



Health and Safety Information & Safe Working Practices for Crew

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Introduction

Everyone who works for 808 Create must be provided with health and safety information. The level of information will vary according to their role onsite but will at least include simple site safety rules that must be followed by everybody and information on what to do in an emergency.

The purpose of the guidance is to provide a general set of instructions for safe working in order to prevent any undue risk to yourself, other personnel or contractors. However, it is always important to consider how your work may affect the public (either those attending events the company services or around the site for other reasons).

On arrival at any site, all personnel should make contact with the client production manager or representative for any site-specific briefings or local guidance information. This should outline general site rules and emergency contacts.

At the very least, every member of the crew MUST know:

- How to get help in an emergency
- What to do if a fire/evacuation alarm sounds
- Where to find basic rest/welfare facilities
- Where to find first aid

The physical safety of people working for the company is of paramount importance and the general safety systems detailed in this document have been produced to help provide you and your colleagues with a safe place of work and a safe way of making the productions we work on happen.

Who does this guide apply to?

The guide applies to everyone working for 808 Create; from the directors to freelancers delivering services onsite. The aim is to ensure everyone remains in one piece and that equipment (and the production) is protected from loss or damage. Aside from the obvious issue of personal injury there is also a legal requirement for the company to operate in a way that will not expose the directors or individuals to prosecution.

Does this mean I can't just get on with the job?

Good health and safety management is about creating a positive attitude amongst the staff to do the job properly and to look for things that could cause problems or accidents. The company is absolutely focused on letting people get on with the job, but doing it safely. Broken kit and broken bones is one of the surest ways of making things slow, painful and expensive. Our objective is to deliver the highest level of service and presenting the highest standards of professional behaviour.

Sure, there is red-tape out there, but with good planning and a commitment to doing things the right way, we can comply with all the legislation whilst creating a safe and happy workplace.

GENERAL LOCATION SAFETY RULES

- Staff must report to the Senior Production Electrician (SPE or 'Gaffer') before commencing work on site.
- Where driving within a location follow local speed limits or directions of security staff. Where appropriate, use a banksman when reversing. Do not use phones or radios when driving unless you have a proper hands-free device.
- Where your work area may present a risk to others you should create a safe working area using barriers, tape or signage as necessary.
- Any work at height – even at low levels – must be carried out safely. Steps and ladders are for short-term work, must be secure and particular care taken to avoid over-reaching or leaning. Ladders should always be footed by a second person or secured from toppling or slipping.
- Scaffold towers must be correctly built and sited on firm level ground as far as possible and are preferred to ladders
- Use of any plant equipment is restricted to authorised users only, and only with the permission of the client representative. User 'tickets' are often required as evidence of competence and should be carried with you at all times. Users must be fit and alert when using any heavy machinery and work with a banksman as far as possible.
- Take note of any identified overhead hazards or height restrictions and note any potential fragile surfaces. Clarify with the client any locations where vehicles or plant cannot be driven or where staff are not permitted.
- Access to high level roof areas or grids may require specific permission from the location or venue representatives. This must be obtained and all procedures, warnings or precautions followed.
- Electrical work can only be undertaken when supplies have been confirmed as safe and ready for use. Live electrical work is not permitted and can only be undertaken by a competent qualified person.
- All appliances and lifting or rigging equipment provided must be visually inspected before use. Where faults are found, they should be brought to the attention of the Studio Resource Manager as soon as possible.
- Any work involving 'hot work' such as soldering, welding or grinding, or any work with gas or liquid fuels should be undertaken with due regard to fire safety. Please discuss any such work with the client representative onsite to ensure effective cooperation.
- Any accident or incident must be reported immediately to the SPE as well as the Studio Resource Manager or safety representative.
- Keep your work area tidy and dispose of waste properly. Try and separate waste for recycling.
- All staff are required to use the appropriate PPE for the task. PPE requirements may change as areas of the site are completed and major site risks reduced. This may include relaxation in some areas of requirements for Hi-Viz, hard hats and protective footwear. Remember that PPE is for you own personal protection and is not a replacement for proper preventative safety measures

IN THE EVENT OF A MEDICAL EMERGENCY

- If an accident occurs firstly ensure that nobody else is in any immediate danger, i.e. from electric shock, traffic, falling objects etc.
- Do not move the casualty unless they are in further danger.
- Assess the situation; if you are trained, administer first aid. If not send someone to call the site first aider or dial 999. Don't be afraid to ask people for help.
- If the casualty is conscious reassure them.
- NEVER give the casualty food or drink.
- Clear by-standers and onlookers from the area, but keep a note of witnesses.
- When the casualty has been cleared from the site, in conjunction with the Site Safety representative, complete a witness accident report form.
- Think how the accident might have been prevented.

IN THE EVENT OF FIRE

Raise the alarm by shouting FIRE to colleagues in the immediate area and activate the nearest fire call point (break glass). Contact the Location/Studio Security team as soon as possible.

Where trained to do so, tackle the fire using extinguishers available around the site. Only attempt to extinguish a fire if it is safe to do so, and always keep yourself between the fire and your escape route.

Evacuate the area, assist others where it is safe to do so and inform the Studio Resource Manager or Security team if any of your working group are missing.

Do not return to the area unless you are told it is safe to do so by the Emergency Service present, the Location Manager, or the Safety Adviser

OTHER INCIDENTS

Notify the Location/Studio Manager of any incidents you may notice such as broken equipment toilet leaks, gas leaks, or any other potential safety hazards.

All incidents should also be reported to the 808 Create office as soon as possible

Contractors and Freelancers

From time to time the company will use the services of various contractors and freelance personnel, some of whom may have their own health and safety policies and method statements for carrying out particular work operations.

Regardless of the employment status of any member of staff, everyone working for the company will be expected to comply with both the spirit and the letter of these statements on safe working. To put it at its most simple: it doesn't matter who is paying you and what you have done in the past, if you are carrying out work for the company, you MUST follow these guidelines.

Personal Health and Fitness

In order to keep functioning in the longer term it is obviously important to keep yourselves fit and healthy by eating well, resting properly and taking care of any minor injuries or strains. Keep an eye out for your colleagues as even a simple strain or a minor injury can easily become much worse if not properly managed, or result in complications leading to long term sickness.

Alcohol and Drugs

It is well known and obvious that drugs and alcohol may affect an individual's ability to perceive problems or work safely. The company requires all staff to avoid overindulgence and that they do not attempt to work while they may be under the influence.

Any staff found to be working under the influence of alcohol or non-prescription drugs will be required to stop work and maybe asked to leave the site.

It is worth remembering that some prescription drugs may have an effect on your ability to concentrate and if you feel this may affect your work please discuss this with the company directors in strictest confidence. Where possible they may be able to allocate other tasks.

Working Hours

We all know that work for events and productions requires long, hard work over a prolonged period in sometimes difficult weather conditions. However, there comes a time when your personal safety and that of your colleagues is compromised by fatigue. You should not work beyond a point where it is safe, or when your ability to concentrate is compromised.

If you have concerns over your own state of fatigue or that of a colleague, raise this with the company site/project manager. The company is committed to safe working and will do everything it reasonably can to make sure people are properly rested.

Accidents & Incidents

The company shall nominate an individual to be responsible for first aid either onsite or at the company premises. A first aid box will be available in the offices or company vehicles and suitably qualified first aiders will often be identified from amongst the production team to assist where necessary.

All accidents and any near-miss incidents MUST be reported to the company offices and an appropriate entry made in the log or accident book.

The management have adopted a no-blame policy to promote disclosure and discussion if anything should go wrong. Clearly, we all want to avoid accidents and breakages, but if something does happen, then there is an opportunity to learn and improve.

Staff Welfare and Consultation

It is the intention of the company to ensure that all working personnel have access to suitable washing and sanitary facilities. Personnel are asked to maintain facilities as clean and usable for everyone and report any problems or issues.

The SPE shall discuss any issue relating to staff welfare or other concerns on safe working. Where necessary they can provide a route through to location management to address serious issues or complaints. If staff are not satisfied with the SPE response then they may discuss this in confidence with 808 Create Directors.

General Housekeeping

A lot of accidents, minor and major are caused by poor levels of tidiness in the workplace. There needs to be a systematic approach for keeping the work environment safe and tidy and this needs to come from everyone. This means making sure empty flightcases are sensibly stashed (with butterfly catches done up), cables don't run over walkways where they can be tripped over or damaged by vehicles and so on.

Work must be organised such that traffic routes, exits and pedestrian walkways are not compromised. Storage areas for empty cases, stillages, skips and unused materials will be identified by Location Management.

Dispose of all waste materials in bins; this includes broken cable ties, food waste or packaging, empty drinks bottles and used gaffa tape balls.

Smokers should dispose of cigarette ends thoughtfully. Please do not use ashtrays provided for any other waste. Please only smoke in designated areas during agreed breaks.

Slips, Trips and Falls

Although obvious and simple, accidents of this type are responsible for the most injuries to workers. This inevitably leads to considerable pain or discomfort as well as potentially damaging to the livelihood of the persons concerned.

Be aware of your environment and avoid becoming distracted by phone calls, texts and IM's. Take particular care at the edges of any platforms, ramps, steps and treads or on uneven ground. Be aware of any incomplete stage sections or scaffold structures, service traps or voids, and overhead hazards. Report any problems with the stability or security of any stage or flooring sections, handrails and so on.

Ensure any spillages and waste materials are cleared up as soon as possible and that materials are stacked or stored safely.

Please take notice of and use pedestrian routes or any barriered or signed safe working areas where they have been created.

Due to the nature of many sites, it is possible that some areas will be affected by very low lighting levels and while particular care should be taken at night it would be helpful if any specific hazards could be reported to the SPE or client production manager

Substances Hazardous to Health

Certain substances can be harmful and can cause irritation when coming into contact with skin or eyes or more serious damage if inhaled or ingested. Care should be taken with fuels and oils. Appropriate protective equipment such as gloves or dust masks should be used.

Fire Safety

The priority is to prevent fire from occurring in the first place. However, all personnel should make themselves familiar with exit routes, the method of raising the alarm and the location of any fire-fighting equipment.

All personnel should ensure that work areas are kept tidy and waste removed to bins or skips.

Any flammable substances or materials brought onto site should be handled with care to prevent spillage and any special instructions for use provided by the supplier should be followed.

Smoking is only permitted in designated smoking areas. No smoking is permitted in any enclosed structure or venue.

Fire exit routes should be maintained as clear at all times both inside and outside venues or enclosed structures.

Electrical Systems and Mains Connection

All electrical equipment provided for use on the site must be fit for purpose and in a good state of repair. Regular inspection and testing of all equipment is required and where applicable a certificate of Portable Appliance Test (PAT) conformity should be readily available. All appliances should be given a visual check for general integrity prior to use.

It is the responsibility of the SPE to make mains connections. No electrical equipment should be connected unless and until they have deemed it safe to do so. Distribution boxes and other supply points shall only be provided by the accredited electricians.

No item of electrical equipment should be plugged into the electrical system unless it has been subjected to a simple visual inspection and is in safe condition. Connection of equipment that looks damaged or in poor condition should be avoided. Ask first. If faulty equipment is identified it should be removed from service until fixed or removed from site.

Electrical installations shall meet the requirements of BS7909/BS7671 as appropriate and it is advisable to carry out a quick check of voltage, polarity and earth continuity where possible. Note and report any defects or discrepancies.

Manual Handling

Unloading of trucks and general installation work should ideally be done in the hours of daylight. If you think your work is going to extend into darkness, then notify the project manager to enable them to organise some working light.

While most lifting and handling work can be mechanised by the use of equipment such as forklift trucks and so on, a great deal of work will ultimately require physical intervention to get equipment into place.

Incorrect or poorly thought through methods of lifting can result in painful back strain or permanent injury including disablement and loss of quality of life.

TAKE CARE OF YOUR BACK – it is a very delicate structure.

The following steps can be taken to reduce the risk of injury.

- Avoid the work where possible and use a mechanical means
- Reduce the weight of the load you have to handle. Make the load smaller or easier to lift; for example, by splitting cases into more manageable components if possible.
- Plan the lift, clear your route and make sure you can see over the load you are carrying.
- Look out for sharp edges, projections, splinters etc. Loads may be hot or very cold. Wear gloves as appropriate.
- Modify the work to reduce carrying distances, twisting movements, or lifting things from floor level or above shoulder height.
- Get help if the load is awkward or heavy, *do not* struggle alone.
- Make sure that everyone involved in 'team lifting' tasks is working to the same plan or count.

Noise

Working in a high noise environment is a common occupational hazard for people in the event and broadcast industries, but few of us take seriously the potential for stress, long-term injury and disability posed by working in an extremely loud workplace.

The company is determined to minimise the danger posed to staff by loud noise and will enact measures to control exposure – either from sound systems or other sources. If your job requires you to work in a loud environment, you should take simple steps to protect yourself from long-term damage:

- Minimise your time in the high noise area
- Reduce the noise level if possible
- Maximise your distance from the source
- Use hearing protection whenever the noise is loud

It is likely that some safety critical tasks or communications will be compromised by noisy environments and work should be planned to temporarily suspend such work until communication is easier. For example, work involving the movement of plant where reversing warnings may not be heard.

Working with Hand and Power Tools

All tools used should be suitable for the task at hand. Do not improvise. Use protective equipment.

Only use equipment you are trained and competent to use. Do not bypass, modify or remove any safety guards or devices from equipment.

Anyone using disc cutters, grinders or similar work equipment must be properly trained and must use the relevant protective equipment.

Electrically powered tools should ideally be battery or 110V supplied. Where 240V tools are used they must be fitted with a residual current device (RCD) especially in damp or exposed environments.

Working with Vehicles and Plant

All vehicles must use identified traffic routes and roadways within the location. Any staff or contractors working close to vehicles should wear a hi-viz jacket or vest to aid visibility (especially at night). Staff working on or near public highways must wear hi-viz at all times.

Drivers of delivery vehicles should be on hand to supervise the unloading of equipment to identify where loads may have shifted in transit or where releasing of straps may cause loads to become unstable

When working with vehicles or plant machinery ensure that all movements are guided or directed by a banksman to warn others, particularly when reversing.

Where a tail lift is in use it shall only be operated by a competent person, who will also ensure that personnel unfamiliar with the operation of the tail lift keep hands and feet clear of entrapment. The tail lift should be either closed or lowered flat to the ground when not in use, and be isolated to prevent improper use. Be aware that metal surfaces such as tail lifts, ramps, steps and stairs can be very slippery in wet conditions and can also be a trip hazard.

All plant must be supplied in a condition that is fit for use and operators are expected to conduct daily checks of fuel and oil levels and operation of lights and safety devices. All warning devices must be operable

Plant such as forklifts, telehandlers, cherry pickers, scissor lifts and cranes can only be operated by duly accredited personnel. Evidence of training/competence is required in all cases.

Structures

Some locations may use a number of different temporary structures from tents and marquees to custom-designed stages and scaffolds.

All structures must be built according to the manufacturer's design or approved drawings and meet the requirements of IStructE guidance 'Temporary Demountable Structures'. Wind-loading calculations are required for all structures that may be affected by wind and weather conditions and an emergency action plan developed.

Attachments to structures points for suspension of lifting equipment or other rigging should be confirmed with the supplier

All structures with elevated working platforms must be fitted with guard rails to prevent falls from height. Where it is necessary to remove handrails to facilitate loading then these must be replaced as soon as possible. Stage, riser or step edges should be highlighted or well lit to prevent trip hazards or where the height is significant then properly barriered.

Rigging and Lifting

All lifting operations must be planned and assessed prior to any lift being carried out. This includes checking for overhead hazards, ground conditions or other limitations on the task.

All equipment used for rigging or lifting must be appropriate for the task, used within its safe working load and where required, formally inspected and tested. Any damaged or unsuitable accessories must be removed from service.

Attachments of loads such as lighting trusses or scenic elements to structures must be approved and agreed with the structure supplier or location representative.

All installations must be secure and stable. Where equipment is flown above audience members then secondary safety bonds should be considered.

No crew member, other than those people designated by the rigging team, shall operate any lift motor or winch system. Motor controls should be isolated or disconnected when not in use. Chain hoists should be secured and pulley chains locked to prevent unintentional movement.

There must be rigorous and absolute control over the mechanisms for lifting truss/screens/stage elements and so on. Safe working areas should be demarcated or barriered where necessary and appropriate PPE worn when working beneath or near lifting operations

A strict system must be adopted to ensure that any element is safe to move prior to activation of the controls. This must include:

- Avoiding motor movements without the knowledge of the appropriate HoD or technician
- Visual check to ensure path of load is free of obstruction
- Clearance of all non-essential personnel
- Disconnection of safety system/secondary suspension
- Clear and audible warning of "truss in motion", "screen moving" etc. prior to operation

Excavations and Confined Spaces

It is possible that some installations may require excavation of the ground to facilitate it. All practical steps must be taken to ensure they are as shallow as possible or shored to prevent the collapse of the sides and ensure the safety of workers from falls into excavations. It should be noted that the use of hazard tape may not always be sufficient and a physical barrier may be required.

Access to service traps and voids may be required at some locations and care should be taken to ensure they are suitable for personnel access

Work at Height

Falls from height are the single biggest cause of death in the workplace. The company work will occasionally involve installing and servicing equipment at height, and a rigorous system of planning and safe operating at height is required. All work must be conducted in accordance with the Work At Height Regulations.

Improvised access to height (such as work from the forks of telehandlers) will not be permitted at any time. Failure to provide proper safe means of access to work at height may result in work being suspended leading to delays and it shall be the responsibility of the client to ensure that safe and appropriate access equipment is provided where necessary. All work must be organised to minimise the exposure of staff or other contractors to the risks associated with work at height. Wherever possible incomplete structures should be signed or barriered to inform others that they are unfinished.

Avoid...Wherever possible the need for work at height should be factored out. Simple changes to work routines can eliminate the need for extensive operations at height. Lone working at height must be avoided at all times and you should ensure that someone is available to assist or raise the alarm if something goes wrong.

Competence...Work at height should only be carried out by designated, competent individuals. This means anyone who is going to work in the roof, up trussing, scaffolding or other elevated parts of the location **MUST** be known to the production. Any local crew "climbers" - if appointed - must be both competent and properly supervised whilst carrying out work for the production.

Permission...Work at height should only be carried out once permission has been received from the production manager to ensure that all structural work is complete prior to using it for suspension of motors or rigging.

Safe Access...The physical means of accessing a high work area must be inherently safe. The list below gives the preferred way of working at height – always try to use methods from the top of the list and work down.

1. Fixed platforms/scaffolds with handrails,
2. Cherry pickers & scissor lifts
3. Mobile platforms (alloy towers)
4. Ladders
5. Climbing with Fall Arrest/Restraint equipment

Bear in mind it is often the *low* fall that is most dangerous – because people are casual and don't recognise the risk. Someone working in the roof space should always take precautions, but falling off a speaker stack, stepladder or tipped up flightcase can have equally drastic results. Do not improvise in order to work at height.

Most work at height will be undertaken from roof grid areas, a cherry picker/scissor lift or from a scaffold tower. Ensure cherry pickers are operated on firm level ground and that scaffold towers have been correctly built. In both cases ensure that outriggers have been properly deployed and load spreaders in place where necessary. Access to roof spaces and grids may have specific rules and procedures that must be followed.

When using ladders, ensure they are secured, that the ground is flat and stable, and that you have someone to 'foot' the base whilst at height.

Clear Below...Whenever overhead work is carried out make sure people (and kit) is cleared from below or that the operation is scheduled to avoid putting people at risk. Ground crews have a responsibility to ensure the floor or other hazardous area is kept clear of bystanders and other non-essential staff.

PPE...When any kind of overhead operation is carried out, all personnel at risk below **MUST** wear hard hats and be easily visible. Suitable climbing helmets must be worn by people working overhead i.e. one with a chinstrap and no peak where there is a risk from further overhead hazards.

Tools and equipment...When working at height all loose tools and equipment should be either removed from pockets or secured by means of lanyards or clips. *Mobile phones should not be used.* Radio use should be only undertaken when in a safe and secure position.

Water

Any work adjacent to, or working over, water presents a risk of drowning and any work in these areas should be assessed separately. Lone working on or near open water must be avoided. Where work on or adjacent to water is required then staff should use a life jacket or floatation aid. Rescue rings should be available.

Only water outlets marked "DRINKING WATER", are safe to drink.

Personal Protective Equipment

Whilst PPE is not a substitute for avoiding accidents, it is an important element in safe and effective working.

All personnel will be expected to use appropriate PPE when a relevant hazard is present. Use is not a matter of personal choice – if for example the Production Manager has deemed that hardhats must be worn whilst the lighting rig is being assembled, then staff working in the area have a legal obligation to comply.

You must have the right equipment and clothing to do the job before you start work. Without getting into too much detail the following general rules for PPE will apply:

- Steel toe shoes or boots are required for all manual handling work. Enclosed footwear is a minimum requirement for any other work activity. Sandals and flip-flops are not acceptable.
- Hard hats must be worn when there is a risk of injury from falling materials or equipment. Climbing helmets with chin strap are recommended for those required to work at height.
- Hi Viz jackets/vest are generally required when working with or near vehicles in reduced lighting levels.
- Full fall-arrest and fall prevention systems for anyone carrying out work at height where there is a risk of falling
- Hearing protection is required for all personnel working with noisy work equipment or in close proximity to PA and sound systems.

PPE must be properly looked after and worn correctly. Failure to use PPE properly or at the appropriate time will be considered a serious breach of policy and may result in management taking disciplinary action.

It is quite possible that other crews will take a different approach to the use of PPE. Remember, the use of PPE is to protect you as an individual, it's not just an arbitrary rule. Just because some don't wear hard hats, doesn't mean you are no longer at risk. **Look after yourself!**