activities, the following emergency procedures will be implemented:

- First aid personnel and equipment will be available
- Fire extinguishers or similar provided
- Methods of raising the alarm and calling the emergency services
- Procedures for the emergency release of persons from lifts
- Precautions to facilitate evacuation of the office or work area
- Provision of emergency electrical supplies.

Correctly stocked first aid boxes are located at various positions. The name of first aiders and other relevant information is given to all staff.

### Accident Reporting Procedures

Accident prevention is a high priority for all line management and all employees.

Whenever an accident occurs the line manager will immediately investigate it. Action will then be taken to prevent or minimise the likelihood of a recurrence.

Employees must use the following procedures to report all injuries or ill health resulting from accidents and any "dangerous occurrences" at or within work premises.

These procedures must be operated where any incidents occur, which affect employees, Contractors or members of the public.

Specific categories of injury or dangerous occurrence, as set out in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), have to be reported to the enforcing authorities for the workplace. The report must be as follows:

The categories are:

- Fatality
- Major injuries - fractures, amputation, dislocation, loss of sight, electric shock/burn, unconsciousness and hospitalisation over 24 hours

- Unable to undertake their normal work for over seven days (including days on which they do not normally work).
- Dangerous occurrences (examples only).
- Equipment failures.
- Lifting equipment.
- Pressure systems.
- Scaffolding collapse or partial collapse.
- Electrical incidents.
- Incidents involving dangerous substances.

All reportable accidents or incidents should be reported to: <http://www.riddor.gov.uk> (choosing the appropriate form)

In addition to the requirements of RIDDOR, the details of incidents, however minor, must be entered in an accident book, as required by the Social Security (Claims and Payments) Regulations 1979 and the Social Security Administration Act 1992.

### **Risk Assessments**

The Management of H&S at Work Regulations 1999 require, that risk assessments for all work activities are carried out and precaution implemented to reduce the risks to health of employees to as low as is reasonably practical.

When risks are identified they will be eliminated, minimised or reduced to an acceptable level.

The company will allocate one or more persons to carry out risk assessments. Written records of assessments will be produced by those persons and will include hazard identification, those groups of persons especially at risk and the necessary means of control.

Assessments will normally be reviewed on an annual basis, when a job, or location changes, or when new equipment, processes, materials or new personnel are introduced.

### **Hazardous Substances**

SJ-TPM will ensure the safe storage, transport, handling, use and disposal of all substances and materials on the premises. This will be achieved through compliance with the Control of Substances Hazardous to Health Regulations, other regulations and relevant guidance.

H&S data sheets will be obtained from suppliers for all substances and will be used as part of the necessary assessment of possible risks for employees and others.

Employees who are involved in the use of substances and materials will be told of the hazards and necessary precautions required by their line managers. They must work and handle these substances and materials in accordance

with the instructions and the training given to them.

### **Protective Clothing and Equipment**

Where required by the work activities, materials, the nature of the work area or local environment, the company will provide suitable protective clothing and equipment.

All employees will be given adequate training to ensure that they are aware of how such articles/equipment should be used and the reasons for their use.

The Office Managers will keep records of all PPE provided and training given to employees.

### **Manual Handling and Lifting**

The company will take into account, in developing its work procedures, The Manual Handling Operations Regulations 1992. In an attempt to eliminate the need for manual handling by employees, mechanical handling equipment will be utilised where possible.

Where manual lifting/handling is required, the company will provide training to employees in an endeavour to reduce the risk of injury. The company does not require any operative, to lift a load beyond their physical capability.

### **Working at Height**

To minimise the risk of falls of persons or materials, which may cause injury, SJ-TPM will:

- Undertake a risk assessment to identify if working at height is required.
- Ensure that work is not carried out at height where it can be done safely by other means.
- Where work is carried out at height, take suitable and sufficient measures to prevent any person or materials falling a distance liable to cause personal injury.
- Provide training and instruction or take other suitable and sufficient measures to prevent any person falling a distance liable to cause personal injury.

### **Fire Safety**

Detailed instructions on fire prevention and what to do in the event of an emergency will be communicated to all employees and clearly posted on each floor. It is the responsibility of all employees to ensure they are familiar with these instructions.

Fire Marshalls are appointed to control evacuation in the event of fire. Evacuations should take place in an orderly manner and a roll call will be carried out at the assembly points. A number of employees will be trained in use of firefighting equipment.

New employees will be instructed in fire prevention and evacuation on the first day of employment.

Fire drills will be held at least twice per year and records kept.

Firefighting equipment and the fire alarm system will be inspected and tested at 12 monthly intervals by a competent person or Contractors.

### Young Persons

When taking into employment persons who have reached the minimum school leaving age but have not yet reached the age of eighteen (18), SJ-TPM will follow HSE guidance on the H&S of young workers.

Before taking a young person into employment, SJ-TPM will make an assessment of the risks to the H&S and will take account of a number of factors including:

- The inexperience and immaturity of young people, and their potential lack of awareness of risk
- Type of work equipment and the way it is used
- Possibility of exposure to physical, biological and chemical agents
- H&S training provided to young people.

Having carried out this assessment, SJ-TPM will determine whether the young person should be prohibited from doing certain work because of the risks involved.

Where SJ-TPM is requested to give work experience to school age children, they will provide the school and parents or guardians

with information on any risks identified by their assessment and specify what protective measures are being taken.

The Office Manager will keep a copy in the office concerned and will make young person's aware of this documentation.

### Welfare Arrangements

SJ-TPM will provide suitable welfare facilities for employees in accordance with the Workplace Regulations.

### Stress

SJ-TPM recognise that stress is the adverse reaction people have to excessive pressure, and if stress is intense and goes on for some time can lead to mental and physical ill health. It is recognised however that some pressure/stress is important to give motivation to undertake work and other activities to an acceptable standard.

The aim of SJ-TPM is to ensure that its employees are kept safe and healthy at work and are not subjected to excessive workloads, onerous working practice or a detrimental working environment. In addition, any employee suffering from stress or stress related problem will receive support from SJ-TPM.

Any individual suffering from stress or a stress related issues should, in the first instance, speak with their Line Manager.

To minimise work activities creating high stress levels, SJ-TPM will:

- Manage work activities to minimise such stress levels occurring.

- Ensure that staff have the necessary skills, training and resources, to know what to do, are confident that they can do it and receive credit for it.
- Consult staff on working practices.
- Review working hour patterns/change routines.
- Follow up any changes made to ensure that they're having the intended effect.
- Ensure that managers discuss with the Directors responsible for H&S any staff members who may demonstrate high stress levels.
- Support staff, where an employee shows symptoms of stress.

### Policy Monitoring and Review

The operation and contents of this Policy will be reviewed annually. The person responsible for reviewing and updating the safety policy, responsibilities and arrangement is the Director responsible for H&S.

As part of an ongoing process of monitoring this Policy and its effective implementation, a programme of audits will be carried out of H&S activities, safe systems of work, compliance with and the adequacy of procedures will be carried out at intervals not exceeding 12 months.



### 3.2 Event Works

Event site work is varied in its' nature. All event/project work undertaken by SJ-TPM, will be planned and managed in accordance with all other relevant legislation.

General welfare facilities may be shared with a Client or other Event Contractor with their agreement. SJ-TPM or its Contractors will provide all necessary specialist welfare facilities relevant to its work activities.

Any electrical equipment or installation will be in accordance with the I.E.E. Regulations or the Electricity at Work Regulations and will be installed, tested and maintained only by qualified electricians. All portable electrical equipment, and extension cables, will be 110-volt, centre tapped to earth, or lower voltage and will be inspected every three months and proof of testing provided.

Access to and from the event site will be designed to minimise the possibility of risk to the H&S of building occupiers, pedestrians or vehicle traffic from the movement of site plant, equipment or delivery vehicles.

The site layout, where under the control of SJ-TPM, will be so designed to minimise unauthorised access to the site, to provide safe access for pedestrians and vehicles, safe storage areas and adequate welfare and office facilities.

Prior to works being undertaken, an assessment and survey will be made by the Contractor to

ascertain the type and position of existing services within the site.

### 3.3 Project Planning

#### Communications

Prior to commencement of any temporary construction works, SJ-TPM will provide all Contractors/ Designers with the pre-construction information. SJ-TPM will then require Sub-Contractors to provide their own site-specific Method Statements and Risk Assessments as relevant to their work activities.

Regular discussions will take place with all SJ-TPM employees, the Client, Contractors, Designers and the CDM advisor (if required) to ensure that the inter-relationship between the various parties and their effect on H&S is raised and the arrangements kept up to date.

The Project Team will meet as required to discuss and review all on site activities for SJ-TPM and a large part of this will relate to H&S. These discussions will not be limited to any specific issue under the H&S banner but will address all current and future work activities and will provide an open forum for the entire team to discuss any related matter.

SJ-TPM will maintain consultation with all Contractors working on projects and ensure that they consult with their own employees in due course.

SJ-TPM will, at regular intervals, discuss the task method statements with Contractors working on site at that time to ensure that their views are considered in arranging for future phasing of works to minimise risk throughout a project.

#### Asbestos

Exposure to asbestos is very unlikely but if SJ-TPM Productions work on a temporary event within a building where asbestos may be present, then details will be sought from the Client/Venue Manager regarding any asbestos content of any work area. If asbestos is present, then work will not begin until the asbestos register is checked and information and instruction provided to all. Persons must not assume that there is no asbestos present and positive information must be obtained.

Any operative discovering a substance which he suspects to be asbestos, or the identity of which is not known, will cease work immediately in that area and notify the Production Manager, so that appropriate action can be taken.

#### Electrical Safety

Prior to works commencing, details of the existing electrical supplies or other services will be obtained from the Client, or Venue Manager.

Where such information is not available a survey will be undertaken by a Contractor to ascertain the presence of temporary and permanent supplies, overhead and underground services, temporary energised services and the need for isolation, retention or diverting of supplies.



### Unauthorised Access

All reasonable measures will be taken to minimise unauthorised access to the work areas and other locations that may endanger the H&S of any persons gaining access adjacent to or under work areas. Where Client or Venue Managers have existing security procedures, they will be incorporated within the SJ-TPM site procedures.

All such protection will be the responsibility of SJ-TPM or its Contractors and where works are to be undertaken in the vicinity of areas in which members of the public, and especially children are at risk, a greater degree of protection will be provided.

Where works access will interfere with normal road traffic, either vehicle or pedestrian, a safe system of work will be developed to provide for barriers, signs or other necessary equipment.

### Underground/Hidden or Overhead Services

Prior to works commencing, information from utility companies, the Client or Venue Manager as appropriate, together with a site survey, will be used to ascertain the exact position of all services.

Specialist Contractors will be used as necessary, to isolate services to or within the site and to fix signs as to the location of any retained services, passing across or near to the proposed works, which cannot be isolated, diverted or otherwise made safe.

Overhead services/obstructions will be identified, appropriate protection installed as necessary and shown on drawings. These will

be outlined during toolbox talks before the job commences.

### Contractors/Consultants

SJ-TPM may be liable for the actions of any Consultant or Contractor who adversely affects H&S in our office premises or on Event Projects. To minimise the risk of this occurrence, all Consultants and Contractors will be assessed for their competence in H&S prior to their appointment and they must accept and follow SJ-TPM procedures.

Contractors should adhere to all relevant statutory requirements applying to the work they are carrying out. They must also ensure:

- That all persons visiting event site must wear protective footwear and other PPE as required.
- That work is adequately discussed with SJ-TPM representatives to identify potential hazards and risks to the H&S of occupiers of venue, Contractors' employees, employees or members of the public, from the work being undertaken.
- Provide detailed methods of working, sequence of operations and their risk assessments for the specific tasks.
- Brief their own employees on premises/ task safety issues, method statements and procedures.
- Provide suitable and adequate protective clothing to their employees including safety footwear on all occasions, overalls, helmets

and eye, ear and respiratory protection, as necessary.

- Provide suitably skilled Supervision, who are competent in H&S, to ensure the work is carried out correctly and in compliance with company rules and procedures, as well as the above mentioned legal requirements.
- Liaise with Account or Production Manager, at the start, during and on completion of the work.
- All portable electrical equipment will run off 110- volt or less and tested every three months.
- In addition to task specific rules, Contractors must obey the following SJ-TPM Productions general site rules:
- Alcoholic beverages and drugs, other than those correctly prescribed must not be brought onto maintenance premises or Event/Project sites, consumed at the workplace, or personnel be under their influence whilst on the premises.
- All accidents/incidents, no matter how slight are to be reported immediately to the Production Manager.
- Smoking is prohibited in all but designated external areas.

All equipment brought onto or used in the workplace must be to an appropriate standard, correctly maintained, in good and safe

condition, with all relevant test and inspection certificates and suitably labelled.

- All H&S and other relevant signs must be obeyed.
- Children are not permitted on site.

### Monitoring

The Production Manager will monitor the effectiveness of the project planning procedures and any shortcomings perceived at site level reported to the Accounts/Client Manager.

When required the services of an external Consultant may be used to carry out site inspections and report the findings to the Director responsible for H&S and Account/Production Manager, who will review the reports and update procedures if required.

### Training

The SJ-TPM policy is to provide all relevant training in H&S, as well as in technical or managerial issues when either changes in law, technology, materials, poor working practices, work location or other circumstances dictate.

All general H&S awareness training received by employees for either office or construction activities on a regular basis is supplemented by training in specific aspects as shown below as highlighted in various sections of this policy:

- Production Managers H&S - "and all in accordance with the H&S awareness training given to Production Managers", brought to the attention of all operatives, Consultants or visitors

during their site induction training given by the Production Manager, upon their first visit to site.

- Office Staff General H&S Awareness - "and ensure they are adequately applied to all SJ-TPM office activities and ensure employees are trained."

- Contractors Must - Demonstrate proof of their employees training and competence prior to their appointment, and they must accept and follow SJ-TPM procedures.

- The Maintenance of Office Equipment - All staff required to use office machinery will be given training and instruction in its use.

- Emergency Arrangements - The Director responsible for H&S will ensure that all fire, first aid and emergency procedures are developed and made available to all staff and that they are all conversant with their operation.

- Health Surveillance - Provide employees with information regarding ill health, regular checks will be carried out by questioning employees about illnesses, to establish any pattern or relationship to their work.

- Hazardous Materials and Operations – SJ-TPM will allocate one or more persons to carry out risk assessments. Written records of assessments will be produced by those persons and will include hazard identification, those groups of persons especially at risk and the means of control necessary.

- The Use of Personal Protective Equipment - All employees will be given adequate training to ensure that they are aware of how such

articles/equipment should be used and the reasons for their use.

- Manual Handling - Where manual lifting/handling is required, the Company will provide training to employees to reduce the risk of back injury or other muscular / skeletal damage.

- Work Equipment and Abrasive Wheels - All operators of plant and equipment shall be in possession of current training certificates.

- Those persons required to change the wheels on abrasive disc cutting machines will receive the necessary training and hold the appropriate certificate.

- The Use of Lifting Equipment - Only trained authorised personnel are permitted to co-ordinate lifting operations, use lifting equipment, sling loads or direct lifting operations.

- The Use of Safety Harnesses - All operatives required to use safety harnesses, will be trained in their fitting, maintenance and use, and also, instructed on how to achieve a secure anchorage to various structures.

- Working in Confined Spaces - Operatives to be employed in confined spaces will receive adequate training, and certification for confined spaces operations.

- Managing Permits to Work – Production Managers are trained in implementing Permits to Work and must liaise with the Venue Managers to ensure that any existing permit to work system is understood and enforced among their operatives.

- Records of all such training will be held by the Office Managers and kept in the company offices.

### 3.4 CDM Regulations

For notifiable projects under the Construction (Design and Management) Regulations 2015 and where no external appointments exist, SJ-TPM will undertake the role of Principal Designer & Principal Contractor and will use the services of the H&S Consultants to provide the specialist services required and to retain the element of independence necessary for the function to be effective.

Resourcing is linked to the nature of the project and will be suitable to ensure that SJ-TPM's obligations for its disciplines under the CDM Regulations are fulfilled.

Production Managers are trained in the current H&S aspects of the work undertaken by SJ-TPM and the procedures to be undertaken by the Designers, CDM advisor and Principal Contractor.

SJ-TPM will ensure that the co-ordination of any temporary construction and design phases is undertaken in accordance with CDM 2015.

They will also ensure effective communication channels are achieved through the management of design and relevant construction activities.

#### Client Duties

SJ-TPM will ensure the Client for each notifiable project is aware of its legal duties as placed upon it by the Construction (Design and Management) Regulations 2015 and which include:

The Client appoints competent persons as:

- The CDM advisor
- The Principal Contractor
- The Client must ensure before works commence that:
  - Pre-Construction information is provided.
  - All persons appointed are competent and resourced.
  - They allow sufficient time for each phase of the project.
  - They co-operate and co-ordinate their work with others to ensure the H&S of persons.
  - Suitable arrangements are made for the project management of H&S, so the project is without risk to the H&S of persons, and ensure that:
- Designers confirm that their designs and any associated designs comply with CDM.
- Contractors confirm that they will monitor compliance with H&S requirements.
- Contractors will provide suitable Welfare Facilities from day one of construction works.
- The Client must ensure that temporary construction work does not commence on site unless:
  - The Principal Contractor has prepared a suitably detailed Construction Phase Plan.
  - The Client is satisfied that the provision of welfare facilities will be complied with during construction.
  - After construction has commenced, the Client itself or with assistance, must ensure the above detailed arrangements are maintained, and that:
  - There is adequate protection for the Client's workers and/or members of the public.
  - The Contractor has provided adequate welfare facilities.
  - There is good co-operation and communication between Designers and Contractors.

#### Safety Files

The Client & SJ-TPM must ensure the H&S file is kept available for all future works such as maintenance.

The H&S file is revised as often as necessary and after any works which may change or update the details such as asbestos information.

### CDM Client Advisor

Where no external appointment exists, SJ-TPM Productions will take the appointment of CDM client advisor and will use the services of H&S Consultants to provide specialist services and to retain the element of independence necessary for the function to be effective.

The role includes:

- Advising and assisting the Client in complying with its duties.
- Notifying HSE and updating information as necessary.
- Co-ordinating design work, planning and other preparation for construction with regard to H&S
- Assisting in the identification and collation of the pre-construction information.
- Providing the pre-construction information to all Designers, Principal Contractor and other Contractors.
- Managing the flow of information between Clients, Designers and Contractors.
- Advising the Client on the suitability of the Construction Phase Plan and the arrangements to provide welfare.
- Ensuring the Designers are complying with their CDM design responsibilities for either permanent or temporary works.
- Liaising with the Principal Contractor regarding:

- The contents of the H&S file.
- The information required for the PC to prepare the Construction Plan.
- Any design development that may affect the planning and management of construction works, whether permanent or temporary.

### Principal Contractor

As Principal Contractor, SJ-TPM will ensure that the responsibilities imposed by the Construction (Design and Management) Regulations 2015, are integrated within its overall SJ-TPM project management activities and will ensure that:

- The Client is aware of its duties.
- A CDM advisor has been appointed.
- The Pre-construction information is available and issued to the required Consultants and Contractors.
- SJ-TPM is competent and resourced to address the H&S issues on each project.
- The construction phase is planned, managed and monitored, taking into account any existing use of a building and any existing emergency procedures and with competent site management.
- Co-ordination and co-operation between Contractors and Designers is sufficient.

The Construction Phase Plan is prepared taking into account the pre-construction information:

- Before construction works begin.
- Developed in discussion with and communicated to the other Contractors.
- Implemented and kept up to date.
- All Consultants and Contractors are competent and are provided with all relevant information.
- Suitable welfare facilities are provided from the first day on site.
- The HSE project notification is displayed.
- Unauthorised access is prevented onto the Event Site.
- The SJ-TPM site rules are prepared and enforced.
- All workers and visitors to site are provided with H&S induction, information and training.
- The workforce is consulted about H&S matters
- They liaise with any external CDM advisor on design issues.
- The external CDM advisor is provided with relevant information for the H&S files. Contractors

All Contractors will ensure full co-operation with the Principal Contractor, and ensure the responsibilities imposed by the Construction

(Design and Management) Regulations 2015, are integrated within the overall SJ-TPM project activities where necessary.

They will:

- Check the Client is aware of its legal duties.
- Ensure it and anyone it appoints are competent.
- Plan, manage and monitor his construction work
- to ensure there is no H&S risk to persons.
- Inform Contractors they appoint of the minimum time allowed to plan and prepare his works before they commence.
- Provide suitable training to employees for the specific project works.
- Provide to every person working on construction work:
- Suitable H&S induction training
- Information on the risks to their H&S.
- Ensure any design work complies with CDM.
- Create and comply with:
- The site rules.
- The procedures to be followed in the event of serious and imminent danger, and the persons appointed to manage the actions.
- Provide employees with all required H&S training.
- Ensure no construction works commence until unauthorised access is prevented on the site.
- Ensure that suitable welfare provisions are available throughout the project.

### 3.5 Design

All persons who undertake design activities for or on behalf of SJ-TPM, including preparing drawings and design details for either permanent or temporary works will ensure SJ-TPM policy and procedures are implemented on a daily basis, on all design elements of projects.

Those persons undertaking design activities by or on behalf of SJ-TPM will:

- Ensure the Client is aware of its legal duties and has appointed a CDM advisor.
  - Not commence work other than initial designs unless a CDM advisor has been appointed.
  - Ensure they are competent and resourced to address the H&S issues involved in the design.
  - Co-operate with the CDM advisor, Principal Contractor and other Designers.
  - Co-ordinate their designs with other Designers
  - Avoid when preparing/modifying designs any foreseeable risks to the H&S of persons carrying out construction or demolition work, liable to be affected by such work, undertaking future maintenance or repair, cleaning any window translucent wall or ceiling or using the structure designed as a workplace.
- To avoid these risks the Designers must:
    - Eliminate hazards that may give rise to risks or where the risks cannot be eliminated reduce the risks from any remaining hazards.
    - Give priority to collective preventative measures over individual protection measures.
    - Design a structure that is to be used as a workplace, in accordance with the Workplace (Health, Safety and Welfare) Regulations.
    - Provide sufficient information with their design, about the design of the structure, its construction or maintenance for inclusion in the H&S file.
    - The requirements of the appropriate H&S standards or legislation relating to design are to be adequately applied within the area of responsibility, to all projects undertaken by SJ-TPM.
    - Design options shall include consideration of the degree of risk from the temporary structure, and any risks associated with adjacent structures of services.
  - The hierarchy of risk elimination, with regard to design activities will be applied as required to:
    - Avoid all foreseeable risks to the H&S of any person involved in construction, cleaning, maintenance and demolition of a structure and any person who may be affected by site works.

- Combat, at source, risks to the H&S of any person constructing, maintaining or repairing the designed structure.
- Give priority to measures for protecting an area used by persons involved in for example construction, and maintenance.

### 3.6 Emergency Arrangements

SJ-TPM has appointed the Production Manager to be responsible for ensuring that information regarding all fire, first aid and emergency procedures is available to all Event based employees, Consultants and Contractors and they are all made conversant with their operation, during the site induction training.

On event sites, local emergency procedures will be communicated to all workers including local hospital details, HSE offices, first aid arrangements, fire precautions and any other site-specific procedures as set out in the construction plan and method statements.

Methods of raising the alarm and calling emergency services during work activities and the following emergency procedures will be implemented:

- First aid personnel and equipment.
- Fire extinguishers or similar provided.
- Methods of raising the alarm and calling emergency services.

- Precautions and procedures necessary to facilitate evacuation of the site or work area
- Provision of emergency electrical supplies.

SJ-TPM encourages employees to become properly trained first aiders. The name of first aiders and other relevant information is given to all staff.

### 3.7 Welfare Arrangements

SJ-TPM will ensure that full welfare facilities are available, in accordance with legislation, whilst taking into account the specific nature of the site and the works to be undertaken.

Arrangements will be made to utilise their general welfare facilities where they are available from the venue and supplemented by any additional specialist facilities required.

Where the welfare facilities are to be provided by SJ-TPM suitable accommodation will be provided for rest and the eating of food together with means of heating, drinks/food.

The basic welfare provisions will be:

- A rest area with adequate tables and seating with back support for the numbers involved.
- A source of drinking water with cups or fountain
- Running water for washing, with soap and towels and in close proximity of toilets.
- Facility/area to store clothing

- Suitable toilet facilities (this means a flushing WC; portable chemical toilets are acceptable for short term use only), for both male and female employees and visitors.
- Depending on the venue operations, if there is a requirement for work outside, or wet work is involved, the provision of a drying area for wet clothing may be required.
- The welfare facilities will be adequately ventilated and maintained in a clean and hygienic condition at all times. No storage of tools or construction materials is permitted in the rest area and the segregation should be sufficient to prevent dust from construction operations entering the rest area.
- SJ-TPM will ensure a site plan identifying the location of all welfare facilities and emergency means of escape is affixed to this plan and displayed within the welfare facilities and around site.
- Where such facilities are provided they will be cleaned regularly. Employees are required to use them properly and see that the area is left clean and tidy during and at the end of each
- shift and ensure that good hygiene practices are observed.

- Ensure that all protective clothing is kept in a clean and serviceable condition and stored in the facilities provided.

### 3.8 Health Surveillance

To help provide employees with information regarding ill health, regular checks will be carried out by site management questioning employees about illnesses, to establish any pattern or relationship to their work.

If this appears to produce evidence linking work activities to illness, medical advice and / or assistance will be sought.

### 3.9 Risk Assessments

The Management of H&S at Work Regulations 1999; and other current legislation require, that for all work activities, the risks to the H&S of employees and other persons, should be identified and assessed.

When the risks are considered unacceptable, they must be eliminated, minimised or reduced to an acceptable level.

Legislation specifies that, certain activities require risk assessments to be carried out. They are:

- Substances hazardous to health.
- Manual handling operations.



- Design activities for temporary construction projects.
- Temporary construction works.
- SJ-TPM will allocate one or more persons to carry out risk assessments. Written records of assessments will be produced by those persons and will include hazard identification, those groups of persons especially at risk and the means of control necessary.
- Assessments will be reviewed normally on an annual basis or when a job or location change, new equipment, processes or materials are introduced.
- SJ-TPM will ensure the safe storage, transport, handling, use and disposal of all substances and materials on site. This will be achieved through compliance with the Control of Substances Hazardous to Health Regulations 2002, the Control of Pollution and other specific regulations and relevant guidance.
- Safety data sheets will be obtained from suppliers for all substances and will be used as part of the necessary assessment of possible risks for employees and others.
- Production Managers will tell employees who are involved in the use of substances and materials of the hazards and necessary precautions required. They must work and handle these substances and materials in accordance with the instructions and the training given to them.

### 3.10 Protective Clothing and Equipment

SJ-TPM will provide employees with suitable protective clothing and equipment where required by the work activities, materials, the nature of the site or local environment together with identification clothing.

All employees will be given adequate training to ensure that they are aware of how such articles/equipment should be used and the reasons for their use.

The Production Manager will keep records of all such provision and training.

Any person observed not to be wearing protective clothing or equipment, whilst undertaking work, or in a location which requires such articles to be worn/used, will be instructed to stop work or leave the area until the equipment is obtained and worn or used.

### 3.11 Manual Handling and Lifting

SJ-TPM will take into account when developing its work procedures, The Manual Handling Operations Regulations 1992. Where possible, mechanical handling equipment will be utilised in an attempt to eliminate the need for manual handling, but where this is not practical then the work will be planned in an attempt to minimise it.

Where manual lifting/handling is required, SJ-TPM will provide training to employees in an endeavour to reduce the risk of injury. The

Company does not require any operative, to lift and load beyond their physical capability.

SJ-TPM does not require any operative, particularly a young person, to lift, without assistance, a load that is likely to cause injury, and an adequate supply of suitable gloves or equipment is available for use as required, for the handling of materials, which could cause injuries.

A written risk assessment of those work situations requiring mechanical lifting equipment or manual handling to be used will be made.

### 3.12 Work Equipment

SJ-TPM will follow the regulations that are applicable to such specified equipment i.e. The Provision and use of Work Equipment Regulation 1998, The Lifting Operations and Lifting Equipment Regulations 1998, and any other relevant legislation or industry guidance.

SJ-TPM will make sure that all equipment is suitable for its planned use and will take into account the working conditions and hazards in the workplace when specifying the equipment to be used.

SJ-TPM will provide adequate information, instruction and training, and will provide equipment that conforms to both, the EC product safety directive and UK regulations.

Any plant or equipment will only be used for operations for which, and under conditions for which it is suitable. The equipment will be

maintained in an efficient state, in good working order and in good repair by the employer.

Adequate safe clearance is to be maintained around all work equipment, and the local work area is to be kept free of debris, off cuts and tripping hazards.

All equipment will be identified by individual numbers, and will be regularly maintained, inspected, tested and thoroughly examined as required. All records of such inspections and any other relevant documentation will be kept on site.

All operators of plant and equipment shall be in possession of current training certificates. Those persons required to change the wheels on abrasive disc cutting machines will receive the necessary training and hold the appropriate certification.

### Hand Tools

All cutting tools such as chisels (for wood or metal), saws, knives, files etc. must be sharp and free from chips, cracks burrs and corrosion. Striking faces for hammers, chisels and similar tools must be kept polished and clean. Tools not in use are to be stored in toolboxes or other secure locations in the work area.

Screwdrivers are only to be used for the correct task, using the correct sizes at all times and are not to be used as chisels, punches, tin openers, paint stirrers or any other act of misuse.

### Noise and Vibration

SJ-TPM accepts that various work activities may create and specific work locations may increase excessive noise and vibration levels that could adversely affect the hearing of employees or other persons on site, or may be deemed to be a nuisance by other persons.

All measures will be taken to ensure all plant/machinery and other operations are carried out to an acceptable level of noise or vibration in accordance with legal requirements, building manager rules and any Local Authority guidelines.

Where such noise levels are above 80 db(A) SJ-TPM will provide hearing protection to its employees.

Where such noise levels are 85 db(A) or above, SJ-TPM will provide hearing protection to its employees and ensure it is worn.

Where practical work activities will be designed and planned to minimise noise transmission, and tools and equipment will be selected and maintained so as to minimise the generation of high noise levels and disruption to the activities of other building occupiers.

To minimise the effects of noisy working on the individuals undertaking the work, any noisy operations will be restricted to limited working hours and this detail will be given at the site induction.

### Compressed Air

The following rules must be followed to avoid injury from compressed air:

- Compressed air must not be used to clean clothing or work areas.
- Shut-off valves must be used and hoses must not be kinked or folded.
- Before disconnecting tools or hoses, the supply must be turned off at the valve and excess air run off.
- Air receivers will be inspected on an annual basis, in accordance with legislation.
- Operator must ensure the hose connections and tools are in good condition and compatible with each other.

### Vehicles

Only personnel who have a valid operating or driving licence of the class applicable and have been authorised by the Group Board may drive SJ-TPM vehicles. The drivers must inspect their vehicles on a daily basis, and any defects found reported to their manager on the appropriate defect report form.

Where provided, seat belts must be worn. Loads must not exceed the capacity of the vehicle and must always be secured in a safe manner. Passengers are not allowed to ride on or in a vehicle unless there is adequate seating and they are on SJ-TPM business.

Any company employee either directly or indirectly tampering with vehicle restrictive devices will be subject to immediate dismissal.

All incidents or accidents involving company vehicles must be reported immediately to the head office. All road traffic signs, speed limits and legislation must be adhered to always. Parking or other violations are the responsibility of the driver; however, any fines or convictions must be notified to SJ-TPM.

SJ-TPM does not endorse the use of mobile telephones whilst driving, and any call that is made or received using a proprietary hands free device, should be only undertaken while the vehicle is parked up and it is safe to do so.

### **Lifting Equipment**

All lifting equipment owned or hired by SJ-TPM Productions or its Contractors must be individually identified and records of maintenance, inspections, testing a thorough examination where required are kept in the appropriate register on site.

Before using lifting equipment, all equipment and operator training records must be checked by the Site Manager.

Only trained authorised personnel are permitted to co- ordinate lifting operations, use lifting equipment, sling loads or direct lifting operations.

Those involved in lifting operations must ensure that all other persons are clear of the work area and adequate barriers and signs erected. A minimum clearance of 0.5m must be maintained between a crane body and any other object, the crane slewing motion must be accounted for when siting a crane for lifting operations.

Lifting equipment that is hired must be checked to ensure that its documentation is up to date and that its operator is in possession of a current operator's certificate.

### 3.13 Working at Height

#### General

When working at heights is required, suitable access equipment will be provided, in accordance with the Work at Heights Regulations 2005 (WAHR). SJ-TPM will undertake a risk assessment to identify if working at height is required and will ensure that work is not carried out at height, where it can be done safely from another position.

Where work is carried out at height SJ-TPM will take suitable and sufficient measures to prevent any person falling a distance liable to cause personal injury:

SJ-TPM will:

- Ensure that work, or gaining access or egress, is carried out from an existing place of work or an existing means of access.
- Where this is not practical:
- SJ-TPM will provide suitable and sufficient work equipment to prevent a fall occurring.
- Where the measures do not eliminate the risk of a fall occurring:
  - SJ-TPM will provide suitable work equipment to minimise the distance and consequences of a fall, and provide training and instruction, or take other measures to prevent any person falling a distance liable to cause personal injury.

- An adequate system of security will be incorporated when working at heights is required, to safeguard the H&S of third parties, who may inadvertently pass adjacent to or below the working area, from any falling objects.

Where an existing workplace is not suitable for undertaking works at height, SJ-TPM Productions will provide:

- A mobile tower.
- Where this is not practical.
- A mobile elevated work platform.
- Where this is not practical.
- A ladder or stepladder.

Working from stepladders may be permitted at the Production Managers discretion, only for work of a short duration and only where risk assessment shows the stepladder is a suitable form of access.

#### Mobile Alloy Towers

Mobile alloy towers will only be erected, dismantled or altered by approved, competent Contractors. SJ-TPM personnel, or their Sub-Contractors, must never interfere with a mobile alloy tower structure erected by a competent person.

Mobile alloy towers will be inspected prior to their use and thereafter every seven days if they remain in the same location, or immediately after modification or alterations.

The results of inspection will be recorded in the appropriate register and kept on the premises.

On completion of the works, these records will be kept in SJ-TPM offices for a further three-month period

No mobile alloy towers will be accepted for use until a competent person approved by the company has inspected it.

Mobile alloy tower structures will be provided with suitable and sufficient means of access/egress with properly constructed working platforms for the works to be undertaken. All working platforms will be maintained in a clear and uncongested condition to ensure the safety of all persons who require access around the site.

All access equipment such as ladders, mobile alloy tower or roof ladders must also be inspected prior to their use both for their condition and security.

When working at heights an adequate system of security will be incorporated to safeguard the H&S of third parties who may inadvertently enter the site, adjacent to or below the working area.

### **Rigging**

Rigging will only be erected, dismantled or altered by approved, competent rigging Contractors and riggers.

SJ-TPM personnel or their Sub-Contractors must never interfere with rigging erected by a Contractor.

Rigging will be inspected prior to their use and thereafter every seven days or after modification or alterations. The results of inspection will be recorded in the appropriate register and kept on the premises.

No rigging will be accepted for use until a competent person approved by the company has inspected it.

All access equipment including ladders, rigging or roof ladders etc. must also be inspected prior to their use both for their condition and security.

Weather Conditions when working at high level external parts of a structure, consideration must be given to be prevailing weather conditions, such as high winds, rain, snow, frost or any other factor which may increase the likelihood of a person slipping, falling or dropping materials and equipment.

Arrangements will be put into place on each specific task, regarding the actions to be taken if any of the above weather conditions are likely to occur while operations are in progress.

### **Ladders and Steps**

Ladders or steps will only be used after an assessment has been undertaken and they are the only suitable form of access equipment to

be used in a specific work area. Care must be taken when using ladders. They must be positioned on a firm standing, lashed to the structure or footed to prevent slippage. The ladders must be fixed around the stiles and erected at an angle of 75 degrees (1 in 4).

All ladders and steps owned by the company are to be inspected regularly to check for damage, taken out of use if not serviceable and records of inspections kept by the Company.

Steps provided by the company will be of an industrial specification and conform to BSEN 131 as a minimum standard.

### **Safety Harnesses**

When working at heights and the risk of falling exists, guardrails or other solid protection will be provided. Where solid protection is not practical, a fall restraint system is to be employed. Where this is impractical, as a last resort a fall arrest system is to be employed.

Wherever suspension type fall arrest systems are employed, a detailed and effective rescue plan must be in place prior to the commencement of work.

All operatives required to use safety harnesses, will be trained in their fitting, maintenance and use, and also instructed on how to achieve a secure anchorage to various structures.

All the equipment provided by the Contractor will be maintained in a serviceable condition and must be used and maintained in accordance with legislation,

SJ-TPM H&S Policy and training provided.

Testing of all equipment to be carried out at regular intervals in accordance with the manufacturer's recommendations.

Trained Production Managers will inspect the harnesses and associated equipment, prior to their use, and records of such inspections will be retained.

When SJ-TPM introduces new equipment, the Director responsible for H&S will ensure information on new equipment, for its use and maintenance, will be made available and that all employees are instructed in its correct use.

### 3.14 Excavations

Where there is a requirement for excavations to be carried out at an event site, they will be planned, supervised and inspected by a competent person and records of inspection will be kept as required by the Construction (Design and Management) Regulations 2015.

Before undertaking excavations, SJ-TPM Productions will ensure the works are planned and suitable procedures are developed and implemented to achieve the following:

- Minimise the need for persons requiring accessing excavations where practical.
- Avoid contact with underground services
- Prevent collapse of the sides or materials falling onto people working in the excavation
- Prevent people and vehicles falling into the excavation.
- Prevent people being struck by plant
- Avoid undermining nearby structures
- Provide suitable safe access into and egress from the excavation.
- Prevent ingress of fumes.
- Avoid accidents to members of the public.
- Make sure the necessary equipment needed such as trench sheets, props,

baulks, etc., is available on site before work starts.

- Suitable competent supervision will be on site at all times when excavations are being undertaken.
- Note: A minimum clearance of 0.5m must be maintained between an excavator body and any other object to eliminate the risk of crushing persons. The slewing motion must be accounted for when siting an excavator for either lifting or excavating operations.

### 3.15 Lone Working

Lone working is to be avoided where possible and is not permitted in Confined Space Operations.

In the event that any operative is required to work alone, an assessment shall be made of the work location and suitable safe systems of work will be developed and written for that specific situation.

This assessment shall include any information on existing safe systems of work that may be provided by the Client or Venue Manager.

Any equipment required will be provided (such as personal alarm transmitter) to minimise risk to the operative during the work period as well as summoning immediate assistance should the operative become incapacitated. Reliance will not be placed on mobile phones due to areas of low signal strength.

The guidance provided in the HSE Leaflet "Working Alone in Safety" will be referred to when assessing any work location in which a permit may be required to work alone.

### 3.16 Chemicals

Chemicals for the treatment of water systems, or maintenance activity will only be used by competent persons, who are in possession of an adequate risk assessment, carried out in accordance with the COSHH Regulations, the manufacturers' or suppliers' safety instructions and a written procedure for the operative involved.

The risk assessment will consider hazards posed to other Contractors, building occupants and members of the public. Chemicals and other materials will be stored and transported in accordance with the manufacturers / supplier's recommendations.

### 3.17 Confined Spaces

No employee is to enter a confined space unless authorised and under the control of a Confined Space entry permit issued by an authorised person. If any employee is required to carry out work activities in an area that is considered a Confined Space, as defined in The Confined Spaces Regulations 1997, then the provisions of those regulations will be followed.

A competent person, to ascertain the specific risks involved and control measures required, will assess each confined space.

Operatives to be employed in confined spaces will receive suitable training and certification for confined spaces operations. All specific safety equipment, communications systems and trained rescue personnel will be provided, and an adequate rescue plan will be developed and operatives briefed on its implementation.

#### Restricted Space

Restricted space is applicable to any area where room to carry out work operations is limited, or to which access points are smaller than a normal doorway. Risks to be considered include:

- Difficulty in removing a casualty from the workplace particularly if they are unconscious or otherwise incapacitated.
- Hazards posed by pipe/ductwork, possible contact with live services in the restricted work area (meter reading in an electrical cupboard).

- The possibility of claustrophobia.
- The onset of cramp while in a restricted location can make egress from the location impossible for the victim without assistance.
- While a restricted space is not necessarily a confined space, the risk associated with any limitation on freedom of movement, or access and egress during work activities requires an assessment to be made and suitable safe systems of work to be implemented.
- Production Managers will carry out assessment at the work location; if necessary, assistance will be sought from the Account Manager.

### 3.18 Permits to Work

Risks involved in site operations particularly where hot works or working on live services will include the implementation of a Permit to Work System, and in some situations "lock off" procedures.

Production Managers employed by SJ-TPM Productions are trained in implementing Permits to Work, and must liaise with the Client/Venue Managers to ensure that any existing building permit to work system is understood and enforced among their operatives.

All event operatives must be made aware if a Permit to Work system is implemented by a venue and abide by its provisions for the duration of the task.

### 3.19 Food Safety Procedures (HACCP)

An HACCP Compliant Food Plan will be required for any project/event where food will be provided. The HACCP must be compliant with Regulation (EC) No. 853/2004' on the hygiene of foodstuffs, and 'The Food Hygiene (England) Regulations 2006'.



### 3.20 Environmental Controls

The SJ-TPM Board takes a close and responsible interest in the environmental impact arising from the company's activities and it is its intention to ensure that all work activities are carried out in accordance with all relevant statutory provisions, this policy and the SJ-TPM Productions Environmental Policy.

The SJ-TPM Policy sets out the SJ-TPM Productions organisation and procedures for managing environmental issues throughout its operations. Marc Smith has particular responsibility for environmental issues for SJ-TPM.

SJ-TPM will provide all practical measures, including information, instruction, training and supervision for employees and Contractors, to ensure that they act in accordance with good practice, therefore preserving and enhancing the environment.

The policy will be brought to the attention of all employees, Freelancers and Contractors employed by SJ-TPM and when planning and undertaking construction works the environmental impact will be assessed and suitable controls developed and implemented.

The contents of the policy will be reviewed annually using the assistance of an external Consultant where necessary.



## **Introduction to SJ-TPM H&S**

### Introduction

SJ-TPM ensures H&S procedures are followed through out a project from planning to execution to ensure that the SJ-TPM staff, subcontractors, clients and general public are safe at all times and not exposed to any risks.

### Procedures overview

1. On joining SJ-TPM as an employee read the SJ-TPM Health and Safety Policy
2. In the office, follow office rules (e.g. do not block exit routes or doorways), these can be found?
3. Know the evacuation plan and walk it, the plan is located in the kitchen
4. Report any accidents or near misses to the office manager or the site Production Manager
5. If you have H&S concerns raise thee to your Line Manager, Office Manager or company MD
6. Before going to site, ensure there is a SJ-TPM Risk Assessment & Method Statement written that covers all work & event activities that are taking place , this is normal written by the project team or by a third party Safety Adviser. It is everybody's responsibility in project delivery teams to ensure this happens.
7. All suppliers working for SJ-TPM on site are required to submit PLI & if required Indemnity insurance, Risk Assessment and Method Statement for the works they are carrying out on behalf of SJ-TPM, it is both the Account/Project Manager and Productions Managers responsibly to ensure these are received, read, checked and filed on the server in the project file under supplier H&S
8. PPE is required on site for all staff as per our risk assessments and site/venue rules
  - a. Safety footwear is required for anyone working in a build or strike area
  - b. High Viz is required for anyone working in a build or strike area
  - c. Other PPE like gloves, glasses, dust masks are required if stated by the risk assessment or directed by the on-site production manager
9. Ensure you have book relevant medical staff on site for the build, show and strike

## SJ-TPM Toolbox Talk Sheet

Please read the toolbox talk sheet, ask the SJ-TPM Production Manager or Safety Manager if you have any questions.

Once read please name, sign and date on the second page:

1. It is everyone's responsibility to maintain a safe working environment for yourself, other persons working around you and the general public. Play your part in keeping the workplace and site organised, tidy and safe
2. Accidents & near misses
  - a. Always report these and any other concerns to the SJ-TPM Production Manager or Safety Manager
  - b. Report spillages the SJ-TPM Production Manager
3. Hazards on site
  - a. Obstructions & cordoned off areas?
  - b. No go areas?
  - c. Drops, open pits or risk of falls?
  - d. Rigging or overhead works?
  - e. Structures?
  - f. Slippery surfaces?
  - g. Dark areas (low lighting)?
  - h. Wind, water, ice?
  - i. Roads?
  - j. Public?
4. Fire / Evacuation
  - a. If you find a fire raise the alarm by .....
  - b. The evacuation/fire alarm sounds like .....
  - c. There is a planned fire alarm a test at .....
  - d. There are no fire alarm tests planned .....
  - e. If the alarm for evacuation is raised please proceed via the nearest exit and go to ..... for a role call
  - f. Fire extinguishers are located at .....
5. Welfare:
  - a. Site access is via .....
  - b. Toilets are located .....
  - c. Water is available at .....
  - d. Staff break areas is located .....
  - e. If food is supplied it will be located ..... and available at these times .....
6. Medical
  - a. There is a first aider on site during build, show and strike
  - b. The first aider is contactable by .....
  - c. The first aider is located .....
  - d. If an ambulance is required, then .....
7. PPE
  - a. Safety Foot ware is required
  - b. High viz vest or jacket is required
  - c. Hard Hats are required if there are persons working overhead
  - d. Other PPE like glasses, gloves & dust masks are required as per your risk assessment
8. Work equipment
  - a. Check tools are safe before use
  - b. Check ladders are correctly placed, set up and on level ground, are only to be used by competent persons and must be operated in a safe manner within the ladders design parameters
  - c. Power tools are to be either battery or 110V operated, 110V transformers need to be supplied by the contractor
  - d. Plant machinery such as forklifts, scissor lifts, etc must only be used by qualified operators, the daily check sheet must be completed, and the plant must be in good working order and within its certification
  - e. Scaffold towers must be built, inspected and struck by trained qualified staff, they are to be inspected weekly as per regulation
9. Vehicles
  - a. Site speed limit is 5mph
  - b. Hazards to be aware of are.....
10. Power
  - a. Power is available from .....
  - b. The Power contractor on site is .....
  - c. Power cables and electrical equipment is to be PAT certificated and within date and not used if showing damage
11. Task/work lighting
  - a. General lighting will be provided on site
  - b. Specific task lighting is to be provided by the contractor for the works that need to be carried out
12. Hot Works
  - a. No hot works are to take place on site
  - b. If hot works are required please see the SJ-TPM Production Manager or Safety Manager

**SJ-TPM Toolbox Talk Signing Sheet**

Name	Date	Sign

Name	Date	Sign