

The small PA Company Health and Safety at Work Policy

1 Sept 2004
Updated 1 Feb 2008

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Health and Safety at Work Policy

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Introduction and General Statement of Intent

It is the duty and intention at this Company to operate a safe systems of work policy for every aspect of our business and in order to comply with all relevant Health & Safety at work legislation it is incumbent upon The small PA Company to issue a comprehensive, Health & Safety at work policy document.

An important function of this document is to inform Clients, employees and Sub Contractors of our mutual obligations and our intentions towards the provision of a working environment safe for both them and the general public.

It also outlines duties regarding safe conduct at work, safe use of power tools and safe working practices, particularly whilst working upon electrical equipment, whether this be in the workshop or at an event premises or outdoor site.

Some of the points contained in this document are legal requirements, some are mere common sense. All are equally important.

Our policy and intention is to always, where practicable, provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities including members of the general public.

The policy will be kept up to date, and to ensure this, the policy and the way it has operated will be reviewed and updated every year.

The small PA Company

Signed by:

Ian Hasell
Proprietor

Dated: 1 Feb 2007

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Duties and Responsibilities

Duties and Responsibilities towards employees safety.

It is the obligation of The small PA Company's management to ensure that the place of work is safe and without risk to health and that:

- 1) All plant and machinery is properly installed and maintained to ensure reliable and safe operation.
- 2) Safe systems of work and plant operation are instituted and enforced.
- 3) Dust, fumes and noise are controlled or adequate protection from health risks from dust, fumes and noise is provided and that such protection is properly used.
- 4) Electrical installations are safe and that adequate protection circuitry is provided and that electrical installations are regularly checked and serviced.
- 5) All equipment shall be safely stored and that all handling shall be carried out with adequate numbers of employees to ensure safety during handling and safe storage.
- 6) Adequate fire extinguishers are provided capable of dealing with all types of fire.
- 7) An adequate first aid kit is properly provisioned to at least statutory requirements.
- 8) General working conditions are of a standard that do not hinder the safe and healthy use of the workplace and plant etc. i.e. adequate lighting, heating, ventilation and toilet facilities are provided.
- 9) Training information, instruction and supervision is provided to ensure health and safety and that employees do not operate plant machinery or electrical equipment without proper training or qualification.

It is the responsibility of The small PA Company to ensure that all applicable legislation regarding health and safety at work is conformed with and that The small PA Company keep all their employees abreast of changes to the relevant legislation and update safety procedures accordingly.

It is the responsibility of The small PA Company to inform all employees of the company's safety policy.

Employees Duties and Responsibilities regarding Health and Safety at work.

The responsibilities of employees as set out by section 7 & 8 of The Health & Safety at

Work
act 1974 are:

- 1) Employees have a responsibility to take reasonable care to avoid injury to themselves or to others by their work activities.

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Duties and Responsibilities cont.

Employees Duties and Responsibilities regarding Health and Safety at Work cont.

- 2) To co-operate with The small PA Company and with others in meeting statutory requirements.
- 3) To use equipment correctly.
- 4) To use safety equipment provided.
- 5) To bring to the attention of the safety officer any matter that in their opinion could constitute a health risk or a danger at work.

Note to all self employed Sub Contractors: as a self employed person, legal duties, similar to those with which The small PA Company must comply, rest upon the self employed Sub Contractor to avoid danger or risk to health to themselves or others. *Please see Sub Contractors section of this document*

The Client's Responsibilities

The Client will no doubt be aware of their legal duties to provide an environment for an event that is safe for people working, for the public and for anyone else who might be affected by the project. Event management can be a safe activity for experienced personnel following good working practices and using their common sense.

It is vital that the Client actively co-operates in avoiding risk to others and does not, through the project brief or by imposing budgetary limitations, require The small PA Company management, employees or Sub Contractors to engage in any activities that contravene our Health and Safety policy or good practice.

Duties and Responsibilities to the General Public.

It is the responsibility of The small PA Company to ensure that members of the general public are protected from danger and any risk to health as a result of our activities.

When on site it is the responsibility of The small PA Company agents (employees or Sub

Contractors) to ensure that due consideration is given to the safety of the public and others.

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General Arrangements

The Health and Safety Officer is: *Graham Baker*

The Health and Safety officer is ultimately responsible for:

- Health and Safety Policies
- General Risk Assessments
- COSHH Register
- General Manual Handling Assessments
- First Aid Provision
- Training
- Accident Reporting and Investigation
- Inspection of Equipment at Company Premises
- PPE at the Company Premises and provision of the same for “On Site”

If the Health and Safety Officer is absent then the above responsibilities fall to the on site representative.

The “On Site” Health and Safety Officer is appointed for each job separately and is responsible for:

- Any Specific Risk Assessments relating to the individual venue/Site’s environment
- Any Specific Manual Handling assessments required for the site
- Any Site liaison
- The location and provision for First Aid
- Any Hard Hat Areas

Health and Safety Infrastructure

First Aid Kit No: 1 is located in the main warehouse adjacent to the roller shutter

The Accident Book is located on the ground floor in the filing cabinet

The small PA Company will display the Health and Safety Law posters at their office, as required, in a good viewing area and make available various literature on Health and Safety issues for perusal by their employees and Sub Contractors.

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General Arrangements cont.

Health and Safety Infrastructure cont.

All paperwork relating to Health and Safety will be filed together in one location at our offices.

Other

The small PA Company will abide by the Health and Safety at Work Act 1974 so far as is reasonably practicable and provide a healthy and safe environment in which to work.

Two important areas of Health and Safety are preventative and post accident. Many accidents result from a combination of factors e.g. errors and failure of people and equipment and this should be noted and made clear to all employees.

Any investigations undertaken regarding accidents should not be about blame but about facts so that sensible decisions can be made.

The small PA Company have notified the London Borough of Newham of our Business.

Health and Safety Checklist and Review Procedure

The appointed Health & Safety Officer will ensure, at our Wembley and Rushden offices that:

- i) Employees and Sub Contractors are familiar with the Company's Health & Safety at Work Policy Statement.
- ii) Employees are aware of hazards.
- iii) Use of hazardous substances complies with COSHH regulations.
- iv) All Employees know where the First Aid equipment is kept.
- v) All Employees know how to handle the fire fighting equipment.
- vi) Supervision is provided of any inexperienced worker.

- vii) Plant and equipment is well maintained and inspected (e.g. electrical and mechanical).
- viii) Defects are reported and rectified.
- ix) Good housekeeping (e.g. litter/dust are kept at a minimum).
- x) Tools are checked and kept in good order.
- xi) Yearly review of Health and Safety is taken each January.
- xii) All accidents and incidents are investigated and the recommended preventative action is taken.

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General Arrangements cont.

Health and Safety Checklist and Review Procedure cont.

- xiii) All floors are kept clean and well swept.

The formula which will be used for the yearly review is as follows:

- i) Identify any problems.
- ii) Evaluate the solutions to the problems.
- iii) Select appropriate action.
- iv) Plan how to proceed.
- v) Program for resources/people/time/money.
- vi) Set the improvement in motion.
- vii) Monitor the results.
- viii) Review after 3 months to see if effective.

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General conduct

To ensure a safe working environment certain guidelines to employees and Sub Contractors' conduct shall apply.

Employees/Sub Contractors will not work whilst under the influence of drink or drugs. Any employee found at work under the influence of drink or drugs may be summarily dismissed, Sub Contractors may be relieved of their responsibilities and asked to leave the premises. Anyone found under the influence of drink or drugs during the setup, the event or the get out from an event may be relieved of their responsibilities and replaced.

Employees/Sub Contractors shall use all machinery, plant and electrical equipment in the proper manner with due regard to their own safety and that of other persons.

Anyone found using any equipment in any way other than that prescribed may be issued with a written warning or be summarily dismissed. Anyone found tampering with equipment so as to render that equipment unsafe will be summarily dismissed.

Employees/Sub Contractors shall ensure that when lifting or handling equipment, that there are enough people to assist, thus preventing accident or strain.

No employee/Sub Contractor shall work on plant, machinery or electrical equipment in any part of the workplace alone. There must always be another person on hand.

There should be a person available to render assistance and call for aid in the event of an accident, Working alone upon equipment that may be considered dangerous may be considered grounds for a written warning.

Employees/Sub Contractors should not work upon damaged plant or equipment and ensure that the equipment they are working on is in proper condition and safe. Damage to equipment and plant should be reported and marked up as unsafe.

If employees should inadvertently damage equipment they should not be afraid of

reprimand. Damage caused through incorrect use may gain a reprimand BUT to damage equipment and leave it in a potentially hazardous state may lead to injury to others and therefore, far more serious consequences to the perpetrator.

The workplace can be an obstacle field of danger so everyone should always bear in mind the potential for accidents and conduct themselves with due deference to the safety of themselves and those around them.

Do not play practical jokes.

Do not indulge in “Horse-play” or “Sky-larking”

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General conduct cont.

General Safety in the Workplace

- 1) Do not work alone
- 2) Do not allow unauthorised personnel to operate plant, tools or machinery.
- 3) Keep the workplace tidy
- 4) Do not attempt to handle large cases alone
- 5) Keep all power tools tidy
- 6) When not in use stow all tools in their appropriate places
- 7) Do not run
- 8) **AT ALL TIME BE AWARE OF YOUR OWN SAFETY AND THAT OF OTHERS**

In The Event of an Accident

Should an accident occur to yourself, immediately summon assistance. Should you be in the locality of an accident it is your first priority to render such first aid as you can. Should the accident be sufficiently serious to warrant calling an ambulance **DO IT**, without reference to higher authority.

Secondly, ensure that the Health and Safety Officer is informed of the details of the accident in order that the accident can be recorded as required by law. In the event of the absence of the Health and Safety Officer inform the most senior member of staff, or make an entry in the accident book.

Safety at work can only be achieved through partnership, so help us by co-operating with the above guidelines. Should anyone be aware of any potential danger or health risk please

inform the Safety Officer.

The Safety Officer, if necessary, is to ensure that a thorough investigation is carried out for the purposes of establishing the root of the cause of the accident.

Using the information discovered from the investigation any preventative measures should be made.

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On Site conduct

On Site Working Practices

The small PA Company will abide by the Health and Safety at Work Act 1974 so far as is reasonably practicable and provide a healthy and safe environment in which to work. The undertaking to act and work in a reasonable way with regard to Health and Safety applies to management, employees and Sub Contractors. On working sites, The small PA Company does not normally have complete control of Health and Safety matters however The small PA Company may have been employed to do so. Should this be the case then a specific Health & Safety Document will be produced for that event.

In the situation where The small PA Company does not have direct control of the premises or site where employees/Sub Contractors are required to work, every effort will be taken to ensure that our clients are aware of their duty to provide a healthy and safe environment and that they should not request or instruct The small PA Company employees/Sub Contractors to undertake any action that may represent a risk to their safety or the safety of others as they have a duty to ensure that so far as is reasonably practicable the site is safe and without risk to the health and safety of those who work there.

Responsibilities

The overall and final responsibility for health and safety at The small PA Company is that of the appointed Health & Safety Officer. The responsibility for the The small PA Company Health and Safety Policy being carried out whilst The small PA Company employees/Sub Contractors are working on site rests with their appointed Health and Safety Officer for the individual event or in his absence, his deputy who would be the most senior member of staff present at the time.

All The small PA Company employees/Sub Contractors have a responsibility to cooperate with management and any appointed supervisors to achieve a healthy and safe work place and to take reasonable care of themselves and others. The small PA Company should ensure that employees/Sub Contractors are familiar with the contents of the Company's Risk Assessment section of this document and are encouraged to keep safety in mind at all time.

The appointed Health and Safety Officer or in his absence his deputy, has the authority of The small PA Company to halt any work that appears to give rise to a safety problem until the problem has been corrected.

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On Site Conduct cont.

Responsibilities cont.

The appointed Health and Safety Officer, or in his absence his deputy, will act as evacuation officer if required.

Whenever an The small PA Company employee/Sub Contractor or management notice a health and safety problem which they are unable to correct they should report it immediately to their appointed Health and Safety Officer or his deputy.

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Safe Working Procedures

The small PA Company is dedicated to delivering the best possible service to clients, whilst ensuring that safe working practices and procedures are always applied and adhered to in order to safeguard employees/Sub Contractors, other working personnel and the general public on site at any given venue, whether indoors or outdoors.

It is therefore vital that all employees/Sub Contractors ensure that safe working procedures are adhered to whilst setting up, operating and de-rigging equipment, both in the warehouse and on site. A general Risk Assessment is available, but where specific risks need to be addressed on a particular site the appointed The small PA Company Health and Safety Officer for the event will be responsible for this Risk Assessment and any appropriate actions.

1) Safety Equipment

- i) General safety equipment e.g. hard hats, earplugs etc. will be provided by The small PA Company where appropriate for its employees. These items are located in the production cases. During set up and derig on site hard hats must always be worn in designated Hard Hat areas. All Sub Contractors should supply their own general safety equipment.
- ii) Where specialist safety equipment is required by Sub Contractors in order to carry out their specific job, e.g. safety harnesses for riggers working at heights, these must be provided, inspected and maintained by the Sub Contractors.

2) First Aid

- i) A First Aid Kit is provided in the production cases. Please report any usage so

that items can be replaced. All accidents must be reported to the Health and Safety Officer who must ensure that all incidents are recorded in the The small PA Company Accident Book.

3) Safe Work Procedures

- i) The small PA Company is dedicated to carrying out each operation involved in company business in a safe manner. If any person is unsure of the correct or safe procedure in any given circumstance, then it is the responsibility of that person to ask the Safety Officer or a representative of The small PA Company how he should proceed. Never assume that a new task is safe. If in doubt ask.

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Safe Working Procedures cont.

3) Safe Work Procedures cont.

- ii) All safety equipment necessary for each job must be worn at all times. It is the responsibility of the individual employee/Sub Contractor to ensure that he follows safe working practices. This is particularly important where any individual is working at heights. Harnesses should be worn, fastened and clipped on where appropriate at all times.
- iii) With specific regard to working at heights all employees/Sub Contractors should note the following rules:
 - Never climb unless specifically requested to do so by a representative of The small PA Company.
 - You have the right to refuse to climb.
 - Never climb alone always have a ground support person.
 - Always use a harness, and clip it on, where appropriate.
 - Never climb if you have consumed alcohol or taken drugs.
- iv) Nobody should ever attempt to undertake a task requiring qualifications if they are unqualified in that area (e.g. fork lift truck driving). If in doubt on this point please ask.
- v) All plant and equipment should be regularly maintained and inspected, and certificated where required.

4) Driving

Anyone asked to drive on behalf of The small PA Company- either in a company vehicle ,their own vehicle or a hired vehicle, should always observe the following:

- i) Always drive within the speed limit.
- ii) Never drive if you have consumed alcohol or taken drugs.
- iii) Observe road conditions and drive accordingly.
- iv) Park all vehicles safely and in a place allowed by law.
- v) If transporting equipment always ensure that the truck is locked and backed up to a wall if left loaded and unattended.

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Safe Working Procedures cont.

4) Driving cont.

- vi) If responsible for transporting equipment in a van or truck ensure that the load is safe and that cases are off wheels for carriage, use strapping or bars for loading if required. If in doubt ask.

Never drive if not licenced to do so as this is not only illegal, but would invalidate any insurance policy

5) Noise

During performances noise levels may reach measurements in excess of the statutory action level of 85dB and above. Ear plugs are provided in production cases and should be worn. It is the responsibility of each individual employee/Sub Contractors to protect himself in these circumstances. Signs are to be placed within the stage area where appropriate.

6) Manual Handling

The work will involve some manual handling. Each individual employee/Sub Contractor must be aware of the safe lifting procedure.

- i) They have the right to refuse to lift heavy items or equipment.

They should always ask for help to avoid injury. It in doubt ask.

- iiii Manual handling leaflets showing the correct procedure for lifting items are available for perusal. Please ask the appointed Health and Safety Officer for their location.

7) Insurance

- i) The small PA Company carries £5M Public Liability insurance which covers the general public and direct employees in case of accident or injury.
- ii) The small PA Company is not responsible for insurance for any Sub Contractor. All insurances e.g. Medical, travel and accident insurance must be provided by the Sub Contractor.

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Safe Working Procedures cont.

8) Insurance cont.

- iii) The small PA Company reserves the right to insist that travel (including medical cover outside the UK) is provided by Sub Contractors where work outside the UK is involved. Any Sub Contractor found not to be insured in these circumstances may be refused further contracts and the current work period may be revoked instantly if they are found not to be insured in this way.

9) Safe Storage of Equipment

- i) All employees and Sub Contractors will ensure that the offices, warehouse and any premises/Site is kept as clean and tidy as possible.
- ii) All equipment and storage units will be secured in a manner that is not going to collapse or pose any danger at a later date to employees/Sub Contractors or the general public.
- iii) All gangways and fire exits are to remain free from obstructions.
- iv) All hazardous substances will be stored, used and disposed of as advised by the Control of Substances Hazardous to Health Regulations 1994 (COSHH).

10) Security

Levels of security personnel required for each event will be agreed between the Client, the security company and the premises/site owner/licensing authority in accordance with the Guide to Health & Safety at Pop Concerts.

- i) The small PA Company management, employees/Subcontractors will display relevant security passes as required and respect any levels of security or area access restrictions.
- ii) Any breach of security must be reported to the management at once.

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Safe Working Procedures cont.

11) Other

- i) Full co-operation is to be given to provision of Health and Safety requirements of representatives of local government or other authorities and all site inspection required by these officers.
- ii) All work will be carried out, when practicable, in ways which will minimize any damage to the natural environment and wild life. Premises/sites will be left in good order and cleared of all working litter and debris.

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Sub Contractors

All Sub Contractors have the responsibility to protect and ensure the health and safety of themselves and all their employees. Furthermore, Sub Contractors shall not, through any action, endanger the health and safety of The small PA Company clients, management and employees, or members of the public.

Failure to co-operate or to comply with reasonable procedures or requests, with regard to health and safety, may result in a breach of contract and termination of all work carried out by the contractor with no financial claim against The small PA Company

All Sub Contractors are expected to conform to the Site's Health & Safety procedures and requested if appropriate to supply the following:

1. Health & Safety Policy
2. Safe Systems of Work
3. Risk Assessment
4. Details of a current Public Liability Insurance Policy
5. Relevant PAT certificate for all electrical equipment
6. All technical drawings, calculations, data etc.

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Method Statement

As The small PA Company work covers a very wide spectrum of activities. It is not practicable to give a detailed Method Statement in this document that will cover every eventuality. It is the client's responsibility to ensure that there is a Method Statement for their event.

In some cases The small PA Company may be employed to produce a Method Statement and this would be treated as a separate document which would form a part of the specific Health and Safety document for that event.

The Outline of our Method Statement is:

- 1) To obtain the brief from the client bearing in mind all the aspects of Health and Safety.
- 2) To fulfill the clients' requirements within the parameters described in this policy.
- 3) To draw the clients' attention to any aspects of their brief which may contravene

health and safety standards.

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Risk Assessment

On Site

This risk assessment for The small PA Company is based on the company's own experience plus the experience of our clients and also considering relevant chapters of the guide to Health and Welfare at Pop Concerts and similar Events. It aims to identify the main areas of risk that may be involved where employees and Sub Contractors are working on site erecting the site infrastructure as required by the client.

- 1) **Risk relating to the use of forklift trucks for unloading and moving equipment around the site.**
 - i) The small PA Company employees/Sub Contractors are only allowed to use forklift trucks if they have had the correct training and therefore have the certification to prove it.

- ii) The forklift truck will be inspected when it arrives on site and any defects will be reported to the provider.
 - iii) The nominated driver will be responsible for its routine inspection and maintenance on site.
 - iv) Forklift truck movements will be kept to a minimum in working areas where people are working.
 - v) All personnel will be kept at a safe distance from a forklift truck when loading or unloading, especially when loads are being lifted.
- 2) **Risk relating to exposure to extreme weather conditions when employees/Sub Contractors are expected to work outside for long periods of time.**
- i) The small PA Company employees/Sub Contractors will have the appropriate protection and be aware that should conditions become exceptionally adverse, such as lightning and very high winds, they will stop operations.
- 3) **Risk relating to manual lifting or moving of materials or equipment.**
- i) The small PA Company employees/Sub Contractors are made aware of the risks involved in manual lifting and are instructed in the correct procedure when lifting.
 - ii) Steel toe capped boots should be worn to reduce the likelihood of injury.
 - iii) Hard hats should also be worn if materials are to be moved or lifted above head height.

Risk Assessment cont.

Risks relating to those working at different heights.

- i) The small PA Company employees/Sub Contractors may carry out tasks of an aerial nature and therefore anyone working at a lower level will accordingly protect themselves with the correct head equipment (hard hats).

Risks during loading and unloading of trucks.

- i) An area should be designated and marked as a loading/unloading area and the general public prevented from entering until operations have finished.

- 6) **Risks related to the transportation of goods to and from a working site**
i) The small PA Company will as far as is practicable ensure that the transport utilised is regularly inspected and the appropriate maintenance is carried out as soon as any mechanical deficiency becomes apparent.
ii) Straps for fixing loads in transit on transport equipment will be sound and firmly secured.

7) **Risk relating to blocked walkways.**

- i) All designated fire exits should be kept clear to avoid and injury or tripping or crushing to the general public in the event of an evacuation.

Risk relating to noise

- i) The small PA Company will as far as is practicable ensure that ear plugs are available. The small PA Company available as noise levels at most events can reach levels in excess of the statutory action level of 85dB.
ii) All employees/Sub Contractors are to be made aware of the risk of damage to hearing especially when passing directly in front of the sound speaker stacks.
iii) Signage is to be placed in the entrance to the area directly in front of the stage advising of the danger to hearing if appropriate.

9) **Risk relating to erection and dismantling a stage structure**

- i) The area in which the stage is to be placed will be clearly marked out and all non essential personnel are to be kept clear while this is done.

Risk relating to performers, employees/Sub Contractors

- i) The stage areas are to be kept clean and tidy with all Guard rails are to be fitted on all exposed sides which high and stage limitations are to be marked with white using the stage cables taped down. are above 600mm or reflective tape.

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Risk Assessment cont.

11) **Risk relating to the use of the stage access ramps and steps.**

- i) The surface of any ramps should be of a non slip nature and be constructed at a suitable angle.
All risers and it's limitations clearly marked with white or reflective tape and

hand rails fitted as required.

12) Risk relating to the installation of mains, electrical and audio cables

All cables to be taped down or run through cable ducts or ramps.

All gangways to be bridged.

All electrical supplies to be protected with the appropriate RCD's

Electrical tests to be made at regular intervals.

PAT Certificates to be supplied

Relevant fire fighting equipment to be kept on hand.

13) Risk of heat from stage lighting systems

All lights to be isolated from the performers

No combustible material to be used.

Risk of public intrusion into the back stage area

The area is to be fenced off using suitable fencing.

Security to patrol the area

An accreditation system to be introduced and complied with.

Risk of crowd surges when artistes and guests enter or leave the back stage area

Entrances to be kept clear at all times.

Sufficient security officers available who have been trained to bring vehicle or individuals through a crowd.

Risk from use of portable generators.

The areas where the generators are to be kept should be clearly marked out.

The areas to be fenced off with no access allowed to unauthorised personnel.

iii) Only qualified electricians should be used to install the generators and all cabling.

iv) Both the cabling and generators should be checked on a regular basis.

v) Full set of fire fighting equipment should be available in the generator area.

Risk Assessment cont.

Risk relating to storage of generator fuel

The diesel fuel should only be used for generators.

Fuel to be stored in fire proof containers.

Full set of fire fighting equipment should be available in the storage area.

Risk of overcrowding in the back stage area

Ample space allocated for the number of people expected to attend.

There should be a suitable accreditation system.

Adequate security to control the number of persons allowed in the backstage area at any time.

- 19) **Risk of overcrowding directly in front of the stage.**
- i) Install a barrier between the audience and the stage.
 - ii) Adequate security should be placed between the barrier and the stage.
 - iii) Announcements should be made from the stage to the audience as required.
 - iv) A water supply should be available for the crowd.
 - v) Adequate first aid with access to this area should be available if deemed necessary.
- 20) **Risk of contamination from temporary toilets and catering facilities.**
- i) Adequate toilet facilities should be provided for the anticipated audience.
 - ii) A full compliment of attendants should be provided to ensure that the toilets are kept clean.
 - iii) Any catering area should have hand washing facilities and all catering companies should abide by the statutory requirements.

Offices

This risk assessment for The small PA Company aims to identify the main areas of risk that may be involved where employees and Sub Contractors are working in the company's offices

Risk relating to sitting at work stations

- i) To avoid the risk of back strain, head aches, eye strain and hand strain from working at a work station the employees should not sit in any one position for too long.
- ii) They should take regular breaks.
Employees should also sit in a good position for working i.e. not with a twisted upper body and with feet flat on the ground.

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Risk Assessment cont.

Risk relating to VDU Users

- i) To avoid discomfort to eyes, hands, wrists, arms, neck, shoulders and back from using a computer in the office employees should always adjust their chair so that their feet are positioned flat on the floor and eyes are the same height as the screen.

- ii) They should also take regular breaks to stretch limbs and rest eyes.

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APPENDIX 1

Suggested Site Working Procedure

This appendix outlines our standard procedure of dealing with Health and Safety at an event in which no other specific Health and Safety document exists and when such a procedure may be appropriate.

Please note that this document is merely for guide line purposes

The small PA Company will appoint their own Health and Safety Officer who will take on the responsibility of liaising with the client in all aspects of health and safety and will be responsible for:

Any Specific Risk Assessments relating to the individual premises/site's environment
Any Specific Manual Handling assessments required for the site
Any Site liaison
The location and provision for First Aid
Any Hard Hat Areas

1) Before Arrival on site

The appointed Health and Safety Officer will prepare and check the Health and Safety check-list for the site in order to familiarise himself with the local hazards and conditions of the proposed site.

2) On Arrival on Site

The appointed Health and Safety Officer will conduct an induction meeting with the crew to cover the following points:

- i) Any specially identified hazards within the working environment
- ii) Any specific clients' Health and Safety polices that apply.
- iii) Location of evacuation exits.
- iv) First Aid provision.
- w) Fire fighting equipment provision on site.
- vi) Nearest telephone for calling emergency services if required.
- vii) Nearest toilet and washing facilities.
- viii) Details of any refreshment and relaxation facilities on site.
- ix) Outline the work to be done, identifying any unusual working methods required.

APPENDIX 1 cont.

Suggested Site Working Procedure cont.

3) On Arrival on Site cont.

- x) Identifying any unusual risks specific to the job in hand and any particular steps

- x) necessary to avoid risk.
- xi) A reminder that safety of crew and others is important at all times.

4) Site Inspections

The appointed Health and Safety Officer will conduct a visual inspection of the crew's Personal Protection Equipment.

- i) At the end of the induction meeting the crew will be asked to sign an attendance form.
- ii) A number of induction meetings may need to take place as more crew arrive on site.

5) Designated Work Areas

- i) Working areas will be designated for both set-up and de-rig phases of work.
- ii) While it may be the clients' responsibility to mark out these areas and take precautions against unauthorised people entering them, the appointed Health and Safety Officer will not allow work to proceed if he believes that the marking or precautions are not adequate in the circumstances and that safety has been jeopardized. Should such a problem occur, the appointed Health & Safety Officer will try to resolve the issue with the clients representative but will not allow work to proceed until the matter is resolved.
- iii) It should be noted that there is no hard and fast rule about the extent of the precautions necessary and safety common sense must be used. For example, when working in a busy pedestrian area precautions to avoid members of the public entering a working area will need to be much more stringent than when working at a green field site.

Suggested Site Working Procedure cont.

6) Designated Work Areas cont.

- iv) The areas to be designated:
 - Unloading/loading
 - Equipment storage
 - Equipment assembly
 - Construction area
 - Generator area
 - “Hard Hat” area
 - Toilet area

- v) The designated areas may be combined so long as it is safe to do so. However, a Hard Hat area must always be clearly identified and signed.

7) Hard Hat Areas

- i) Whenever work is being carried out at or above head height from the ground, a Hard Hat area must be designated,
- ii) The Hard Hat area will be clearly marked-out as an area where hard hats must be worn.
- iii) The appointed Health and Safety Officer may designate any area that he believes reasonable in the interest of safety.
- iv) Anyone entering the designated hard hat area and not wearing a hard hat will be instructed to leave the area.
- v) The appointed Health and Safety Officer will instruct work to stop until the person leave.
- vi) Within the Hard Hat area, hard hats will be worn except in circumstances where no safety risk is created, for example when working on a stage deck prior to construction and where no other work is in progress above the stage.

8) Loading and Unloading

- i) The designated forklift driver will examine the forklift truck to ensure that it is in good working order. The forklift truck will only be used if it is deemed safe to do so. Any faults or defects will be reported to the person responsible for supplying the forklift and it will only be used once deemed safe to do so by the appointed driver. The driver will carry out the usual maintenance checks during use.
- ii) Loading and unloading will take place within the designated loading and unloading areas.
- iii) Forklift truck movements will be kept to a minimum in working areas where people are working. Personnel will be kept at a safe distance from a forklift truck when loading or unloading, especially when loads are being lifted or maneuvered at height,
- iv) Loading and unloading will be mechanised in so far as practicable to reduce the manual handling requirement.
- v) Employees/Sub Contractors should not attempt to lift or carry loads that because of their weight and awkward nature require further assistance.

9) Accidents

- i) Should an accident occur, however minor, the appointed Health and Safety Officer must be informed to ensure that the details of the accident can be recorded as required by law. In the event of the absence of the Health and Safety Officer the most senior member of staff should be informed.

10) Personal Protection Equipment

- i) Personal protection equipment will be provided by The small PA Company to all employees. Sub Contractors must supply and maintain their own Personal Protection Equipment (PPE). All PPE is inspected at the on-site induction meeting. If any employee/Sub Contractor does not have the correct equipment in good condition, the appointed Health and Safety Officer may not allow him to work in a way which poses a risk to himself or others.

Suggested Site Working Procedure cont.

10) Personal Protection Equipment cont.

- ii) The following items must be taken, when deemed appropriate, to each site in sufficient numbers for each crew member to be “kitted” appropriately.
 - Hard Hat
 - Sun Hat
 - Sun Block Cream

- iii) In addition, for aerial riggers
 - Climbing Harness
 - Climbing Hat

LIST OF HEALTH AND SAFETY PUBLICATIONS

The following publications are available at our offices:

A code of Safe Practice at Fairs: Technical Annex

HSE publications

A Guide to the Construction (Health Safety and Welfare) Regulations 1996

HSE publications

A step by Step Guide to COSHI-I assessments

HSE publications

An Introduction to Health and Safety Management for the Live Music Industry Chris Hannam/PSA Publications

COSHH The New Brief Guide for Employers

HSE publications

Damage to Hearing arising from leisure noise

MRC Institute of Hearing Research

Electrical Safety and You

HSE publications

Everyone's Guide to RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)

HSE publications

Fairgrounds and Amusement Parks: A Code of Sate Practice

HSE publications

First Aid at Work: your questions answered

HSE publications

LIST OF HEALTH AND SAFETY PUBLICATIONS cont.

General COSHH ACOP and Carcinogens ACOP and Biological Agents ACOP (1996 edition)

HSE publications

Getting to Grips with Manual Handling: a short guide for employers

HSE publications

Good Health is Good Business: employers guide

HSE publications

Guide to Health, Safety and Welfare at Pop Concerts and Similar Events

HMSO Publications

In the Driving Seat

HSE publications

Managing Contractors

HSE publications

Managing Vehicle Safety

HSE publications

at the Workplace

Manual Handling: Guidance on Regulations (1992)

HSE publications

Noise at Work: a guide for employees

HSE publications

Preventing Slips, Trips and Falls at Work

HSE publications

LIST OF HEALTH AND SAFETY PUBLICATIONS cont.

Reversing Vehicles

HSE publications

Safe Work in Confined Spaces

HSE publications

Using work equipment safely

HSE Publications

Workplace Health Safety and Welfare

HSE publications

5 Steps to Information, Instruction and Training

HSE publications

5 Steps to Risk Assessment

HSE Publications