



# **HEALTH AND SAFETY AT WORK POLICY AND PROCEDURES**

**JAN 2015**

**MC Federation**

The Stables, Little Baldon Farm,  
Little Baldon,  
Oxon, OX44 9PU

---

08454 750057  
office@mcfederation.com

# HEALTH and SAFETY AT WORK: POLICIES & PROCEDURES

---

FOREWORD .....	2
GENERAL POLICY .....	3
HEALTH AND SAFETY ORGANISATION CHART – MC FEDERATION LTD.....	5
RESPONSIBILITIES OF POST HOLDERS AND INDIVIDUALS .....	6
COMPANY MANAGING DIRECTOR .....	6
OFFICE MANAGER .....	7
PROJECT MANAGERS .....	8
ALL EMPLOYEES (AND TEMPORARY STAFF).....	9
ON-SITE ARRANGEMENTS.....	10
1. STATEMENT OF GENERAL HEALTH AND SAFETY AT WORK POLICY .....	11
2. RESPONSIBILITIES.....	12
3. RISK ASSESSMENTS .....	12
4. CONSULTATION.....	13
5. SMOKING .....	13
6. EQUIPMENT .....	13
7. SAFE HANDLING OF, USE OF, AND DISPOSAL OF SUBSTANCES .....	13
8. INFORMATION, INSTRUCTION AND SUPERVISION .....	14
9. HEALTH & SAFETY TRAINING .....	14
10. WORK-RELATED STRESS .....	14
11. EVENT INFORMATION.....	14
12. ACCIDENTS, FIRST AID AND WORK-RELATED ILL-HEALTH .....	15
13. MONITORING .....	15
14. FIRE EVACUATION AND EMERGENCY PROCEDURES.....	15
15. WORKING IN AN EVENT ENVIRONMENT .....	16
16. GUIDELINES ON MANUAL HANDLING.....	17
17. GUIDELINES ON WORKING ALONE .....	17
18. POLICY MINITORING .....	17

---

## FOREWORD

---

The Health & Safety Manual is designed to help us manage our work safely both in the office, on site and during events. The manual covers mainly the issues within the office environment and should be read alongside Event Safety Plans to provide wider detail when considering events.

There are risks inherent in most human activities and it is impossible to avoid them completely. This manual is a conscientious attempt to identify the hazards we might encounter in the course of our work and to create and maintain a system aimed at recognising and dealing with them.

Our success depends on our awareness and our careful adherence to the health and safety measures in this manual.

Ultimately it depends on every one of us. By keeping the maintenance of health and safety an essential part of all that we do at work, we will be contributing effectively to this aim.

# HEALTH and SAFETY AT WORK: POLICIES & PROCEDURES

---

## GENERAL POLICY

---

1.1 The company recognises its activities relate to, or are carried out at, offices and/or sites where hazards may exist and it is therefore its policy to so conduct its activities that the health and safety of its employees and others who may be affected by such activities are ensured so far as is reasonably practicable.

1.2 The Company policy is embodied in the following six objectives:

To set and maintain appropriate standards for health and safety as they relate to employees and others affected by the Company's activities.

To maintain these standards by following statutory requirements, established best practices and guidance and, where and when appropriate, to review and improve these practices on a continuing basis.

To ensure that all employees and others affected by the Company's activities are informed of these standards by effective training, communication and supervision.

To ensure health and safety responsibilities are properly assigned and that all employees and other persons understand their responsibilities and discharge them with reasonable care.

To encourage the participation of employees in accident prevention and the promotion of effective joint consultation in health and safety matters, and to see that suitable arrangements exist within the Company to further such joint consultation.

To co-operate with the appropriate local and national authorities in matters relating to the health and safety of employees of the Company and, where reasonably practicable, of others who may be affected by Company activities.

1.3 The policy will be subject to review and revision as necessary and any changes will be brought to the notice of employees of the Company as soon as reasonably practicable after they have been made.

## RESPONSIBILITIES AND ORGANISATION

2.1 The General Manager has final and overall responsibility for all Health and Safety matters.

2.2 Where any changes occur in the key named individuals as in 2.1 above, this will be suitably conveyed to those concerned as soon as reasonably practicable.

2.3 Whenever responsibility is delegated, its extent, the authority associated with it and the accountability for it, will be clearly defined and brought to the notice of employees of the Company as soon as reasonably practicable.

# HEALTH and SAFETY AT WORK: POLICIES & PROCEDURES

---

## ARRANGEMENTS

3.1 The General Manager will arrange for the preparation and issue of a Safety Manual containing details of the arrangements for health and safety matters. The Safety Manual which will be kept up-to-date is to be regarded as an integral part of the Company Health & Safety Policy Statement. Copies of the Safety Manual, where relevant, will be made available for reference by staff in the office and elsewhere as appropriate.

3.2 The Safety Manual will contain up to date details of the arrangements for the provision of safe plant and equipment; the arrangements for the handling, storage and transportation of any substances; the provision of supervision, information and training; the maintenance of safe and risk free places of work including safe access and egress; the maintenance of healthy working environments; and the measures necessary to comply with the specific requirements of Regulations made under the Health and Safety at Work etc Act 1974.

3.3 For each event organised by the Company, the General Manager will ensure that risk assessments are carried out and that a specific event safety management plan is prepared and implemented.

## LIAISON WITH OTHERS HAVING STATUTORY DUTIES RELATING TO HEALTH AND SAFETY

4.1 Because many of the Company's activities are carried out in public areas, on sites controlled by others and in co-operation with various agencies and contractors the Company will ensure that there is a full exchange of health and safety information to all relevant parties and will put arrangements in place to establish full co-operation between those parties.

4.2 Suitable steps will be taken for establishing the appropriate procedure to be followed where any Company employee is of the opinion that conditions at the site he is visiting are inadequate or defective such as to prejudice his health and/or safety.

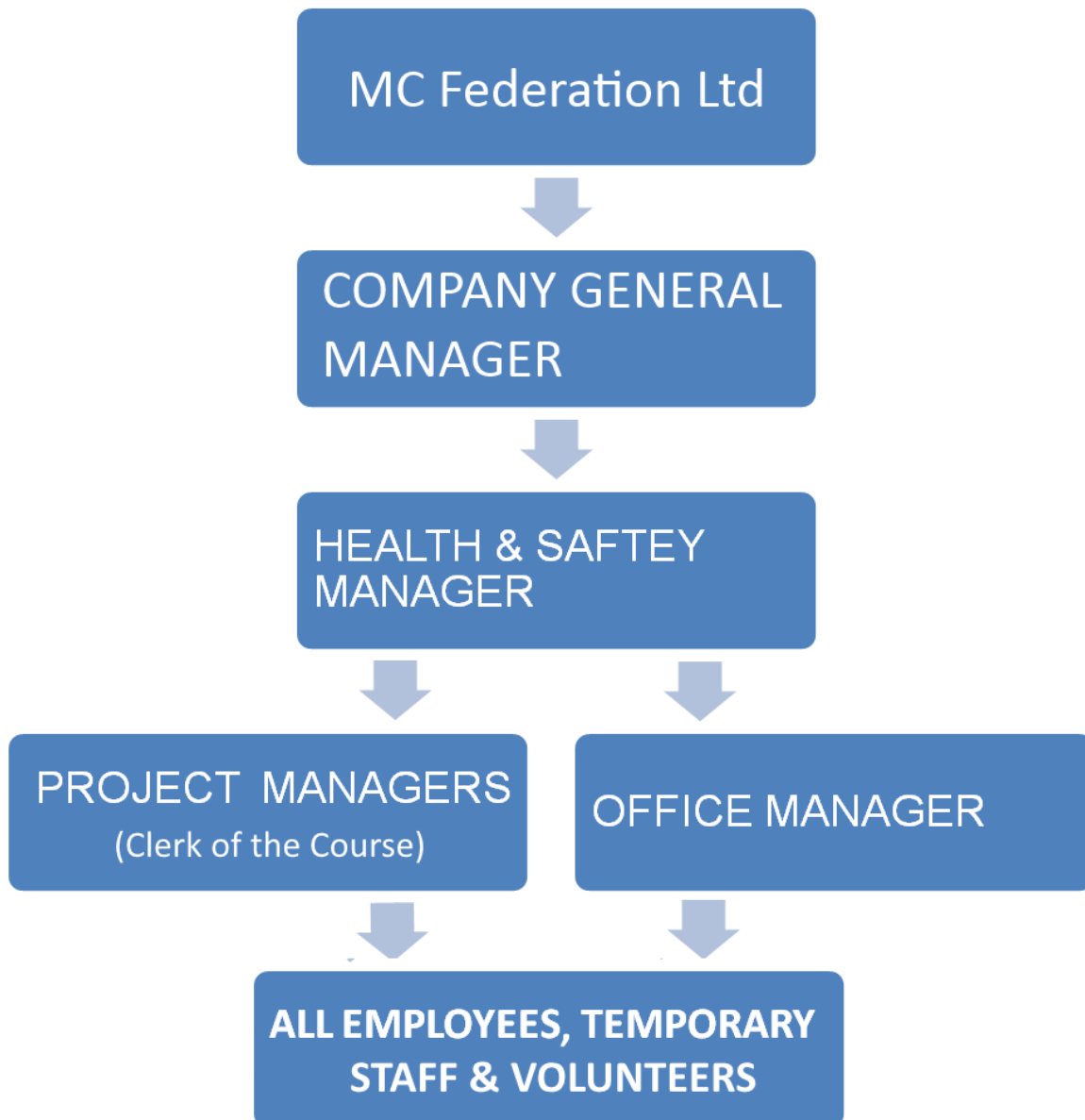
4.3 Each employee should note that he or she has a statutory duty to co-operate with others in the fulfilment of their duties under the Health and Safety at Work etc Act 1974.

# HEALTH and SAFETY AT WORK: POLICIES & PROCEDURES

---

## HEALTH AND SAFETY ORGANISATION CHART – MC FEDERATION LTD

---



# HEALTH and SAFETY AT WORK: POLICIES & PROCEDURES

---

---

## RESPONSIBILITIES OF POST HOLDERS AND INDIVIDUALS

---

### COMPANY GENERAL MANAGER

---

1.1 The Company General Manager is responsible for the implementation of the Company Policy in accordance with the current Policy Statement.

1.2 He is also responsible for ensuring that either suitably competent and qualified persons are available on his staff, or from external consultants, to advise on matters relating to Health and Safety.

1.3 The Company General Manager is responsible for the implementation of the Company Policy for staff working under his control.

1.5 He has a duty to keep the Company Policy under review and recommending necessary or desirable modifications.

1.6 The Company General Manager is responsible for monitoring the implementation of the Company Policy and taking such action as is necessary to maintain its effective functioning.

1.7 Must set a personal example at all times.

# HEALTH and SAFETY AT WORK: POLICIES & PROCEDURES

---

---

## OFFICE MANAGER

---

2.1 For work in the company premises that the Office Manager does themselves or instructs others to do, they are responsible for compliance with the Company Policy for office work and other work activities and staff matters.

2.2 The line of responsibility for health and safety is as shown in the organisation chart. The Office Manager is responsible to the Company General Manager for the implementation of the Company Policy for the following:

2.2.1 Office based employees and any staff working within the office (including him/herself) sent to work away from an office.

2.2.2 Resident site staff that are responsible to her.

**2.2.3 The health and safety aspects of the provision and specification of equipment, transport and the like.**

2.2.4 Monitoring the implementation of those parts of the Company Policy for which he/she is responsible and taking prompt action to remedy any deficiencies.

2.2.5 Being alert and encouraging others to be alert to detect hazards, particularly those arising from changed circumstances and arranging for appropriate precautions to be taken.

2.2.6 Arranging in consultation with the Health and Safety Consultants that the Company Policy contains adequate instruction and guidance for those matters for which he/she has responsibility.

2.2.7 Advising the Health and Safety Consultant of any area where he/she considers the existing risk assessments to be in need of review, where working conditions are changed, or of any accidents which have occurred.

2.2.8 Taking appropriate action to maintain his/her ability (particularly in respect of training, information and resources) to undertake his responsibilities.

2.2.9 Taking all reasonable opportunities of consulting staff on health and safety matters and encouraging suggestions for improvement.

Liaison with other building tenants on matters relating to health and safety and the use of shared space.

2.3 Setting a personal example at all times.

# HEALTH and SAFETY AT WORK: POLICIES & PROCEDURES

---

---

## PROJECT MANAGERS (CLERK OF THE COURSE)

---

3.1 For work on any project for which he/she is responsible which he/she does him/herself or instructs others to do he/she is responsible for compliance with the Company Policy for the safety of the event in respect of staff, volunteers, contractors, persons attending and any other parties who may be affected by the event activities.

3.2 The line of responsibility for health and safety is as shown in the organisation chart. The Project Manager is responsible to the Company General Manager for the implementation of the Company Policy for the following:

3.2.1. The company employees working on the event be they permanent, temporary or volunteers.

3.2.2 Arranging through the health and safety consultant for the preparation of a suitable risk assessment and where appropriate Event Safety Plan for each event.

Arranging for the presence onsite, for any period as determined by the risk assessment, for the presence of a suitably competent and qualified Event Safety Coordinator.

Monitoring the implementation of those parts of the Company Policy and the Event Safety and Event Risk Assessments for which he is responsible and taking prompt action to ensure compliance or remedy any deficiencies.

The health and safety aspects of the provision and specification of equipment, transport and the like.

Being alert and encouraging others to be alert to detect hazards, particularly those arising from changed circumstances and arranging for appropriate precautions to be taken.

Arranging in consultation with the Health and Safety Consultants that the Company Policy or the Event Safety Plan/Event Risk Assessment contains adequate instruction and guidance for those matters for which he/she has responsibility.

Advising the Health and Safety Consultant of any area where he/she considers the existing risk assessments to be in need of review, where working conditions are changed, or of any accidents which have occurred.

Taking appropriate action to maintain his/her ability (particularly in respect of training, information and resources) to undertake his/her responsibilities.

Taking all reasonable opportunities of consulting staff on health and safety matters and encouraging suggestions for improvement.

3.3 Setting a personal example at all times.



# HEALTH and SAFETY AT WORK: POLICIES & PROCEDURES

---

---

## ALL EMPLOYEES (AND TEMPORARY STAFF)

---

4.1 We are all Company employees – including the occupiers of posts with specific responsibilities within the Company health and safety organisation. The Company Policy exists for our benefit – for our health and safety at work.

4.2 Temporary staff (e.g. contract, agency staff, and volunteers) are treated as Company employees for the purpose of the Company Policy. They should undertake the same responsibilities as Company employees together with those of any post in the Company health and safety organisation to which they are appointed.

4.3 The success of the Company Policy depends essentially on our contributions to the health and safety measures that constitute it. As employees we all have responsibilities for which the main legal basis is in the Health and Safety at Work etc Act 1974.

Section 7 of the Act states:

“It shall be the duty of every employee while at work –

to take reasonable care for the health and safety of him/herself and other persons who may be affected by his/her acts or omissions at work; and

As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him/her so far as is necessary to enable that duty or requirement to be performed or complied with.”

Section 8 of the Act states:

“No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety and welfare in pursuance of any of the relevant statutory provisions.”

4.4 Attention is drawn to the following responsibilities:

Knowing the scope of matters covered by the Health and Safety Manual and being conversant with those parts relevant to our places of work we do.

Reading health and safety notices displayed at our places of work and being prepared to act on them in emergency.

4.5 Some general advice:

Be alert at all times to detect hazards, particularly those arising from changed circumstances.

Be prepared to ask whatever a health and safety measure is not fully understood or whenever faced by a problem or unforeseen situation.

Be aware of and make allowance for the effect of fatigue and stress.

Have your own and others' health and safety in mind when planning and carrying out work.

4.6 If you need advice on any aspect of health and safety, do not hesitate to ask the manager or team leader who has access to the Company's Health and Safety Consultants who can provide further advice if needed.

# HEALTH and SAFETY AT WORK: POLICIES & PROCEDURES

---

---

## ON-SITE ARRANGEMENTS

---

5.1 The company recognises that employees have to undertake work activities on event sites. All reasonable steps shall be taken to ensure that information, instruction and training in line with the safety policy is provided to employees working on site.

5.2 The Company's management will ensure that there are suitable and sufficient assessments undertaken for site work. Input from employees, especially those persons directly involved in the work activity on site. Consideration shall be given to the hazards and risks associated with working on site as detailed below. The list below is not exhaustive and areas identified shall be addressed.

Insufficient time/personnel allowed for the building and breaking down of equipment

Falls by people or equipment when observing or work is undertaken at height.

Persons being under the influence of alcohol and or illegal substances i.e. drugs.

Manual handling injuries received whilst moving equipment onto or out of vehicles or site offices.

Electrical faults or other technical issues directly related to the installation works

Noise

Arrangements for ensuring that pedestrians and vehicles circulate in a safe manner.

Ensure that all work equipment or infrastructure used on site is safe and fit for purpose.

5.3 To control these hazards and reduce the inherent risk to the lowest reasonably practicable level, the Company undertakes the following, with the aim of continually reviewing and when necessary modifying and improving its procedures:

- Pre-event planning meetings are held with all clients and the Company's Director, and Project Managers will ensure all parties are aware of their contractual obligations as well of those laid down under current health and safety legislation. The Company's Health, Safety, Environmental and Fire Safety Policies along with the appropriate risk assessments are to be distributed to all relevant parties to ensure a clear understanding of the hazards and risks associated with the event.
- Only competent personnel are used in the construction and erection of structures, stages and sets. When suspending significant loads, load calculations for the roof/ceiling will be undertaken and the Safe Working Load (SWL) will be checked on any permanent lifting points before use.
- Falls from height are controlled by the requirement for freelance workers and contractors to wear suitable approved safety harnesses and to be competent in recognised rope access techniques.
- In accordance with the companies 'Drugs & Alcohol Policy' and the 'Terms and Conditions for Freelance Workers and Contractors' any person found under the influence of alcohol and or illegal substances i.e. recreational drugs will be escorted immediately off site.
- A competent person will supervise all persons loading and unloading equipment from vehicles.

# HEALTH and SAFETY AT WORK: POLICIES & PROCEDURES

---

- Employees are provided with hearing protection when working in noisy environments, as per the on-site risk assessment.

5.5 This list is not exhaustive and more detailed assessments are contained in the Company's task specific Risk Assessments. The Company's management who's H&S responsibilities are detailed in this policy are required to identify and assess all significant risks and hazards to which their staff, freelance workers, clients, contractors and members of the public may be exposed. They are then to implement the appropriate control measures as far as is reasonably practicable.

5.6 The General Manager is responsible under the 'Management of Health and Safety at Work Regulations 1999' for the completion of suitable and sufficient risk assessments. Assistance and advice where necessary in the completion of these assessments is provided by the Company's Health and Safety Consultant.

---

## 1. STATEMENT OF GENERAL HEALTH AND SAFETY AT WORK POLICY

---

The MC Federation policy on health and safety is based around the five following procedures

Eradicate risk where possible.

Reduce unavoidable risk to a minimum.

Prevent unnecessary contact with unavoidable risks.

Implement safe working procedures

Supply staff with and ensure the use of Personal Protective Equipment. (PPE)

To comply with the above the following measure will be implemented.

Provide adequate control of the unavoidable Health and Safety risks.

Consult with our workers and volunteers on matters affecting their Health and Safety, including work related stress.

Provide and maintain safe equipment.

Ensure safe handling of, use of and disposal of hazardous substances.

Provide information, instruction and supervision for workers.

Ensure that all workers and volunteers are competent to carry out their tasks and to provide them with adequate training.

Maintain safe and healthy working conditions.

Provide the necessary PPE.

Review and revise this policy as necessary at regular intervals.

# HEALTH and SAFETY AT WORK: POLICIES & PROCEDURES

---

## 2. RESPONSIBILITIES

---

The overall and final responsibility for health and safety is that of MC Federation

The person with day-to-day responsibility for ensuring this policy is put into practice will be the person nominated within the individual event risk assessment.

All workers must:

- Co-operate with the nominated person on health and safety matters;
  - Not interfere with anything provided to safeguard their health and safety;
  - Take reasonable care for their own health and safety as well as those around them;
  - Report all health and safety risks, near misses and accidents to the appropriate nominated person.
- 

## 3. RISK ASSESSMENTS

---

Risk assessments will be undertaken by persons nominated by MC Federation.

The project manager will be consulted at all time during the risk assessment process.

The person responsible for ensuring the action required is implemented is the project manager.

Assessments will be reviewed annually in January, or when work activity changes or new methods or processes are introduced.

In order to reduce risks to staff and volunteers, risk assessments and procedures/guidelines will be available to inspect with the project manager:

The following 5 x 5 risk matrix will be used throughout all MC Federation risk assessments, where green indicates a low risk, yellow medium and red a high risk.

**Evaluating risk**

Likelihood

	1 Remote	2 Unlikely	3 Possible	4 Likely	5 Certain
Severity					
1 Trivial	1	2	3	4	5
2 Minor	2	4	6	8	10
3 Lost time	3	6	9	12	15
4 Major	4	8	12	16	20
5 Fatal	5	10	15	20	25

# HEALTH and SAFETY AT WORK: POLICIES & PROCEDURES

---

---

## 4. CONSULTATION

---

Worker representatives are currently: MC Federation & Roy Barton

In order to encourage and facilitate consultation with workers, there will be an agenda item for health and safety at every onsite staff meeting.

---

## 5. SMOKING

---

MC Federation insist on a no-smoking environment. Staff and Spectators are not allowed to smoke anywhere on MC Federation premises.

MC Federation workers are strictly not allowed to smoke at indoor or outdoor events where they are working. Workers contracted to MC Federation are not allowed to smoke in public whilst on duty or whilst in their company branded clothing.

**To protect the image of MC Federation and it's clients, smoking is not permitted by workers in areas visible to customers/visitors entering or leaving sites where the team is working.**

---

## 6. EQUIPMENT

---

All workers are responsible for identifying equipment that needs maintenance. All maintenance works and methods will be approved by the onsite manager before commencement.

The person responsible for ensuring effective maintenance procedures are drawn up and carried out is MC Federation.

The person who is responsible for checking that new equipment meets health and safety standards before it is purchased is MC Federation.

---

## 7. SAFE HANDLING OF, USE OF, AND DISPOSAL OF SUBSTANCES

---

The person responsible for identifying substances which need a COSHH assessment is MC Federation.

The person responsible for ensuring all the actions reduce the risks identified in the assessments are implemented is MC Federation.

The person responsible for informing all relevant workers of the outcome of the COSHH assessments is MC Federation.

The person responsible for checking (before purchase) that all new substances can be used safely and are the safest alternative capable of performing the task is MC Federation.

Workers in conducting activities with motor oil, lubricants and fuel must wear gloves. All lubricants must be safely disposed of by MC Federation in accordance with the Environment Agency's Oil Care Code.

Assessments will be reviewed annually or when the work/activity changes or other significant change occurs.

# HEALTH and SAFETY AT WORK: POLICIES & PROCEDURES

---

---

## 8. INFORMATION, INSTRUCTION AND SUPERVISION

---

The participation of young workers/trainees will only be arranged and authorised in special circumstances by the Project Manager who will monitor all involvement with MC Federation.

---

## 9. HEALTH & SAFETY TRAINING

---

Induction training will be arranged for all workers by the onsite project manager or his deputies.

Job specific training and induction training will be arranged and conducted for each worker.

Any jobs and tasks requiring specific training will be listed in the risk assessment.

Training needs and refresher training is identified and arranged by MC Federation.

---

## 10. WORK-RELATED STRESS

---

MC Federation consider and identify possible workplace stressors. Measures to eliminate, reduce or control risks from stress in line with the HSE Management Standards for Work Related Stress ([www.hse.gov.uk/stress/standards/index.htm](http://www.hse.gov.uk/stress/standards/index.htm)) should be adopted where possible.

The standards encourage attention to factors such as:

**Demands** – workload, work patterns and the work environment.

**Control** – how much say the person has in the way they do their work.

**Support** – the encouragement, sponsorship and resources provided by MC Federation and colleagues in the team.

**Relationships** – promoting positive working to avoid conflict and dealing with unacceptable behaviour.

**Role** – whether people understand their role within MC Federation and whether MC Federation ensures that they do not have conflicting roles.

**Change** – how organisational change (large or small) is managed and communicated in MC Federation.

MC Federation will ensure that no staff work excessively long hours and that allocated rest breaks are taken as appropriate. MC Federation will monitor workloads to ensure that staff are not overloaded. All workers have a responsibility to be vigilant and offer additional support to members of the team who are experiencing stress inside or outside work (e.g. Stage freight, nervousness, bereavement or separation).

Issues of work-related stress will be addressed by MC Federation during supervision.

Rearranging work allocation, flexible working patterns and work related training/mentoring will be considered as health measures where work-related stress is identified.

Bullying and harassment will not be tolerated and will be treated seriously.

All MC Federation workers must comply with the 'Positive Environment' clause in their contracts of engagement.

Unlawful discrimination will not be tolerated by MC Federation.

---

## 11. EVENT INFORMATION

---

It is the responsibility of MC Federation to clarify the arrangements for obtaining the following information from event organisers.

# HEALTH and SAFETY AT WORK: POLICIES & PROCEDURES

---

It is the responsibility of all MC Federation staff to check the following on arrival at event premises and raise any concerns with MC Federation

Location of fire exits, alarms and extinguishers  
Details of the emergency evacuation procedure  
Location of first aid box  
Information about appointed first aiders  
In the event of an accident, details of how to report it

---

## 12. ACCIDENTS, FIRST AID AND WORK-RELATED ILL-HEALTH

---

Information about appointed First Aiders is available from MC Federation in relation to each event. It is the responsibility of all staff to ensure that they are aware of the nominated first aiders.

All accidents, near misses and cases of work related health are to be reported to the onsite production manager who will investigate and provide his report on an 'Accident Sheet'.

MC Federation will ensure that all reportable accidents are notified to the appropriate authority.

---

## 13. MONITORING

---

To check our working conditions, and ensure our safe working practices are being followed, we will make spot checks of specific risk areas which have been identified.

There will also be an annual review of this Health and Safety Policy and Procedure Pack (including risk assessments).

The person responsible for investigating accidents and near misses is the General Manager.

MC Federation will use an 'Accident Sheet' for the purpose of investigations and preventing near misses, human errors, equipment failure and accidents. All workers are reminded it is a term of their engagement with MC Federation that they report such matters to the onsite production manager in order for them to investigate and complete the 'Accident Sheet'.

The person responsible for investigating work related causes of sickness absence is the General Manager.

The person responsible for acting on the findings of the investigation to prevent recurrence (recorded on an 'Accident Sheet') is the General Manager.

---

## 14. FIRE EVACUATION AND EMERGENCY PROCEDURES

---

The person responsible for ensuring the fire risk assessment is undertaken is the event manager.

Escape routes will be checked by the onsite production manager every day.

The location and condition of fire extinguishers on event and training sites will be checked by the onsite production manager.

The emergency evacuation procedures for each event will be ascertained, from event organisers, by the onsite production manager and communicated to MC Federation workers and team members.

# HEALTH and SAFETY AT WORK: POLICIES & PROCEDURES

---

---

## 15. WORKING IN AN EVENT ENVIRONMENT

---

To avoid tripping hazards, all equipment, tools, materials and personal items must be maintained in a neat and tidy condition and access and egress to all areas must remain unimpeded by any objects.

Storage of items must be organised in the team vehicles only and in such a way that objects or other materials can be stored and retrieved without risk. Only lightweight goods should be stored above shoulder height or below knee height.

Items of electrical equipment may be in use in the event environment. No worker should attempt to rectify any electrical defect. All servicing and maintenance of electrical equipment should only be undertaken by a suitable and qualified competent person. Records must be kept of such servicing and maintenance.

Pets, friends, partners, family or other associates (any unauthorised persons) are strictly NOT permitted in the show event arena.

MC Federation will take all reasonable steps to prevent employees and contractors carrying out work-related activities if they are considered to be unfit/unsafe to undertake work as a result of alcohol consumption or substance abuse.

No worker or other person under the control of MC Federation shall, in connection with any work-related activity: Report, or endeavour to report, for duty having consumed drugs or alcohol likely to render him/her unfit and/or unsafe for work;

Consume or be under the influence of drugs or alcohol whilst on duty;

Store drugs or alcohol on their person, on company premises or at premises where the MC Federation is working or in the team vehicles.

Workers must inform MC Federation of any prescribed medication that may have an effect on their ability to carry out their work safely, and must follow any instructions subsequently given. Drugs that cause drowsiness must not be used whilst at work.

Under the Management of Health and Safety at Work Regulations 1999, workers have a legal duty to inform their employer of any situation that could be considered to constitute a risk, and therefore must report any other worker who appears to be under the influence of drugs or alcohol to MC Federation.



# HEALTH and SAFETY AT WORK: POLICIES & PROCEDURES

---

---

## 16. GUIDELINES ON MANUAL HANDLING

---

In order to reduce the risk of injury the following guidelines should be followed by all workers:

Workers are not required to lift or handle any object which they perceive would put themselves at risk of injury. Assistance or guidance should be sought from another worker.

Where possible use mechanical aids such as wheels, make one load into smaller loads, or use another person to help you (i.e. a two person lift).

Use common sense to minimise risk, e.g. carry the minimum weight possible, minimise the amount of time you spend walking with the load by involving other people in a "human chain".

Follow good handling techniques as advised by MC Federation.

If in doubt, do not lift the object and speak to MC Federation for guidance.

---

## 17. GUIDELINES ON WORKING ALONE

---

Workers are not required to enter into or continue working in any situation where they feel at risk. If a worker feels at risk or to have been at risk in a particular situation they must report it to the onsite production manager.

Vehicles and equipment MUST NOT be left unsupervised and vehicles MUST NOT be left unlocked. Keys must not be left unattended.

If you are the last person leaving the site, you must not leave any equipment or property unattended without first contacting MC Federation, who will arrange supervision.

It is advisable to carry a mobile telephone and/or personal alarm whilst working away.

MC Federation tries to ensure that the times when people work alone are kept to a minimum.

Workers must never work alone for MC Federation without informing MC Federation first, who will do his best to arrange for paired working arrangements and/or supervision.

Be aware of your personal safety if you are alone, particularly in the evening, including leaving event premises, and take appropriate action to safeguard this e.g. call for a taxi, park your car as close to the site as possible (if appropriate), ring for assistance (another member of staff, the police) and stay put until help arrives.

---

## 18. POLICY MONITORING

---

This policy was last reviewed on 10<sup>th</sup> January 2015 by Roy Barton. The next review is due on 10<sup>th</sup> January 2016.