Health and Safety Policy And General Risk Assessment

Version 1 - Issued 1st May 2018

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Showsmiths Ltd

Event and Production Safety Services

Contents

Introduction

808 Create Ltd. provide lighting design and installation services to the event, film and broadcast industries. In addition, they provide specialist lighting and electrical distribution services for the corporate event and general entertainment industry. All services are designed to meet the specific needs of the client and include detailed specification and advice to customers. Personnel provided include qualified electricians, general electrical technicians and specialist moving light technicians. Activities are undertaken at a variety of permanent and temporary premises throughout the UK and abroad.

General Statement of Policy

The company will take all reasonable and practicable steps to positively control and ensure that work practices and procedures are safe and without risk to either health or safety.

The directors of 808 Create, Paul Evans and Anna Evans, will give safety management equal status with other business functions such as marketing and finance.

They will also ensure that for each project or task, a full account of all health, safety and welfare implications, affecting staff, the public, and any other persons are controlled and effective.

To that end the Company will:

- Comply with all duties placed by any relevant legislation, codes of practice or industry standards.
- Employ at all levels, a competent and trained workforce through appropriate recruitment, selection, performance assessment, training and, when necessary, re-training.
- Systematically identify hazards at the workplace and implement controls to minimise the risk to employees and any others affected by us.
- Provide an effective system of communication to encourage high standards of health and safety management and consult with employees on day to day health and safety matters or concerns.
- Develop procedures and work instructions, which are sufficient to avoid injury to staff and others.
- Provide properly engineered facilities, plant and equipment and maintain them in a safe condition.
- Ensure, through a systematic approach, the integrity of all projects from conception to completion and commissioning.
- Only utilise operatives or sub-contractors who demonstrate a level of commitment to, and comply with, health, safety and welfare standards commensurate with the standards maintained by the Company.
- Through investigation, follow up, and analysis of incident reports, will strive to eliminate incidents with the potential to result in injury or ill health to employees and others, damage to plant and equipment, and harm to the environment.
- Will ensure that an accident/incident reporting procedure is in place, that all incidents are investigated, and all accidents, incidents or diseases outlined in RIDDOR are reported to the enforcing authority.
- Have in place systems to monitor the performance standards of the Company health and safety management system and provide for on-going improvements.

Signed ……Director…….

Signed ……Director…….

Health and Safety Responsibilities

Below are set out the principal general duties of key staff members to ensure adoption and enforcement of the Company Safety Policy. Responsibility for overall practical implementation of this policy is that of 808 Create **Directors** Paul Evans and Anna Evans.

- The 808 Create Directors shall ensure the communication and concise dissemination of this policy and risk assessments to relevant parties.
- Overseeing the provision of safety information and briefings to 808 Create personnel at each venue or location shall initially be the responsibility of the Client. This may be delegated to individuals, teams or working groups as necessary.
- The company has retained the services of Mike Herbert of Showsmiths Ltd. to provide competent Health and Safety advice to the company and its staff as required.
- Investigation of any accidents and incidents shall be the responsibility of the 808 Create Directors assisted by advisors from Showsmiths Ltd where necessary and if requested.
- Monitoring and amendment of this policy shall be the responsibility of 808 Create Directors assisted where necessary by Showsmiths Ltd.

At each work site the **Lighting Crew Chief** will be responsible for the implementation of the Health and Safety arrangements for the location and managing the work of electricians or technicians under their control. This role may be filled by a Director of 808 Create, a designated 808 Create Crew Chief or a Studio Manager depending on the individual project. Such responsibilities include, but are not restricted to:

- Ensuring that all appropriate safety measures are in place and being carried out effectively.
- Ensuring that health and safety, along with licensing or other statutory requirements are considered thoroughly when undertaking the work activity.
- Ensuring that staff under their control when onsite, including freelance workers and contractors, are competent and fully aware of any potential hazards that may be present.
- Ensuring that all persons under their control onsite are aware of what action to take in the event of any emergency and bring to their attention the emergency exits and assembly points.
- Ensuring that all plant and work equipment used on-site is in a safe condition, operated in a safe manner and that any safety devices fitted are used in the correct way.
- Ensuring that if Personal Protective Equipment (PPE) is required, it is suitable and appropriate for the task being undertaken and is used by the crew correctly.

All project/site supervisors shall be suitably experienced in both the tasks expected at any site, and in the general management of staff under their control. They shall be the main point of contact for the client at the designated locations and shall liaise on working arrangements and any concerns.

All **Crew/Employees**, regardless of position or occupation, have general duties under Sections 7 and 8 of the Health and Safety at Work etc., Act (1974) and other relevant legislation.

- Take responsibility for their own health and safety and that of others who may be affected by their actions;
- Co-operate with management to meet the employer's legal duties and work in accordance with Company procedures;
- Not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare and refrain from actions (or inactivity) which might endanger themselves, or others;
- Demonstrate their commitment to health and safety by their behaviour and co-operate in the investigation of accidents and incidents;
- Use all equipment safely, including that provided for their personal protection and report to management any defects in equipment or other dangers at once, or as soon as it is safe to do so;
- Comply with all safety instructions or procedures and not undertake any tasks that they are not trained and authorised for;

A handbook outlining common procedures and practises based on the general arrangements will be provided and discussed with employees at the point of engagement.

General Safety Rules for Staff, Contractors and Sub-contractors

- Regardless of the specific employment status of individuals, everyone working for the company will be expected to abide by the overall safety policy and with the general safety rules set out here.
- Everyone is expected to work in such a way as to remain safe, and without risk either to themselves or to others. This means they must NOT take personal risks or adopt ways of working that present an unacceptable hazard to others.
- No personnel or sub-contractor should undertake any task that he/she considers to be unsafe.
- No alcohol, drugs or intoxicating substances shall be consumed during work, nor shall any employee be under the influence of such substances whilst at work.
- No person shall tamper with, alter or otherwise compromise the effectiveness of any safety system, device or sign.
- Lockout or isolation devices must be engaged, or the keys to plant and machinery removed and kept by the designated operator, when the equipment is not in use to prevent unauthorised operation
- All personnel shall wear appropriate work clothing including Personal Protective Equipment. Hard hats, protective footwear and high visibility clothing MUST be worn when required.
- All workers should report any unsafe equipment or operation to their line manager and consult with colleagues who may be affected by such issues.
- All injuries no matter how minor should be entered into the accident book and reported to the company management.
- All staff must respect access restrictions and controls put in place by locations or clients. No guests or other people are to be brought into the work environment without the express permission of the client.
- All personnel should familiarise themselves with the location of first aid facilities, fire exits and extinguishers, and ensure that emergency routes or arrangements are not obstructed at all work sites.

General Arrangements

Client Premises

All work is conducted at client locations by prior arrangement only. As a part of the initial quotation process the following points will be confirmed and considered in risk assessments.

- Identify existing hazards or conditions that may influence the ability of the company or its staff to undertake the work. This will include sufficient working light, suitable access, general condition of the premises, or any equipment provided
- Ensure emergency procedures for the location are communicated and confirm that any emergency systems or equipment provided or installed are functional.
- Clients shall provide such welfare facilities as are appropriate including access to sanitary facilities, washing, catering or other accommodation agreed.
- Identify the location and suitability of any existing electrical services or supplies
- Agree a method of ongoing communication with the client, premises management or other representatives

Clients are expected to ensure that

- All equipment (including access equipment), services or utilities are maintained and safe for use.
- Emergency arrangements are appropriate and suitable for the location.
- Means of access to either the location, any high level working areas, or other restricted area where staff are expected to work, are safe and any special procedures properly communicated
- Temporary structures are completed, secure and ready for use

Site specific information sheets shall be provided to staff attending any client site or location and include a method of detailing and specific hazards, action taken, or problems encountered.

Contractor Management

All staff and subcontractors shall be selected on the basis of the suitability of their service, prior reputation and competence to undertake the necessary tasks. Many subcontractors have now worked with the company for a number of years and are well aware of the specific issues to be found on a variety of common sites.

Specific guidance and instruction shall be provided to contractors based on information provided by the client and the following guidance on safe working methods and procedures.

The nature of working at a variety of locations is such that a number of unforeseen hazards can occur due to the (sometimes) large number of different groups of people and 'trades' operating at the location and coordination of work. Many of these risks, though common to the normal duties of personnel, have been documented below. It is the responsibility of the client to inform all workers of the site-specific hazards and risks they may encounter.

Many hazards are created simply by one group of people being unaware of what another group are doing. It is for this reason that it is important that all staff and subcontractors follow the schedule published by the client and communicate any issues to the Crew Chief or client as soon as practicable.

If personnel observe or identify work practises that may endanger others, they should inform the Crew Chief immediately in order that they may liaise with the client to remove or reduce the hazard.

Driving at Work, Vehicles and Working Hours

The company recognises the Working Time Regulations 1998, and will do everything so far as is reasonably practicable to eliminate workplace stress and hazards associated with long work hours or unreasonable schedules.

Personnel shall liaise with the client to ensure that work schedules and rotas allow for sufficient breaks and rest periods. Driving time to and from locations must be considered as work time and where schedules demand long working days, arrangements shall be made to ensure local accommodation or alternative transportation is provided.

Staff should not undertake duties if they feel their safety is compromised by fatigue or work-hours stress, and Crew Chief's must remain mindful of the health and safety implications of workers' judgement being compromised by excessive hours. Staff are advised not to drive when fatigued and should take regular breaks wherever possible on long journeys.

It is recognised that many accidents at sites occur in the vicinity of vehicles and plant. Clients are reminded to ensure appropriate procedures for the separation of pedestrians and vehicles. Staff are reminded that care should be taken and remain aware of vehicles such as plant machinery that are moving in areas where they may be working. Hi-viz clothing will help to ensure that staff remain visible in areas of vehicle movements especially at night or where lighting levels are reduced.

Staff should ensure that they do not use mobile phones and similar equipment whilst driving without appropriate hands-free devices.

Staff using personal vehicles for work purposes should ensure that they are insured for business purposes and are properly maintained including MOT certificate.

Electrical Safety

All electrical systems and appliances provided by 808 Create shall comply with the provisions of the *Electricity at Work Regulations 1989* and shall be designed and installed in accordance with BS 7671, IEE 17th Edition and/or BS 7909 as appropriate for the location and type of installation. All personnel are fully trained, and work undertaken will meet or exceed the appropriate standards. Clients are expected to ensure all equipment provided for use by company staff are maintained to a similar standard.

Working personnel **shall not** permit any connection to electrical supplies unless and until the supply has been declared safe and suitable by a competent person. Any connections to mains supplies shall be carried out under the direction of the site electrician or other designated competent person. No work shall be conducted on exposed live supplies or circuits. Where necessary, services shall be isolated and locked off until they are confirmed and/or tested as safe.

Inspection and Maintenance

808 Create will carry out inspection and maintenance of all its electrical equipment (including office equipment) according to the requirements of the *Electricity at Work Regulations 1989* and pursuant to *IEE Code of Practice for In-Service Inspection and Testing of Electrical Equipment.*

- 808 Create staff will conduct a visual inspection of equipment prior to use on site including checking for loose connections, split or broken insulation/connectors and for signs of scorching or arcing.
- In addition to visual inspections, distribution equipment will also be tested for correct continuity, polarity, insulation integrity and appropriate functional circuit protection
- Prior to use on site, or at least every twelve months every piece of equipment is inspected as above. All equipment is marked with a test and inspection sticker
- Any items failing such tests will be either discarded or marked clearly as faulty and removed from service until repaired or replaced.

Cabling and Distribution

- All cables, plugs and socket connectors will be arranged to avoid any severe bends or trapping.
- All cables will be arranged so that they do not form trip hazards
- Where cables cross vehicle, pedestrian or other traffic routes they must be suitably protected so that they will not be damaged by or cause a hazard to those using the route.
- All circuits should be protected against surges, overcurrent and earth faults in accordance with BS 7671: 2008 IEE 17th Edition and/or BS7909: 2011.

Earthing

All supplies and equipment shall be connected to a common earth or ground point. Where appropriate, metal structures shall be bonded back to a common earth point. Earth bonding connections shall be clearly identified and marked "Do Not Remove". Arrangements for earthing structures should be put in place by the client and the Crew Chief will liaise with any temporary structure providers to ensure that this is undertaken.

Temporary Supplies

All temporary supplies (generators, transformers and distribution systems) must be designed and installed to meet equivalent standards to those set out in BS 7909: *Code of Practice for temporary distribution systems for AC electrical supplies for entertainment lighting, technical services and related purposes.*

All circuits shall be protected with the appropriate overload/earth leakage devices and the organisation of cables and circuits designed to assist prevent fire and personal injury from electric shock.

All installations shall be tested for correct polarity and earth integrity at the agreed point of supply prior to being made available to any other contractor or supplier at a location. Any additional equipment beyond the agreed point of supply shall be the responsibility of the client or appropriate contractor to ensure that it is electrically safe for use.

Fire

Fire safety can be broadly divided into two areas: the company premises, and temporary work sites. The principal distinction between the two is that 808 Create has control over the layout and operations conducted at the company premises and therefore is the principal duty-holder under the Reform Order. At client premises, locations or event sites, the premises operator or licensee shall assume overall responsibility for conducting fire risk assessment for the site.

Notwithstanding this, 808 Create shall enact a policy to minimize fire risks arising from its operation, and seek to co-operate with clients on matters such as fuel storage, alarm and evacuation procedures etc.

Company Premises

The 808 Create premises is located at 91 Gaston Way, Shepperton, TW17 8ET and a fire risk assessment prepared accordingly.

Smoking will not be permitted in any part of the building or in proximity to any flammable materials or substances. No oxidising agents, pyrotechnics or similar materials will be used or stored on site.

On site

On arrival at a location it shall be the responsibility of the Studio Resource Manager to ensure that 808 Create staff and contractors are familiarised with fire procedures, evacuation routes, muster points and the location of Fire Points.

808 Create equipment must not be stacked or stored so as to obstruct exit doors, stairs or passageways, or vehicles parked in a manner to obstruct emergency vehicle access.

Any installation designed by 808 Create shall be designed so that it does not present a fire risk or compromise the safety of the space into which it is installed.

Specific arrangements shall be put in place in cooperation with the client to ensure that fire safety matters are considered and controlled.

The client will normally provide and maintain suitable extinguishers and means of raising the alarm at appropriate points.

First Aid

808 Create recognises its duty under the *Health and Safety (First Aid) Regulations 1981* to carry out an assessment of the requirements of employees whilst at work, and to ensure appropriate facilities are available to provide first aid in the workplace. When carrying out operations away from established premises (remote working), the same requirements apply.

Certain staff members are trained in First Aid at Work and act as emergency appointed person depending on the location.

The Studio Resource Manager will ensure that 808 Create workers are familiarised with any existing First Aid facility or arrangements in place at a location or work site. This can generally be accessed via the Studio Security Desk

If the site activity carries with it a particular risk to health, then a specific First Aid Risk Assessment should be conducted and recorded noting the nature of the elevated risk.

It is noted that provision of first aid services is not a replacement for ensuring proper and appropriate safe systems of work.

Freelance Workers

808 Create regularly engages freelance workers on a short-term or project basis. It is important that freelance workers fully understand their own obligations and those of 808 Create Ltd.

All freelance workers will be required to conduct work in accordance with the health and safety policy and agreed safe working practices of 808 Create and will sign an acknowlegement form as evidence of this agreement.

Freelance workers will be required to produce evidence of their own competence, training and insurance (where required) prior to being offered any contract. The company will maintain files at head office holding copies of any training certificates and details of individual public/employers liability insurance policies

Notwithstanding the above, it is recognised that 808 Create owes a duty of care to self-employed persons as well as to employees, and that freelance staff may be treated in the same manner as employees for health and safety purposes.

Hazardous Substances

It is the policy of 808 Create to meet the requirements of the *Control Of Substances Hazardous to Health Regulations 2002*, (COSHH)

Substances commonly used by 808 Create include:

- Haze and smoke effect fluids
- Cleaning materials and degreasing agents
- Fire retardancy treatments
- Paints and thinners

All substances are assessed for potential toxicity and all efforts are made to ensure that such substances are safe for normal use with limited risks to staff or the environment. Material Safety Data Sheets detailing any particular precautions or emergency procedures will be available.

Where any freelancers or sub-contractors come into contact with any of the above they will be given information as to the potential hazards the substance presents and the appropriate precautions that should be taken. Where applicable the following data will be obtained and details available at work sites:

- Manufacturers Safety Data Sheets
- Manufacturers/Suppliers' instructions for correct use

All personnel are advised that processes that are intrusive into client premises such as drilling or cutting into building fabric must be confirmed with the client or premises management in writing to ensure that any asbestos is not disturbed where it may exist.

The Directors will regulate the use of all substances requiring special care. They will ensure that staff are properly trained in their use and that appropriate PPE is available.

Hot Works

From time to time personnel will be required to use some small heat producing tools onsite such as hot air guns, or soldering irons. Significant hot works processes such as welding are unlikely to be necessary at a client's premises or venue and would only be conducted under specific assessment.

Use of all such tools or equipment should be agreed with the client or premises management and where necessary a Hot Works Permit obtained if deemed necessary. Staff shall be trained in the safe use of equipment and at no time shall hot appliances be left unattended.

Where the process involved is likely to introduce fumes to the working area then ventilation will be increased to prevent accumulation of fumes or accidentally trigger any fire alarm systems.

Lifting Equipment

It is the policy of the company to comply with the requirements of the Lifting Operations and Lifting Equipment Regulations 1998. (LOLER). Staff have been trained in the use of a wide variety of lifting machines and accessories commonly used in the entertainment and film industries.

Lifting equipment used by 808 Create will either be provided by the client or hired from a reputable equipment supplier. Each element shall be subject to a formal documented system of regular inspection in accordance with LOLER and maintained accordingly.

Equipment and accessories (including plant equipment) shall be fit for purpose, be of a suitable strength and stability for the task, used within its marked safe working loads, and in configurations appropriate to the design of the component. All lifting operations must be planned and properly supervised at all times by a competent person and, as far as possible, isolated/locked-out from the power supply when not in use or secured using a secondary safety restraint to reduce the possibility of unintended movement.

All lifting tasks and be subject to thorough planning in advance and any loads agreed with location or structure suppliers. Hanging points for equipment will be identified and agreed with the client and their designated responsible person. 808 Create staff may have a need to interact with such providers in terms of making arrangements for the suspension of cables or other equipment and are required to coordinate activities to eliminate potential issues that may arise.

There must be rigorous and absolute control over all lifting operations. No person, other than those persons designated by the client, shall operate any lift motor, winch or similar automated system.

Where necessary, secondary safety bonds should be used to secure all suspended items or loose accessories such as 'barn-doors'.

Manual Handling Operations

The nature of projects undertaken by 808 Create means that manual handling operations cannot always be avoided and therefore are subject to the *Manual Handling Operations Regulations 1992.*

The company will do all that it can to eliminate or minimise manual handling tasks, wherever reasonably practicable, either through managerial arrangement to reduce the need for moving materials, reducing the weight of individual items, or the use of mechanical aids such as fork lifts, trolleys and wheeled flightcases.

Staff will be experienced and trained in the handling of most common items of equipment and be aware of any inherent hazards such as sharp edges or unusual centres of gravity. Team lifting techniques will be employed for larger items. No employee shall undertake any manual handling operation unless fit, competent and confident to do so.

Where unusual circumstances are encountered, Crew Chief's should make an assessment of the risks to workers and should identify suitable measures to reduce the possibility of injury. All assessments shall review the following elements

- Task – The nature of the movement including lifting above head height, twisting and so on
- Individual – The abilities (strength and fitness) of the persons involved in the operation
- Load – The nature of the item to be moving including its size, shape, weight, sharp edges, centre of gravity and so on
- Environment – The path of the movement including steps, doorways or obstructions and ground conditions

During all handling operations where there is a risk of injury, staff shall be issued with and wear appropriate PPE.

Noise

The company recognises the high levels of noise associated with many work sites including large sporting events, music concerts, festivals and film and television sets. This can come from PA systems or from working in proximity to other machinery for extended periods.

It is the responsibility of the management to ensure all employees and sub-contractors to be aware of the risks associated with exposure to high levels of noise and to take appropriate steps to minimise their exposure. Possible steps would include:

- Moving to an area where there are reduced noise levels
- Limiting the time during which they are exposed to high noise levels
- Wearing appropriate ear plugs or ear defenders

Many work sites will give rise to noise levels in excess of the upper exposure limit action value of 85db. In such circumstances where it is not possible to avoid the exposure to such levels, staff will be provided, and required to use, appropriate hearing protection.

Personal Protective Equipment

808 Create recognises that PPE is not a substitute for proper preventative safety measures but It is the policy of the company to comply with the *Personal Protective Equipment Regulations 1992* where it is needed

Where PPE use is assessed as necessary it will be provided by the employer, workers will be instructed in its appropriate use, maintenance and storage, and will display the relevant EN, British Standard, or CE mark of conformity.

Employees have a duty to properly use any PPE issued for the duration of the time they are at risk. They must personally ensure it is correctly fitted, stored and cleaned, and must report any defects or maintenance required.

The client or location management may require or provide additional PPE. Where this is the case, workers will adhere to any mandatory PPE areas or other safe working practices on site.

The following general rules for PPE will apply:

- steel toe boots or shoes to EN345 should be worn for Manual Handling operations.
- hard hats to EN397 when working beneath others or climbing helmets for anyone working at height where overhead hazards exist.
- high-viz to EN471 for anyone directing or working with traffic in loading bays or live traffic
- full fall-arrest and fall prevention systems to EN361 for anyone carrying out work at height by climbing or using mobile access equipment such as cherry pickers
- hearing protection to EN352 for those working in high-noise areas

PPE must be properly looked after and worn correctly. At many sites there is a requirement to use PPE such as HiViz, safety footwear and hard hats as a matter of course.

It is quite possible that other local personnel will take a different approach to the use of PPE. Staff are reminded that the use of PPE is to protect them individually and it is their responsibility to use it when instructed.

Plant, Vehicles and Work Equipment

It is the policy of the company to comply with the regulations set out in the *Provision and Use of Work Equipment Regulations 1998*, notably the requirement that all plant and machinery will be safe for use and well maintained.

The Directors will ensure that all company equipment is safe and serviceable for use. Particular attention should be paid to the correct operation of guards, interlocks and safety devices for equipment with moving components or surfaces.

Suitable information, instruction, training and supervision will be offered to all workers required to operate work equipment. Suitable PPE – such as eye protection will be available to any workers using this equipment.

If mechanical plant is made available at a location e.g. a forklift or cherry picker, staff should only use such equipment if its serviceability is guaranteed and if they are competent in its operation – or if sufficient information, instruction and supervision is given for less hazardous equipment such as pallet trucks.

Vehicles

All vehicles owned by the company are fully maintained, insured, have MOT certificates and are only used by licensed drivers. Any self-employed or contracted staff utilising their own vehicles, must carry vehicle insurance, appropriate for business use.

- Drivers are responsible for undertaking daily safety checks on their vehicles.
- Drivers delivering to sites should report to the site office or reception and follow designated access routes to loading or collection areas.
- Reversing of trucks or vans (especially in public areas) should only be carried out with the aid of a banksman or traffic marshal.
- Vehicles should only be parked in designated areas and under no circumstances should be left obstructing emergency exits from buildings or structures, or impinging on emergency access routes.

Plant

Fork-lift trucks and other site plant equipment are commonly used on site. Where this is the case, 808 Create workers will only use plant that is fit for purpose and that they are qualified and competent to operate.

Standard checks for correct and safe operation should be conducted prior to use. Damaged or faulty equipment must be removed from service and reported.

Tools

Personnel will employ the use of a wide range of hand and power tools including staple guns, battery screwdrivers, power saws and so on.

Staff will be fully trained and very familiar with their individual toolkits and ensure that the appropriate tool is selected for the task, is used correctly, and maintained in good working order.

Certain power tools will have guards fitted and personnel instructed to ensure these are in place. Processes that may give rise to ejected particles will require use of PPE such as dust masks or eye protection and in some cases, creation of safe working areas.

Insulated tools used for work activities where a risk of contact with live electrical conductors may be employed. All test equipment regularly examined and calibrated to ensure accuracy.

Where it is necessary to use 240V power tools outdoors or in damp environments then a residual current device (RCD) will be fitted to the plug to protect against the possibility of shock

Reporting Incidents

Management have adopted a 'no blame' policy to promote disclosure and discussion if anything should go wrong. While there is a need to avoid accidents and breakages, if something does happen, then there is an opportunity to learn and improve.

An Accident/Incident log will be available at every workplace. All accidents must be recorded in the book, no matter how trivial and reported to the Crew Chief, Studio Manager, Client or company directors. Any near misses or incidents that could have resulted in a serious accident should be investigated and recorded.

Workers are actively encouraged to review working practises and suggest changes with a view to improving safety performance.

Directors will regularly review the contents of Accident/Incident logs with a view to identifying and eliminating hazardous occurrences.

Any accidents or incidents falling under the scope of *The Reporting of Injuries, Dangerous Diseases and Occurrences Regulations 1995* must be reported immediately to the appropriate enforcing authority. RIDDOR report forms are available online via the HSE website

Smoking, Alcohol and Drugs

Smoking is not permitted in enclosed public spaces and many workplaces. Staff are required to be mindful of areas where smoking is not permitted. Staff should identify designated smoking areas where they are provided and only smoke during official comfort breaks.

The company premises have been designated as smoke free and staff are required to smoke in approved external areas. At client sites, including external locations, managers should identify areas where smoking is permitted, and staff are required to comply with any restrictions. Particular consideration shall be given to potential fire risks such as near any volatile fuel source or equipment that may represent a fire risk.

808 Create has a zero tolerance to the use of alcohol, controlled drugs or illegal substances whilst at work as they may adversely affect performance and behaviour in a manner detrimental to safety. Anyone found to be suffering from over-indulgence where it is likely to affect their abilities to carry out their work safely and effectively may be subject to disciplinary action.

In is also noted that some prescription drugs and medications may also affect a person's ability to carry out their work effectively and care should be taken to consider this especially when involving complex machinery, plant or hazardous tools. Employees who need to use medication that may affect them in such a way should consult with the company directors in order that appropriate assistance or provision can be made.

Temporary Structures

The company will likely work on or within a number of temporary structures that have been designed for purpose and shall be erected by external suppliers. These may include marquees, scaffolds, stages, seating systems or ground supported truss systems.

The suppliers of all structures must ensure that they are suitably installed, operated and dismantled in compliance with guidance such as the UK publication, *Temporary Demountable Structures – Guidance on Procurement, Design and Use (third edition)*. Clients should ensure that the design takes into account reasonably foreseeable external forces such as wind loading (where appropriate) and ensure that appropriate ballast or anchorage is installed. Detailed structural calculations and analysis documentation should be made available where 808 Create staff are expected to rig within or under such structures.

808 Create staff are required to not alter any temporary structure such as removal of handrails, supporting posts, stairway sections and so on without formal permission from the supplier or the client manager for the location.

Clients are required to develop suitable emergency plans to manage circumstances such as severe weather incidents and communicate these plans to 808 Create personnel.

Training and Competence

It is the policy of the company, to ensure that all staff and freelance personnel are properly trained and competent for the tasks they are required to undertake and are familiar with the risks that may be encountered in the workplace.

Directors shall be responsible for identifying the training needs of staff and others, and shall ensure that either in-house training or externally sourced training courses are provided as required. Records are kept of all achievements and certification.

Staff are constantly assessed and monitored in the workplace by a senior member of staff until they are deemed competent to carry out a given task alone. Under no circumstances will staff be permitted to carry out potentially dangerous work (such as plant operation) unless competence and understanding has been established.

Waste Management

808 Create are committed to sustainable practises for disposal of all waste products and materials wherever possible. Certain products and substances will need to be removed by properly licensed waste or recycling disposal specialists and the company will ensure that they receive the appropriate waste transfer notice from this contractor. General waste recycling is undertaken as far as possible both at company premises and on event sites where such facilities exist.

The company will operate in compliance with all relevant environmental legislation and strive to continually improve environmental performance and reduce the social impact and damage of activities by periodically reviewing this environmental policy in light of current and planned future activities. It is further intended that the company will;

- Promote environmental awareness among employees and encourage them to work in an environmentally responsible manner
- Reduce waste through re-use and recycling and by purchasing recycled, recyclable or re-furbished products and materials where these alternatives are available, economical and suitable
- Promote efficient use of materials and resources throughout company premises including water, electricity, raw materials and other resources, particularly those that are nonrenewable
- Avoid unnecessary use of hazardous materials and products, seek substitutions when feasible, and take all reasonable steps to protect human health and the environment when such materials must be used, stored and disposed of.

Work Environment

Any site where 808 Create staff or contractors are operating constitutes a place of work and must meet the requirements of the *Workplace (Health, Safety & Welfare) Regulations 1992*.

Sanitary and welfare provision

There are basic washing, sanitary and rest facilities available at the company premises. On site, the client, location or venue will be required to ensure that sanitary and welfare facilities are identified and provided.

General rules for maintaining a safe working environment:

- The workplace must be laid out and equipment installed in such a way as to avoid obstruction to any exits, gangways, stairways, lifts or escalators.
- The workplace should not present unnecessary slip, trip or fall hazards to workers, visitors or to any other users of the premises
- The workplace must be kept clean and free from litter & waste or spillage
- Adequate lighting must be provided for safe movement of public and workers
- Unauthorised persons shall not have access to any hazardous part of the workplace, such as electrical supply equipment, roof voids or grids, stage areas and so on
- Any cases, boxes or packing materials are stored safely and away from public areas
- Fragile surfaces must be clearly identified and procedures in place to prevent access/falls

Work at Height

The company recognises the dangers posed to workers from working at height. It is not the policy of the company to allow workers or sub-contractors to operate where there is a risk of falling without putting in place appropriate measures to prevent falls.

Wherever possible work will be planned so operations are carried out at ground level and the need for operations at height minimised or eliminated. The process of installation of technical systems may require personnel to access elevated areas including trussing, staging or roof areas and company personnel should seek the permission or approval of the client to access any elevated areas.

Wherever practicable, personnel will adopt the preferred hierarchy of access as set out in the *Work at Height Regulations*. It is noted however, that location constraints are likely to negate the possibility of using fixed gantries or mechanised access (cherry-pickers etc.) in some cases. Clients and location managers are reminded of their responsibilities to effectively manage work at height operations under their control.

Hierarchy of Access

Access must be gained by use of the following methods in turn:

1. Fixed gantries & access ways
2. Temporary access platforms such as scaffolds
3. Mobile Elevating Work Platforms (MEWP)
4. Ladders, steps & trestles
5. Climbing with fall-restraint or arrest

Scaffolds would always be contracted to a third-party supplier and built according to agreed plans and designs. Mobile scaffold towers may be used from time to time however and staff will receive instruction in the correct method of erection and safe use. Ladders and steps are widely used and all personnel have received instruction on use which will be either for access or for short duration tasks only. Staff should check that any access equipment supplied has been checked for defects and is safe to use.

Use of a MEWP may be appropriate at some sites and this shall be sourced from a reliable provider and be in a condition that is fit for purpose. Staff have undergone training in the use of a variety of machines and shall utilise the appropriate Personal Protective Equipment.

All designated personnel are required to have undertaken appropriate training in the use of fall arrest and restraint systems and shall adopt safe working methods when working at height at all times.

Full body harnesses to EN 361 will be provided by all crew who are required to climb, use MEWP's or in areas where fall prevention methods are not sufficiently robust. Shock absorbing lanyards or other devices shall conform to EN 355and karabiners, hooks or other connectors to EN 362. Any slings or polyester strops shall be to EN 354. Equivalent ANSI standards will be acceptable.

Anyone carrying out aerial work should wear a climbing helmet to EN 12492. Bump caps or site safety helmets will not be acceptable.

Personnel should also remain vigilant of the hazard posed by stage edges, platforms, ramps and other unprotected edges and when installing equipment from ladders and temporary structures. Where it is necessary to remove handrails to facilitate loading then the method shall be agreed with the client and they shall be replaced as soon as possible after loading/unloading is complete.

Work at height must not be carried out alone. Any trial of lighting cues that may cause sudden blackout or flicker/strobe lighting should be avoided whilst any crew are working in aerial positions. Similarly, high sound pressure levels from nearby operating machinery, PA sound or system checks should be avoided while staff are working at height.

Risk Assessment

All work activities need to be assessed in order to identify the hazards and quantify the risks of these hazards causing harm to people. Hazards and risks that are not eliminated must be controlled and the control measures must be communicated to those who will work, or otherwise come into contact with the hazards.

This Risk Assessment prepared for 808 Create Ltd., has been based on the proposed activities likely to be taking place during the time onsite at various studio type locations. Specific risks beyond the scope of this document shall be addressed in a supplementary site-specific assessment where necessary. The local requirements of locations, venues and premises management shall be sought to assist develop further iterations of this document.

In undertaking risk assessments, the following approach has been adopted:

- Gather information, identify and evaluate risks
- Consider control measures appropriate to the identified risks
- Evaluate residual risk
- Develop further procedures or action required

The residual risk is the level of the remaining risk produced when proposed control measures have been applied. The figures given may be interpreted using the matrix on the following page. Management shall endeavour to ensure that the risk control measures are fully implemented to achieve the lowest possible residual risk.

The columns following the residual risk data indicate where additional controls are required by a third party (e.g. venue/ client/ contractor) or where special attention should be given.

For the avoidance of confusion - the columns of the risk rating sections are headed S x L = R. S is for "severity" and is given in the first column. L is for "likelihood" and is indicated in the second column. R is for "risk rating" and is indicated in the third column.

The control measures indicated within the assessment are considered to be reasonably practicable measures to control the risks identified based on experience of similar events and the working environment or schedule.

A review of the assessment will be made should further information be received which suggests that the control measures are no longer sufficient to control risks, are inappropriate or if additional hazards have been identified.

During the period on site, a process of continuous assessment and reassessment will be undertaken by the site/project manager. These circumstances shall be recorded on a blank form provided in each job folder where necessary. This will ensure appropriate risk controls are put in place should situations develop which are not already covered in the existing assessment.

DEFINITIONS	*Likelihood*			
Severity	**RISK RATING**	**Low = 1**	**Med = 2**	**High = 3**
	Low = 1	**1**	**2**	**3**
	Med = 2	**2**	**4**	**6**
	High = 3	**3**	**6**	**9**

***Severity x Likelihood* = RISK RATING**

RISK RATING

6 - 9 = High risk – action required to reduce risk

3 - 4 = Medium risk – seek to further reduce risk

1 - 2 = Low risk – no action but continue to monitor

DEFINITIONS

Severity

H = Fatality or major injury causing long term disability

M = Injury or illness causing short-term disability or incident causing equipment damage

L = other minor injury or illness

Likelihood

H = certain or near certain

M = reasonably likely

L = Seldom or never

HAZARD		TO WHOM	UNCONTROLLED RISK Severity x Likelihood = Risk Rating			CONTROL RISK BY	RESIDUAL RISK Severity x Likelihood = Risk Rating			FURTHER ACTION REQUIRED
			S	L	R		S	L	R	
STAFF COMPETENCE Staff not competent to undertake their work activities leading to; aspects of the installation not being fit for purpose, damaging components of the install or putting other people onsite at risk of harm		Staff Contractors Client Staff	2	2	M	All personnel appropriately trained and instructed in the tasks they are expected to perform Crew Chief to identify a single point of contact for the client to be responsible for safe working by all onsite personnel Crew Chief to be responsible for providing test and completion information as required by the client prior to other contractors using any electrical services provided	2	1	L	All parties working on site shall be made aware of the need for all their staff to be competent in the duties they have been contracted to carry out.
SCHEDULE MANAGEMENT Failure to follow Site/Project schedule may increase the risk of an on-site accident due to conflicting operations. Staff working longer than scheduled leading to mistakes and an increased level of risk Stress related disorders		Staff Contractors Client Staff	2	3	H	Working onsite schedules are produced by the Crew Chief in cooperation with the client. All schedules shall allow for adequate rest breaks through the course of the working day Crew Chief will liaise to ensure all schedules meet sufficient deadlines and have suitable working hours.	2	1	L	Any subcontractors should ensure that copies of the schedule are passed to all their staff before starting work on Site.

HAZARD		TO WHOM	UNCONTROLLED RISK Severity x Likelihood = Risk Rating			CONTROL RISK BY	RESIDUAL RISK Severity x Likelihood = Risk Rating			FURTHER ACTION REQUIRED
			S	L	R		S	L	R	
WELFARE PROVISION Insufficient welfare provision can lead to fatigue, lack of concentration, stress, dehydration, hypothermia, overheating etc.		Staff Contractors	2	2	M	The Crew Chief shall ensure all staff & contractors under their supervision receive adequate breaks, food & drink and rest periods. Sanitary facilities and access to drinking water provided onsite via local facilities for staff and contractors.	2	1	L	Catering and accommodation facilities to be identified according to job specification
MEDICAL PROVISION Lack of adequate medical provision to cater for site building and breakdown stages and during event days.		Staff Contractors	3	3	H	Advance information to be provided to Crew Chief on facilities available locally First aid kits held in company vehicles and site toolboxes Staff trained in first aid and emergency procedures	2	1	L	Separate assessment to be undertaken for higher risk sites in cooperation with client. Client to be responsible for any additional provision deemed necessary.
COMMUNICATION FAILURE Communications systems exist between all to prevent, or minimise, injuries that may be caused by an emergency.		Staff Contractors	2	3	H	Method of communication with client and/or location representatives to be in place. Contact lists to be distributed to all personnel Personnel all have access to mobile phones, site radios or wired comms systems	2	1	L	All Contractors should inform the Crew Chief as to any requirement for safety critical communications they may require. In such cases noisy work should be temporarily suspended to enable effective communication

HAZARD		TO WHOM	UNCONTROLLED RISK Severity x Likelihood = Risk Rating			CONTROL RISK BY	RESIDUAL RISK Severity x Likelihood = Risk Rating			FURTHER ACTION REQUIRED
			S	L	R		S	L	R	
ACCESS & EGRESS Access and egress routes becoming blocked leading to trip hazards, increased fire evacuation times and poor ingress, circulation and egress around the event. Ground conditions unable to support weight of vehicles		Staff Contractors	3	2	H	Personnel required to keep access/egress routes clear at all times. Any obstructions found will be removed immediately. Crew Chief to cooperate with clients and location managers to ensure that regular checks are carried out to ensure that emergency routes are never blocked or obstructed. Cable routes to be agreed to prevent creating trip hazards on access/egress routes Client to ensure pedestrian and vehicle access routes to be separated wherever possible by means of barriers or similar demarcation Client to identify issues around ground conditions and fragile surfaces and make suitable arrangements to prevent ground collapse and enable access.	2	1	L	Management team to ensure all contractors made aware of all access & egress routes and appropriate storage facilities/locations where required.

HAZARD		TO WHOM	UNCONTROLLED RISK Severity x Likelihood = Risk Rating			CONTROL RISK BY	RESIDUAL RISK Severity x Likelihood = Risk Rating			FURTHER ACTION REQUIRED
			S	L	R		S	L	R	
MULTI CONTRACTOR ENVIRONMENTS Staff may be at risk from hazards produced by other Environments and Companies working in the same Site		Staff Contractors Client staff	2	2	M	Crew Chief shall undertake a detailed advance process with clients to ensure that sufficient space and time is allocated to the needs of the installation and consider the activities of others. Jobs and technical operations have been allocated a sequential order, and safety-critical operations/checks will be highlighted to ensure they are carried out before the next phase of installation is undertaken The Crew Chief shall appoint professional personnel to undertake specific technical operations. Monitoring of other contractor or supplier operations and implementation of agreed working practices will be the responsibility of the client	2	1	L	**Staff** Conflicts or hazardous operations should be brought to the attention of the Site Manager or Crew Chief for resolution Staff to share information amongst themselves to identify any faults with a process or activity at any of the working sites that may require alteration of existing plans **Client/Location Rep** Ensure the Premises is made available at the appropriate time Brief staff and other contractors on the requirements of the installation activities as necessary Ensure no conflicting operations are underway during the period of installation

HAZARD		TO WHOM	UNCONTROLLED RISK Severity x Likelihood = Risk Rating			CONTROL RISK BY	RESIDUAL RISK Severity x Likelihood = Risk Rating			FURTHER ACTION REQUIRED
			S	L	R		S	L	R	
DRIVING TO LOCATIONS Road traffic incident		Staff Public	3	2	H	Drivers licensed and competent for vehicles they are required to drive Vehicles serviced and subject to pre-use checks Drivers suitably rested and fit to drive	2	2	M	Accommodation or alternative transport to be provided where long days may cause cumulative fatigue
MANUAL HANDLING Incorrect lifting techniques can lead to personal injury, musculoskeletal disorders and an increased likelihood of incidents onsite		Staff Contractors	2	3	H	Use of forklift trucks, tail-lifts or similar handling aids to eliminate the need for manual handling heavy equipment where possible. Equipment will be transported in flightcases, pallets or custom-made dollies to facilitate easy manoeuvring. Arrangements to ensure deliveries as close to point of use as possible Loading ramps where used will be confirmed as secure and monitored for movement that may lead to one end becoming dislodged. Loose items on dollies to be identified (by weight where possible) Crew Chief to identify specific handling method as necessary. All staff are experienced in handling their own respective equipment and aware of any specific difficulties	2	1	L	**Staff** Wherever practicable plan for the use of mechanical handling rather than relying on manual work Review tasks as necessary **Client/Location Rep** Verify suitability and maintenance of loading areas including adequate lighting and dry/clean flooring. Ensure non-essential personnel are kept clear of loading operations

HAZARD		TO WHOM	UNCONTROLLED RISK Severity x Likelihood = Risk Rating			CONTROL RISK BY	RESIDUAL RISK Severity x Likelihood = Risk Rating			FURTHER ACTION REQUIRED
			S	L	R		S	L	R	
USE OF TOOLS AND WORK EQUIPMENT Injury from misuse or incorrect selection		Staff Contractors	2	2	M	Tools to be appropriate and selected according to the task. Insulated tools used for electrical work where risk of live conductors is possible. Used by trained and experienced operatives with correct PPE available Safety guards and devices fitted to tools not to be bypassed or removed All work equipment to be maintained and where appropriate formally inspected	2	1	L	If an external supplier provides equipment to be used by others, the equipment must carry a full test / maintenance history, be fit for purpose and come with all appropriate user manuals. RCD to be used for all 240V power tools utilised in harsh or damp environments
LOADING & UNLOADING VEHICLES People may be injured by reversing vehicles, blocking of access & egress routes and insufficient crew assigned to unload vehicles.		Staff Contractors	3	2	H	Prior to arrival a dedicated loading area will have been identified and a delivery plan developed by the Site/Project Manager. Load in and out times to be negotiated to ensure exclusive access to the loading area for staff Unauthorised access to loading and unloading areas will not be permitted and will be managed by location security. Hi Visibility vests/jackets should be worn when working with live traffic by all personnel in the area	2	2	M	**Staff** Follow local arrangements for separation of vehicles and pedestrians and wear appropriate PPE where required. **Client/Location Rep** Ensure the loading area and all access routes are well lit and maintained in a safe condition To manage movement of other location deliveries such that they do not introduce additional hazards to personnel

HAZARD		TO WHOM	UNCONTROLLED RISK Severity x Likelihood = Risk Rating			CONTROL RISK BY	RESIDUAL RISK Severity x Likelihood = Risk Rating			FURTHER ACTION REQUIRED
			S	L	R		S	L	R	
USE OF FORKLIFT TRUCKS Vehicle/pedestrian conflicts Vehicle instability leading to overturning Equipment failure		Staff Contractors	3	2	H	Ensure all staff are made aware of the operations of forklifts and their continual use throughout the loading processes FLT's or similar equipment to be of suitable type and capacity for likely loads and terrain Operators to carry out and document relevant vehicle inspection prior to use Forks not to be overloaded and only used within the limits of their capabilities Identify appropriate centre of gravity for large pallets and ensure contents secured. Client to ensure all in-house plant and equipment is maintained and fit for use	2	2	M	**Client/Location Rep** Identify and advise no-go areas or restrictions on use such as fragile flooring or areas of limited weight capacity Ensure public (or other location staff) are excluded from any working areas of potentially mixed use

HAZARD		TO WHOM	UNCONTROLLED RISK Severity x Likelihood = Risk Rating			CONTROL RISK BY	RESIDUAL RISK Severity x Likelihood = Risk Rating			FURTHER ACTION REQUIRED
			S	L	R		S	L	R	
USE OF A TEMPORARY ELECTRICITY SUPPLY AND ELECTRICAL DISTRIBUTION SYSTEMS Risk of electrocution, fire, personal injury, death, damage to property, failure of key equipment.		Staff Contractors	2	3	H	No connection shall be made to existing supplies or temporary supplies unless verified as safe and suitable. Mains power location, cable runs and distribution points will be agreed between Crew Chief and the Client prior to installation. All circuits shall be protected by relevant fuses or MCB and where appropriate by RCD's as necessary to protect staff and equipment in the event of accident or equipment failure. Staff trained and competent to undertake temporary electrical installations . Earth bonding shall be carried out to metal elements of stage structures where necessary Tests/inspection for electrical safety shall be carried out on all equipment prior to use. Position electrical cables and systems in secure areas away from public access as far as is reasonably practical. Install ramps and/or cable protection to prevent trip hazards and mechanical damage to cables or other electrical systems	2	2	M	**Staff** Carry out visual inspection of cables and electrical equipment during installation and prior to use. Undertake such tests as necessary to verify suitability of circuits or equipment **Client/Location Rep** Ensure a safe and stable 'Premises' electrical supply is made available according to the specification and locations stipulated with appropriate circuit protection Ensure presence of competent electrician to oversee connection to 'local' supplies. Ensure services are appropriately earthed/grounded to prevent risk of shock and main circuit protection operational Ensure all end users of electrical supplies have equipment that is safe and fir for purpose

HAZARD		TO WHOM	UNCONTROLLED RISK Severity x Likelihood = Risk Rating			CONTROL RISK BY	RESIDUAL RISK Severity x Likelihood = Risk Rating			FURTHER ACTION REQUIRED
			S	L	R		S	L	R	
INSTALLATION OF RIGGING FOR LIGHTING AND ASSICIATED EQUIPMENT Risk of falling objects Risk of structural collapse		Staff Contractors Client Staff	3	3	H	All suspension/load hanging points shall be identified on a rigging plan submitted to the venue/structure supplier. All loads in relationship with the lighting systems to be calculated and structural suitability shall be verified by the venue/structure supplier All motors and rigging equipment (motors, hoists, chains etc.) shall be verified as appropriate for the loads imposed. Full test/inspection certificates shall be obtained by the client and held on file for all lifting equipment The lifting capacity of all motors or hoists will be within their maximum safe working load and all lifting operations supervised by a competent person. Equipment (including control gear) will be used according to its designed purpose only and within its operational parameters or permitted configurations. General industry best practice followed with regard to use.	2	2	M	Visual inspection of rigging assemblies to be carried out by crews prior to installation Personnel not directly involved in the lifting of trusses should be kept clear during the lifting process and wear appropriate PPE to protect against falling objects All personnel to ensure any work undertaken by crew to be checked and secondary safety bonds in place where appropriate

HAZARD		TO WHOM	UNCONTROLLED RISK Severity x Likelihood = Risk Rating			CONTROL RISK BY	RESIDUAL RISK Severity x Likelihood = Risk Rating			FURTHER ACTION REQUIRED
			S	L	R		S	L	R	
INSTALLATION AND OPERATION OF SUSPENDED TECHNICAL EQUIPMENT Inappropriate or unsafe use of lift motor controllers leading to structural failure, contact with other stage elements or failure of suspension points		Staff Contractors Client Staff	3	2	H	Requirement for lifting positions and capacity will be assessed and presented on an accurate rigging plot, which is provided to the location rep to confirm loadings are within the structural capabilities of the building or structure Wherever practicable motor control units will be placed adjacent to the systems that they will operate and will be switched off and/or isolated from power supplies when not in use Personnel will be instructed that only designated persons are permitted to operate motor controls Installations to be thoroughly checked and ensure all accessories secured with secondary safety bonds where appropriate	3	1	M	Audible warnings to be given prior to any motor movement – At no time will local crew be required/requested to operate motors
XENON, HMI AND HIGH PRESSURE LAMP SERVICING Certain types of lamp unit may explode if handled incorrectly leading to injury from glass		Staff Contractors Client Staff	2	2	M	Any personnel involved with the fitting or replacement of these lamps must ensure that the correct protective equipment is used (protective apron, goggles and facial mask). Only performed by experienced personnel	2	1	L	

HAZARD		TO WHOM	UNCONTROLLED RISK Severity x Likelihood = Risk Rating			CONTROL RISK BY	RESIDUAL RISK Severity x Likelihood = Risk Rating			FURTHER ACTION REQUIRED
			S	L	R		S	L	R	
EQUIPMENT ON HIRE Whenever hired equipment is used, the risk of accidents is increased due to a potential lack of training, discipline in use, documentation & maintenance.		Staff Contractors Client Staff	2	2	M	The Company will ensure that any hired equipment is fit for purpose, used with due diligence and, if necessary, that use of the equipment is restricted. All users must be competent and, if necessary, properly insured.	2	1	L	If a Contractor provides equipment to be used by crew, the equipment must carry a full test / maintenance history, be fit for purpose and come with all appropriate user manuals.
PORTABLE ELECTRICAL EQUIPMENT Blocked Vents On Portable Equipment With Internal Fans Potential sources of Ignition and heat		Staff Contractors Client staff	3	2	H	Consideration shall be given to the placement of all electrical equipment in relation to potential fuel sources. All portable electrical equipment is maintained, inspected and tested accordingly. (Certification available on request) Adequate space has been allowed for all electrical equipment to ensure no vents are blocked. All equipment will be powered down at the end of the work activity if possible. Appropriate circuit protection against overload and earth faults	2	1	L	Visual inspection of all equipment to be undertaken on arrival at the site. Any damaged equipment will be removed from service for comprehensive checks and testing

HAZARD		TO WHOM	UNCONTROLLED RISK Severity x Likelihood = Risk Rating			CONTROL RISK BY	RESIDUAL RISK Severity x Likelihood = Risk Rating			FURTHER ACTION REQUIRED
			S	L	R		S	L	R	
USE OF MOBILE ELEVATED WORK PLATFORM (MEWP) Overturning of the MEWP. Falls of personnel from the operating basket. Falls of materials. Personnel becoming trapped or entangled in moving parts.		Staff Contractors	3	2	H	Specific task should be identified in advance to ensure the correct specification of machine. All plant and equipment to be provided by reputable hire companies or source On delivery all plant to be inspected by the user and any defects reported. No defective machine to be operated until repaired SWL of MEWP not to be exceeded. MEWP not to be used as a crane. MEWP only to be operated by personnel who have received familiarisation training and/or hold a proof of training or similar certification Operator to use appropriate PPE for the equipment and terrain including fall restraint. Outriggers or extending axels must be fully deployed before operating machine at height. Area underneath MEWPS to be kept clear of personnel as far as possible Operator to ensure area between MEWP and any structural item clear before making any movement with MEWP.	2	1	L	**Staff** Use head protection when personnel working overhead or where overhead hazards exist Personnel to ensure no forklifts or other vehicles operating near MEWP whilst being used. **Client/Location Rep** Identify any areas where ground conditions not suitable for use of MEWP's Provide safe and maintained equipment to specification where required

HAZARD		TO WHOM	UNCONTROLLED RISK Severity x Likelihood = Risk Rating			CONTROL RISK BY	RESIDUAL RISK Severity x Likelihood = Risk Rating			FURTHER ACTION REQUIRED
			S	L	R		S	L	R	
WORKING AT HEIGHTS (ALUMINIUM TOWERS) There is a risk of overturning the tower with or without personnel on working platform also falls by personnel and falls of materials and or components or tools. Incorrect construction can also lead to failure of the tower.		Staff Contractors	3	2	H	The Crew Chief will monitor the use of Towers onsite. Staff to be trained and competent to erect Towers and will use outriggers where required. The working platform will never be overloaded and always on a level firm grounding. Staff are NEVER to allow persons to ride on a working platform whilst being moved and must climb the tower in the correct way. Appropriate handrails, toe-boards, and mid rails will be provided with every tower. The working area will be restricted by hazard tape or barriers where required. Appropriate PPE will be worn by any persons at ground level who need to be in a restricted area.	2	1	L	Users to consider the presence of service traps or other surface hazards that may affect stability

HAZARD		TO WHOM	UNCONTROLLED RISK Severity x Likelihood = Risk Rating			CONTROL RISK BY	RESIDUAL RISK Severity x Likelihood = Risk Rating			FURTHER ACTION REQUIRED
			S	L	R		S	L	R	
WORK AT HEIGHT (LADDERS) There is a risk of falls of personnel from steps or ladders slipping or overturning. Risk of failure of equipment if not used correctly		Staff Contractors Local Crew	2	2	M	Crew Chief and Contractors have considered alternative access equipment where possible Use of ladders for access to working areas or short duration tasks only Ensure ladders are the appropriate height for the tasks onsite and be maintained or provided by reputable Hire Companies and checked before use by the user. Staff are required to never work from top rungs, place ladders on a firm landing and always foot ladders.	2	1	L	Any prolonged work will be undertaken from working platforms.

HAZARD		TO WHOM	UNCONTROLLED RISK Severity x Likelihood = Risk Rating			CONTROL RISK BY	RESIDUAL RISK Severity x Likelihood = Risk Rating			FURTHER ACTION REQUIRED
			S	L	R		S	L	R	
SLIPS, TRIPS AND FALLS There is a risk of injury if persons slip, trip or fall onsite.		Staff Contractors Client staff	2	3	H	Public access monitored and controlled by stewards/security - Public will generally not have access to working area except under strictly controlled circumstances Where there are significant level changes, high visibility markings or warning tape will be used to identify edges Where practical, handrails shall be installed to all areas of scaffolds, stages and structures. In some areas handrails are not practical but these shall be for the use of staff, performers and personnel who have identified any personal hazard areas. Working light provided where practical to all areas General instructions to all personnel to maintain a tidy workplace, avoid eating/open drinks and to clear spillages of liquids Cables to be routed to prevent obstruction to access/egress routes and ramped or matted where necessary	2	1	L	**Staff** Conduct a survey to identify any personal hazard areas and request additional protective measures to be installed where these are considered significant Ensure spillages of fluids are cleared up as soon as possible (especially hydraulic fluid, oil or diesel) Use bins for waste materials or food waste **Client/Location Rep** Ensure that scaffolds or stage edges, ramps and loading docks are either fitted with suitable handrails or methods of identifying unprotected edges with hi-visibility markings, lighting and so on Provide materials/personnel to assist clear flooring or access routes of ice/snow, water or other spillage.

HAZARD		TO WHOM	UNCONTROLLED RISK Severity x Likelihood = Risk Rating			CONTROL RISK BY	RESIDUAL RISK Severity x Likelihood = Risk Rating			FURTHER ACTION REQUIRED
			S	L	R		S	L	R	
CONFINED SPACES Entrapment, asphyxiation due to displacement of oxygen. Difficult access or rescue		Staff	3	2	H	Access to underground service traps or tunnels determined in advance and concerns regarding air flow addressed by client. No lone working to be undertaken and a rescue plan developed as necessary for environment Requirement for this type of work anticipated to be minimal	1	2	L	Bump caps worn where risks of overhead protruding metalwork exist. Consider use of drawstrings to minimise need to access tunnels.
WORKING IN LOW LIGHTING LEVELS Insufficient visibility for working access and egress. Limited visibility to light potential hazards. Limited visibility to light emergency routes and public areas.		Staff Contractors Client Staff	3	2	H	All main construction and breakdown work planned to take place under existing work lighting. Where necessary, additional task lighting will be provided as needed. Materials stacked away from public access paths and where possible barriered and illuminated by ambient lighting. Emergency lighting to be installed and maintained by premises as appropriate	2	1	L	Crew Chief to know of all locations where work is taking place in low lighting levels and to monitor these areas to assess the working conditions.

HAZARD		TO WHOM	UNCONTROLLED RISK Severity x Likelihood = Risk Rating			CONTROL RISK BY	RESIDUAL RISK Severity x Likelihood = Risk Rating			FURTHER ACTION REQUIRED
			S	L	R		S	L	R	
NOISE LEVELS Crew and staff may be working in the vicinity of high sound levels leading to stress and personal injury		Staff Contractors Client Staff	3	2	H	All personnel will be provided with information on hearing protection and the hazards of prolonged exposure to high sound pressure levels. PPE to be available including for noisy mechanical installation tasks Hearing protection used when working within the engine compartment of any generator Management of any noise generating system shall be the responsibility of the supplier company	2	1	L	**Staff** Safety critical work to be coordinated via client/ production team to ensure noise does not affect communication between staff **Client** Noisy work or sound checks to be arranged, so far as is practicable to avoid excessive exposure to personnel in other departments e.g. during lunch break.
MECHANICAL HAZARDS Entrapment in moving parts of machinery or lifting equipment		Staff	2	2	M	Staff trained in use and maintenance of common equipment items. Equipment isolated and locked off or ignition keys removed prior to undertaking mechanical work Equipment to be appropriately maintained by client Stage machinery to have appropriate guarding of moving parts and emergency stop/isolation of controls	2	1	L	Safe system of work appropriate to circumstances adopted.

HAZARD		TO WHOM	UNCONTROLLED RISK Severity x Likelihood = Risk Rating			CONTROL RISK BY	RESIDUAL RISK Severity x Likelihood = Risk Rating			FURTHER ACTION REQUIRED
			S	L	R		S	L	R	
USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE) PPE should only be used as a 'last resort' control measure and can increase the likelihood of injury if worn incorrectly or for the wrong purpose**.**		Staff Contractors	3	2	H	The Site/Project team will ensure that all staff, freelancers and contractors adhere to the safe working practices and wear appropriate PPE for the tasks High visibility clothing compulsory for staff/contractors who may be exposed to risks of vehicle movement. Staff required to follow any local requirements for PPE use to include footwear, head and eye protection according to risk assessments for the location	2	1	L	Information on adverse weather conditions, environmental factors or site specific requirements which affect the need for specific types of PPE will be communicated to all staff prior to arrival at site
GENERAL USE OF PREMISES FACILITIES Emergency evacuation of premises		Staff Contractors	3	1	M	The emergency procedures for the location must be communicated to the Crew Chief and cascaded down to all personnel. Alarm systems maintained and under the control of the Premises management Staff to ensure emergency routes are free of obstruction	2	1	L	**Staff** Ensure emergency & evacuation procedure is obtained from Client. Communicate principal elements of evacuation plan to all key personnel **Client/Location Rep** Ensure all emergency systems and equipment are appropriately maintained and functional

HAZARD		TO WHOM	UNCONTROLLED RISK Severity x Likelihood = Risk Rating			CONTROL RISK BY	RESIDUAL RISK Severity x Likelihood = Risk Rating			FURTHER ACTION REQUIRED
			S	L	R		S	L	R	
FIRE HAZARD ASSESSMENT Death, major injury and damage to property posed by operations.		Staff Contractors Client Staff Other visitors	3	2	H	Flammable waste or rubbish will not be permitted to accumulate Clear access and egress routes will be maintained Space will be left around all electrical equipment requiring air movement and fans to keep them cool. All electrical items are regularly tested and visually inspected to ensure they are in good working order. Fuels to be stored away from sources of heat or ignition Smoking permitted in designated areas only	2	1	L	**Staff** Ensure emergency exits are not impeded by stored equipment **Client/Location Rep** Provision and distribution of suitable fire extinguishers to all technical areas Provide means of removing litter and waste including adequate bins and recycling facilities Manage adequate communications and access for fire services Provide such detection and alarm systems as are appropriate for location Ensure technical areas and escape routes have proper emergency illumination and signage Generators to be sited with due consideration of exhaust stacks and fumes to prevent nuisance or fire risk.