



Health and Safety at Work Act, 1975 Statement

General Statement of Policy, Duties & Responsibilities

1. Policy Statement

Production Concepts Ltd recognises and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its workers (paid or volunteer) and other visitors to its premises under the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997, the Management of Health and Safety at Work Regulations 1999, other relevant legislation and common law duties of care. Throughout this Statement, terms such as “staff”, “workers”, and “employees” will be used. It is the policy of Production Concepts Ltd to promote the health and safety of the Directors, staff, contractors, members of the public, and of all visitors to Production Concepts Ltd premises (“the Premises”) as well as those Production Concepts Ltd encounters during its day to day activities, and to that intent to:

- Take all reasonably practicable steps to safeguard the health, safety, and welfare of all personnel on the premises;
- Provide adequate working conditions with proper facilities to safeguard the health and safety of personnel and to ensure that any work that is undertaken produces no unnecessary risk to health or safety;
- Encourage persons on the premises to co-operate with Production Concepts Ltd in all safety matters, in the identification of hazards that may exist, and in the reporting of any condition that may appear dangerous or unsatisfactory;
- Ensure the provision and maintenance of plant, equipment, and systems of work that are safe;
- Maintain safe arrangements for the use, handling, storage, and transport of articles and substances;
- Provide sufficient information, instruction, training, and supervision to enable everyone to avoid hazards and contribute to their own safety and health;
- Provide specific information, instruction, training, and supervision to personnel who have particular health and safety responsibilities;
- Make, as reasonably practicable, safe arrangements for protection against any risk to the health and safety of the general public or other persons that may arise for company activities;
- Make suitable and sufficient assessment of the risks to the health and safety of employees and of persons not in the employment by Production Concepts Ltd, arising out of or in connection with company activities;
- Make specific assessment of risks in respect of new or expectant mothers and people of significant risk including those under the age of 18;
- Provide information to other employers of any risks to which those employer’s workers on Production Concepts Ltd.’s premises may be exposed.

This policy statement and/or the procedures for its implementation may be altered at any time by Production Concepts Ltd. The statement and the procedures are to be reviewed in the September of



each year by the Health and Safety management or by other persons appointed by the management.

2. Statutory Duty of Production Concepts Ltd

Production Concepts Ltd will comply with its duty to ensure, as far as is reasonably practicable, the health, safety, and welfare at work of its workers and of visitors to its premises and, in general, to:

- Make workplaces safe and without risks to health;
- Ensure plant and machinery are safe and that safe systems of work are set and followed;
- Ensure articles and substances are moved, stored, and used safely;
- Give Staff and Contractors the information, instruction, training, and supervision necessary for their health and safety.

In particular, Production Concepts Ltd will:

- Assess the risks to health and safety of its Staff and Contractors;
- Make arrangements for implementing the health and safety measures identified as necessary by this assessment;
- Record the significant findings of the risk assessment and the arrangements for health and safety measures;
- Draw up a health and safety policy statement; including the health and safety organisation and arrangements in force, and bring it to the attention of its workers;
- Appoint someone competent to assist with health and safety responsibilities;
- Set up emergency procedures;
- Provide adequate First Aid facilities;
- Make sure that the workplace satisfies health, safety, and welfare requirements, e.g. for ventilation, temperature, lighting, and sanitary, washing, and rest facilities;
- Make sure that work equipment is suitable for its intended use as far as health and safety is concerned, and that it is properly maintained and used;
- Prevent or adequately control exposure to substances that may damage health;
- Take precautions against danger from flammable or explosive hazards, electrical equipment, noise, or radiation;
- Avoid hazardous manual handling operations and, where they cannot be avoided, reduce the risk of injury;
- Provide health surveillance as appropriate;
- Provide free any protective clothing or equipment, where risks are not adequately controlled by other means;
- Ensure that appropriate safety signs are provided and maintained;
- Report certain injuries, diseases, and dangerous occurrences to the appropriate health and safety enforcing authority.



3. Statutory Duty of the Companies Staff

Employees also have legal duties. They include the following:

- To take reasonable care for their own health and safety, and that of other persons who may be affected by what they do or do not do;
- To co-operate with Production Concepts Ltd on health and safety;
- To use work items provided by Production Concepts Ltd correctly, including personal protective equipment, in accordance with training or instructions;
- Not to interfere with or misuse anything provided for health, safety, and welfare purposes;
- To report at the earliest opportunity injuries, accidents, or dangerous occurrences at work, including those involving the public and participants in activities organised by Production Concepts Ltd;
- Health and Safety law applies not only to employees in the workplace, it also applies to organisations and people who occupy or use community buildings to which members of the public have access.

4. Policy for Visitors and Contractors

On arrival, all visitors should be directed to the duty representative of the Management or a representative of the user/hirer of the building. This person is to take responsibility for the visitor(s) and assist in their evacuation from the building during an emergency or arrange help in the event of an accident. Contractors working in the building should report any concerns relating to their own safety or suspected unsafe working practices to a manager or Director of Production Concepts Ltd who will investigate and action accordingly.

Organisation of Health and Safety

5. Health and Safety Management

The Management will appoint a Health and Safety Representative (s), including representation both of themselves and of staff:

- To have a broad overview of Health and Safety matters;
- To keep Production Concepts Ltd's Health and Safety policy and procedures under review;
- To conduct safety tours of the premises;
- To ensure that risk assessments are carried out, including assessments regarding specific projects and substances hazardous to health (COSHH Regulations);
- To take such action as may be required to ensure that Production Concepts Ltd's responsibilities for Health and Safety are fulfilled;
- To report to the Management on their performance of these responsibilities.

Contractors working in the building should report any concerns relating to their own safety or suspected unsafe working practices to a manager or director of Production Concepts Ltd who will investigate and action accordingly.



Safety Tours

The Health and Safety Committee shall carry out 6-monthly tours and inspections of the premises. All necessary actions as a result of the tour shall, where reasonable and practicable, be implemented. The tour shall include an inspection of the Accident book.

6. Health and Safety Rules

All workers must exercise ordinary care to avoid accidents in their activities at work and comply with the following general rules and with any further rules that the Group/Organisation may publish from time to time.

Accident Forms and Book

The book must be kept in a locked drawer once completed. Any injury suffered by a worker or visitor in the course of employment or otherwise on Production Concepts Ltd premises, however slight, must be recorded, together with such other particulars as are required by statutory regulations, on an accident form maintained by Production Concepts Ltd.

Fire Precautions

All personnel must familiarise themselves with fire escape routes and procedures and follow the directions of the fire warden for Production Concepts Ltd in relation to fire.

Equipment and Appliances

No equipment or appliance may be used other than as provided by or specifically authorised by or on behalf of Production Concepts Ltd and any directions for the use of such must be followed precisely.

Safety Clearways

Corridors and doorways must be kept free of obstructions and properly lit.

Maintenance

Defective equipment, furniture, and structures must be reported as such without delay. These items must be quarantined and repaired/replaced before they are to be used again.

Hygiene and Waste Disposal

Facilities for the disposal of waste materials must be kept in a clean and hygienic condition. Waste must be disposed of in an appropriate manner and in accordance with any special instructions relating to the material concerned.

Display Screen Equipment



Production Concepts Ltd recognises its responsibility to ensure the well-being of workers who habitually use display screen equipment for a significant part of their normal work. Staff are advised to ensure that they take a five-minute break from the display screen equipment at least once an hour and are advised that, if they experience vision defects or other discomforts that they believe may be wholly or in part a consequence of their use of such equipment, they have the right to an eye-test at the Companies expense.

Alcohol, Drugs, and Tobacco

Smoking within the premises and the use of Drugs (except under medical supervision) on the premises are prohibited at all times. The use of intoxicants (alcohol) is prohibited during working hours, and no employee/volunteer may undertake his/her duties if under the influence of alcohol or drugs (except under medical supervision)

Arrangement and Procedures

The Health and Safety Officer, nominated by the Management, is responsible for ensuring that the safety policy is carried out and that responsibilities for safety, health and welfare are properly assigned and accepted at all levels. His/her details and contact number will be displayed in the office

7. First Aid and Accident Reporting

First Aid

- The current First Aider(s) for the premises is/are displayed in the following location(s):
 - Main Office
 - Warehouse
- First Aid Boxes are provided in the following location(s):
 - Main Office
 - Warehouse

Accidents

- In the event of an injury or illness, call for a member of staff or ring for an ambulance directly. To call an ambulance – dial 999 and ask for “ambulance”;
- All accidents must be reported to the Health and Safety Officer or another member of staff on duty immediately or as soon as practicable;
- All accidents must be entered on into the accident book, available from the office. The procedures for “notifiable” accidents as shown in Appendix A below must be followed;
- The Health and Safety Officer will investigate incidents and accidents, writing a detailed report in order to consider the actions necessary to prevent recurrence.



8. Fire Drills and Evacuation Procedures

Fire Drills

- All workers and volunteers must know the fire procedures, position of fire appliances, and escape routes.
- The fire alarm points, fire exits, and emergency lighting system will be tested by The Fire Officer/Health and Safety Officer during the first week of each month and entered in the log book provided.
- The Fire Officer will arrange for Fire Drills and Fire Prevention Checks (see Appendix C below) to be carried out at least once every three months and entered in the log book. In addition, these Drills will be carried out at different times and on different days, so that all users/hirers know the procedures.
- The last person securing the premises will ensure Fire Prevention Close Down Checks are made of all parts of the premises at the end of a session (See Appendix C).

In the event of a Fire

- Persons discovering a fire should sound the nearest alarm;
- The first duty of all workers is to evacuate all people from the building by the nearest exit immediately after the fire is discovered;
- All persons must evacuate the building and, where possible without personal risk, leave all doors and windows closed;
- The assembly point for the building is on the grass, beyond the car park on the left-hand side.
- No one should leave the assembly point without the permission of a member of staff;
- If any fire occurs, however minor, the Fire Brigade must be called immediately by dialing 999 and asking for "Fire";
- When the Fire Brigade arrives advise whether all persons are accounted for and the location of fire.

Bomb Warnings

- If you receive a warning try to find out from the caller:
 - i) The approximate location of the bomb and likely time of detonation;
 - ii) Whether the police and fire brigade have been notified;
 - iii) Try to RECORD EXACTLY WHAT IS SAID:
- Notify the Police immediately on 999;
- DO NOT SOUND THE FIRE ALARM but evacuate the building taking into consideration any information from the bomb warning;
- Assemble in the Area near the River Cole unless the bomb warning implies otherwise.



General Machinery and High-Risk Areas

- All portable machinery must be switched off and unplugged when not in use;
- Wandering cables are a hazard; use with caution and safety in mind;
- Slippery floors and dangerous; use warning signs;
- Use protective clothing and equipment provided and as instructed on machinery/equipment/material. It is the duty of a worker to report any loss of or defect in protective clothing or equipment.

General

- All thoroughfares, exits, and gates must be left clear at all times;
- Corridors and fire exits must not be blocked by furniture or equipment;
- Vehicles must not be parked near to the building so as to cause any obstruction or hazard;
- Hazards or suspected hazards or other health and safety matters should be reported to the Health and Safety Officer or the staff member on duty immediately or as soon as practicable so that action can be taken. If the hazard is of a serious nature, immediate action must be taken to protect or clear the area to prevent injury to staff or other users.

APPENDICES: APPENDIX A - ACCIDENT REPORTING

1. Accidents

All accidents which occur during work for Production Concepts Ltd and/or for the User/Hirer, or on-premises under the control of Production Concepts Ltd as well as on-site projects must be recorded.

2. Accidents to Workers or Contractor's Staff

a) For ALL Accidents, complete the accident book and give it to Health & Safety Officer

b) For accidents reportable to the Health & Safety Executive (for contractors see c)) If the accident results in incapacity for work for more than 3 calendar days then complete the online form F2508 with copies to the Chair of the Management Committee. If the accident results in a fatality, fracture, amputation, or other specified injury (see section 4, below) then immediately notify: the Health & Safety Executive on HSE's Infoline Tel: 0845 345 0055 And the Chair of the Management Committee Follow up within seven days with completed online form F2508 with copies to the Chair of the Management Committee

c) If a reportable accident involves a contractor's employee and the premises are under the control of someone other than the contractor then the person in control of the premises is responsible for reporting the accident.

If a contractor's employee is at work on premises under the control of the contractor then it is the contractor or someone acting on his/her behalf who is responsible for reporting the accident.



3. Accidents to Members of the Public

- a) For ALL Accidents complete the accident book and give it to Health & Safety Officer
- b) For accidents reportable to the Health & Safety Executive if an accident results in a fatality, fracture, amputation, or other specified injury (see section 4 below) then immediately notify:

**Health & Safety Executive,
Incident Contact Centre,
Caerphilly Business Park,
Caerphilly,
CF83 3GG**

Some injuries may not be fully identified until the casualty has been to a hospital. It is therefore essential that, if it is known that an individual has gone to the hospital as a result of an accident, follow-up action is carried out.

4. Definition of Specified Major Injuries or Conditions

- Fracture of the skull, spine, or pelvis; any bone in the arm or wrist, but not a bone in the hand; any bone in the leg or ankles, but not a bone in the foot.
- Amputation of; a hand or foot, a finger, thumb or toe; any part thereof if the joint or bone is completely severed
- Other specified injuries and conditions:
 - The loss of sight of an eye; a penetrating injury to the eye, or a chemical or hot metal burn to an eye
 - Injury (including burns) either requiring immediate medical treatment or involving loss of consciousness, resulting (in either case) from electric shock from any electrical circuit or equipment, whether or not due to direct contact
 - Loss of consciousness resulting from lack of oxygen
 - Decompression sickness requiring medical treatment
 - Either acute illness requiring treatment, or loss of consciousness, resulting (in either case) from absorption of any substance by inhalation, ingestion, or through the skin
 - Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected material
 - Any other injury which results in the person injured being admitted immediately into hospital for more than 24 hours

IF IN DOUBT REPORT IT



5. Dangerous Occurrences In the event of any of the following:

- Collapse/Overturning of machinery
- Explosion/collapse of closed vessel/boiler
- Electrical explosion/fire

Notify the following immediately:

**Health & Safety Executive,
Incident Contact Centre,
Caerphilly Business Park,
Caerphilly,
CF83 3GG
HSE's Infoline Tel: 0845 345 0055
email: hse.infoline@natbrit.com**

And Production Concepts Ltd Management

6. Occupational Diseases

- Poisoning
- Skin Diseases
- Lung Diseases
- Infections

On receipt of a written diagnosis from a Doctor, report the disease using online form F2508A to:

hse.infoline@natbrit.com

And Production Concepts Ltd Management

Full details of Dangerous Occurrences and Occupational Diseases can be found in HSE RIDDOR Booklets 11 and 17.

IF IN DOUBT REPORT IT

Appendix B – CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH REGULATIONS)

1. Assessment

The assessment must be a systematic review

- What substances are present and in what form?
- What harmful effects are possible?



- Where and how are the substances actually used or handled?
- What harmful effects are given off, etc.?
- Who could be affected, to what extent and for how long?
- Under what circumstances?
- How likely is it that exposure will happen?
- What precautions need to be taken to comply with the COSHH Regulations?
- What procedures need to be put in place to comply with the Control of Asbestos at Work Regulations 2002?

2. Prevention or Control

Production Concepts Ltd has to ensure that the exposure of workers to hazardous substances is PREVENTED or, if this is not reasonably practicable ADEQUATELY CONTROLLED.

On the basis of the assessment, Production Concepts Ltd has to decide which control measures are appropriate to the work situation in order to deal effectively with any hazardous substances that may be present.

This may mean PREVENTING exposure by

- Removing the hazardous substance by changing the process
- Substituting with a safe or safer substance, or using a safer form Or, here this is not reasonably practicable,

CONTROLLING exposure by

- Totally enclosing the process
- Using partial enclosure and extraction equipment
- General ventilation
- Using safe systems of work and handling procedures It is for Production Concepts Ltd to choose the method of controlling the exposure and to examine and test control measures if required.

The Regulations limit the use of Personal Protective Equipment (e.g. dust masks, respirators, protective clothing) as the means of protection in those situations ONLY where other measures cannot adequately control exposure.

Production Concepts Ltd must provide any of their workers and, so far as is reasonably practicable, other persons on site who may be exposed to substances hazardous to health, with suitable and sufficient information, instruction, and training so that they know the risks they run and the precautions they must take. Employers must ensure that anyone who carries out any task in connection with their duties under COSHH has sufficient information, instruction, and training to do the job properly.



Appendix C – FIRE PREVENTION

1. Has the Fire brigade been consulted on:

- The number and width of escape routes so as to provide a ready means of escape from all parts of the premises?
- Emergency lighting and its maintenance?
- The most suitable way of raising an alarm in the event of fire?
- The contents of fire instruction notices?
- The numbers and types of fire extinguishers or other fire-fighting appliances which should be provided?
- Precautions to be taken with any activities involving the use of flammable liquids, naked flames, or heating processes?
- The desirability of battening or clipping seats together in sets of four where moveable seats are used for large audiences?
- The maximum number of people who should be allowed on the premises at any one time?
- Are seating and gangways in the hall/rooms arranged as to allow free and easy access directly to fire exits?
- Are exit doors always unlocked before the start of any session and kept unlocked until the last person leaves?
- Are escape routes and exit doors clearly sign-posted and marked so that anyone not familiar with the building can quickly see the ways out?
- Are escape routes and exit doors never allowed to become obstructed or hidden by chairs, stage props, curtains, etc.?

2. Is Fire Equipment properly looked after?

- Are fire extinguishers, hose reels, and fire alarm systems (where provided) regularly maintained by specialist fire engineering firms? o Are staff/duty officers trained to use this equipment?
- Is equipment kept in its proper position and always clearly visible and unobstructed?

3. Are thorough close-down checks made of all parts of the premises at the end of an evening or session?

- No smouldering fires or cigarettes left burning?
- Heater and cookers turned off?
- Televisions and other electrical apparatus turned off and unplugged?
- Lights off? o Internal doors closed?
- Outside doors and windows closed and secured?

4. Are all reasonable steps taken to prevent fires?



- Smoking not allowed in store rooms or backstage?
- Substantial ashtrays provided in areas where smoking is permitted?
- Heating appliances fitted with adequate and secure fire guards?
- If portable heaters have to be used, are they securely fixed and kept away from combustible materials?
- Precautions to ensure that convector-type heaters are not covered with clothes and curtains?
- Temporary extensions or additions to the electrical installation carried out and checked by a competent electrician?
- Sufficient socket outlets provided to obviate the need for long trailing flexes?
- Damaged leads replaced regularly?
- Cooking operations supervised by a reliable person?
- Scenery, decorations, and costumes for stage performances treated to make them flame retardant?
- All parts of the premises kept clear of waste and rubbish, particularly staircases, space under stairs, storerooms, attics, and boiler rooms?

Appendix D – HEALTH AND SAFETY INSPECTION 1.

Inspection

- A Health and Safety inspection of the building is to be undertaken at least every six months. One of these inspections may be undertaken at the same time as the annual building maintenance check.
- Appointed members of the Management, or a sub-group, should arrange to meet and carry out the inspection
- Management will need to agree on how each question needs to be answered
- When the form is complete and has been signed, matters noted as not satisfactory, together with any other concerns raised by the inspection, should be reported to the company directors.
- The inspection group should be authorised, where URGENT action is necessary, to make an immediate reasonable response to the management team, in written format.
- Documents on this subject should be preserved in a file maintained for this purpose. As required action is taken, the responsible person should initial the form in the appropriate box

2. Risk Assessment

- Risk assessments relate to activities within the premises or grounds
- Risk assessments NEED to be carried out in relation to every activity undertaken, whether by groups or individuals, including the work of paid staff

Risk Assessments are to be carried out for all onsite projects

- Special attention should be paid to the circumstances of workers under the age of eighteen and to expectant mothers, women who have given birth within the past six months or who are breastfeeding



- A risk assessment needs to be carried out whenever a new activity is envisaged
- Assessments need to be repeated whenever circumstances change:
 - Changes in layout of equipment
 - Observing trends on the accident form
 - Changes in staff
 - Introduction of new procedures, processes or materials

Appendix E – DISPLAY SCREEN EQUIPMENT

1. Who is a Display Screen User?

The regulations are for the protection of workers (including self-employed workers and volunteers) who habitually use display screen equipment for a significant part of their normal work. In some cases, it will be clear that the use of Display Screen Equipment is more or less continuous on most days and the individual concerned should be regarded as users. Where use is less continuous, 'user' status would apply if most or all of the following criteria are met:

- The individual depends on the use of display screen equipment to do the job, as alternative means are not readily available for achieving the same results.
- The individual has no discretion as to the use or non-use of the display screen equipment
- The individual needs significant training and/or particular skills in the use of display screen equipment to do the job
- The individual uses display screen equipment in this way more or less daily
- Fast transfer of information between the user and the screen is an important requirement of the job
- The performance requirements of the system demand high levels of attention and concentration by the user; for example where the consequences of error may be critical.

2. Workers' Entitlement

2.1 Eye Test

Any worker covered by the Regulations is entitled to request an eye and eyesight test which will be paid for by Production Concepts Ltd. Workers should inform their line manager, who will provide them with the forms to take to an optician of the worker's choice. A worker may request a test if he/she:

- Is already a user for a significant part of his/her work
- Is about to start using display screen equipment for a significant part of his/her work
- Is experiencing visual difficulties which may reasonably be considered to be related to display screen work
- It is recommended by an optician at the time of an eye examination that the worker should have eye tests at regular intervals

2.2 Spectacles



If as a result of the eye test a worker requires spectacles solely for use with display screen equipment, he/she is entitled to reimbursement of the cost of a basic pair. If the worker wishes to choose more costly spectacles (e.g. a more expensive frame), Production Concepts Ltd is not obliged to pay the full cost of these. In this event, the worker will only be reimbursed for the cost of basic spectacles. If as a result of the tests spectacles are required for normal use, e.g. reading or distance vision, but which may also include display screen equipment use, under the Regulations Production Concepts Ltd is not required to make reimbursement beyond the cost of the eyesight test and the report.

2.3 Who pays the Optician?

The worker pays the option and then obtains the reimbursement, attaching the receipt(s) and any report to the form DSE1, and gives these to his/her Line Manager who will arrange reimbursement.

We request that our Staff, Volunteers, Members, and Visitors respect this Policy, a copy of which will be available on demand.

Authorised

This policy will be reviewed and updated annually by senior management.

Review Date: September 2024

Position	Print Name	Signature	Date
Company Director	James Deakin	<i>James Deakin</i>	29/09/23
Company Director	Greg Deakin	<i>Greg Deakin</i>	29/09/23
Company Director	Stefan Chadwick	<i>Stefan Chadwick</i>	29/09/23