



# System Sound & Light Ltd

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## **HEALTH & SAFETY POLICY STATEMENT**

Version 4 – Updated October 2005

SYSTEM SOUND & LIGHT Ltd (hereafter referred to as the business) has a positive responsibility to assure the Health, Safety and Welfare at work of all it's staff (hereafter referred to as staff but including full, part time staff and self employed sub contractors). The assurance of personal safety in the workplace should be of benefit to all those on site including clients and third parties.

The success of this policy is dependent on the understanding and co-operation of all staff. Staff based at System Sound & Light premises are encouraged to bring Health & Safety matters to the attention of Denise Moreau. Staff and sub-contracted freelancers are encouraged to discuss these issues with the Health & Safety representative on-site. This will be the EVENT ORGANISERS representative, normally the PRODUCTION MANAGER unless you are informed of an alternative nominated person. Matters may be discussed and if required, changes may be made to this policy. Denise Moreau or Simon Biddulph are the management representatives with responsibility for Health & Safety matters for staff in based in our headquarters.

This policy is implemented whenever and wherever it is reasonable and practical to do so in accordance with the Health & Safety at Work act 1974

1. The business and staff will ensure that all equipment is safe and those safe systems of work are in place. This includes the monitoring of procedures in order to minimise the risk of accident.
2. The business will assure the safe use, handling, storage and transport of equipment so as to minimise the risk to health.
3. The business will make available to all staff, the correct and adequate: -
  - (I) Instructions & Information on equipment
  - (ii) Training in the use of equipment
  - (iii) Supervision in the use of equipment where required.

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4. The business, in co-operation with clients will assure staff work in safe premises and on safe sites and assure that all work equipment meet the Work Equipment Regulations act 1992 and that existing equipment and machinery conform to statutory regulations and carry current certification if feasible. Also all electrical equipment must comply with the Electricity at Work act 1989, with all appropriate certification being held for production if required.
  5. The business and clients will ensure that staff work in a safe environment with adequate welfare facilities, and ensure that all operations are planned and completed using the safety controls and protective measures decided upon after hazard and risk assessment.
  6. The management and staff will be fully briefed in emergency procedures in the event of an accident and will know the procedure for reporting any accidents or injuries.
  7. All staff being fully consulted and informed of any changes in regard to safe working practices, whether by change in legislation or by the businesses own improvements.
  8. The staff and management are actively encouraged to suggest improvements to policy that may make the general environment safer.
  9. The business and all staff will co-operate in every way with any person empowered to investigate any accident or Health & Safety issues.
  10. The business will make it plain that there is a need for care in the work place to comply with all safety measures in order to protect individual and third party health and to comply with legal safety requirements. All staff are obliged to comply with general safety requirements whether the relevant act or legislation has been mentioned in this document.
  11. This policy is part of the contract of work with staff and remains valid and binding however it is issued.
  12. The staff will be aware that personal safety and health are issues that ultimately they control.

Created in October 2005 by S.J. Biddulph.