

## Crew Registration Form

All information requested is for internal use only and your answers will be treated with the strictest confidence. If you are unsure of why any question is being asked do not hesitate to ask. Please write clearly in block capitals.

### 1. Contact Details

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

e-mail address: \_\_\_\_\_

National Insurance Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

(for van insurance and NI purposes)

1.1 Are you happy for Black Light to use the above information to contact you from time to time to check on your availability for work? Yes  No

1.2 Please list any times of day when you would **not** want us to contact you?

1.3 Please list any regular times that you are **not** available to work:

## 2. Next of Kin

2.1 Please provide details of your next of Kin or the person we should contact in case of an emergency:

Name:

Address:

Telephone Number:

Mobile Number:

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## 3. Employment Status and Payment

3.1 It is a criminal offence for Black Light to employ anyone subject to immigration control who is aged 16 or over and who doesn't have permission to work in the UK. We, therefore, require that you prove that you are entitled to work in the UK. To do so, please provide one of the following:

- A passport showing you are a British citizen, or have the right of abode in the UK

Passport provided and copy taken:    Yes     No

OR

- A document bearing a permanent National Insurance number, such as a P45 or P60 as well as a full birth certificate issued in the UK which includes the name of the holder's parent or parents or a certificate of registration, or a certificate of naturalisation stating that the holder is a British citizen.

Two forms of eligibility provided and copies taken:    Yes     No

3.2 What is your preferred employment status with Black Light?

PAYE     Self-Employed

3.2.1 If you have selected self-employed, please provide us with your

Tax Reference Number:

3.2.2 If you have selected self-employed, you must provide us with a copy of your Current Public Liability Insurance – (Minimum of £2,000,000.)

Copy supplied?    Yes     No

3.3 If you have selected PAYE and you would like payment directly into your bank account please provide the following information:

Bank Name:

Bank Address:

Account Name:

Bank Sorting Code:

Bank Account Number:

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#### 4. Health Statement

4.1 Do you suffer from any of the following ailments (for use in an emergency)?

Asthma: Yes  No  Heart Trouble: Yes  No

Epilepsy: Yes  No  Diabetes: Yes  No

Any other condition that Black

Light should be aware of:

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4.2 Please provide us with contact details for your doctor or surgery (for use in an emergency):

Doctor's Name:

Surgery:

Address:

Telephone Number:

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## 5. Driving Licence

5.1 Do you hold a valid, clean driving license for driving in the UK? Yes  No

5.1.1 If YES, what grades of vehicle can you drive?

5.1.2 Are you willing to drive when asked? Yes  No

5.1.3 Copies of both parts of your license provided: Yes  No

**Important:** If your license changes for any reason (including any points for convictions), it is your responsibility to inform us immediately and provide updated copies thereof. Failure to disclose any relevant information will render you liable for all costs incurred by Black Light in relation to any penalties incurred as a result of your non-disclosure.

## 6. Previous work via Recruitment Services

6.1 Have you ever worked with Black Light via a recruitment service? Yes  No

6.2.1 If YES which service/company?

6.2.3 When was the last time you worked for us through this service?

6.2.4 What did you do when working through this agency?

## 7. Skills and Experience

Please List your skills and experience in each of the sections below.

**Important:** If you claim to be competent in a certain skill set then it is possible that you will be expected to carry out that duty on your own. It is, therefore, important that you do not claim to have competencies in areas where you do not.

7.1 Give details of the lighting consoles are you familiar with and indicate your level of experience and knowledge of each:

7.2 Give details of your level of experience and knowledge of intelligent lighting:

7.3 Give details of your level of experience and knowledge of power and distribution:

7.4 Give details of your level of experience and knowledge of DMX Control systems and Addressing:

7.5 Give details of your level of experience and competency in managing projects and crew to ensure deadlines are met:

7.6 Give details of your level of experience and competency in operating. Please list relevant experience in theatre, corporate, dinner/dance, conference, etc.:

7.7 Give details of any other skills, qualifications and experience which you feel may be useful when working on/with the Black Light crew:

### **Agreement**

By signing below, I understand and confirm the following:

- All of the information provided on this registration form is correct and I understand that I may be held liable for any costs or penalties incurred by Black Light as a result (direct or indirect) of any information that I have provided which is either false or inaccurate.
- I will notify Black Light of any changes in any of the information provided on this registration form and I understand that failure to do so may result in me being held liable for any costs or penalties incurred by Black Light as a result (direct or indirect) of any information that I have provided becomes false or inaccurate, even though it was true and accurate at the time of completing this registration form.
- I am happy for the information contained within this registration form, including my personal details, to be kept by Black Light in both paper and electronic formats.
- I am happy for the information contained within this registration form to be used by Black Light to ascertain my skills in certain areas and to identify the work that I am able to do.
- I am happy for copies of the documents that I have provided as proof on my eligibility to work in the UK (section 3.1) to be kept by Black Light.
- The information contained within this registration form will not be given to any third party without my prior consent.
- Completing this registration form does not form an offer of work.
- Completing this registration form does not form a contract of employment.

- Completing this registration form does not place any obligation on Black Light to provide me with any work.
- I understand and agree that when working for Black Light, I will comply with all of their company policies.

Signature:

Date:

**Please return the completed form to:**

**Black Light**  
**18 West Harbour Road**  
**Edinburgh**  
**EH5 1PN**

**T:** 0131 551 2337  
**F:** 0131 551 6827  
**E:** info@black-light.com  
**W:** www.black-light.com

**For Office Use**

Date Received:

\_\_\_\_\_

Received By:

\_\_\_\_\_

Date Authorised:

\_\_\_\_\_

Authorised By:

\_\_\_\_\_

ACT Updated:

\_\_\_\_\_

## POLICY DOCUMENTS

The following pages contain the key policies of Black Light and are attached for your information. Please familiarise yourself with them.

Other company policies are available from Black Light on request.

### **Please note the following:**

- Ⓞ The term “employee” includes permanent, part-time and sub-contracted staff.
  
- Ⓞ In relation to sub-contracted staff, the term “dismissal” means that you will no longer be eligible to be employed in any capacity by Black Light.
  
- Ⓞ References made to the “company’s premises” means anywhere where work is being carried out by Black Light and includes company vans and client sites as well as Black Light’s offices.

## POLICY STATEMENT ON HARASSMENT AT WORK

1. The Company believes that the dignity of every person must be respected. Harassment of colleagues or visitors is unacceptable and will be regarded as gross misconduct. The highest standards of conduct are required of everyone regardless of seniority.
2. The Company recognises that harassment may take many forms. It may be directed towards persons of either sex. It may relate to a person's ethnic origin, age, sex, sexual orientation, physical or mental attributes or some other personal characteristic.
3. Harassment may involve action or inaction, behaviour, exclusion, comment or physical contact that the recipient finds objectionable or offensive. It may result in the recipient feeling threatened, humiliated, intimidated, patronised, demoralised or less confident in their ability. Condoning such conduct may be harassment in itself. The test of harassment is, at least in part, subjective. What may not seem like harassment to one person may be harassing to others – it is what the victim thinks that counts.
4. Examples of unacceptable conduct include:
  - verbal abuse, or insulting behaviour
  - sexist or racist jokes, jokes about an individual's sexual orientation or jokes about an individual's physical or mental attributes
  - the display or circulation of sexually suggestive or racially abusive material
  - bullying, coercive or threatening behaviour
  - the ridicule or exclusion of an individual for cultural or religious differences, on the grounds of sex or sexual orientation or on the grounds of disability
  - unsolicited or unwelcome sexual advances, including touching, staring or commenting
  - comments of a sexual nature about a person's appearance or dress.
5. Harassment, and particularly sexual, racial or disability harassment, will be regarded as gross misconduct for disciplinary purposes. Accordingly, employees guilty of harassment run a serious risk of dismissal.
6. Equally, an allegation of harassment must not be made lightly. If it is found that an allegation of harassment has been made without foundation and maliciously then this will also be regarded as gross misconduct for disciplinary purposes.
7. All complaints of harassment should be made to your primary contact person unless the complaint is regarding this person when you should report to Managing Director.

## **ALCOHOL AND DRUG ABUSE POLICY**

The following document sets out the policy of the Company on alcohol and drug abuse. It is important that every employee is aware of their obligations under this policy, and any queries should be addressed to the Managing Director.

### **Alcohol Abuse Policy**

1. The Company's policy is to forbid the consumption of alcohol on the Company's premises. In certain circumstances, for instance office functions permitted by the Company, this policy may be temporarily waived. However, employees must note that attendance at these functions is still subject to the normal disciplinary rules in relation to acceptable behaviour in the workplace.
2. If any employee is found to be intoxicated at work or is found consuming alcohol on the Company's premises, other than at a Company permitted function that employee will face disciplinary action on the grounds of gross misconduct under the Company's disciplinary procedure.
3. The Company has the right to conduct regular health checks to establish whether there are any alcohol or drug problems amongst the staff.
4. As a condition of any offer of employment all prospective employees may be requested to undergo a medical examination conducted by the Company's medical advisor which will seek to determine whether the prospective employee has an alcohol abuse problem or has taken a controlled drug.
5. If a prospective employee refuses to give consent to such an examination or refuses to undergo the screening the Company has the right to immediately withdraw any offer of employment made.

### **Drug Abuse Policy**

1. The Company strictly forbids the possession, use or distribution of drugs for non-medical purposes on the Company's premises.
2. An employee who is prescribed drugs by their doctor which may affect their ability to perform their duties should discuss the problem immediately with their primary contact person unless the complaint is regarding this person when you should report to Managing Director.
3. Where it is suspected that there was a breach of the prohibition on substances, or if it is suspected an employee's work performance or conduct has been impaired through substance abuse, the Company reserves the right to require an employee to undergo a medical examination to determine the cause of the problem.

4. Where any employee at such a request refuses to undergo a medical examination, such refusal will amount to gross misconduct in accordance with the Company's disciplinary procedure.
5. The Company reserves the right to search an employee or any of an employee's property held on the Company's premises at any time if the Company has reasonable grounds to believe that the prohibition on substances is being or has been infringed. The search will be carried out by a member of staff of the same sex as the employee, and will be witnessed by another member of staff. The search will be of clothing and/ or bags only. The employee's consent to these searches will be sought prior to commencement.
6. If an employee refuses to comply with these search procedures, such action will normally be treated as amounting to gross misconduct and will entitle the Company to take disciplinary action.
7. The Company reserves the right to inform the police of any suspicion it may have with regard to the use of controlled drugs by any of its employees on the Company's premises.

## **EQUAL OPPORTUNITIES POLICY**

This Equal Opportunities Policy Statement and Policy Statement on Harassment at Work are designed to implement the commitment of the Company to Equal Opportunities. It is the responsibility of every employee to ensure his or her own conduct conforms to the expected standards and reflects these Policy Statements.

The aim of the policies is to encourage harmony and respect amongst individuals so as to promote good working practices with a view to maximising the performance and the return to the Company and the employees.

If Equal Opportunities are not applied then valuable talent and potential are wasted. Moreover when unfair discrimination, harassment or victimisation takes place they bring about a climate of fear, insecurity and poor work performance. As well as being illegal it affects profitability and morale. It is therefore vital that every employee understands his or her responsibilities. Equal Opportunities is taken very seriously by the Company and wilful failure to apply the policies or evidence of discrimination, harassment or victimisation will result in disciplinary action which may include your dismissal.

### **THE EQUAL OPPORTUNITIES POLICY STATEMENT**

1. The Company seeks to employ a workforce which reflects the diverse community at large because the Company values the individual contribution of people irrespective of sex, age, marital status, disability, sexuality, race, colour, religion, ethnic or national origin.
2. All employees will be treated with dignity and respect. The Company will use its best endeavours to provide a working environment free from unlawful discrimination, harassment or victimisation on the grounds of sex, age, marital status, disability, sexuality, race, colour, religion, ethnic or national origin.
3. The Company recognises its legal obligations under the Race Relations Act, Sex Discrimination Act, The Equal Pay Act, the Disabled Persons Act and the Disability Discrimination Act.
4. The Company undertakes to review periodically its selection criteria and procedures to maintain a system where individuals are selected, promoted and treated solely on the basis of their merits and abilities.
5. The Company will not tolerate acts which breach this policy and all instances of such behaviour or alleged behaviour will be taken seriously, fully investigated and may be subject to the disciplinary procedures of the Company. The Company further seeks to give all employees equal opportunity and encouragement to progress within the organisation by implementing a personal development plan.

6. If an existing employee becomes disabled the Company will make every effort to retain him or her within the workforce whenever reasonable and practicable.
7. Whenever reasonably practicable to do so the Company will install in existing premises facilities for people with disabilities. Whenever the Company invests capital in new or refurbished premises every practicable effort will be made to provide for the needs of staff and customers with disabilities.
8. The Company undertakes to distribute and publicise this policy statement to all employees and elsewhere as from time to time appropriate.
9. Any employee who believes that they may have been subjected to treatment which breaches this policy may raise the matter through the grievance procedure of the Company.

## **NON-SMOKING POLICY**

1. This non-smoking policy seeks to guarantee employees the right to work in air, free of tobacco smoke.
2. Smoking is not permitted on the Company's premises.
3. This policy has been developed to provide a healthy, safe and comfortable working environment.
4. It should be noted that this policy is not concerned with whether anyone smokes but where they smoke and the effect that this has on their colleagues.
5. This policy applies to all employees at all levels and to visitors.
6. Any breach of this policy will lead to the normal disciplinary procedures being applied in accordance with the Company's disciplinary rules.
7. This policy forms part of the Company's Health & Safety policy.

## HEALTH AND SAFETY POLICY

1. The Company recognises its health and safety duties under the Health and Safety at Work Act etc 1974 and the Management of Health and Safety at Work Regulations 1992 and associated protective legislation including the Environmental Protection Act 1990 and the Fire Precautions Act 1971, and to that end has appointed the Managing Director to keep workplace procedures relating to Health and Safety under constant review and to liaise with the Health and Safety Executive/Local Authority wherever necessary, so as to keep the Company and its Managers updated on any new legislation affecting them, EC Directives, Regulations, and British Standards in order to ensure compliance with the same.
2. In accordance with its duties under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), the Company has instituted a system for reporting accidents, diseases and dangerous occurrences to the Health and Safety Executive/Local Authority and this is in addition to its statutory duty to keep an accident book available for inspection by an Inspector of the Health and Safety Executive/Local Authority.
3. The Company proposes so far as is reasonably practicable to:
  - (a) Provide and maintain a safe place of work, a safe system of work, safe appliances for work and a safe and healthy working environment;
  - (b) Provide such information and instructions as may be necessary to ensure the health and safety at work of its employees and also compliance with Health and Safety legislation and to promote awareness and understanding of health and safety throughout the workforce;
  - (c) Ensure safety and absence of health risks in connection with use, handling, storage and transport of articles and substances;
  - (d) Make regular risk assessments;
  - (e) Take appropriate preventative/protective measures;
  - (f) Provide employees with health surveillance;
  - (g) Appoint competent personnel to secure compliance of statutory duties;

- (h) In further recognition of its statutory and common law duties the Company has taken out insurance, with an approved insurer, against liability for death, injury and/or disease suffered by any of its employees and arising out of and in the course of employment, provided only that it was caused by the negligence and/or breach of statutory duty on the part of the Company; such certificate of insurance being prominently displayed so as to be available for inspection at all reasonable times by employees and a Health and Safety Inspector.
  
- 4. All employees agree as a term of their contract of employment to take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions at work and generally to cooperate with the Company so as to enable the Company to carry out its health and safety duties towards them. Failure to comply with health and safety duties, regulations, work rules and procedures regarding health and safety, on the part of any employee, can lead to dismissal from employment; in the case of serious breaches, or repeated breaches, dismissal may be instant without prior warning.
  
- 5. Prime responsibility for health and safety lies with the Managing Director of the Company and the Company regards itself as bound by any acts and/or omissions of the Managing Director, and its managers. Such acts and/or omissions shall only give rise to liability where they arise out of and in the course of the Company's business. Prosecution of any/all of its managers shall not prevent a further prosecution against the Company.
  
- 6. The Company will require visitors to take reasonable precautions for their own health and safety. Failure to do so will entitle the Company to take such measures as it considers appropriate including asking the visitor to leave the premises.
  
- 7. This policy binds all employees in the interests of employees and clients. We request that our clients and visitors respect this policy, a copy of which can be obtained upon demand.

### General Policy Statement

It is the policy of **black light ltd** in so far as is reasonably practical to provide and maintain a safe and healthy working environment, safe plant, equipment and systems of work for all employees.

It is the policy of **black light ltd** in so far as is reasonably practical to provide instruction and information to help ensure safe working practises.

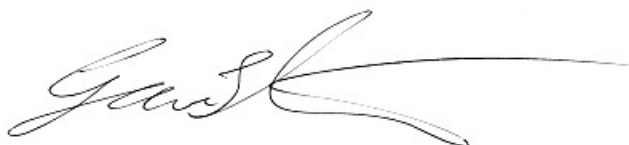
It is the policy of **black light ltd**, in so far as is reasonably practical, to ensure that the arrangements for the use, handling and storage of articles of equipment and substances for use at work are safe and without risk to health.

**Black light ltd** also accepts that it has responsibility for the health and safety of persons, other than its employees, who may have legitimate reason to be affected by its activities.

It will be the duty of every employee to exercise responsibility and take reasonable steps to prevent harm or injury to both themselves and others.

The policy will be continually reviewed and amended as required to reflect company, environmental or legislative changes.

Because of the nature of our business where employees are often working away from our premises this Health and Safety Policy will be assumed to apply to any place an employee of **black light** is working.

A handwritten signature in black ink, appearing to read "Gavin Stewart". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

Gavin Stewart  
Managing Director

## Health and Safety Policy

### Black light

#### Endorsement of the company's policy

As managing director of **black light**, I fully endorse the general statement of the health and safety policy as being applicable to the company's premises at 18 West Harbour Road, Granton, Edinburgh, EH5 1PN.

The success of this Health and Safety Policy calls for the active support and co-operation of all employees. It is essential that all employees comply with established safe working practises and report any failings with our systems or equipment that might be detrimental to health and safety of them selves or others.



Gavin GK Stewart  
Managing Director

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## Responsibilities

This Health and Safety Policy is implemented in conjunction with all **black light** staff. Particular responsibilities will fall as detailed below.

### Managing Director

- The Managing Director, Gavin Stewart, takes responsibility for the implementation of this policy and will ensure that, so far as is reasonably practical, adequate resources will be made available to ensure that it is possible to adhere to the policy.
- Understand and pass on such understanding of the Health and Safety Policy to all other employees and other concerned people.
- Carry out routine inspections of the work place trying to identify areas likely to be detrimental to the Health and Safety Policy.
- Ensure that Health and Safety literature is available as required. **Black light** will issue a copy of the guidelines on manual handling and general Health and Safety to all full time members of staff.
- Ensure that Health and Safety posters relating to Electric shocks are displayed.
- Ensure that Health and Safety posters relating to Electricity in the work place is displayed.
- Ensure that Health and Safety posters relating to The Law is displayed.
- Ensure that further Health and Safety manuals are available for inspection.
- Ensure that an Accident book is kept and maintained on the premises. It is located in reception.
- Ensure that a competent person is appointed to maintain the Accident book.
- Provide financial assistance and time to train at least one member of staff in First Aid in the Work Place.

### All Employees

- Will ensure that they understand the Health And Safety Policy
- Agree to adhere to the Health and Safety Policy.
- Will refrain from all forms of “of horseplay” and will not abuse any welfare facilities provided by **black light**.
- Will read all literature issued connected with Health and Safety matters and will seek advice if they do not understand.
- Will know what to do in the event of an accident and will report any incident to the person named in this Health and Safety Policy.
- Will continually seek to develop and improve safe practises within the work place.

- Will always ensure that all plant, machinery and equipment is safe to use and is suitable for the purpose to which it is about to be put. Any deterioration of items should be corrected and/or reported.
- Will always wear suitable protective clothing for the job hand. **Black light** will provide gaffa gloves to all staff involved in manual handling. There will be safety goggles and masks available for the odd occasions when such items are required.
- All work with electrical equipment will be carried out with an understanding of the electricity at work regulations and the current IEE regulations. Copies of these are available in the Managing Directors office.
- When soldering is being carried out a small fan shall be used to disperse the fumes. **Black light** will provide such a fan.
- Maintain a high standard of good housekeeping. Keeping all walkways clear.
- Ensure full co-operation with the appointed safety officer in all matters relating to the Health and Safety Policy.

### **Contractors and Visitors**

All contractors and visitors must report to reception. Whilst on **black light** premises' visitors must be made aware of and must adhere to the company's Health and Safety Policy. The responsibility for ensuring this section is adhered to will lie with the employee that invited the contractors or visitors on to the premises.

### **General Arrangements**

There will be no formal structure for processing the Health and Safety Policy. The company will rely on the full co-operation of all employees to be aware of the need for a safe working environment. Given the size of the company's staff it should be easy to ensure clear communication takes place regarding safety hazards.

There will be a log, maintained by the Managing Director, of any potential or known hazards. Employees are requested to ensure that any such hazards are logged in the said book. This book will be kept in the Managing Director's office.

There will be an area where any potentially hazardous substances will be stored. It is unlikely that any particularly dangerous substances will be stored. It is likely only to be standard solvent based, domestic type paints. Reasonable care must be taken. If any more hazardous substance is brought on to **black light** premises it must be reported to the Managing Director, by the person responsible and suitably stored.

### **First Aid**

A First aid kit will be located at reception and will be maintained by the company's First Aid person.

The company Accident book will be located at reception and will be maintained by the company's First Aid person. All accidents occurring on black light's premises must be logged in this book.

### SPECIFIC HAZARDS

#### Fire

##### In event of fire

Do not attempt to extinguish it unless it is clearly safe to do so.

Raise the alarm by informing reception who will in turn contact the fire brigade.

Leave the building by means of reception. If this is not possible then you may use the alternative door located at the rear of the main warehouse. Employees must make themselves aware of where these doors are.

Employees should assemble on the pavement directly opposite the main gates to the premises.

It will be the responsibility of the member of staff at the reception to check that all staff and others have left the premises. If anyone is unaccounted for this should be reported to the fire brigade on their arrival.

#### Fire Extinguishers

##### Locations

Location of Extinguisher	Type	Purpose
Reception door to Warehouse	Red – Water	Paper/ wood NOT electric
Loading Bay Door	Red – Water	Paper/ wood NOT electric
Below Electrical Distr. Board	Black - CO <sub>2</sub>	Electrical Fires
At start of Sales Area	Black - CO <sub>2</sub>	Electrical Fires

Employees must be familiar with these locations.

Employees must not tamper with, move or misuse these extinguishers  
**Black light** will ensure that all extinguishers are maintained on a regular basis.

### Pyrotechnics

With regard to the Pyrotechnics stored, used and sold by **black light** the company will adhere to the following rules:

- There must be no smoking within the vicinity of any Pyrotechnics.
- There should be no naked flames within the vicinity of any Pyrotechnics.
- Pyrotechnics will be stored in metal cases, supplied by the **black light**, marked as containing pyrotechnics.
- Boxes of pyrotechnics will not be opened or split for any reason. Any damaged boxes will be reported to the managing director who will decide what action to take.
- Pyrotechnics will not be fired within **black light** premises without good reason and the express permission of the managing director.
- When despatching pyrotechnics to a customer you can only use Nightfreight. You must only despatch full, sealed boxes. They must be contained in UN boxes and clearly labelled with their class. The carrier must be made aware of the contents.
- YOU MUST NOT SEND PYROTECHNICS BY ANY FORM OF PUBLIC TRANSPORT, OR TAXI, OR ANY OTHER CARRIER THAN THOSE MENTIONED ABOVE.
- You are referred to Le Maitre's "Blue Book" Code of Practise, located in the sales office. This contains general information about pyrotechnics together with specific details about individual products.

### Working at heights

The appropriate equipment must be used when working at height. You must ascertain what you are doing and consider what risks are involved.

Where a ladder is required to be used it must be the right size for the purpose, positioned so that there is no requirement to stretch and you are able to obtain support from it. It must be securely based on a flat, ridged and suitably strong non slip surface. It should not be elevated on any other object. The ladder should be, where possible, be firmly secured to a structure or failing that, *footed* by an other person.

Use of Scaffolding towers is always preferable as a means of accessing heights but they require to be used with care. The construction must be as per manufactures instructions and all kick boards and stabilisers must be used as required. DO NOT leave the wheels unlocked so that you can pull yourself a long a rig. DO NOT stay on the tower when it is being moved. DO NOT climb the outside of a tower. If you did not construct the tower check it before you climb it.

Climbing up on any other structures like lighting/truss rigs requires great care. It is vital that you establish as to whether it is safe and practical to climb. If in doubt ask, if you cannot find out - do not CLIMB.

You are referred to the enclosed HSE Information sheets:

Construction Sheet No 2 (revised) Safe use of Ladders  
Construction Sheet No 10 (revised) Tower Scaffolding

### Electricity

All work with electrical equipment will be carried out with an understanding of the electricity at work regulations and the current IEE regulations. Employees will not take shortcuts in testing equipment and will not plug any item in without inspecting it and ensuring it is in good electrical order. If you are in doubt ask.

You are referred to the “Electricity At Work” poster and manual.  
Where electrical installations are to be carried out there must be full testing carried out and the appropriate certification must be issued. Our qualified supervisor will be responsible for this.

### Plant and Equipment.

No equipment should be used without reference to the manufactures' manual. Specifically the *Hilti Gun* must only be used by trained members of staff holding a valid certificate issued by Hilti. When using drills or cutters, safety goggles must be worn. Where guards are provided on equipment they must not be interfered with or removed. When using any plant or machinery, employees will ensure they are competent to do so.

### Mobile Phones

Black Light Ltd does not condone the use of mobile phones whilst driving and would encourage staff to turn their phones off while driving or follow the law with regard to using hands free kits.

If you require to carry a mobile phone while driving you must:  
Ensure that a suitable hands free kit is connected to the phone prior to setting off.  
The phone should be secured either to the vehicle or in a pocket or pouch about your person.

You must not handle the phone in any way for any reason whilst driving the vehicle.  
The only safe method of dialling out, whilst driving, is by voice tags, if fitted.

If you do not have a hands free kit or it is defective switch your phone off and check for messages on arrival at your destination or where it is both safe and legal to do so.

If you need help or advise regarding this you can contact our network provider who will be happy to assist you.

### Manual Handling

No employee should attempt to lift any item that is either too heavy or awkward. Care must always be taken when lifting any weight. Employees must determine if there is any hazard in handling an item prior to doing so. Employees are referred to the HSE Guidance on regulations for Manual Handling, provided by **black light**.

### Literature relating to the Health And Safety Policy

The following leaflets are available from the black light library and should be deemed as part of this Health And Safety Policy and form part of the policy. It is the employee's duty to take time to read and understand them.

- HSE Workplace health, safety and welfare approved code of practice
- HSE Manual handling guidance on regulations
- HSE Construction Sheet No 2 (revised)      Safe use of Ladders
- HSE Construction Sheet No 10 (revised)      Tower Scaffold