



HEALTH & SAFETY POLICY

June 2013

THE CLOUD ONE GROUP LIMITED

24 Proctor Street
Birmingham
B7 4EE

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Section 1. Introduction

THE CLOUD ONE GROUP

- 1.1 For nearly 30 years The Cloud One Group have become an established name in their field providing Hire, Sales and Installations of Sound, Lighting, Staging & Projection systems for both small and large scale indoor and outdoor events.
- 1.2 When carrying out a contract our **project management team work along side our clients**, establishing their exact requirements prior to **providing a detailed proposal** covering amongst other things, **Health & Safety, Environmental & Noise related issues**. We also endeavour to provide you with information on any other unforeseen issues you may need to consider with your installation.
- 1.3 With our team of in-house experts and their wide ranging experience within these fields we are ideally placed to provide all our customers' the benefits of our extensive knowledge and purchasing power. In addition, our customers receive continuous support and open communication to ensure that all our installations are a great success.
- 1.4 Our services include:
 - Technical expertise – including sound, lighting and vision consultation and surveying.
 - Hire – Sound, Lighting, Staging, Rigging, Scenery and Projection equipment
 - Sales & installations
 - Equipment Service & Repair
 - Flight Cases, Sets and Custom built "Specials" for whatever occasion.

CAPITA SYMONDS

- 1.5 Capita Symonds has been appointed by The Cloud One Group to provide the Company with health and safety consultancy services.
- 1.6 Capita Symonds is a division of Capita Group Plc, an organisation that has grown a hundredfold since its inception in 1984. With some 16,500 staff in 200 locations throughout the UK Capita is quoted on the London Stock Exchange and is a FTSE 250 company, generating a turnover in 2002 of £898 million.
- 1.7 Capita Symonds provides a broad range of professional services covering the management, design, construction, engineering and property markets through a network of 30 offices and over 1,700 staff nationwide.
- 1.8 The company is also a member of the Association of Noise Consultants, a member of the National Outdoor Events Association, a member of The Event Services Association and is accredited for quality assurance under ISO 9001.

Section 2. Policy Statement

- 2.1 The Cloud One Group Safety Policy Statement places responsibility for safety on all members of staff and makes specific commitments to working safely, the safety of those who may be affected by the work activity, care of the environment and the meeting of all of the relevant legal requirements.
- 2.2 The Cloud One Group considers that these issues are the responsibility of the Company's management and rank equally with that of finance, marketing, human resources and commercial issues. This policy and the supporting documentation will be implemented and its effectiveness monitored by the management.
- 2.3 Every employee's acceptance of their responsibilities for the health, safety and the environment in their workplace whether it is on the Company's premises or on site will ensure the success of this policy. Specific responsibility for the management of health and safety is placed with certain individuals, as indicated within this policy. These responsibilities are designed to dovetail in with their operational duties and enable individuals to develop and implement suitable standards, systems and procedures to enable the Company to measure and manage its health and safety performance.
- 2.4 These Company procedures and working practices shall include the following:
- Compliance with all legal requirements under 'The Health and Safety at Work etc. Act 1974' and all subsequent health and safety legislation. Where legislation does not exist the Company will set its own standards that meet industry best practice.
 - Assess, document and regularly review all the significant risks arising from the Company's work activities and implement control measures to either eliminate or reduce the risks to the lowest possible levels.
 - Investigate and report accidents and incidents and the implement corrective action to prevent recurrence.
 - Maintain and regularly review the Company's Health, Safety and Environmental policies.
 - Establish an annual internal auditing program to ensure that the management systems in place are effective.
 - Pro-actively encourage the participation and commitment of all staff with regards to health and safety compliance and awareness also provide training, information, instruction and supervision when required.

- Encourage clients, freelance workers, venues and contractors to achieve acceptable standards of health and safety.
- Establish objectives and targets to reduce work related ill health, accidents and the environmental impact of the work activity including, but not restricted to emissions to the atmosphere, consumption of water and energy and the disposal of waste materials.
- Ensure that the health, safety and environmental implications of all business decisions are considered carefully.

2.5 This policy will be reviewed continuously and will be specifically examined annually.



Signed

Date ...13TH June 2013.....

Paul Stratford
Director
The Cloud One Group

RESPONSIBILITY OF EMPLOYERS AND THEIR STAFF FOR HEALTH AND SAFETY

INTRODUCTION

It is important that both the Company and its staff understand their responsibilities under the Health and Safety at Work etc Act 1974 (HSW Act); and in particular for the health and safety of non-company personnel, e.g. contractors' employees. The HSW Act is framed in such a way that each circumstance will require a separate assessment of the action required to comply with it. It is therefore impossible to have rules, which can be universally applied. However, basic knowledge and understanding of the legislation will equip staff to make the necessary professional assessment of the situation and take the appropriate action.

CRIMINAL LAW -V- CIVIL LAW

A common misunderstanding revolves around the legal position or "liability" as it is often referred to. The HSW Act and all its associated legislation are CRIMINAL LAW, i.e. the law of the land. Failure to comply with such legislation could be regarded as a "crime" and the miscreant could be prosecuted in a Magistrates or Crown Court, ending up with a criminal record.

Any contractual obligations (e.g. under the ICE Conditions of Contract) regarding health and safety are CIVIL LAW i.e. part of a private agreement between two or more parties. Failure to comply with a contract can only be redressed by an action for breach of contract. Similarly a party who has suffered injury or loss may choose to pursue an action under the CIVIL LAW for compensation due to the negligence of another.

So for the same incident, e.g. an accident on site, it is not uncommon for there to be a prosecution under the CRIMINAL LAW for failure to comply with statutory law and separate action under CIVIL LAW for breach of contract and/or negligence. The standard of proof required for a successful action under the CRIMINAL LAW is usually much higher than under the CIVIL LAW. The two should not be confused and these notes will consider the CRIMINAL LAW, i.e. the HSW Act as it applies to an employer and its staff.

HEALTH AND SAFETY AT WORK ETC ACT 1974

The main aims of the Act are in plain words, that the Company has a statutory duty to care for the health, safety and welfare of:

- (a) Their employees; and
- (b) Other people who may be affected by their activities (e.g. the employees of other companies sharing the same building, contractors used by the company in relation to the business premises or on events and to members of the public).

Most staff will be aware of the above but to understand how that duty should be implemented, it is necessary to look at the legislation in more detail.

DUTIES OF THE COMPANY TO ITS EMPLOYEES

Section 2(1) of the HSW Act sets out the duties of the Company to their employees to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees at work. The principle of this Section is generally understood but the interpretation is often difficult. Section 2(2) details the areas to which the duty particularly extends, namely:

- (a) The provision and maintenance of plant and systems of work;
- (b) The safe use, handling, storage and transport of articles and substances;
- (c) The provision of sufficient information, instruction, training and supervision for employees;
- (d) The maintenance of a safe place of work with means of access and egress; and
- (e) The provision and maintenance of a safe working environment and arrangements for welfare.

By applying the “reasonably practicable” concept to the relevant areas, we can decide what action should be taken to comply with the HSW Act.

A key concept in the HSW Act is that those under a duty should ensure the safety etc of persons “so far as is reasonably practicable”. An assessment should be made in which the quantum of risk is placed in one scale and the sacrifice, whether in money, time or trouble, involved to avoid the risk is placed in the other. If it can be shown that there is a gross disproportion between them, the risk being insignificant in relation to the sacrifice, the compliance with that duty would not be reasonably practicable.

DUTIES OF THE COMPANY TO PERSONS NOT ITS EMPLOYEES

Section 3(1) of HSW Act requires an employer to conduct its undertaking in such a way as to ensure so far as is reasonably practicable, that persons not in its employment who may be affected are not exposed to risks to their health and safety. It is this which creates most uncertainty particularly with regard to the employees of a contractor. It should be understood that Section 3(1) will be applicable to all your activities. (It should, however, be remembered that other employers, e.g. a contractor, would have a similar duty under Section 3(1) for the safety of your staff). The best way to ensure compliance with this section is to be seen to be acting in a professional manner.

RESPONSIBILITIES OF INDIVIDUALS

Sections 7, 8 and 37 of the HSW Act set out the obligations of individual employees, directors and managers. The first two of these lay down general duties applicable to all employees. The third does

not impose any specific duties but enables individuals to be prosecuted in respect of offences committed by employers.

SECTION 7

Duties of employees at work to take reasonable care for health and safety of himself and others. Co-operation as necessary to enable employers to fulfil duties.

SECTION 8

Duties of employees not to interfere with or misuse things provided for health and safety.

SECTION 37

Where a body corporate has committed an offence and it was committed with the consent, connivance, or due to neglect, or any director, manager, secretary or similar office, he as well as the body corporate shall be liable to proceedings.

If a company, local authority or other corporate body is in breach of a health and safety requirement then if it can be proved that the breach of the requirement was due to a director, manager, company secretary, consent (in the sense of allowing something wrong to take place or continue) conniving (turning a blind eye) or neglecting (failure to do an act safely) then the director, manager or company secretary can be prosecuted instead of or as well as the company.

We are all Company employees – including the occupiers of posts with specific responsibilities with the Company health and safety organisation. The company policy exists for our benefit – for our health and safety at work and its success depends essentially on our contributions to the health and safety measures that constitute it.

Temporary staff (e.g. seconded, contract and agency staff) 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.

OTHER KEY LEGISLATION

Under this the principal act, other acts and regulations are enacted from time to time. These must be implemented as and when they come into force. Worthy of note are the so called "Six Pack":

Management of Health and Safety at Work Regulations 1999

Workplace (Health, Safety and Welfare) Regulations 1992
Health and Safety (Display Screen Equipment) Regulations 1992
Manual Handling Operations 1992
Personal Protective Equipment at Work Regulations 1992
Provision and Use of Work Equipment Regulations 1998

SOME GENERAL ADVICE

- (i) Be alert at all times to detect hazards, particularly those arising from changed circumstances.
- (ii) Be prepared to ask whenever a health and safety measure is not fully understood or whenever faced by a problem or unforeseen situation. If in doubt, ask.
- (iii) Be aware of and make allowances for the effect of fatigue and stress.
- (iv) Have your own and others' health and safety in mind when planning and carrying out work.

CONCLUSIONS

The HSW Act places a responsibility on employers, their directors and staff. It is hoped that these notes will help you to understand those responsibilities and what should be done to ensure compliance. The act is dynamic and can be applied to any work activity. With thought and a professional attitude both the spirit and the letter of the Act can be met.

Section 3. Organisation and Responsibilities

COMPANY DIRECTORS

- 3.1 The Director of The Cloud One Group considers the health, safety and welfare of all of its full-time employees, part-time staff, freelance workers, clients and contractors to be of great importance. Through management at all levels they have a responsibility to ensure, the health, safety and welfare of all their employees whilst at work and members of the public and contractors whilst on the Company's premises and wherever else the work activity is taking place. In accepting this responsibility they will, so far as reasonably practicable:

- Comply with all local byelaws, regulations and any other statutes or instruments relating to the health and safety of employees, clients and contractors.
- Ensure that everything practicable is done to provide a safe and healthy environment for all employees, clients and contractors.
- Establish and adhere to operating procedures that protect employees and promote safe working and efficiency.
- Develop in the Company's staff a conviction that accident prevention is an essential element of good working practice and that its pursuit benefits the efficiency of the Company's operation, its commercial profile and the welfare of the employees.
- Ensure, so far as reasonably practicable that freelance workers and contractors engaged to complete work or provide services to the Company fulfil their own legal obligations under all the relevant health and safety legislation and their own Company safety policies. Also, that they have regard to the provisions and requirements detailed in this document in order to safeguard the welfare of Company employees, clients and members of the public.

3.2 The foregoing is based on the belief that:

- The overall responsibility of Directors cannot be delegated in respect of health, safety and welfare to others.
- All of the Company's senior staff has a personal responsibility for the pursuit and implementation of safety management systems.
- Essentially all hazardous events are preventable.
- Every employee must act responsibly in preventing injury to themselves or others and loss or damage to the Company's property, by following the correct safety rules for the tasks that they are performing.
- Health, safety and welfare standards on the Company premises and facilities must be effectively controlled.
- Freelance workers and contractors have a significant role to play in health and safety compliance when about the Company's business.

3.3 Paul Stratford, Director, is responsible for the overall implementation of the Health & Safety Policy and shall arrange for funds and appropriate facilities to be available to meet the requirements of this Policy and Health & Safety Procedures.

The Financial Director is responsible for the allocation of resources for health and safety purposes. Specifically the Business Account Controller will ensure that:

- Adequate insurance's are in place for Public Liability, Employers Liability, Motor Vehicles and any special insurance's that may be required from time to time for specific projects or events.
- Resources are made available for health and safety related training and expert health and safety advice.
- Resources are made available for the provision of personal protective equipment to staff when through risk assessment it is deemed necessary.

3.4 Paul Stratford has also the day to day duty of ensuring compliance of this Policy and its Health & Safety procedures. He is supported in this role by the Operations Manager, General Manager and Crew Chiefs.

3.5 Audits of Health & Safety procedures and inspections of the workplaces will be carried out at least annually by management and relevant staff. Any health and safety items logged during the course of audit inspections will be referred to Paul Stratford for allocating action.

3.6 Staff views and questions relating to health and safety matters are actively encouraged and should be raised with their respective Line Manager, any person listed on the Health & Safety Committee or Directors as appropriate.

GENERAL MANAGER AND OPERATIONS MANAGER

3.7 The Senior Managers and Crew Chiefs are to achieve by all reasonable means practicable the highest standards of health and safety at work for all employees and any others that may be affected by the Company's work activities. All employees are to be pro-actively encouraged to participate in maintaining a safe working environment for themselves, fellow employees, freelance workers, contractors, clients and members of the public. In particular the Senior Managers and the Warehouse Manager are to:

- Ensure they implement the Company's Health and Safety policy.
- Ensure that they and their direct reports conduct suitable and sufficient assessments of the risks presented to, and posed by their work activities including any work that is undertaken outside of the Company's premises.

- With the assistance of the Company's Health & Safety Consultant set health and safety objectives for their direct reports and ensure that every effort is made to achieve these objectives within a reasonable timescale.
- Undertake periodic checks to ensure that the Company's safe working practices and risk related control measures are being adhered to.
- Assist and advise the staff in resolving health and safety issues referred to them based on prioritisation according to the degree and seriousness of the risk and potential harm.
- Stimulate interest and enthusiasm for health and safety awareness within the work activities that they are responsible for.
- Ensure that all new employees are inducted into the workplace and that they are made aware of any health and safety considerations through information and training.
- Support and assist the work of the Company's Health & Safety Consultant.
- Ensure that all accidents and dangerous occurrences are reported to the Company's Directors and co-operate fully with any subsequent investigation relating to such incidents.
- Where applicable ensure that all work equipment is maintained in a safe condition and that all the appropriate safety devices are fitted and maintained. Also ensure that safety procedures are observed and that the appropriate safety equipment (PPE) is worn when through risk assessment it is deemed necessary.
- Maintain a system of good housekeeping within the areas that they are responsible for, in order to eliminate trip/slip hazards and fire risks.
- Ensure that their direct reports and others are aware, whether on site or on the Companies premises, of what action to take in the event of a fire or any other emergency, bringing the emergency fire exits and assembly points to their attention.
- Ensure that their staff are aware of the Company's first aid provisions and the location of the first aid box.

CREW CHIEFS

3.8 Crew Chiefs have the responsibility on-site for the implementation of the Company's Health and Safety policy. All are responsible to the Directors for matters pertaining to health and safety within their areas of accountability. Such areas include but are not restricted to:

- Ensuring that health and safety, along with licensing requirements are considered thoroughly when planning installations works, surveys etc
- Ensuring that staff under their control when on-site, including freelance workers and contractors are competent and fully aware of any potential hazards that may be present.
- Ensuring that all persons under their control on-site are aware of what action to take in the event of a fire, bomb threat or any other emergency, and bring to their attention the emergency exits and assembly points.
- Ensuring that all plant and work equipment used on-site is operated in a safe manner and that any safety devices that are fitted are used in the correct way.
- Maintaining a system of good housekeeping in order to reduce the risk of trip/slip hazards and fire risks, being sure never to block or obstruct fire exits.
- Ensuring that if personal protective equipment is required that it is suitable and appropriate for the task being undertaken.
- Ensure that hire equipment is routinely maintained and in good working order prior too, and during delivery.
- Ensure that hire equipment is provided with necessary instructions for use, and where necessary the hirer is provided with a detailed induction.

HEALTH & SAFETY CONSULTANT

3.11 Apart from specific responsibilities already apportioned, the Health & Safety Consultant is to:

- Monitor the Company's compliance with current health, safety and environmental legislation.
- Assist the Director, Managers and Line Managers in all matters pertaining to and in connection with health and safety and their responsibilities.
- Assist or undertake accident and near miss investigations as and when required.

- Act as the point of contact for the HSE and the Local Licensing Authorities and any other enforcement officers whenever necessary.
- Keep the Directors of the Company up to date with any changes, developments or additions to health and safety legislation.
- Identify and facilitate any health and safety training required by the Company's employees.

OTHER PERSONS WORKING ON THE COMPANY PREMISES

3.12 Persons working on the Company's premises, but not employed by the Company have a duty to:

- Ensure that the health and safety of themselves and others is not put at risk by their work-related activities.
- Comply with the Cloud One Health, Safety and Environmental Policy at all times.
- Make themselves familiar with the Company's emergency evacuation procedures and First Aid provisions.
- Maintain a high standard of housekeeping to reduce the risk of trip/slip hazards and fire risks.
- Immediately comply with any instruction given to them regarding their safety or that of others.
- Ensure that fire exits are never obstructed or blocked with items under their control.

Section 4. Arrangements

MANAGEMENT

- 4.1 The Cloud One Group attaches great importance to the protection of its employees and others from accidents, fire and exposure to any condition or substance that might constitute a hazard to health. This protection must be led by pro-active health, safety and environmental management systems and relies upon training, expert advice, regular audits, incident/near miss reports and recommendations from the Health & Safety Consultant to implement changes in working practices when required.
- 4.2 The Company where reasonably practicable and appropriate will:
- Make use of advances in technology and technical progress.
 - Adapt work to the individual rather than vice versa.
 - Create a culture within the Company that is committed to healthy and safe working practices and is always mindful of the environment.
- 4.3 After the setting of standards the Company's performance will be measured by the audit process, the aim being to identify areas for improvement and through Line Managers implement the necessary action.
- 4.4 Health surveillance will be included in the audit. This audit will be undertaken by competent persons or outside specialists as required. Where appropriate employees will be informed of the audit's findings.
- 4.5 The Company's Health, Safety and Environmental Policy is the first step in the planning of preventative and protective measures. These measures are necessary if the Company is to obtain the high standards of health and safety required.
- 4.6 Standards will be set that are measurable, attainable and realistic. Staff, resources and systems will be put in place to achieve these standards. Hazards and risks will be identified, assessed and controlled through elimination, substitution, reduction and or training and supervision.

GENERAL STATEMENT OF RISK

- 4.7 The effective assessment and control of risks is central to the management of safety. Suitable and sufficient risk assessments are essential to all areas of work involving significant foreseeable risk. The Company's management will ensure that there is input from its

employees, especially those persons directly involved in the work activity. With co-operation and co-ordination the recorded assessments will include, but will not be restricted to the following significant risks:

ON THE COMPANY'S PREMISES

- a) Manual handling related injuries
- b) Noise
- c) Fire
- d) Electrical injuries
- e) Use of visual display screen equipment
- f) Slips, trips and falls
- g) Falls from height
- h) Use and maintenance of lifting equipment
- i) Use and maintenance of equipment.

ON-SITE

- j) Insufficient time/personnel allowed for the building and breaking down of equipment
- k) Falls by people or off equipment when work is undertaken at height.
- l) Persons being under the influence of alcohol and or illegal substances i.e. drugs.
- m) Manual handling injuries received whilst moving equipment on and off trucks.
- n) Electrical faults or other technical issues directly related to the installation works
- o) Noise

4.8 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:

ON THE COMPANY'S PREMISES

- a) All employees of the Company will receive appropriate manual handling training as part of the induction process when joining the Company.
- b) Noise assessments are undertaken where necessary and appropriate hearing protection equipment is distributed to those employees affected.

- c) Both active and passive fire prevention measures including fire detection and extinguishing devices are in place at the Company's premises. A competent person regularly checks these devices.
- d) Only competent electricians are authorised to disconnect or make connections to the Company's electrical supply. Where appropriate portable appliances will be inspected and tested in accordance with the Electrical Engineers Code of Practice.
- e) All employees who are habitual visual display screen users will have their equipment and workstation assessed annually. The Company on request will also finance regular eye tests for these employees.
- f) Regular inspections of all areas where slips, trips and falls may occur will be undertaken by the management and the appropriate remedial action will be taken to remove hazards and correct defects.

ON SITE

- g) Pre-event planning meetings are held with all clients and the Company's Director and Operations Manager 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 and Environmental Policy 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.
- h) Only competent personnel are used in the construction and erection of structures, stages, lighting systems, sound systems and sets. When suspending significant loads, load calculations for the roof/ceiling will be under taken and the SWL will be checked on any permanent lifting points before use.
- i) 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.
- j) In accordance with Cloud One's 'Drugs & Alcohol Policy' and the 'Terms & 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.
- k) A competent person will supervise all persons loading and unloading equipment from trucks.
- l) Employees are provided with hearing protection when working in noisy environments, as per the on-site risk assessment.

- 4.9 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.
- 4.10 The Director 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 in the completion of these assessments is provided by the Company's Health and Safety Consultant.

COMMUNICATION

- 4.11 The procedure for employees encountering any health, safety, welfare or environmental issues is as follows:
- The employee resolves the issue and informs his/her Line Manager of the action taken.
 - If not within the employees capability, refer the issue to their Line Manager/Operations Manager and if appropriate the Health & Safety Consultant.
 - The Line Manager resolves the problem and the Health & Safety Consultant is informed as necessary.
 - The Line Manager or Health & Safety Consultant informs the Operations Manager/Director.

OCCUPATIONAL HEALTH

- 4.12 With regard to occupational health, the Company will take all reasonable practicable steps to help employees maintain good health and will provide assistance to those employees who may be experiencing health problems or work related stress.
- 4.13 In certain job roles a medical examination may be a condition of engagement, but it is important that all employees understand that this is for their own benefit.

TRAINING & COMPETENCE

- 4.14 The Company shall take into account the capabilities of all its employees in the context of their designated work activity. Training will be provided as necessary especially induction training.

4.15 Additional training will be considered if changes occur in:

- The work activity
- The environment
- The use of new equipment
- New technology

4.16 Training will be repeated as necessary and will be within the normal working time of the given employee.

FIRST AID

4.17 The Company will ensure that adequate provision is made for First Aid for employees, freelance workers and contractors both at the Birmingham office and whilst working on-site.

4.18 Training to the one day 'Appointed Person' level is to be given to the relevant persons and any other employees who the management deem appropriate. This will enable these individuals to take charge of a medical emergency situation and summon professional medical help.

4.19 Crew Chiefs will establish what arrangements are in place for the provision of on-site First Aid.

ACCIDENT REPORTING

4.20 The Cloud One Accident Book is located at the Reception desk in the Birmingham office. Any employee or freelance worker who suffers an accident whilst involved in the work activity must ensure that the accident/incident is reported as soon as possible to the Operations Manager who will record the accident/incident in the Accident Book.

4.21 All On-site accidents must be reported to a senior member of staff, when they occur and those individuals are responsible for informing the Company's H&S consultant. A record of the accident will then be made in the Accident Book.

STATUTORY REPORTING OF ACCIDENTS/INCIDENTS

4.22 Major injuries, dangerous occurrences and some specified diseases must be reported by law to the Health & Safety Executive. From April 2001 all reportable accidents should be reported as soon as possible by telephone to the 'RIDDOR Hotline' on **0845 300 9923** where the details will be noted and copied to the Local Enforcement Authority responsible for the area in which the accident occurred.

COMPETENT ADVICE

4.23 To assist The Cloud One Group in undertaking the measures needed to comply with the statutory requirements and prohibitions imposed upon the Company by Health and Safety Law and subsequent regulations, the Company will seek from time to time the assistance of external Consultants, when the appropriate competence is not available from within the Company.

4.24 The Consultants who have been assigned to provide health and safety advice when required are:

Capita Symonds
Quadrant Court
49 Calthorpe Road
Birmingham
B15 1TH

REVIEW

4.25 The Health, Safety & Environmental Policy of Cloud One will be reviewed regularly to ensure that any changes in the business activities of the Company, changes and/or additions to the statutory regulations are reflected in the arrangements that the Company has in place.

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SAN C11 Safe use of Temporary Demountable Fabric Structures.docx

SAN C12: Temporary Demountable Structures (Stages, Seating & Marquees)

SAN C12 Temporary Demountable Structures (Stages Seating & Marquees).docx

SAN C13: Gas Safety

SAN C13 Gas Safety.docx

SAN C14: Forklift Truck Safety Checks and Fuelling

SAN C14 Forklift Truck Safety Checks and Fuelling.docx

SAN C15: Site Safety Rules

SAN C15 - Site Safety Rules.docx

SAN C16: Site Inspection Sheet

SAN C16 - Site Inspection Sheet.docx