

COMPANY HEALTH AND SAFETY POLICY

Reviewed: 26 June 2013

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Document Revised on 26 June 2013

Revised by:



Tim Roffey
Company Director and H&S Representative

1. Policy Statement

It is the policy of Media Powerhouse to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees and others who may be affected by its undertaking.

Media Powerhouse recognises its duty to comply with the requirements of the Health and Safety at Work etc Act 1974 and any regulations made under it. Media Powerhouse considers health and safety to be an integral part of the management functions of the Company. Adherence to this policy will be afforded equal priority to the other policies and business objectives of the Company.

Our policy is to comply with and where possible exceed the minimum requirements of the law, and to do this we will undertake to provide such resources as may be required to meet this commitment. Health and safety management will involve effective planning and organisation to develop and implement systems that will enable the control, maintenance and improvement of safety performance.

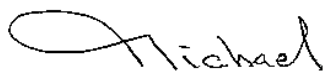
Employees will be fully consulted with regard to the arrangements in place regarding health and safety, and a level of commitment is required from all employees to co-operate with us on health and safety matters. Employees are required to act in a way that will not endanger either themselves or others, whether Media Powerhouse employees or not, who may be affected by their actions. Failure to comply with Health and Safety duties, rules or procedures on the part of any employee may lead to disciplinary action including dismissal in the case of serious or repeated breaches.

Media Powerhouse will, so far as is reasonably practicable,

- Provide and maintain plant and systems of work that are safe and without risks to health; that is a safe place of work and safe systems of work
- Ensure the safety and absence of risk to health in connection with the use, handling, storage or transportation of articles and substances
- Provide such information, instruction and training and supervision as may be necessary to ensure the Health and Safety at work of its employees
- Make regular risk assessments available to its employees
- Take appropriate preventative and protective measures
- Provide employees with health surveillance where necessary
- Appoint competent personnel to secure compliance with statutory duties
- Appoint only Media Powerhouse approved suppliers for all subcontracted services

The policy will be regularly monitored to ensure that it is being implemented. It will be reviewed as may be required by changing circumstances, in any case every 12 months, and revised as necessary.

The Chief Executive Officer is responsible for ensuring the effectiveness of this policy, while day to day implementation is the responsibility of the relevant Director and Heads of Department.

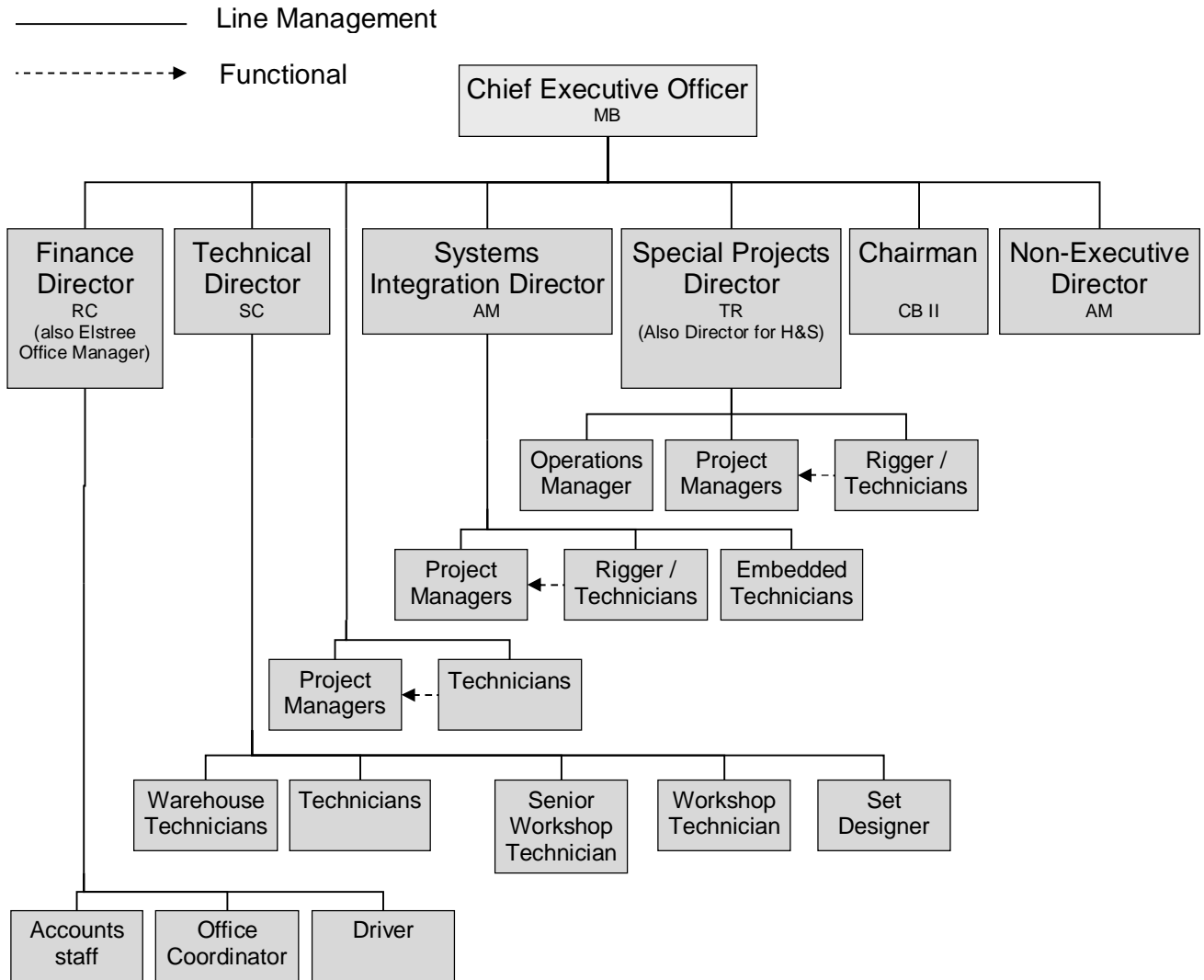


Michael Breen, Chief Executive Officer April 2013

Next scheduled review April 2014

2. Organisation and Responsibilities

2.1 Organisational Structure



2.2 Board

The Board of Directors has overall and final responsibility for health and safety within the Company. The Board will:

- Set the direction for effective health and safety management
- Establish and maintain a health and safety policy that is an integral part of the culture, values and performance standards of MPH
- Promote and comply with the policy at all times
- Consider health and safety when making senior management appointments
- Undertake training at board level to understand key issues
- Own and understand the key health and safety issues involved in the Company's business
- Decide how best to communicate, promote and champion health and safety throughout the Company
- Review health and safety performance and decide on actions to address any issues
- Report health and safety performance to investors and shareholders
- Give clear visible leadership regarding health and safety, setting a personal example

2.3 Chief Executive Officer

The Chief Executive Officer will:

- Give clear visible leadership regarding health and safety, setting a personal example
- Ensure that the health and safety policy is implemented, monitored, reviewed and updated as necessary
- Ensure that health and safety arrangements are adequately resourced
- Obtain competent health and safety advice
- Ensure risk assessments are carried out
- Involve employees in decisions that affect their health and safety
- Ensure good communication between the board and staff regarding health and safety

2.4 Managers

Managers are responsible for:

- Planning H&S into their work activities
- Interpreting this policy to staff and ensuring it is understood, action is taken to organise for it and it is implemented effectively
- Monitoring, reviewing and improving work systems, with the objective of improving health and safety performance
- Monitoring the work of their staff and stimulating their interest and involvement in health and safety
- Controlling the work activities of their staff so that health and safety is assured
- Reviewing reports and investigating adverse situations, prior to initiating corrective action.
- Initiating and taking part in particular investigations of accidents and incidents as required.
- Ensuring that appropriate Project Specific documentation is produced by their department, using the standard MPH templates or commissioning bespoke documentation
- Ensuring suitable and sufficient risk assessments are carried out on all Projects their department works on
- Ensuring staff and subcontractors are suitably trained / competent to carry out the work asked of them
- Giving clear visible leadership regarding health and safety, setting a personal example

2.5 Staff

All employees have these general duties:

- To co-operate with managers on health and safety matters
- Not to interfere with anything provided to safeguard their health and safety
- To take reasonable care of their own health and safety
- To report all health and safety concerns to the appropriate person
- Not to operate any plant or equipment unless authorised

2.6 Duty Manager

During office hours Reception will take control of emergency management procedures on each of the Company's premises. However as some staff regularly work outside normal office hours it is not possible for Reception to cover this role at all times. Instead, out of office hours or at any time when the Reception is not staffed, the position of Duty Manager exists, and is defined as the most senior person present at any time. All employees who work in the premises are trained in the responsibilities of the Duty Manager therefore the position is fulfilled whenever anyone is in the building.

Duties of the Duty Manager:

- Ensuring the correct procedures are carried out in the case of serious or imminent danger, including calling the emergency services when required
- Liaising with the Emergency Services on site
- Reporting any health and safety issues to the Manager responsible for the premises

2.7 Responsibility for Fire safety

The following people are considered to be the “Responsible Person” duty holders as set out in the Regulatory Reform (Fire Safety) Order 2005:

Elstree Office:	Rashid Chinchawala – Finance Director
Woolwich Office:	Terry Barnes - Office Manager
Northampton:	Mark Cartwright – Operations Manager
Projects remote from premises:	Project Manager for Project

Fire Marshals are provided at each location. A list of current duty holders is posted at each Office Reception.

2.8 Task-specific responsibilities

Responsibility for ensuring particular tasks are carried out lies with the following duty holders:

The person responsible for instigating emergency procedures (i.e. carrying out evacuation in the Offices) is:

Elstree: the Receptionist
Northampton: the Operations Manager
Woolwich: Office Manager
All sites: Duty Manager out of hours

The person responsible for ensuring office risk assessments are carried out is:

Elstree: Finance Director (in role as manager of the Elstree office)
Northampton: the Operations Manager
Woolwich: Office Manager

The person responsible for ensuring “Display Screen Equipment” (DSE) assessments are carried out is:

Elstree: Finance Director (in role as manager of the Elstree office)
Northampton: the Operations Manager
Woolwich: Office Manager

The person responsible for ensuring Manual Handling Assessments are carried out is:

Elstree: Finance Director (in role as manager of the Elstree office)
Northampton: the Operations Manager
Woolwich: Office Manager
Project work: Project Manager

The person responsible for ensuring “Control of Substances Hazardous to Health” (COSHH) assessments are carried out is:

Elstree: Finance Director (in role as manager of the Elstree office)
Northampton: the Operations Manager
Woolwich: Office Manager
Project work: Project Manager

The person responsible for identifying maintenance requirements for plant & equipment and making sure they are carried out is:

Elstree: Finance Director (in role as manager of the Elstree office)

Northampton: the Operations Manager

Woolwich: Office Manager

The person responsible for controlling contractor management and procurement is:

General Company procurement: Technical Manager

Project Work: Project Manager

The person responsible for developing, maintaining and implementing the Training Plan is the Director of H&S.

The people responsible for administering first aid at the offices are those First Aiders trained to the HSE recommended level, a current list for each office will be on display in each Office Reception.

The person responsible for determining the relevant level of First Aid training is the Director of H&S.

The person responsible for ensuring project-specific risk assessments are carried out is the Project Manager in charge of the project.

3. Arrangements

3.1 Policy Monitoring

- The Directors will review the policy as often as deemed necessary as well as annually.
- All staff and sub contractors will be kept up to date on policy alterations and legislation.

3.2 General Conduct

It is the responsibility of all staff to ensure that whilst employed on company business on all sites, to conduct themselves in a responsible manner.

3.3 Training and Personal Protective Equipment

The Managers are responsible for assessing new employs training and supervising any addition specialist training progress deemed necessary. All necessary information will be available to ensure the health and safety at work of the employee.

All Personal Protective Equipment required to carry out work safely will be issued to the employees to ensure they are reasonably and effectively protected.

Certificated training will be given to staff as required to carry out their duties in compliance with the Health and Safety Information for Employees Regulations 1992, the Provision and Use of Work Equipment Regulations 1992, the Workplace (Health, Safety and Welfare) Regulations 1992, the Trade Union Reform and Employment Rights Act 1993 (TURERA) and the Management of Health and Safety at Work Regulations 1992.

3.4 Site Work

The Companies polices extend to all site work undertaken in its name.

All site work must be conducted in conjunction with a Method Statement and risk specific Risk Assessments

It is the Managers responsibly and undertaking that the site is run in responsible manner observing all applicable statutory legislation and the Company's staff adopts relevant Health and Safety Executive Codes of Practice.

Staff are to take all precautions to protect themselves, the public and others around taking specific not of work environments that require working in close proximity to their contactors or other specialist works.

All incidents or risks are to be reported to their line manager and injuries reported in the accident book. All codes of practices should be adhered to at all times.

3.5 Fire

All personnel described in the section named Organisation Responsibilities, working at the companies or their client or any site premises must accustom themselves with existing fire arrangements and ensure that their staff do the same.

- It is the Company's duty to comply with the Fire Precautions Act 1971. The requirements are:
- Means of escape must be provided and maintained and kept free at all times from obstruction.

- Exit doors must not be locked or fastened as to be incapable of being opened from the inside.
- All Fire exits must be conspicuously marked by notices printed in letters of an appropriate size.
- The contents of every workroom must be so arranged to provide a free passageway to a means of escape in the case of fire.
- If you discover a fire, if possible, attack with the equipment provided but do not take personal risk. Otherwise follow the instructions as laid out below:
- The receptionist will call the fire brigade and announce the evacuation of the building.
- On hearing this announcement please leaves the building without stopping to collect personal possessions.
- Assembly point is as signposted at the main entrances & exits to company buildings. In the event of smoke being blown from a fire across this meeting point A, then assembly should be on the right hand side of the main entrance to the premises.
- Do not re-enter the building.
- Report any missing persons to senior staff or fire brigade.

3.6 First Aid

Each manager or Project Manager should ensure a first aid box and a qualified first-aider is available and accessible on any site being attended. First aid boxes at Company premises are located throughout the buildings and are clearly identified by signage.

Each manager should be fully aware of the first aid location, clearly identify a welfare area and produce an effective rescue plan if working at height or in a confined space.

The provision of additional and supplementary First Aid will increase in accordance to the number of person working on site and the environment and location they are working in.

3.7 Accident Investigating and Reporting

Any accident, disease or dangerous occurrence, of any kind, sustained by an employee, or any other individual, whilst on the Company's premises of business, even though it may be considered of no consequence, will be reported immediately and entered in the Company Accident Book, located in the Reception Area and available for inspection by an inspector of the Health and Safety Executive, each entry must be copied to the Director's for information.

Reportable Dangerous Occurrences and any following injuries should be reported to a manager by the fastest possible means:

Any injury involving:

- A** Fracture of spine, pelvis, skull or any bone in the arm, wrist, ankle or leg; amputation of hand, foot, finger, thumb or toe or if any part of the joint or bone is completely severed; loss of sight, penetrating injury, chemical or hot metal burn to the eye; injury requiring immediate medical treatment or loss of consciousness due to electric shock; loss of consciousness due to lack of oxygen; illness or loss of consciousness caused by absorption of any substance by inhalation, ingestion or through the skin, any other injury which results in immediate hospitalisation for more than 24 hours or more than 3 working days off.

Any of the following occurrences:

- B** Electrical short circuit or overload causing fire or explosion, any fire or explosion, any uncontrolled release of highly flammable liquid.

These incidents and occurrences must be reported to the local authority within three days of the incident (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1985). The same regulations apply to managers of temporary sites.

3.8 Smoking

It is the company's legal responsibility to operate a no smoking policy within all company buildings, In addition the company extends this to all external areas and sites, Smoking should only take place in the designated external areas provided.

3.9 Insurance

In further recognition of its statutory and common law duties, the Company has taken out insurance, with an approved insurer, against liability for any sums which the assured becomes legally liable to pay as damages in respect of bodily injury or disease sustained by an employee 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; it is understood that the territorial limits under this Policy and the choice of law clause applicable is world-wide excluding USA/Canada. There is however a clause limiting to UK court jurisdiction. Such certificate of insurance will be prominently displayed so as to be available for inspection at all reasonable times by employees and a health and safety inspector.

2.1 Control of Hazardous Substances (COSHH)

The company has made arrangements for ensuring so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.

Information on items controlled by COSHH will be kept on Hazard data sheets and displayed by storage points of materials. This information will also be stored on and made available via the company computer system.

APPENDIX I: CDM Compliance

Arrangements have been made for the identification and effective management of the CDM regulations with the risks to health and safety by carrying out risk assessments and method statements, incorporating those prepared by other contractors.

Media Powerhouse Ltd will liaise closely with the principal contractor and conform to the current legislation.

Project Manager's is to ensure the preparation of risk assessments is carried out. The Project Manager's will analyse hazards associated with his methods in the context of his design choices. The Project Manager will control those risks, evaluating the possible effects and introduce control(s) to be applied to any potential hazard.

Project Manager's will control substances being used, evaluating hazards and risks associated and substituting where possible.

Project Manager's will assess the need for future maintenance and repair of his design(s), and will take into consideration avoiding or reducing any risk in the selection of a safe means of access for those activities.

The Project Manager's will pay particular attention to the method of construction when detailing his design, the principles of which will be described and any special requirements for the construction of the design would be detailed. Information would be included to alert others to those risks or hazards inherent in the design to provide them with the information that they cannot reasonably be expected to know.

Project Manager's will pass all necessary information onto the Planning Supervisor for inclusion in the health and safety file. All health and safety aspects of the design(s) would be communicated to and discussed with the Planning Supervisor to avoid risks arising from any interaction with the work of others also. This includes information regarding design features relevant to future work.

In the case of feasibility studies and/or optional proposals, all principles of the proposed structure would be determined in order that the overall merits of the design could be assessed.

In the event that consistent design across large projects is required, specific standards and principles as detailed by the client would be adhered to. Obviously in those circumstances the responsibilities for those different design aspects would be made clear to everyone.

All staff from Media Powerhouse Ltd; from all disciplines will make a contribution in assessing the risks at an early stage in order to avoid or reduce any Health and Safety risks.

APPENDIX 2: Installation & General Installation Practices

Installation & rigging work is to be carried out at all times according to the Health & Safety at Work, etc. Act 1974 and any national regulations which are currently in force, (or are subsequently issued) and by adhering to safe systems of work. Where any doubt exists clarification should be obtained from the Media Powerhouse Senior Representative or his appointed specialist within the specific area of works prior to commencing work.

The safety of all Media Powerhouse personnel and all other persons is of paramount importance. All practical steps shall be taken to ensure that rigging personnel do not endanger themselves or others.

No persons shall be permitted beneath any load in the process of being lifted, except those directly involved in the operation. Only when it has been established that the load is secured should any other persons be allowed to pass beneath.

When installation operations are in progress, appropriate warning notices are to be conspicuously displayed at the boundaries of the working area and barriers erected if necessary.

Individuals should never work aloft when suffering from nausea, influenza, etc. or when feeling “off colour” and such conditions must be reported to Project Manager or company’s site representative prior to commencing work.

It is a condition that personnel are not permitted to consume alcohol/drugs before and during working hours including lunch/tea breaks, on or off the premises.

The taking of prescription drugs or any other medication, which may impair co-ordination or judgement, must be advised to the Media Powerhouse Senior Representative prior to commencing works.

All Media Powerhouse staff are reminded of the responsibility they have to themselves and the safety of others and assurance that medications will not affect their ability to perform their duties must be obtained from their doctor at the time of prescription.

Particular care should be paid to the presence of services including electrical equipment, cables, gas and water pipes, and water sprinkler systems etc. No load, no matter how small, shall be suspended from any of these services or cable trays carrying such services. Care should be exercised when working or rigging near lighting fittings, or adjacent to, any electrical equipment, ensure that the necessary isolation has been carried out.

Tools and equipment shall be secured when working at height where any danger of them falling exists.

Personnel must wear appropriate personal protective equipment (PPE) when working at height in any roof, with other clothing generally being suitable to the task so as to provide protection from injury and to minimise any risk of falling objects.

APPENDIX 3: Safe Systems for Hot Work

Serious fires are frequently caused during building, maintenance and engineering operations involving open flames or the local application of heat. To minimise the fire risk, all such work is undertaken by fully trained personnel, under adequate supervision.

General Precautions

Hot work will only be undertaken where a safer method of working is not available.

A trained person will provide a continuous fire watch during and at least 1 hour following work.

Prior to work commencing the following will apply:

Combustible materials will be moved at least 10 metres away, or if not possible, protected with fire resistant blankets or covers. Highly flammable liquids would always be removed.

Combustible floors, roofs and wall linings, or materials which readily conduct heat will be protected.

A check will be made to ensure adequate ventilation.

Suitable fire extinguishers will be available.

Both sides of walls or partitions where heat is applied will be inspected to make sure combustibles are removed.

Following completion of and/or during work:

- Blow lamps and gas cylinders will only be fitted or changed in the open.
- All hot waste materials will be removed.
- All gas cylinders will be removed.

Hot Work Permits

- A competent person will be appointed to authorise permits.
- Permits are to be issued prior to any work commencing.
- Other hazardous work being undertaken will be taken into consideration.
- Permits will only be issued for short term specific tasks.
- Final safety check will take place 1 hour after completion of work.

APPENDIX 4: Display Screen Equipment

Keyboards and monitors are used extensively in support of Media Powerhouse work activities. The prolonged use of display screen equipment presents a risk to operators from long term musculo/skeletal injuries and eyestrain which can be exacerbated by poor equipment or incorrect posture.

To reduce the risk the company will ensure that:

- All display screen equipment supplied conforms to current standards and that workstations, including desks, seating and lighting is suitable for its intended use.
- Workstation equipment will be properly maintained and kept clean.

Assessments will be made of each workstation and its operator to ensure that the equipment not only conforms to best practice, but also that it is set up correctly and that the user is aware of how it can be adjusted. Where the assessment indicates that there is a requirement for additional aids, for example document holders or foot rests the company will ensure these are supplied.

Staff are required to:

- Take regular breaks or other opportunities to move from their workstations to prevent long term posture related problems.
- Ensure they are familiar with the precautions they should be taking to prevent harm.
- Inform manager if work station lay out or position is causing discomfort or illness.

APPENDIX 5: Noise at work

Exposure to noise at work is inevitable in the entertainment industry. Media Powerhouse Ltd will where practicable take measures to reduce the exposure of staff to high sound levels, notably those from sound systems. However sound control in these circumstances is often problematic as sound engineers in particular rely upon being able to monitor the output and balance of sound systems.

The Noise at Work Regulations 2005 do not apply to members of the public exposed to noise from their non-work activities, or who make an informed choice to go to noisy places. Therefore there may be circumstances where Media Powerhouse staff are working in noisy environments where a collective reduction in sound levels may not be appropriate and therefore reliance will be on the selection of suitable hearing protection and the reduction in overall exposure time.

In the general workplace where equipment is used which may produce high sound levels the company will ensure that it is properly maintained, that appropriate measures are in place to minimise sound output and if this is not sufficient to control noise then an assessment will be made to identify what other methods can be used to protect workers. Wherever possible preference will be given to control measures which will provide collective protection rather than require personal protective measures to be taken.

When personal protective equipment is required, for example ear defenders or in ear protection, these will be provided and the user trained in their correct use.

Where it is judged that the sound levels from equipment exceeds the threshold (currently 80dB averaged over a day or week or a peak sound pressure of 135dB), a noise assessment may be considered a requirement if exposure is prolonged.

APPENDIX 6: Asbestos Awareness

It is not company policy that any worker shall be directly involved in any work to do with asbestos.

Staff who have the potential to come in to contact with asbestos with their day to day work are required to read the company document 'Asbestos Awareness Information'. The purpose of this document is to provide information and procedures to employees if they suspect the presence of asbestos.

This would include:

- Staff & Managers of Staff working in building roof's & wall voids
- Installation Managers
- Installation teams altering the fabric of a building
- Construction & scenic managers

Where works will involve contact with asbestos specialist companies, duly licensed, will be employed to remove asbestos where an assessment indicates this to be necessary.

The company will comply with the Control of Asbestos Regulations (2006) and carried out a survey of asbestos in buildings under its control.

No work shall be carried out on suspected asbestos containing materials without first consulting Media Powerhouse Project Manager or site representative.

APPENDIX 7: Accident Reporting & Investigation Procedures

The following procedures should be followed in the event of an accident:

1. A list of qualified first aiders is found at every first-aid supply point and in the technical office;
2. The casualty should be treated by one of these listed first aiders;
3. The accident should be recorded in the Accident Book, located in the technical office as follows:
 - a) full name and address of injured person
 - b) their occupation
 - c) date of entry
 - d) date and time of accident
 - e) accident details, location and circumstances
 - f) injury details
 - g) action taken
 - h) signature of person making entry;
4. In the event of a death, the enforcing authority must be notified immediately.
5. A copy of each entry must be handed to the Managing Director.

APPENDIX 8: Forklift Trucks

The following guidelines are submitted as arrangements for employees utilising fork lift trucks:

1. Anyone who is not a recognised licence holder is forbidden from operating any form of lift truck;
2. Prior to operating a truck it should be checked covering brakes, lights, steering, horn, battery, hydraulics and speed controls, on no account should trucks in a defective or dangerous condition be used;
3. All operators should be aware of safe loading capacity, placing the loads dead centre on the forks and if they are unsure, they should contact the lift truck manager or supervisor;
4. Prescribed routes should always be used;
5. Drivers should always stick to speed limits, slow down on wet or uneven surfaces, never turn around on ramps and never permit unauthorised use i.e. by contractors;
6. Passengers should not be carried.
7. The operator should sound the horn at every potentially dangerous spot;
8. Where possible, drive with forks lowered to within 150mm of level ground and with the mast tilted back.
9. Trucks should be driven in reverse whilst front vision is restricted by load.
10. People should be restricted from walking underneath elevated loads.
11. The driver should be constantly aware of pedestrians and vehicles on roadways, loading bays, storage areas and transfer points;
12. When an operator leaves the truck, even for a few seconds, it should be left in neutral, power switched off, handbrake applied, and forks lowered.
13. On completion of the work, the truck should be parked in the allotted parking area, forks fully lowered and tilted forward, handbrake applied and keys returned to a secure place. The truck should never be parked in front of fire appliances or fire exits.
14. Truck batteries should be re-charged on a regular basis and should take place in the parking area by the lift truck manager only. This area is a strict no-smoking area.