

# Sound Choice Hire Ltd

## Health & Safety Policy (Revision I) May 2011

The company is not licensed to use pyrotechnics (fireworks, streamers, exploding balloons etc.). Venue management should be consulted where it is planned to use any of these effects.

Statement of Intent: Lee Waddington, (t/a Sound Choice Hire Ltd) (hereinafter referred to as "the company") recognise their responsibilities under health and safety legislation and the importance of providing an environment which is safe and healthy for all employees, party-goers, staff of venues, other contractors and any members of the public, both at the company's own premises and whilst working on site at venues.

### **The company undertakes to comply with all relevant legal requirements.**

This Health & Safety Policy is designed to enable all company employees and others to go about their everyday business in the certain knowledge that they can do so safely and without risks to their health. Safety is achieved when all the risks which we face in the course of our everyday life are properly assessed and managed to a level that is acceptable. Whilst company directors accept their responsibility to create the safe environment that is required, it is only by each and every one of us giving the most careful attention to both the theory and the practice of safety that we will succeed in achieving our objectives.

This Policy confirms our commitment to establishing a positive safety culture throughout all of our activities, and it creates the framework on which the structures for safety can be established at our premises and on sites where we operate. It will be regularly reviewed and updated to ensure that it remains current and effective.

### **Responsibility**

At venues, the Resident Management is expected to take responsibility for implementation of safety matters, and is responsible for ensuring that the company health & safety policy is complied with. All staff employed by the company and all subcontractors are individually responsible for immediately notifying the company of any breaches of our health & safety policy.

### **Employees, Contractors and Visitors to Company Premises/Venues**

It is the intention of the company to ensure, that as far as is reasonably practicable, the health and safety of persons using or coming into contact with company premises or equipment. The company will, so far as is reasonably practicable, provide a safe environment, and ensure that premises, equipment and substances provided are safe and without risk to health.

Employees, contractors, visitors and self-employed persons must:

Take reasonable care of themselves or others who may be affected by their acts or omissions and co-operate fully with other company employees, other contractors and staff or management of venues at which they work.

Comply with the company safety policy and associated safety regulations and codes of practice in respect of health and safety matters.

Report all accidents and dangerous occurrences to the company.

### **Electrical Safety**

The company has adopted the approved practices and techniques for electrical safety covering the use, testing and repair of electrical equipment for portable appliances as laid out by the Health & Safety Executive in information sheet HSG107 Maintaining portable and transportable electrical equipment. All company electrical equipment is the subject of a current portable appliance test.

Other useful HSE publications are:  
INDG 247 'Electrical safety for Entertainers' and  
INDG 231 'Electrical safety and You!'

It is the responsibility of the company to ensure that only items which have a current test certificate are used. The only exception being when a item is brand new and not more than 12 months old. If any item of equipment looks in any way dubious is observed to be out of test or blows a trip or fuse when connected, then it must not be used and should be reported immediately to the company. Any items considered suspect or unsafe should be clearly marked accordingly.

### **Safety of Leads (trip hazard)**

Leads which cross the floor anywhere that either employees of venues, sub-contractors or the public might walk, must be taped securely down with white or hazard striped tape to identify a potential trip hazard.

### **Speakers & Stands (trip/fall hazard)**

Speakers, lighting and their associated tripod stands are potentially dangerous in their ability to trip people up, or topple over. Hirer's must ensure that the legs of stands are in the least prominent position and are not protruding into a public area wherever possible. Where the set up arrangement makes it necessary to show a leg, protect this by placing some protection in front. Any concerns should be brought to the attention of the company or the venue management.

### **Fire Exits**

Fire exits should be clear of obstacles at all times, if in any doubt please consult the company or venue management.

### **Overhead Equipment**

Where items of equipment (such as lighting units) are suspended from either T-bars on tripod stands, such items may only be attached using an acceptable proprietary fixing device such as a lighting clamp, or approved fixture.

### **Special effects**

#### **Smoke/Hazer Machines**

These (if allowed by venue management) should be used at all times in accordance with the manufacturers operating instructions and data sheets.

#### **Foam Machine Use**

As above

### **Protection against Noise**

For the latest information please visit <http://www.soundadvice.info/>  
Control of Substances Hazardous to Health

Fluids for smoke and hazer machines are covered under COSHH regulations. The manufacturers instructions and data sheets should be consulted at all times.

If in any doubt check here. <http://www.hse.gov.uk/coshh/index.htm>

## **Lifting of Loads**

Please visit [Health and safety in the entertainment industry](#). for comprehensive advice.

When handling our equipment for dry hires it is necessary that all persons engaged in manual handling are physically capable of handling items of up to 25 kgs (speaker weight).

### **Protective Footwear**

Adequate footwear should be worn at all times when handling our equipment, particularly when engaged in loading or moving items.