



# health and safety policy.

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**Last reviewed and updated – 11/1/20**

## **Introduction**

To comply with all relevant Health & Safety at work legislation it is incumbent upon Owl Live Ltd. to issue a safety at work policy statement. This statement forms part of your contract of employment signed on commencement of your employment.

The purpose of this statement is to inform you of our obligations and intentions towards the provision of an environment safe to you, your colleagues and the general public. It also outlines your duties regarding safe conduct at work, safe use of power tools and safe working practices particularly whilst working upon electrical equipment. Some of the following points are legal requirements, some are mere common sense. ALL are equally important.

Owl Live Ltd operating at Studio Five, Dakota Business Park, Skyhawk Avenue, Liverpool, L19 2QR will comply with the Health and Safety at Work Act 1974 so far as it is reasonably practicable.

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

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

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

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

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

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

This document will be constantly reviewed and kept up to date, particularly as the business changes in nature and size.

## **Summary**

Owl Live Ltd recognises and confirms our commitment to our employees, contractors and trainees in so far as our obligations under the Health and Safety at Work regulations.

We will endeavour to ensure the following:

- All staff will be aware of the company's H&S policy.
- All staff to be aware of the location of first aid equipment and the correct procedures for dealing with and reporting accidents.
- All staff will be aware of the location of fire fighting equipment, alarms and the correct procedures for dealing with emergencies and evacuation.
- All staff will be made aware of the procedures for reporting defects.
- Good housekeeping will be encouraged to ensure a safe and clean working environment.



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- All tools and machinery will be checked and maintained in good working order.
- Staff will be encouraged to put forward for discussion any proposals for improving existing situations.
- All staff will be made aware of our Risk Assessment Programme and their duties within these regulations.
- All members of staff, in whatever capacity i.e. full time, part time, sub-contractor or trainee will be issued with the complete H&S documentation as relating to OWL Live Ltd. The documents will be explained and feedback encouraged.
- As a company we will undertake to review our policy on an annual basis.

## Responsibilities

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

- **Mr A. Greenberg.** (Director)
- In his absence **Mrs H. Roberts** (Head of Internal Operations) will deputise, as well as being the liaison between H&S exec and the company
- In his absence **Mrs N. Neal** (Head of Project Delivery) will deputise; and
- The **assigned On-site Manager** will have overall responsibility on a project basis

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

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

## Company Duties

Owl Live Ltd - obligations towards your safety. It is the obligation of Owl Live Ltd to ensure that:

- The place of work is safe and without risk to health.
- All plant & machinery is properly installed and maintained, to ensure reliable and safe operation.
- Safe systems of work and plant operation are instituted and enforced.
- Dust, fumes and noise are controlled or adequate protection from health risks from dust, fumes and noise is provided and that such protection is properly used.
- Electrical installations are safe and that adequate protection circuitry is provided and that electrical installations are regularly checked and serviced.
- All equipment shall be safely stored, particularly OWL Live shall ensure dangerous and flammable substances are properly stored & that all handling (lifting, stacking, transporting) of equipment shall be carried out with adequate numbers of staff to ensure safety during handling and safe storage.
- Adequate multi use fire extinguishers on hand and proper fire procedures in place
- An adequate first aid kit is provided and is properly provisioned to, at least, statutory requirements.
- General working conditions are of a standard that do not hinder the safe and healthy use of the workplace and plant, etc. i.e. adequate lighting, heating, ventilation and toilet facilities provided.



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- To provide training, information, instruction and supervision to ensure health/safety and that staff do not operate plant, machinery or electrical equipment without proper training or qualification.
- It is the responsibility of Owl Live to ensure that all applicable legislation regarding health and safety at work is conformed with and that Owl Live Ltd keeps all staff abreast of changes to the relevant legislation and update safety procedures accordingly.
- It is the responsibility of Owl Live to inform all staff of its safety policy.
- The cost of training for safety and provision of safety garments or goggles, etc. shall be borne entirely by Owl Live Ltd

## **Employees Duties**

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

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

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

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

- When onsite it is the responsibility of the company's agents, staff members or self-employed sub-contractors to ensure that due consideration is given to the safety of the public and others.
- Particular importance shall be attached to ensuring that "flown" equipment is safely suspended according to all legal requirements and regulations and that all temporary electrical installations are safe and conform to all legal requirements.

## **General Conduct**

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

- Staff will not work whilst under the influence of drink or drugs. Any member of staff found at work under the influence of drink or drugs may be summarily dismissed, self-employed sub contractors maybe relieved of their responsibilities and asked to leave the premises.
- Staff shall use all machinery, plant and electrical equipment in the proper manner, with due regard to their own safety and that of others. Any member of staff found using any equipment in any way other than that prescribed may be issued with a written warning or is summarily dismissed. Staff found tampering with equipment so as to render that equipment unsafe will be summarily dismissed. Staff shall ensure that when lifting or handling equipment, that there is enough staff to assist thus preventing accident or strain.
- No member of staff shall work on plant, machinery or electrical equipment in any part of the premises alone. There must always be another person present to assist and call for aid in the event of an accident.
- Do not work upon damaged plant or equipment; ensure that the equipment you are working on is in proper condition and safe. Report damage to equipment and plant and mark it up as unsafe.



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- If you should inadvertently damage equipment, report it immediately. Do not be afraid of a reprimand. Damage caused through incorrect use may gain a reprimand BUT to damage equipment and leave it in a potentially hazardous state may lead to injury to others and, therefore, far more serious consequences.
- The workplace contains many unforeseen dangers so always bear in mind the potential for accidents. Be mindful of the safety of yourself and those around you.
- Do not play practical jokes.
- Do not indulge in "horse-play" or "sky-larking".

## **In The Event Of An Accident**

Should an accident occur to you, immediately summon assistance. Should you be in the locality of an accident it is your first priority to render such first aid as you can, should the accident be sufficiently serious to warrant calling an ambulance DO IT, without reference to higher authority.

Secondly, ensure that the safety officer is informed of the details of the accident. (In the event of the absence of the safety officer, inform the senior member of staff, or make an entry in the accident book.

Safety at work can only be achieved through partnership, so help us by co-operating with the above guidelines. Should you be aware of any potential danger or health risks please inform the safety officer.

- The First Aid Kit is kept: In the Office & One Will Be Taken on-site to each event
- The Accident Book is kept: In the Office
- The Safety Officer is: Holly Roberts
- This policy outlines the procedures that are to be adopted when any employee, visitor or contractor experiences an accident, near-miss or dangerous occurrence on the company's premises.

It is the policy of the company to identify and investigate unplanned losses (accidents), their source and hence their underlying causes.

To enable this objective to be achieved it is imperative that all accidents, irrespective of the resulting injury or damage, be reported according to the laid down procedures.

In order to avoid misunderstanding, the company deem an accident and near-miss to be defined thus:-

**Accident:-** "any unplanned event that results in personnel injury or damage to property, plant or equipment.

**Near-miss:-** "an unplanned event which does not cause injury or damage, but could have done so." Examples include: items falling near to personnel, incidents involving vehicles and electrical short-circuits.

## **Accident Books**

All accidents must be recorded in the company's accident books.

These accident books will be reviewed regularly by senior management to ascertain the nature of incidents which have occurred in the workplace. This review will be in addition to an individual investigation of the circumstances surrounding each incident.

All near-misses must be reported to the Safety Manager, as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

## **Reporting Procedure:- Employees**

1. All accidents must be entered in the appropriate Accident Book either by the injured person or, if this is not practical, someone else present at the time along with the safety office
2. The Safety Officer must then:-
  - Note that the accident has occurred.
  - Ensure that the Accident Book has been correctly and fully completed.



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3. The Safety Officer will then:-
  - Ensure that, where applicable, the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 are met.
  - Discuss the accident and the contributory factors with the Senior Management Team
  - Report findings to the Managing Director and, if necessary, instigate any disciplinary proceedings.
  - Ensure the Accounts Department have been informed that the accident occurred to enable their procedures to be implemented.
4. The Director (responsible for Health & Safety) will then:-
  - Ensure, so far as reasonably practical, that proper action is taken to help prevent the accident being repeated.

## **N.B.**

1. Investigation of an alleged accident does not necessarily imply that sick pay will be paid. This will depend on the result of the investigation.
2. The above is simply the administrative procedure. Clearly it is essential for all concerned to give priority to the safety and welfare of any injured person and anyone else involved.

## **Reporting Procedure - Visitors / Contractors**

Any non-employee who experiences an accident or near-miss incident whilst on the premises must report the incident immediately to the person responsible for his or her premises on site. If the person responsible is not available, the visitor / contractor must obtain the assistance of a responsible person to ensure that the company procedure is adhered to.

All injuries must be reported in the accident book, however minor. Visitors and contractors who are unable to enter their account into the book must arrange for another person to make an entry on their behalf. Visitors and contractors should also notify their own employer where applicable.

The Company takes the responsibility for notifying reportable accidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, therefore the Company's Safety Officer must be informed immediately.

## **Reporting Procedure - Damage / Theft**

All accidents / incidents which result in the loss or damage of plant, equipment or vehicles but not necessarily personal injury must be recorded on the "Damage or Loss Report Form" and passed to the Safety Manager without delay.

Where this incident results in any injury to a third party the Safety Officer must be informed immediately as it may be necessary to report the incident by telephone to the Health and Safety Executive. Should the Safety Officer not be available, due to annual leave, etc this responsibility will pass to the Head of Operations

## **Safe System of Work**

All incidents and near-miss incidents must be reported, however minor. To achieve this the following procedure should be adopted.

1. Ensure the appropriate report form is completed and forwarded to the Safety Officer.
2. Obtain treatment for any injury from a first-aider or the local hospital.
3. Ensure that the area is made safe and poses no risk to other personnel (**except where the accident results in a major injury, in which case the scene should be fenced off and left undisturbed until advised otherwise by the enforcing authority**).
4. Enter details in the accident book.
5. Inform the injured person's manager (or a responsible person) of the incident.
6. Keep the company informed of any after-effects, including periods of incapacity for work.



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## Appendix 1: Safety at Work - Policy Particulars

### General Safety onsite

- (1.1) Do not work alone.
- (1.2) Do not allow unauthorised personnel to operate plant, tools or machinery.
- (1.3) Keep the workplace tidy; do not allow a large build up materials. Keep things stored tidily.
- (1.4) Do not attempt to handle large items alone.
- (1.5) Make sure that all items are stored safely. Particularly make sure that leaning items will not topple.
- (1.6) Do not run.
- (1.7) Do pay attention to the particular instructions
- (1.8) AT ALL TIMES, BE AWARE OF YOUR OWN SAFETY AND THAT OF OTHERS.

### Safety Equipment

- (4.1) General safety equipment e.g. hardhats, earplugs, wet weather gear will be provided where appropriate, and it is the responsibility of each individual to request and utilise such items.
- (4.2) where specialist safety equipment is required by sub-contractors in order to carry out their work, these must be provided, inspected and maintained by the sub-contractor.
- (4.3) First aid kits are provided in all Owl Live Ltd vehicles - please report any usage so those items can be replaced. All accidents must be reported to the On-site Project manager who must in turn report to the Health and Safety Officer at Owl Live Ltd in order that all such incidents can be reported in the Accident Book.

### Safe Working Procedures

- (4.4) The Company is dedicated to carrying out each operation involved in Company business in a safe manner. If any person is unsure of the correct or safe procedure in any given circumstance, and then it is the responsibility of that person to ask either the Crew Chief or a representative of the company how he/she should proceed. Never assume that a new task is safe. If in doubt - ask.
- (4.5) Safety equipment necessary for each job must be worn at all times. It is the responsibility of the individual sub-contractor/staff member to ensure that they follow safe working practices. This is particularly important where individuals are working at heights. Harnesses should be worn, fastened and clipped on at all times. Any person that is found not to be following safe working practices is liable to have his contract instantly revoked.
- (4.6) With specific regard to working at heights all sub-contractors/staff should note the following rules:
  - Never climb unless specifically requested to do so by the Crew Chief
  - You have the right to refuse to climb
  - Never climb alone - always have a ground support person
  - Always use a harness, and clip it on, where appropriate
  - Never climb if you have consumed alcohol or taken drugs
- (4.7) Never attempt to undertake a task requiring qualifications if you are unqualified in that area e.g. forklift truck driving. If in doubt on this point – please ask.
- (4.8) When asked to drive on behalf of the Company always observe the following:
  - Always drive within the speed limit
  - Never drive if you have consumed alcohol or taken drugs
  - Observe road conditions and drive accordingly
  - Park all vehicles safely, and in a place allowed by law
  - If transporting equipment always ensure that the truck is locked, and backed up to a wall if left loaded and unattended. This is a condition of our equipment insurance.
  - If responsible for transporting equipment in a van or truck ensure the load is safe and off wheels for carriage, use strapping or bars for loading if required. If in doubt - ask.
  - Never drive if not licensed to do so, as this is not only illegal, but would invalidate any insurance policy.
- (4.9) During performances noise levels will reach measurements in excess of the statutory action level (85dB) and above. Earplugs are provided and should be worn. It is the responsibility of each individual sub-contractor / staff member to protect him/herself in these circumstances.
- (4.10) The work will involve some manual handling. All staff/sub-contractors must be aware of safe lifting procedure. You have the right to refuse to lift heavy items. Always ask for help to avoid injury. If in doubt - ask. Manual handling leaflets are available from the Health and Safety Officer on request.



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## Insurance

(4.11) The Company carries Public Liability insurance, and Employer's Liability insurance, which covers the general public and direct employees in case of accident or injury.

(4.12) The Company is not responsible for insurance for any sub-contractor working on Company business. All insurance e.g. the sub-contractor must provide medical, travel and accident insurance.

(4.13) The Company reserves the right to insist that the sub-contractor provide travel insurance (inc. medical cover outside the UK) where work outside the UK is involved. Any sub-contractor found not to be insured in these circumstances may be refused further contracts, and the current work period may be revoked instantly

(4.14) It is strongly recommended that individual sub-contractors arrange insurance cover for accident, where income would be protected in the case of being unable to work for any length of time following an accident.

## Health and Safety Personnel contact details

- Overall Responsibility  
**Antony Greenberg** – Managing Director  
[Antony@owl-live.com](mailto:Antony@owl-live.com)  
03330 110025 or 07855 251644
- On Site  
**Assigned On-site Manager** or if not available;  
**Nicola Neal** – Head of Project Delivery  
[nicola@owl-live.com](mailto:nicola@owl-live.com)  
03330 110025 or 07506 688633
- Head Office  
**Holly Roberts** – Head of Internal Operations  
[Holly@owl-live.com](mailto:Holly@owl-live.com)  
03330 110025 or 07952 029192

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Head of Internal Operations  
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