

Health & Safety Policy



SECTION A: Introduction

This Health & Safety Policy has been written with the intention of minimising hazards and preventing accidents within the scope of the operation of Libra Audio

Its value depends upon it being read, understood and adhered to by every person working for this company.

All employees and sub contractors must be issued with a copy of this document and sign a declaration that they have read it fully and will comply with the Codes of Practise herein.

Responsibilities

the persons named below are responsible for specific areas of Health & Safety.

- a) The Company Premises including carrying out safety inspections:
- b) Safety Training:
- c) Investigating accidents:
- d) Monitoring on-site Risk Assessment
- e) Monitoring & Maintenance of equipment

Mr. W. Brown

General Policies for All Employees & Sub Contractors

- 1. Method of Work Summary; an overview of the methods and procedures to be employed during that crew call:
- 2. Employees and sub contractors will be made familiar with the Company's Safety Policy.
- 3. All staff to know where First Aid equipment is kept.
- 4. All staff to know where fire-fighting equipment is located and have been trained to use fire extinguishers. Fire Drill to be practised at the unit every 6 months minimum.
- 5. Safety devices are well maintained.
- 6. Safety equipment i.e. hard hats, harnesses etc. must be worn according to the code of practise.
- 7. All staff to be made aware of potential hazards.
- 8. Any persons affected by medicine, drugs or alcohol will not be permitted to work for The Company or use any company equipment.
- 9. All accidents must be reported in the accident book at the earliest opportunity. If on site, please fill in the form as attached.
- 10. All equipment to be properly maintained.
- 11. All relevant signs regarding health & safety to be prominently displayed.
- 12. The Company will undertake a full review of this on a regular basis.

General Statement of Policy on Health & Safety at Work

This policy relates to Libra Audio at Unit 2 Buckhurst Farm, Buckhurst Park, Withyham, Sussex, who shall be referred to as 'The Company' herein.

1. The Company will abide by the Health & Safety at Work Act 1974, so far as it is reasonably practical, in order to provide a healthy and safe environment in which to work. This applies to employees, sub contractors and trainees alike.
2. We as a company, also have responsibility under the Acts i.e. Factories Act and Office, Shops & Railways premises Act. We will note how the Acts are set out and endeavour to act in a responsible manner with regard to health& safety matters including regular Risk Assessment and Codes of Practice to cover all areas of our work both in-house and on site.
3. We will endeavour to provide such information and training as required, together with adequate safety equipment as appropriate.
4. We will ensure that all employees and sub contractors have received a copy of our policy and codes of practise.
5. We will review our procedures on a regular basis as set out in our policy, particularly as the business changes in it's nature & size.

All employees and subcontractors have the responsibility to co-operate with managers to achieve a healthy, safe work place and to take responsible care of themselves and others, and to consider the safety of those persons who may be effected buy our activities.

Whenever an employee, supervisor or manager notices a health and safety problem, which they are unable to correct, they should report it at once to the appropriate person responsible on the premises.

Employees and sub contractors must make themselves familiar with this policy and Codes of Practise, and must abide buy them at all times.

Section B: General Risk Assessment

This is a brief outline of the hazards, which may be encountered during all aspects of our work. References should be made to the relevant sections, which cover specific areas where full and precise information given.

Potential Injury

- 1. Head and Neck**
Hazards: impact from falling or flying objects, risk of bumping head, hair entanglement, chemical drips, adverse climate/temperatures.
Protection: Safety helmets, warm clothing, persons with long hair will tie it back.

- 2. Back and Neck**
Hazards: Lifting of equipment causing strain, falling from a structure or elevated platform, carrying heavy objects.
Protection: Minimise the work of person lifting, use lifting gear, ramps, forklift truck etc. to ease action. Work at a correct pace i.e. not hurried. Wear recommended safety harness as issued (see Section C) as and when it is proper to do so according to regulations.

- 3. Hearing**
Hazards: Impact noises, high sound pressure levels, pyrotechnics.
Protection: Wear ear plugs or ear-defenders(muffs). Control noise at source if possible. Avoid exposure to high sound pressure levels. See further guidance on control of noise.

- 4. Eyes**
Hazards: Chemicals, metal splash, welding flash, gas, vapour, sawdust, projectiles, sun glare.
Protection: Safety goggles/glasses, spectacles, force screen, helmets.

- 5. Hands and Arms**
Hazards: Abrasions, cuts, and punctures, electric shock, chemicals.
Protection: Wear protective gloves where appropriate. **DO NOT WEAR GLOVES WHEN OPERATING MACHINERY** e.g. bench drills etc. Follow the code of practise for working with electricity.

- 6. Feet and Legs**
Hazards: Slipping, falling, cuts and punctures, abrasions, twisting, strains, heavy objects.
Protection: Wear safety footwear and ankle supports. take care when working on bumpy, slippery or uneven surfaces.

STEP 1

HAZARD

Look only for hazards which you could reasonably expect to result in significant harm under the conditions in your workplace. Use the following examples as a guide

- * slipping/tripping hazards (eg poorly maintained floors or stairs)
- * fire (eg from flammable materials)
- * chemicals (eg battery acid)
- * moving parts of machinery eg blades)
- * work at height (eg from mezzanine floors)
- * vehicles (eg fork-lift trucks)
- * electricity (eg poor wiring)
- * dust (eg from grinding/sawing)
- * fumes (eg welding/spraying & soldering)
- * manual handling
- * noise
- * poor lighting
- * low temperature

STEP 2

Who might be harmed?

There is no need to list individuals by name -just think about groups of people doing similar work or who may be affected, eg

- * office staff
- * maintenance personnel
- * contractors
- * people sharing your workplace
- * operators
- * cleaners
- * members of the public

Pay particular attention to:

- * staff with disabilities
- * visitors
- * inexperienced staff
- * lone workers

They may be more vulnerable

STEP 3

Evaluation-Is more needed to control the risk?

For the hazards listed, do the precautions already taken:

- * meet the standards set by a legal requirement?
- * comply with a recognised industry standard?
- * represent good practice?
- * reduce risk as far as reasonably practicable?

Have you provided:

- * adequate information. instruction or training?
- * adequate systems or procedures?

If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place.

(You may refer to procedures, company rules, etc.)

Where the risk is not adequately controlled, indicate what more you need to do (the 'action list')

STEP 4

Record you findings

STEP 5

Review and revision

Set a date for review of the assessment (see opposite).

On review check that the precautions for each hazard still adequately control the risk. If not indicate the action needed. Note the outcome. If necessary complete a new page for your risk assessment.

Making changes in your workplace, eg when bringing in new

- machines
- substances
- procedures

may introduce significant new hazards. Look for them and follow the steps