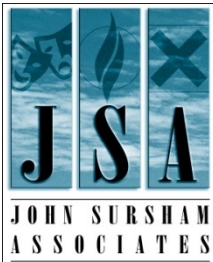


# Health and Safety Policy

---

**Revised October 2010**



Prepared for South West Group by  
**John Sursham CMIOSH**  
John Sursham Associates  
2 Yew Tree Farm  
Polesden Lacey  
DORKING  
Surrey RH5 6BE

## Introduction

- Section 1** Statement of Intent
- Section 2** Organisational Responsibilities for Health and Safety
- Section 3** Organisational Arrangements for Health and Safety
- Section 4** Compliance Arrangements

## Revision information

## Safety Information Sheets

- No1. Accident Reporting ~ statutory requirements
- No2. Risk Assessment – system
- No3. Procedures for In-Service Inspection and Testing of Portable Electrical Equipment
- No4. Working at Height
- No 5 Personal Protective Equipment
- No 6 Method Statements
- No 7 Freelance

## Introduction

This Health and Safety Policy has been prepared for the South West Group of Companies and is an interim revision of the policy issued by South West Audio in March 2003 and reviewed in December 2005 and June 2009.

In preparing the policy consideration has been given to the principals set out in the Health and Safety Executive's guidance publication HSG165 Successful Health and Safety Management.

The Policy comprises the following principal sections

**Section 1 Statement of intent** ~ outlines the company's objectives in the management of health and safety and the recognition that safety is an integral part of their activities

**Section 2 Organisational responsibilities** ~ identifies the general responsibilities of all persons working for the South West Group and those duties which are specific to individual post holders.

**Section 3 Arrangements** ~ sets out how the company will be organised to manage health and safety, for example the approach which will be adopted towards risk assessments.

**Section 4 Compliance** ~ details the arrangements which are in place to manage the company's duties under specific health and safety regulation, for example The Electricity at Work Regulations 1989 or the Lifting Operations and Lifting Equipment Regulations 1998.

**Revision information** ~ details the dates of policy revision and the principal amendments

**Safety Information Sheets** ~ To support the principal sections a number Procedures and Information Appendices provide more detailed technical information about the measures to be taken to implement sections of the policy. The Procedures and Information Appendices can be produced as required without the requirement to rewrite or revise the whole policy document

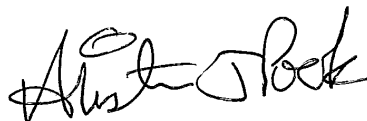
## Statement of Intent

The South West Group of companies provide a full spectrum of event management and technical services to event organisers.

In managing health and safety the Group has the following objectives:

- Ensuring compliance with the Health and Safety at Work Act 1974 and subsequent Regulations and Approved Codes of Practice which affect the company's business activities.
- To discharge the duties of the Responsible Person for fire safety at premises controlled by the South West Group.
- Providing and maintaining safe workplaces, both permanent and temporary and ensuring that access to and from the workplaces can be done in safety.
- Ensuring that any structures and electrical systems are designed and constructed in accordance with legal, venue and local authority requirements and that appropriate controls will be in place to ensure their structural stability.
- The effective management and coordination of contractors to encourage their compliance with safe working practices
- The provision and maintenance of systems of work that are safe and without risks to safety or health.
- The provision of first aid and welfare facilities.
- The provision of such information, instruction, training and supervision as is necessary to promote the health and safety of its employees.

Signed



Director

Date 10/11/2010

## Section 2

### Organisational Responsibilities for Health and Safety

#### 2.01 All employees and freelance crew

Legal reference: Health and Safety at Work Act 1974 – Sections 7 & 8  
Management of Health and Safety at Work Regulations 1999 – Regulation 14

Everyone working for, or contracted in by the South West Group is responsible for their own personal health and safety, for the safety of their colleagues and any one who may be affected by their work, including members of the public.

By law all employees and self employed subcontractors have a number of duties for their health, safety and prevention of fire, these are to:

- be familiar with the company's Health and Safety Policy and to comply with any safety instructions or procedures.
- co-operate with the company to ensure compliance with statutory duties or any other reasonable health and safety requirements.
- use properly, and not to interfere with any equipment, materials or facilities provided for use at work in the interest of health and safety.
- ensure they have received training or know how to operate any equipment, or consult their manager for instruction before attempting to use it.
- ensure when working at height they have been trained and that any protective equipment supplied is used correctly.
- report any defects or activities when working at height which presents a danger to themselves or others and not to undertake the activity until the matter has been remedied.
- be familiar with the first aid arrangements for their normal place of work and ensure that all accidents, however trivial, are reported.
- be familiar with the fire procedures, particularly with regard to evacuation, both at premises controlled by the South West Group and, where appropriate, at customer's sites.
- ensure that any hazards or dangerous practices which may affect their health and safety, or the safety of others are reported their manager.
- ensure that any personal equipment brought into the workplace is suitable for its intended purpose, well maintained and in full working order.

#### Specific Responsibilities

LEGAL REFERENCE: MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999 – REGULATION 5 & APPROVED CODE OF PRACTICE PARAGRAPH 35

The duties set out above apply to all employees working for the South West Group, in addition to these duties a number of members of the management team have specific responsibilities for safety management.

## **2.02 Alister Pook, Group Director**

The Group Director of the South West Group is responsible for:

- ensuring that health and safety systems are implemented consistently across the member companies of the group
- ensuring that record keeping systems are devised and implemented
- ensuring that staff receive induction and specialist training appropriate to their work and have access to any information relevant to their work
- ensuring that staff when appointed are capable to undertake the duties they will be expected to undertake
- ensuring that the Safety Advisor (external competent person) for the group is properly resourced and informed about the work activities of the group and any significant changes to them
- setting an example for others to follow by adopting safe working practices and when appropriate using personal protective equipment
- ensuring that any major accidents are reported to the enforcing authority and brought to the attention of the company's safety advisor

## **2.03 Tim Coombs, Director, Event Electrix**

The Director of Event Electrix is responsible for:

- ensuring that health and safety systems are implemented consistently within Event Electrix
- ensuring that record keeping systems are devised and implemented, including for portable electrical appliance testing
- ensuring that staff receive induction and specialist training appropriate to their work and have access to any information relevant to their work
- ensuring that staff and freelance crew when appointed are capable to undertake the duties they will be expected to carry out and maintaining records of training and competencies
- setting an example for others to follow by adopting safe working practices and when appropriate using personal protective equipment
- ensuring that any major accidents are reported to the enforcing authority and brought to the attention of the company's safety advisor
- ensuring that all electrical systems are properly designed and installed in compliance with current standards and that they are maintained in a safe condition
- ensure that adequate arrangements are in place for the testing of installed systems and that records are made verifying the safety of the installation
- ensure that when planning work sufficient time is allowed for the work to be done safely and for crew to take adequate rest periods
- ensuring that when planning projects suitable arrangements are made for the welfare of crew

## **2.04 Mark Bott, Operations Manager, South West Audio**

The Operations Manager for South West Audio is responsible for the day to day management of the company and overseeing the planning and design of projects. The Operations Manager is responsible for:

- ensuring that health and safety systems are implemented consistently within South West Audio

- ensuring that record keeping systems are devised and implemented, including for portable electrical appliance testing
- ensuring that staff receive induction and specialist training appropriate to their work and have access to any information relevant to their work
- ensuring that staff and freelance crew when appointed are capable to undertake the duties they will be expected to carry out and maintaining records of training and competencies
- setting an example for others to follow by adopting safe working practices and when appropriate using personal protective equipment
- ensuring that any major accidents are reported to the enforcing authority and brought to the attention of the company's safety advisor
- ensuring that all electrical systems are properly designed and installed in compliance with current standards and that they are maintained in a safe condition
- ensure that adequate arrangements are in place for the testing of installed systems and that records are made verifying the safety of the installation
- ensure that when planning work sufficient time is allowed for the work to be done safely and for crew to take adequate rest periods
- ensuring that when planning projects suitable arrangements are made for the welfare of crew

### **2.05 Senior Representative on Site**

On site the work of the South West Group is very varied, as is the size of team who may be deployed. The person on site with responsibility for the supervision and monitoring of the team may, for large projects be the Group Director, the Operations Manager or the Director of Event Electrix, with small teams it may be a leading technician. Furthermore the timescale of building may mean that the onsite supervisor changes. Therefore the term Senior Representative on Site is used and means the person who is present on site and at the time responsible for the team.

On site, the Senior Representative on Site from the South West Group is specifically responsible for:

- the supervision and monitoring of the crew
- ensuring that the crew have the necessary training and competence for the work they are expected to undertake
- ensuring that the crew are properly briefed and instructed about the work they are to undertake and are informed of the emergency procedures and any venue rules which apply to their workplace
- ensuring, where appropriate, that any necessary examinations of equipment have been conducted and that when temporary installations are completed that appropriate checks are conducted and recorded
- ensuring that all operations which require work at height to be carried out are planned properly in so as to reduce the work required above the ground to a minimum.
- ensuring that all persons conducting any work at height are competent to do so, have received appropriate training and that any equipment supplied is inspected before use and if it is subject to the Lifting Operations and Lifting Equipment Regulations 1998 that it is accompanied by a current inspection report.
- ensuring that persons working in the vicinity of any work at height are suitably protected from falling objects.

- ensuring the cooperation between the company and any contractors with whom the company shares a workplace
- ensuring that any accidents are properly recorded and immediate assistance is provided in the event of injury

### **2.06 Competent Advice**

Legal Reference: Management of Health and Safety at Work Regulations 1999 – Regulation 7

John Sursham CMIOSH, John Sursham Associates has been appointed as the Safety Advisor to the South West Group to provide information and advice to the management of company on health and safety matters which affect their operations.

Specifically -

- providing information and advice on health and safety matters and advising on the measures which may be required to ensure the company can comply with legal requirements
- assisting the company with the preparation of risk assessments
- assisting the company with any accident investigations
- To enable the role of competent person to be properly discharged South West Group will ensure that relevant information about the company's operations is provided to the competent person.

## **Section 3**

### **Organisational Arrangements for Health and Safety**

#### **3.01 Risk Assessments**

LEGAL REFERENCE: MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999 – REGULATIONS 3 & 4 AND SCHEDULE 1,  
MANAGEMENT OF HEALTH AND SAFETY AT WORK APPROVED CODE OF PRACTICE (HSE BOOKS)

Underpinning the management of health and safety is an effective strategy for the systematic identification of risks and an assessment of the measures being taken, or are proposed, to prevent that risk causing injury.

The general requirement to undertake a risk assessment applies to all situations where there is a potential for harm to occur. Additionally they are also required under specific regulatory provisions including for fire prevention in the workplace, to control exposure to noise at work, for the use of display screen equipment and the manual handling of loads. These obligations will be addressed in the appropriate sections of these arrangements

Colloquially the terms hazard and risk in day-to-day conversation are interchangeable, in safety management they have clear and distinct definitions. Hazard is simply something that has the potential to cause harm; it can be a force like electricity, a machine, the potential for a fall from height or tripping over a loose cable. Risk is an estimation of the likelihood that harm will occur.

South West Group have developed a systematic approach to risk assessment, hazards are identified from a number of sources including workplace inspections, HSE guidance and industry publications, the manufacturers' own instructions for the use of any equipment and from the knowledge of staff who have operational experience. In developing risk assessments for electrical installations, lighting and sound etc, the experience of the designers, project managers and staff that have experience of the work activity is particularly relevant.

South West Group produce standard risk assessments for those activities which are undertaken routinely and one off assessments for major projects etc.

##### **3.01.01 Standard Assessments**

The principal work operations carried out by the South West Group are generally of a routine nature and follow the same procedures each time they are carried out. For each operation a detailed assessment will be conducted to identify hazards connected with the work, the consequential harm which could be anticipated and who this may affect. Control measures which are being taken to prevent harm, or proposed to prevent harm are then recorded with an evaluation of the effectiveness of these control measures following next, i.e. the risk assessment.

One component of a risk assessment is the identification of whether there are any specific legal requirements that relate to the operation.

In identifying the control measures required to manage hazards the company will follow the well established 'principals of prevention' placing risk avoidance, or substituting the less hazardous for the more hazardous activity ahead of personal protective equipment or provision of information such as a sign.

The findings of the risk assessment will be used to:

- develop a safe system of work which will describe the work activity and the procedures which will be adopted to carry it out together with the measures which will be applied to ensure it is carried out safely, where insufficient information is contained in the risk assessment these will be recorded as method statements
- identifying any requirements for the training of staff
- identifying any requirement for the provision of information to staff
- identifying any requirements for regular inspection or maintenance
- identifying any requirements for personal protective equipment and the standards which it should conform to.

When complete the findings of the risk assessments are available for inspection by staff or if appropriate included in a standard operating procedures or method statements. Copies of the risk assessment and any method statement will be available to clients on request.

Standard risk assessments will be reviewed if there is any reasons to suspect that they may no longer be valid, for example if an accident has occurred or if there is a change in regulations affecting the operation.

### **3.01.02 One off risk assessments for major or complex projects**

For many of the projects which South West Group are involved with the standard risk assessments are suitable and sufficient, however when the company undertakes projects which have a greater element of complexity then project specific risk assessments will be prepared.

Where South West Group are providing a full event management service for a client and the company is responsible for all aspects of the project then consideration will be given to whether risk assessment provided by the company and sub contractors are sufficient, or whether a summary event risk assessment is required.

On those occasions where the South West Group are carrying out complex projects, for instance where new equipment is being introduced then one off assessments will be developed.

## **3.02 Fire Risk Assessments**

LEGAL REFERENCE: REGULATORY REFORM (FIRE SAFETY) ORDER 2005 ARTICLE 9

All permanent workplaces under the control of the South West Group will be subjected to a fire risk assessment to determine whether sufficient has been done to reduce the likelihood of fires starting or to stop their spread. In addition the risk assessment is required to ensure that any means for extinguishing the fire, and the arrangements for the evacuation of the workplace are suitable and sufficient.

Where the Group are in control of a temporary workplace the Group will ensure that fire risks are considered and recorded and that any requirements of the venue or local authority licence are adhered to.

### **3.03 Selection and Appointment of Staff**

LEGAL REFERENCE: MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999 – INCLUDING REGULATIONS 13 & 15.  
ADDITIONALLY CLARITY IN APPOINTMENT IS REQUIRED TO AVOID ISSUES WITH THE INLAND REVENUE AND NATIONAL INSURANCE

The South West Group relies upon the services of full time staff, temporary staff on fixed duration contracts and freelance. Occasionally agency staff will be engaged and work under the direction of the company.

#### **3.03.01 Employed staff (permanent and temporary)**

The South West Group will endeavour when appointing new staff to identify the level of qualification and competence required which is appropriate to their duties and ensure that staff have the relevant qualifications.

For posts requiring a set level of qualification, the company will insist upon seeing evidence of qualification and the details will be recorded. Where considered appropriate external verification will be arranged.

All staff recruited for site work must be in good health and have a level of fitness sufficient for their required duties. As much of the installation work involves working from ladders or from height the company will ascertain to the best of their ability that the candidates are not concerned by working above ground level.

Nominally freelance staff who do not pass the test of being truly freelance (as set out below in section 3. ) will be considered as temporary employed staff and the company's arrangements for the health and safety of their own staff will apply equally.

The company will ensure that any temporary staff employed by South West Group are given proper induction training which will include an explanation of the emergency procedures, the workplace, the work which they are required to carry out and any hazards/risks associated with the work. Also at the induction any prohibitions, for example the use of equipment such as lift trucks or other machinery, will be explained.

Temporary staff will be provided with personal protective equipment which will remain the property of the company and will be returned by the person on leaving the company's employment. Depending upon the circumstances the company may consider it appropriate to re-issue the equipment provided that it is in good condition and steps have been taken to clean and if necessary disinfect the items.

The company will retain a record of the delivery of induction training and the topics which were covered. A record will also be maintained of personal protective equipment issued.

#### **3.03.02 Freelance personnel**

The company relies upon the services of freelance crew to assist with installation work. When engaging the services of truly freelance crew the company will check and record that they have in place public liability insurance, provide all their own tools and equipment, safety equipment and they are responsible for paying their own National Insurance contributions and tax. Additionally they should not be reliant upon one employer for the majority of their income. Payment to freelance crew should be on the basis of an invoice.

The criteria for the selection of freelance crew follows the same principals as for permanent staff with the additional checks on the freelance nature of their operations.

Freelance workers are effectively contractors and therefore South West Group will ensure that they are informed of the risks relating to the company's operations, and in turn South West Group should where appropriate request risk assessments and method statements from freelance personnel.

Before starting work on site freelance personnel will be briefed about the planned work, the layout of the site etc., and the emergency procedures for the location.

Safety Information Sheet No 7 provides further information.

### **3.04 Training**

LEGAL REFERENCE: MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999, REGULATION 13,  
ADDITIONALLY MOST SAFETY REGULATIONS CONTAIN REQUIREMENTS FOR TRAINING.

To ensure that the group is able to deliver high standards of production and presentation it will ensure that all staff have received sufficient training to enable them to work safely and effectively.

Training will be provided initially on appointment and subsequently to ensure that skills are maintained and new practices or procedures are properly explained. Where staff take on additional or different roles they will receive further training appropriate to these duties.

All training will take place during working hours and will be paid for by the Company.

Training needs can be identified from legal obligations, operational experience and from the findings of a risk assessment which may identify the requirement to have trained staff as one of the control measures.

Records of any training provided to staff will be maintained, these will be retained for a minimum of three years after the member of staff ceases to work with the South West Group.

#### **3.04.01 Induction Training**

LEGAL REFERENCE: MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999, REGULATION 13  
MANUAL HANDLING OPERATIONS REGULATIONS 1992  
WORK AT HEIGHT REGULATIONS 2005

All new members of staff, both established and casual, will receive training in health and safety appropriate to the work they will be expected to undertake.

Training in safe working practices and procedures will be integrated with the South West Group general induction training in practices and procedures. Training will include -

- Common rules and procedures
- Equipment use and procedures for defect reporting and remedial work
- Safe working practices associated with their work
- Safe manual handling
- Work at height using ladders and stepladders (note other work at height is covered by PASMA and IPAF qualifications)
- Emergency procedures for the workplace and worksites
- Where to find safety information and guidance
- Accident reporting arrangements
- Supply and use of personal protective equipment

Records confirming that induction training has been provided will be maintained.

#### **3.04.02 Update Training**

To ensure that standards are maintained, new developments and changes to working practices etc. are properly explained to staff, short training sessions based on the 'tool box talk' principal will be provided.

#### **3.04.03 Specialist Training**

Where specialist items of equipment are used the requirement for externally provided training will be identified from the risk assessment and appropriate training will be arranged.

Where practicable training will be to a recognised standard and competence certificated.

Certification will be maintained and refresher training organised at regular intervals as required by the awarding body, for example a Powered Access Licence (or IPAF) has to be renewed every five years.

#### **3.04.04 First Aid Training**

LEGAL FIRST AID AT WORK REGULATIONS 1991 – REGULATION 3

The requirements for first aid training will be identified and the company will ensure that staff selected for first aid duties are trained to a recognised standard by an approved training organisation. Staff will be trained to either the single day 'appointed person' course, or to the full First Aid at Work standard.

Records of training will be held and refresher training organised at appropriate intervals to ensure competence is maintained.

### **3.05 Information for Employees**

LEGAL REFERENCE: MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999 – REGULATION 10  
HEALTH AND SAFETY (CONSULTATION WITH EMPLOYEES) REGULATIONS 1996  
ADDITIONALLY MOST SAFETY REGULATIONS CONTAIN REQUIREMENTS FOR THE PROVISION OF INFORMATION

The company recognises the importance of ensuring that employees are properly informed about the work activities they will be undertaking, any hazards, risks and control measures associated with the work, and have access to general safety related information.

#### **3.05.01 Health and Safety Policy**

LEGAL REFERENCE: HEALTH AND SAFETY AT WORK ACT 1974 – SECTION 2(3)

All permanent members of staff will be provided with a copy of the Health and Safety Policy for South West Group.

Freelance and temporary staff will be informed and briefed on the company's Policy and a copy will be supplied to them on request.

Where requested by clients copies of the Policy will be supplied, either on paper or electronically and supported with risk assessments/method statements relevant to the proposed work.

Any revisions to the policy will be drawn to the attention of staff.

#### **3.05.02 Method statements**

Where the methods of work, control measures or precautions which are set out in a risk assessment require further clarification a method statement will be produced to describe the safe system of work the company has in place. The method statement will follow the format set out in Safety Information Sheet No 6.

Where required as a means of compiling and disseminating large amounts of information for large scale projects an Event Management Plan will be prepared.

#### **3.05.03 Emergency instructions**

LEGAL REFERENCE: MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999 – REGULATION 8

Emergency procedures for all warehouse and offices will be devised and information given to staff. Simple fire instructions will be prepared using as their basis the Fire Risk Assessment.

To ensure that staff are familiar with the actions to be taken practice evacuations will be staged regularly and recorded.

Where staff from South West Group are working in permanent venues under the control of other employers the Senior Representative on Site will ensure that the crew is informed of the emergency instructions for that venue and know what to do in an emergency.

#### **3.05.04 Signs**

LEGAL REFERENCE: SAFETY SIGNS AND SIGNALS REGULATIONS 1996

Where the need for warning or safety signs has been identified by a risk assessment or from a workplace inspection they will be provided which comply with appropriate standards and format.

Signs provided for safety purposes will display appropriate pictograms and be coloured according to established convention, i.e. – Red - prohibition, danger, fire fighting, Yellow - warning, Blue – mandatory Green - emergency escape, first aid, safe condition.

### **3.05.05 Guidance information**

The Group's Safety advisor will assist with the identification and assembly of guidance material which will be available to staff as a source of information to assist identifying the measures they should take to develop safe working. Appropriate information includes Health and Safety Executive Guidance publications, British Standards, manufacturer's instructions and trade publications.

### **3.06 Consultation with Employees**

LEGAL REFERENCE: HEALTH AND SAFETY (CONSULTATION WITH EMPLOYEES) REGULATIONS 1996

Employees of the company will be involved with the development, implementation and continuing development of good health and safety practice.

Informal team meetings are regularly held and these provide the means by which staff can be consulted on safety issues.

Operational staff are closely involved in the risk assessment procedures and have an opportunity to contribute to the development of safe working practices and method statements.

### **3.07 Accidents**

Arrangements will be developed by the company to ensure that in the event of an accident that appropriate first aid is provided to any injured persons and that the details are properly recorded, the circumstances investigated and any remedial actions identified.

#### **3.07.01 Accident Recording**

LEGAL REFERENCE: SOCIAL SECURITY ACT 1975

All accidents to members of staff will be recorded in the accident book for the company. From May 2003 the company has recorded accidents using the revised Accident Book (B150). All former accident books are numbered and retained.

The revised format of the Accident Book requires that information is entered onto a form which when completed will be detached from the pad and passed to the office for secure filing. On the counterfoil of the form a reference for the accident report will be made so that in the event of any investigation an audit trail will have been established.

At the time of the accident the person with responsibility for the workplace will ensure that details are properly recorded, in particular the name of any injured person and any witnesses to the incident along with a note of what appeared to have occurred. If possible photographs should also be taken.

Accidents which result in injuries to client's employees or to contractors staff will be recorded in the Accident Book, this is for information purposes only and is not a substitute for their employers' responsibilities to record accidents.

Where accidents occur on third party premises the company will comply with any local requirements for recording.

#### **3.07.02 Statutory Reporting of Accidents**

LEGAL REFERENCE: REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURANCES REGULATIONS 1995

Legal requirements, set out in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 certain categories of accident have to be reported to the enforcing authorities.

In summary all accidents which involve death, major injuries (including fractures) and accidents at work which require the person to be off work for three days. In addition any accident which involves a member of the public who is taken directly from the scene to hospital must be reported.

Responsibility for reporting accidents and liaison with the enforcing authorities is a duty of the Director with support from the Group's Safety Advisor.

### **3.07.03 Accident Investigation**

For many minor accidents the compiling the information to complete the accident book is sufficient investigation to enable the causes to be identified. Further investigation will be carried out into the factors which contributed to more significant accidents and whether there are lessons which could be learned to prevent a recurrence. In determining the significance of an accident not only is the extent of the injury be a factor, but the potential for greater harm may be considered.

An accident may be an indication that the control measures specified in a risk assessment may have failed and therefore the assessment should be reviewed in accordance with best practice to identify whether additional precautions are required.

All accidents which are reportable to under RIDDOR 95 will be thoroughly investigated and a report completed. In most instances the investigation should be undertaken by the company's External Advisor.

## **3.08 Statutory Inspection of Plant**

LEGAL REFERENCE: LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS 1998 – REGULATION 9

By law certain items of equipment has to be examined regularly to ensure that it has not been damaged or components have become dangerously worn. Items which are subject to such examinations are those where the consequences of failure are liable to be sudden and catastrophic and include lifting equipment, pressure systems and amusement devices. The principal category of equipment used by the South West Group which requires routine examination are items of lifting equipment, generally hoists used for raising truss assemblies into place, and powered plant, including cherry pickers, fork lift trucks and telehandlers.

On delivery new lifting equipment should be accompanied by documentation confirming that it has been tested and examined. The South West Group will ensure that these documents are retained and are available for inspection whilst the equipment is in their possession.

Regular, routine examination of all lifting equipment and accessories will be undertaken on an annual basis by an external competent person appointed to undertake this work. Included are hoists, spansets, steels and sections of truss used as parting of a lifting assembly.

Records of examination will be retained on file for a period of at least three years. As part of the examination procedure defects may be identified and reports submitted by the inspecting body. These records will also be maintained for a period of three years, together with evidence that any repairs specified have been carried out.

The period between each examination is six monthly if the equipment is used to lift people, otherwise at not more than twelve monthly intervals.

Where equipment is dry-hired for use by South West Group's staff, the equipment should be accompanied by evidence of its most recent examination. In circumstances where the company's equipment is hired out then evidence of examination will accompany it.

### **3.09 Monitoring of Health and Safety Arrangements**

LEGAL REFERENCE: MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999 – REGULATION 5

As part of their routine supervision of staff the management of South West Group will monitor operations to ensure compliance with the company's procedures and good practice. Walk through inspections of the company's workplaces will be carried out regularly to ensure that the standards of housekeeping are maintained and operations are being carried out in accordance with the company's procedures.

Operations on site will periodically inspected to ensure that they are being conducted safely and in accordance with the company's method statements.

### **3.10 Record keeping**

The Group will ensure good record keeping systems are maintained. Records are required for many purposes including:

- demonstrating compliance with statutory requirements
- facilitating effective planning and allocation of resources
- enabling the demonstration in civil matters that the company had discharged its duty of care
- enabling the effective monitoring and auditing of the safety management system

Record keeping systems will be devised and maintained to ensure that relevant records are maintained and can be easily accessed if requested by an enforcement officer.

The following sections outline the principal records which will be maintained.

#### **3.10.01 Risk Assessments**

LEGAL REFERENCE: MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999 REGULATION 3

Risk assessments will be recorded in writing and retained for a minimum of three years from the time of the preparation.

Standard risk assessments will be reviewed to ensure they remain current and the control measures remain effective.

### **3.10.02 Temporary installations**

LEGAL REFERENCE: BS7909:2008 CODE OF PRACTICE FOR TEMPORARY ELECTRICAL SYSTEMS FOR ENTERTAINMENT AND RELATED PURPOSES

Before any temporary electrical installation is brought into use it will be checked to ensure that it has been properly installed and relevant tests have been made. A record will be made of this inspection and retained for three years.

### **3.10.03 Fire Precautions**

LEGAL REFERENCE: REGULATORY REFORM (FIRE SAFETY) ORDER 2005

To demonstrate that regular testing and inspection procedures are in place and working, records will be maintained for the following:

- Weekly tests of fire alarm systems (where alarms are installed)
- Maintenance inspection and repair records
- Practice evacuations
- Staff training records

### **3.10.04 Log books**

LEGAL REFERENCE: PROVISION AND USE OF WORK EQUIPMENT REGULATIONS 1998 – REGULATION 5

Log books will be kept for items of work equipment where safety could be seriously degraded by a lack of maintenance. Log books will identify the equipment, the work done, the date and who undertook any repair.

An number of items of equipment require a log book to be maintained, these include fork lift trucks and electric hoists.

### **3.10.05 Equipment inspections**

Work equipment where the consequence of a failure could result in serious injury will be inspected regularly and the inspection recorded. Equipment which would be expected to be subject to regular inspection includes ladders and stepladders.

Structural items, for example trussing components, are visually inspected each time they are used and obvious defects identified. Regular, annual and detailed inspections of these components will be undertaken to identify any cracks, deformation, wear or corrosion which may not be identified during 'in use' visual inspections. These inspections will be recorded.

## **3.11 Auditing of Health and Safety Arrangements**

LEGAL REFERENCE: MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999 – REGULATION 5

External auditing of the health and safety system will be undertaken on a two yearly cycle. The purpose of ascertaining information on the efficiency, effectiveness and reliability of the health and safety management system.

## **3.12 Health and Safety Policy**

In accordance with the requirements of Section 2(3) of the Health and Safety at Work Act 1974 the Health and Safety Policy of South West Group will be revised from time to time. These revisions will be undertaken:

when there are substantial changes in regulation which affect South West Group operations

on the incorporation of a new business into the Company Structure

if new businesses operations are developed

if the findings of a future health and safety audit identifies weaknesses in the existing policy.

## Part 4

### Compliance Arrangements

#### 4.01 Work Equipment

LEGAL REFERENCE	PROVISION AND USE OF WORK EQUIPMENT REGULATIONS 1998
	SAFE USE OF WORK EQUIPMENT APPROVED CODE OF PRACTICE L22 1998 (HSE BOOKS)
	SAFE USE OF WOODWORKING MACHINERY APPROVED CODE OF PRACTICE L1141998 (HSE BOOKS)
	RIDER OPERATED LIFT TRUCKS – OPERATOR TRAINING APPROVED CODE OF PRACTICE COP 26 1988
	SAFETY IN WORKING WITH LIFT TRUCKS HSG6 2000 (HSE BOOKS)

South West Group will ensure that any equipment used at work is suitable for the purpose for which it is to be used and this applies equally to equipment owned by the company, hired, or brought into the workplace by employees.

Before purchasing new equipment a risk assessment will be undertaken to ensure that it can be used in safety and that any risks from its operation can be identified and control measures, be they training, maintenance, or personal protective equipment can be specified. The risk assessment will also enable method statements to be prepared and staff instructed in its safe operation.

All work equipment will be maintained in good repair and any items which are supplied in the interests of safety will not be removed or disabled. Controls and emergency stops will be clearly marked and their operation checked regularly. The requirement for maintenance and the intervals between inspection and repair will be identified in the risk assessment.

For high risk equipment, for example fork lift trucks and electric hoists, log books will be maintained detailing any maintenance work. Other high risk equipment which may not require maintenance, but its integrity is essential to its safety (for example ladders and sections of trussing) will be inspected regularly and a record kept. Where equipment is required to be inspected the person undertaking this inspection will have sufficient knowledge of the equipment and likely defects to enable its safety to be confirmed.

Temporary installations will be inspected before being brought into use to ensure they have been correctly installed and pose no risks to the user. Checklists will be developed and will provide the basis of the inspection. Where installations are installed for a period of time regular checks will be made to ensure that there has been no deterioration or changes which might affect its safety.

Equipment use will be restricted to those employees who have been trained in its correct operation, for much of the equipment this will be covered during their induction training or have formed part of a formal training scheme.

Specialist training will be provided for more complex equipment and this will be recorded. For those items where there is a requirement for refresher training this will be arranged as required. Training will be provided for operators when new equipment is introduced into the workplace.

Where equipment is brought into the workplace by employees the Company is responsible for ensuring it is suitable for its intended use, in good condition and used properly. There is also a similar duty on the employee to maintain their own equipment in good working order.



## **4.02 Lifting Equipment and Lifting Operations**

LEGAL REFERENCE      LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS 1998  
SAFE USE OF LIFTING EQUIPMENT APPROVED CODE OF PRACTICE L113 1998 (HSE BOOKS)

Lifting equipment is used extensively either for the mechanical handling of loads or for lifting trusses and similar temporary installations into place.

Where lifting operations are required South West Group will ensure that operators have sufficient training and knowledge of the proposed work to enable them to plan and conduct the work in safety. All lifting operations will be conducted under the control of a 'competent person' and where complex lifts are undertaken the lift will be planned in advance and the method to be used recorded.

In some circumstances, for example, the use of fork lift trucks, or 'cherry pickers' operators will be restricted to persons holding licences issued by an accredited organisation.

Lifting operations will be planned to ensure that loads are within the safe working limits of the equipment being used and that any supporting structures are suitable for the proposed loadings. Safe working loads will be marked on components.

All lifting equipment and accessories are subject to regular examination by a competent person and the results recorded. In the case of lifting equipment which is used to lift people the interval between examinations will be not more than six months, whilst for all other lifting equipment the examination period will be not greater than twelve months.

Records of inspection will be held for a minimum of two years along with any maintenance records. For larger items of lifting equipment, for example hoists and slings, the original test certification will be retained whilst the equipment is under the control of the company. When smaller items of equipment are purchased, for example shackles, they will be accompanied by a Certificate of Conformity which will also be retained by the company.

Where the company hires in lifting equipment it will make checks to ensure that it is, when received accompanied by the certificate confirming the date of its most recent thorough examination.

Similarly when lifting equipment leaves the South West Group on hire or loan to another company it will be accompanied by its examination report.

## **4.03 Work at Height**

LEGAL REFERENCE :      WORK AT HEIGHT REGULATIONS 2005

The company will ensure that arrangements for working at height meet the requirements of the Work at Height Regulations 2005.

Wherever practicable the company will avoid working at height, however when this cannot be prevented the company will introduce measures which will reduce the risks and follow the hierarchy of measures set out in the Regulations.

In many instances equipment (stage elements, trussing, lamps suspensions etc) can be assembled on the ground and then lifted into position.

If work cannot be avoided then measures will be put in place to reduce the likelihood of a fall by specifying mobile elevated work platforms where reasonably practical, if they are not available or cannot get to the areas where long term work is to be carried out then a mobile tower scaffold may be erected.

For short duration work where there is no practical alternative available work will be done from ladders or step ladders.

Ladders are marked with SWA or SWG identification marks and numbered. Routine six monthly thorough inspections will be recorded and in service inspections carried out at the start of each project or if the ladder is subject to an incident likely to cause damage.

All personnel who are engaged to work aloft will be trained, and where mechanical plant is involved be holders of appropriate licences, Powered Access Licence for Mobile Elevated Work Platforms and Fork Lift Truck licences for use with Man Cages.

Towers will only be erected by personnel holding PASMA (Prefabricated Access Scaffold Manufacturer's Association) competence cards.

Appropriate Personal Protective Equipment including harnesses will be supplied to all personnel working aloft.

#### **4.04 Workplace**

LEGAL REFERENCE: THE WORKPLACE (HEALTH SAFETY AND WELFARE) REGULATIONS 1992 (AS AMENDED)  
THE WORKPLACE (HEALTH SAFETY AND WELFARE) REGULATIONS 1992 (AS AMENDED) APPROVED CODE OF PRACTICE L24 1998

The South West Group carry out work in a variety of workplaces ranging from purpose offices, to open fields and public venues. The company will ensure that all workplaces which are under its control are managed safely. When working on premises which are not under the control of South West Group, the company will work with those in control to ensure that adequate levels of provision are made for their staff.

##### **4.04.01 Permanent premises**

At each of the Group's permanent premises sufficient space will be provided for the work activities which are being undertaken.

Workplaces will be maintained in good condition, cleaned regularly and waste materials removed.

Adequate heating will be provided to ensure that temperatures are appropriate for the work being carried out. In offices and other work areas where the work is of a sedentary nature the temperature will be maintained above the minimum of 16 degrees Celsius. Where the workplace is primarily used for storage and it is impracticable to heat then lower temperatures will be permitted provided that staff working in these areas have either local heating or access to a warm area.

Lighting will be provided to all workplaces and will be suitable and sufficient for the work being carried out. In rooms where display screen equipment is in use the light will be suitable for this work and should not cause unnecessary glare or reflections from monitor screens or desks. Exterior lighting will also be provided to area used for the loading of vehicles after dark.

All workplaces have an adequate level of provision of toilets and hand washing facilities, these are maintained, cleaned and properly stocked with disposable items. An adequate supply of wholesome drinking water is also be freely available. Kettles and cooking equipment will be provided to enable staff to make hot drinks and heat food.

Where it necessary for reasons of health and safety restrooms will be provided for staff to take breaks away from their work area, in the case of offices no special arrangements will be made, but in workshops and warehouses separate provision will be considered particularly where workplaces are used for storage and may only be partially heated.

Access and egress to each location will be maintained in good condition and free from hazards, where premises are shared the company will cooperate with the landlord and other employers to ensure access (and fire evacuation) routes are kept clear and defects reported.

Where vehicles have access to any workplace a risk assessment of their movement will be undertaken to identify how they can move safely and the risk of collision with other vehicles or people can be minimized. Where fork lift trucks are in operation a more detailed risk assessment will be carried out to ensure the safety of trucks and their operators.

#### **4.04.02 Temporary workplaces**

A considerable amount of the company's operations are conducted in temporary workplaces which can include as diverse locations as temporary stages in public parks or fields, to well known national concert halls or broadcast studios.

Each temporary workplace is different and the range of facilities which are available on site vary considerably. In so far as is reasonably practicable company will endeavour to provide a satisfactory workplace with regards to the matters which are under its control.

When working in built venues the company will cooperate with the venue management to ensure that both organisations are able to meet their statutory obligations for providing a safe workplace. In advance of working at a venue South West Group will enquire from the venue management information about any hazards or restrictions which might affect the work of the company. In turn South West Group will inform the venue management of any hazards relating to their operations.

When working at temporary locations the company will endeavour to provide their staff with a safe working environment and will cooperate with other employers to ensure that this can be achieved.

### **4.05 Fire Precautions**

LEGAL REFERENCE: REGULATORY REFORM (FIRE SAFETY) ORDER 2005

#### **4.05.01 Permanent locations**

Fire precautions, including, as appropriate the provision of fire extinguishers, signs, alarms, and escape lighting will be provided and maintained in good working order. Where required regular maintenance will be undertaken by competent contractors.

Emergency procedures will be devised for each fixed location so that in the event of a fire the premises can be evacuated safely and quickly. Arrangements will also be made to ensure the prompt summoning of the Fire Service.

Alarms will be tested regularly and fire extinguishers checked to ensure they are in the correct position and have not been discharged. Fire evacuation arrangements will be tested twice annually. Written records will be maintained.

For each location a fire risk assessment will be conducted to ensure that the arrangements which are in place are appropriate to the location and that procedures are working satisfactorily. Where issued, the conditions attached to any Fire Certificates will be the basis of the risk assessment.

#### **4.04.02 Temporary venues**

Much of the work of the company is undertaken at premises which are temporary, either under the control of the venue's management, or where South West Group is directly responsible for the venue and the control of the work activities.

Where the venue is under the control of another employer the company will work with that employer to ensure that they are able to meet their statutory obligations for fire precautions and emergency evacuation. Any venue rules, for example prohibitions on smoking, will be applied and any instructions for evacuation will be complied with.

Where the temporary venue is controlled by the Company a fire risk assessment will be conducted to ensure that any risks of fire are identified and controlled.

Many of the events which are organised by South West Group are open to the general public and fall within the requirements for a license issued under the Licensing Act 2003 and therefore fire precautions will be guided by the local Fire Service. Where non-licenced events are held the company will ensure that the fire precautions meet at least the same standard as those required for public events

### **4.06 Electrical Systems**

LEGAL REFERENCE: THE ELECTRICITY AT WORK REGULATIONS 1989

MEMORANDUM OF GUIDANCE ON THE ELECTRICITY AT WORK REGULATIONS 1989 (HSE BOOKS)

BS7671:2008 REQUIREMENTS FOR ELECTRICAL INSTALLATIONS (17TH EDITION) (BRITISH STANDARDS INSTITUTION)

BS7909:2008 CODE OF PRACTICE FOR TEMPORARY ELECTRICAL SYSTEMS FOR ENTERTAINMENT AND RELATED

PURPOSES

Electrical systems present a potential risk from fire and shock. All electrical systems (including equipment and lighting) will be selected so as to be fit for its intended purpose, properly constructed and maintained.

As all electrical systems can deteriorate over time through fair wear and tear, good inspection and test procedures enables an employer to identify any degradation before it presents a significant hazard to people using it.

#### **4.06.01 Permanent wiring installations**

Fixed wiring installations in permanent buildings will be maintained in a safe condition and damaged equipment etc repaired or replaced. Any modifications or additional circuits will be properly designed and installed in accordance with the current (17th Edition) of the Requirements for Electrical Installations (BS7671:2008). On completion the installation will be inspected and tested by a qualified electrical contractor.

Permanent wiring in all buildings will be subject to testing and inspection in compliance with the requirements of the Institution of Electrical Engineers in their guidance note 'Electrical Maintenance'. Routine checks should be conducted annually to identify any obvious defects and that switchgear is operational and every five years the system should be subjected to more detailed scrutiny possibly supplemented by testing.

#### **4.06.02 Temporary installations**

Temporary electrical installations made up from pre-wired plug and socket components are used extensively. Such temporary installations will be designed in accordance with accepted electrical principals and installations will conform to The Requirements for Electrical Installations (BS7671:2008) and in particular to the "Code of Practice for temporary electrical systems for entertainment purposes" (BS7909:2008)"

Note, at the time of this interim review a Procedure and Information Appendix dealing with the specific requirements of BS7909:2008 is to be drafted.

On completion each of the temporary installations will be inspected and signed off in compliance with the requirements of the Code of Practice. This includes a basic system description, confirmation that RCD and MCB protection is installed and functioning, that satisfactory arrangements have been made to earth the system and that equipment used in the system has been PAT tested.

#### **4.06.03 Portable equipment**

The routine inspection and testing of portable electrical appliances is undertaken to ensure that the equipment is safe and any requirements for maintenance can be identified. Testing will follow the requirements of the institution of Electrical Engineers guidance 'Code of Practice for the in-service inspection and testing of electrical equipment'.

Testing routines and the frequency of testing will be identified according to the type of equipment and its usage.

Portable appliance testing for equipment which is under the control of the company will be tested in accordance with the Code of Practice, on occasions when it is 'dry hired' to another concern all items will be tested before they are supplied.

All items of portable equipment will be clearly identified and marked to show either its last test date or when the next test is due. Records of test will be maintained and will be available for inspection within 48hrs of a request being made.

#### **4.07 Hazardous Substances**

LEGAL REFERENCE: CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002  
GENERAL COSHH ACOP L5 APPROVED CODE OF PRACTICE 2002 (HSE BOOKS)

Measures will be taken to control the exposure of staff to substances the use of which potentially can damage the health of the user or persons who may be exposed to its use.

Risk assessments will be conducted on any substances which are either defined as hazardous by the supplier, or where work processes give rise to dust and other materials which may be hazardous.

Wherever possible the use of harmful substances will be avoided, either by their elimination or by the substitution of a less hazardous substance.

If the use of the substance cannot be avoided then an assessment of the risk will be conducted to identify control measures.

Advice on control measures can be identified from the manufacturers data sheet for the product, or by reference to Health and Safety Executive Guidance Note EH40. Appropriate control measures will be identified and specified.

Personal protective equipment will be used where a residual risk of exposure remains. Personal protective equipment will be selected so as to be appropriate protection from the residual risk and suitable for the wearer. The equipment will be maintained in good condition and cleaned regularly.

Where, to control the level of exposure, local exhaust ventilation equipment is required it will be provided and subject to regular cleaning and maintenance. Examinations of the exhaust equipment will be conducted regularly at intervals of not less than 14 months by a competent inspector.

The risk assessment for hazardous substances will be recorded and staff using the substance informed of the hazards and control measures which they should take to avoid exposure.

Emergency procedures for actions to be taken in the event of any spillage or fire involving the substance will be devised.

#### **4.08 Manual Handling**

LEGAL REFERENCE: MANUAL HANDLING OPERATIONS REGULATIONS 1992

Work activities are undertaken on a wide variety of sites many of which are temporary and require materials to be delivered and moved on site. In planning projects consideration will be made of the requirements for deliveries and moving loads.

The company will work to reduce the amount of manual handling to a minimum by planning work and deliveries. Where practicable mechanical means will be used to reduce lifting and carrying, this includes using fork lift trucks where available, and equipping lorries with tail-lifts. Wheeled trolleys and containers will also be available when practicable.

Where it is not possible to eliminate manual handling, loads will be reduced to the smallest practicable weight and dimensions. Where the residual loads are bulky or heavy the company will ensure that sufficient numbers of staff are available for its safe movement.

To assist with the manual handling of awkward or heavy loads the weight and lifting points method will be marked on the equipment.

Training will be provided for staff required to lift loads and their operations will be suitably planned and supervised.

## **4.09 Display Screen Equipment**

LEGAL REFERENCE: DISPLAY SCREEN EQUIPMENT REGULATIONS 1992  
DISPLAY SCREEN EQUIPMENT WORK L26 APPROVED CODE OF PRACTICE 1992 (HSE BOOKS)

Keyboards and monitors are used extensively in support of South West Group's business activities. The prolonged use of display screen equipment presents a risk to operators from long term musculo-skeletal injuries and eyestrain which can be exacerbated by poor equipment or incorrect posture.

To reduce the risk the company will ensure that all display screen equipment supplied conforms to current standards and that workstations, including desks, seating and lighting is suitable for its intended use. Workstation equipment will be properly maintained and kept clean.

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

Work routines will be structured to enable operators to have regular breaks or other opportunities to move from their workstations to prevent long term posture related problems.

Training will be provided to users to ensure they are familiar with the precautions they should be taking to prevent harm.

Routine, regular eye tests will be made available to employees requesting them. Where the eye test identifies that glasses are required for users of display screen equipment, these will be provided by the company for this work. This is applicable only to work with Display Screens and goes not cover glasses used for other purposes.

## **4.10 Working Time**

LEGAL REFERENCE: WORKING TIME REGULATIONS 1998

It is recognised by the company that the effects of long , irregular working hours and short breaks can have detrimental affects on the health of employees and that it can contribute to accidents.

Work will be planned to ensure that employees get sufficient breaks between period of work and are not exposed to excessive working hours.

The nature of the operations of South West Group are such that staff have agreed to opt out of the restrictions on the working week and voluntarily have signed opt out agreements which they are free to cancel provided they give at least seven days notice. Copies of the opt out agreements are held at the company's offices.

Occasionally staff will work late and into the time considered to be night time (11p.m. B 6 a.m.), however this is not part of their regular work and therefore the requirements for health assessments etc are not applicable.



#### **4.11 Personal Protective Equipment**

LEGAL REFERENCE: PERSONAL PROTECTIVE EQUIPMENT REGULATIONS 1992

Personal Protective Equipment includes all items of clothing and equipment which is provided to an individual to protect them against any risks to their safety which has not be controlled by other means. It excludes items of clothing provided to present the Groups image or normal work clothing.

Personal protective equipment will be supplied by the South West Group where its use has been identified by a risk assessment. Additionally the company will provide basic protective equipment for routine daily use, e.g. footwear and gloves.

The company will ensure that the provision of personal protective equipment is supplied at no charge to the employee. On occasions when the company works with agency staff it will ensure that they have the correct protective equipment for the work they will be undertaking. The company will agree with the agency who is responsible for the supply of equipment and if necessary provide it and recharge the agency for this.

In selecting personal protective equipment the company will ensure that it provides an appropriate level of protection against the hazards which have been identified and is suitable for the user. Personal protective equipment will be supplied in conformity with appropriate British Standards and where these are not available equipment will as a minimum carry the CE mark.

Protective equipment will be maintained in a clean and efficient condition and replaced either when worn or damaged, or at intervals recommended by the manufacturer.

All persons using personal protective equipment will be instructed in its use. Employees who have equipment issued to them will be trained in the use of the equipment and any measures they should take to ensure that it is maintained in good condition and those defects which may be indicative of the need for the items to be replaced.

Items of protective equipment will be replaced by the South West Group when they no longer can provide the an appropriate level of protection either as a consequence of wear or damage.

#### **4.12 Working with Contractors**

LEGAL REFERENCE: HEALTH AND SAFETY AT WORK ACT 1974 SECTION 3  
MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999 REGULATIONS 11 & 12

Where outside organisations contract to carry out work on a site under the control of South West Group the company will take steps to ensure the contractor is competent to conduct the work safely, has insurances in place appropriate to the work being undertaken and that they are informed of any risks to their health and safety resulting either from the physical properties of the venue, or from the work conducted by South West Group.

Contractors will be requested to produce a risk assessment for their operations, and where appropriate to provide method statements describing the work and the measures they will take to ensure that any risks presented by their work activities are properly controlled.

If the risks identified in the contractor's assessment are likely to have an affect upon the on-site operations of South West Group then measures will be taken to control these risks and these measures will be recorded in the risk assessment for the project.

Where the safety of any temporary structure (eg a truss or stage) is dependent upon its proper installation South West Group will ensure that the installer provides evidence that it has been properly constructed and inspected by a competent person.

For sites under the control of South West Group the company will ensure that emergency arrangements include contractors and that the contractors principal representative on site is informed of these arrangements.

### **4.13 Agency Workers**

LEGAL REFERENCE: MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999 - REGULATIONS 11, 12 & 15

From time to time the company requires the services of temporary staff supplied by a crewing agency the company will work with the agency to ensure they are fully aware of the work which is planned and the particular competencies and qualifications which they are required.

If equipment is to be used then the Group will specify the requirements for licences or certificates of competence.

The group will ensure that agency crew have the correct protective equipment for the work they will be undertaking. The company will agree with the agency who is responsible for the supply of equipment and if necessary provide it and recharge the agency for its supply.

On site the Senior Representative on Site from the South West Group will ensure that the agency staff are properly briefed about the work they are to undertake. Where the agency supplies a crew chief the Senior Representative will ensure that they are thoroughly briefed.

Included in the information and instructions to be given to agency staff are details of:

- the work and what is to be done
- emergency procedures and how to raise the alarm
- explaining those areas where they are permitted to work and those areas they are prohibited from entering
- welfare facilities, including toilets and the arrangements for refreshments
- The Senior Representative on Site will ensure that agency crew are supervised at all times.

### **4.14 Home Working**

LEGAL REFERENCE: DISPLAY SCREEN EQUIPMENT REGULATIONS 1992 – REGULATION 2

Where it is agreed that staff will work at home the Group will ensure that it meets the legal obligations it has for employees working under these conditions. Where display screen equipment is used the responsibility includes ensuring that the workstation and chair reaches the required standard, that lighting is adequate for the work and that the display screen equipment itself conforms to requisite standards. User workplace assessments which are required under the company's safety policy will be conducted by staff working at home.

On occasions where if it is required for staff to work regularly from home for prolonged periods a full assessment of their working arrangements will be conducted to ensure that they have the appropriate skills and abilities for this work.

## **4.15 Occupational Health**

### **4.15.01 Noise at work**

LEGAL REFERENCE: CONTROL OF NOISE AT WORK REGULATIONS 2005

Where staff are exposed regularly to loud sound levels the company will ensure that action is taken to minimise the level of exposure and to monitor exposure levels.

Where practicable measures will be taken to reduce the noise at source, however for some activities, notably public address systems high sound levels are inevitable.

The risk assessment process will be used to identify control measures which will include reducing the length of time persons are exposed to noise and the provision of appropriate hearing protection.

### **4.15.02 Medical Examination**

LEGAL REFERENCE: SAFETY IN WORKING WITH LIFT TRUCKS HSG6 (HSE BOOKS)

Medical screening will be conducted for all fork lift truck operators on appointment to ensure they are fit to carry out their work without presenting risks to their own health and can operate controls safely. Subsequent medical examinations will be conducted at age 40 and then at five yearly intervals until the operator reaches age 65.

### **4.15.03 First Aid**

LEGAL REFERENCE: FIRST AID AT WORK REGULATIONS 1981  
FIRST AID AT WORK REGULATIONS 1981 APPROVED CODE OF PRACTICE 2009 (HSE BOOKS)

Provision will be made for providing adequate facilities to enable first aid to be rendered in the event of injury or illness at work.

Equipment, including first aid boxes will be provided in all permanent workplaces, on vehicles and at temporary workplaces (often covered by the vehicle kit). The equipment will be maintained in a clean condition, regularly checked and replenished.

An assessment will be made to determine the number of first aid trained staff required and the number and location of first aid kits. In the assessment account will be taken to ensure provision is sufficient to provide cover for holiday absences, visitors to the location and the nature of the work activity conducted.

First aiders will be trained to the standard currently required by the Health and Safety Executive and their competence will be maintained by regular refresher training every three years.

#### **4.15.04 Eye tests for display screen equipment**

LEGAL REFERENCE: DISPLAY SCREEN EQUIPMENT REGULATIONS 1992 - REGULATION 5

Regular users of display screen equipment can request regular eye tests paid for by the company. The tests will identify any corrective appliances which may be required to ensure they can continue to use display screen equipment without impairing their health.

#### **4.15.05 Alcohol and drugs**

South West Group endeavours to ensure that employees' use of either alcohol or drugs does not impair the safe and efficient running of the organisation or the health of its employees. Alcohol consumption during working time is not permitted unless authorisation has been given by a Director. This will normally only be given at the end of an event and then when there is no further work to be conducted.

Drivers are not be permitted to drink.

South West Group will work with individuals who may be experiencing an alcohol or drug related problem in the strictest confidence. However in cases of intoxication by alcohol, or where an employee is known, or suspected of being under the influence of non prescribed drugs they will be asked to leave the workplace for their own safety and the safety of others with whom they may be working.

#### **4.15.06 Health surveillance**

LEGAL REFERENCE: MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATION 1999 – REGULATION 6  
CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 1999 – REGULATION 11

Where a risk of ill health has been identified by a hazardous substance assessment and the assessment identifies that the health of employees who are exposed to the substance is monitored appropriate arrangements will be made for regular medical examination. The examination will be carried out either by a general practitioner or by a employment medical adviser.

Staff using materials which are identified as being potentially harmful will be encouraged to report any symptoms of ill health or skin conditions which may be associated with use of the substance.

## **Revision Information**

March 2003

New Health and Safety Policy written and issued

December 2005

Policy reviewed and revised on the incorporation of South West Audio, South West Power and South West Production Services into the South West Group.

Principal revisions

Section 2 Organisaional Responsibilities for Health and Safety

Section 3.1 Risk Assessments (clarified)

Section 4.03 Work at Height (new - Work at Height Regulations 2005)

Section 4.11 Personal Protective Equipment (revised ACOP 2005)

Section 4.13 Agency Workers (new - reflects increasing use of agency crew)

Procedures and Information - Work at Height (new - Nos 6 -11 )

Other minor corrections and amendments throughout

June 2009

Interim review of policy to update with changes in personnel.

Principal revisions

Statement of intent -inclusion of duties of responsible person for fire safety

Section 2.04 Reference to South West Production removed, section renumbered

Section 3.02 Fire Risk Assessment renumbered, formerly 3.01.04, subsequent renumbering

Section 3.04.01 Induction Training, minor revisions

Section 4.03 Work at height - minor revisions

Section 4.06 Electricity - update with 2008 editions of BS Codes of Practice

Procedures and Information No2 - Reporting requirements - revised - online reporting

January 2010

Appendix 4 Portable Appliance Testing - change to method of identifying safe equipment

April 2010

Sections 2.02 & 03 Clarification of responsibility for ensuring safe electrical systems

October 2010

Reformatted on Word

Procedures and Information Appendicies – title change to Safety Information Sheets and content reviewed.

## **Safety Information Sheet**

### **No 1 Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1995**

#### **Summary**

The Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1995 require that specified accidents and dangerous occurrences resulting from work activities are reported to the safety enforcement authorities, which for South West Group is the Environmental Health Department of local authority which covers the area where the accident occurred.

Failure to comply with regulations could lead to enforcement action being taken in addition to any action arising from the initial incident.

#### **Responsibilities for reporting**

The Managing Director for the South West Group is responsible for reporting, or ensuring that reports are made.

The Managing Director should also ensure that the company's competent person is informed and arrangements made for any investigation or preservation of evidence.

#### **Reporting**

Reports should be made either to the local enforcing authority or to the Incident Contact Centre by the 'quickest practicable means' which can either be by telephone or on line as set out below.

#### **Telephone Reporting**

If the initial report is made by telephone a record should be made which includes the date, time, name of caller and details of the event. A written report should then be submitted within 10 days using the form F2508.

Photocopies of the report form must be taken and kept with the accident report and any other documentation which may be associated with the accident.

The Incident Contact Centre can be contacted by during office hours only on 0845 300 9923 (08.30 - 17.00 hrs).

#### **On Line Reporting**

Reporting on line is the preferred method of informing the Incident Contact Centre. The Centre will pass the information to the local authority responsible for the location where the accident occurred, or for accidents occurring in premises where the HSE is the enforcement authority direct to the Regional Office.

Reports can be made via the Internet

[www.riddor.gov.uk](http://www.riddor.gov.uk)

The report form can be completed on line and it provides a step by step guide to the person completing the form.

On completion the form should be checked to ensure the information being provided is correct in so far as it is known at the time. The completed form is available as an Adobe .pdf which can then be kept on the originating computer as a record.

A paper copy of the form will be sent by the Incident Contact Centre for checking and filing, this provides an opportunity to update or revise information submitted.

Other ways of reporting:

The Incident Contact Centre can also be contacted -

- by fax            0845 300 9924 (24hrs)
- by email        riddor@natbrit.com
- by post         Incident Contact Centre  
Caerphilly Business Park  
Caerphilly CF83 3GG

## **What needs to be reported**

### **Death**

The death of any employee of the South West Group which results from an accident arising out of or in connection with their work (this includes any death up to one year from the date of any accident).

### **Major Injury**

any fracture, other than to the fingers, thumb or toes  
any amputation  
dislocation of the shoulder, hip, knee or spine  
loss of sight (whether temporary or permanent)  
a chemical burn or hot metal burn to the eye or any penetration injury to the eye  
any injury resulting from an electric shock or electrical burn (including any electrical burn caused by arcing or arcing products) leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours

### **Any other injury**

leading to hypothermia, heat-induced illness or to unconsciousness requiring resuscitation  
requiring admittance to hospital for more than 24 hours

loss of consciousness caused by asphyxia or by exposure to harmful substances either of the following conditions which result from the absorption of any substance by inhalation, ingestion, or through the skin  
acute illness requiring medical attention  
loss of consciousness

### **Over 3 day (time off work)**

Any accident connected with work (including an act of physical violence) and an employee, or a self-employed person working on your premises, suffers an over-three-day injury it must be reported. An over-3-day injury is one which is not "major" but results in the injured person being away from work OR unable to do their full range of their normal duties for more than three days.

When calculating 'more than three consecutive days' the day of the accident should not be counted, only the period after it. Any days the injured person would not normally have been expected to work, such as weekends, rest days or holidays, must be included.

Determining whether they would have been unable to do their normal range of duties for 'more than three consecutive days' may therefore involve a degree of judgement. It may be necessary to ask the injured person if they would have been able to carry out all of their duties if they had been at work..

### **Dangerous Occurrences**

Dangerous occurrences which have to be reported are those where under other circumstances there was a significant risk of injury or death. Any of the following must be reported:

#### **Lifting machinery**

The collapse of, the overturning of, or the failure of any load-bearing part of any lift or hoist; crane or derrick; mobile powered access platform; access cradle or window cleaning cradle; excavator; pile-driving frame or rig having an overall height, when operating of over 7 metres, or a fork lift truck

#### **Pressure systems**

The failure of any closed vessel (including a boiler or boiler tube) or of any associated pipework, in which the internal pressure was above or below atmospheric pressure where the failure had the potential to cause the death of any person.

#### **Overhead electricity**

Any unintentional incident in which plant or equipment either comes into contact with an uninsulated overhead electric line in which the voltage exceeds 200 volts; or causes an electrical discharge from such an electric line by coming into close proximity to it.

#### **Electrical short**

Electrical short circuit or overload attended by fire or explosion which results circuit in the stoppage of plant involved for more than 24 hours or which has the potential to cause the death of any person.

Additionally there are requirements for the reporting of dangerous occurrences associated with fairground equipment, pipelines, wells, carriage of dangerous substances by road, collapse of buildings or structures, collapse of scaffolding, exposure to biological agents, breathing apparatus, diving operations, explosives and freight containers.

#### **Cases of disease**

The regulations require that specified diseases have to be reported as well. In many disease cases these are specific to certain industrial processes or exposure to particular substances.

#### **Further information**

Further information about the reporting of diseases can be found in HSE guidance L73 AA guide to the reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995". A summary has been produced "RIDDDOR Explained" HSE31 (Rev1) HSE Books 2002 Advice on disease reporting requirements can be obtained from the local enforcing authority

## **Safety Information Sheet**

### **No 2 Risk Assessment ~ System**

#### **Introduction**

Hazard and risk are interchangeable in everyday vocabulary. Nether the less it is useful to make a conceptual distinction between a 'hazard' and a 'risk' by describing a hazard as something with the potential for harm and risk as the likelihood of that harm occurring. Simply put, a risk assessment is a careful consideration of what in a workplace may give rise to hazards and then an analysis of the likelihood and severity of any harm, taking into account any control measures which may be in place, or planned. If the risk remains high, then additional risk control measures should be specified.

Under the provisions of the Management of Health and Safety at Work Regulations 1999 a clear duty is placed on employers to undertake an assessment of the risks resulting from any of their activities which may have the potential to cause harm. The duty extends to considering the risks to their own employees, to contractors sharing the workplace, and to members of the public who may be affected by their undertaking.

The principal of risk assessment should be applied to both the routine operations carried out by the South West Group day to day and on different sites, and in the planning of new larger scale projects. In the case of established operations the purpose is to ensure that the current precautions are adequate, comply with legal standards, and are working. For future projects developing a risk assessment ensures that safety measures can be planned and developed in advance

The system of risk assessment adopted by the South West Group of companies is to use standard (also called generic) risk assessments for those activities routinely carried out, day to day and with little variation. An example of this is the installation of power distribution equipment, lighting or sound.

Some of the work operations are of an inherently low risk and present no greater potential for harm than might be expected from 'life in general' and in these circumstances no formal assessment will be recorded unless the particular circumstances increase the risk.

There is no set format for the recording of risk assessments it is for each employer to develop their own appropriate to the complexity of the their operations, but none the less the assessment should enable the effective:

- identification of any hazards which are likely to cause harm
- identification of who may be affected and the likely consequence if harm occurs
- the precautions in place
- any additional precautions which may be required
- if any changes have been made, when they were made and by whom

To ensure consistency the South West Group has adopted standard format for their risk assessments for all companies.

The following procedure describes the system in place for the assessment of risks within the South West Group and it is not a definitive guide to risk assessment. Key references are given at the end of this Procedure note and a starting point for obtaining further information can be found in the “Appropriate Standards and Guidance” paragraph below.

## **Principals of Prevention**

The current or additional control measures which are specified in the risk assessment should follow the well established (and legally enforceable) “principals of prevention” in deciding what measures should be taken. The hierarchy of measures which should be considered are:

1. if possible avoid the risk altogether, i.e. does the job have to be done? Can the work be done in another way?
2. i.e. if the job can't be avoided then evaluate these risks which cannot be avoided by carrying out a risk assessment
3. combat the risks at source, rather than taking palliative measures. If for example some steps are slippery, then treating them or replacing is better than putting up a warning sign
4. adapt the work to the individual, especially as regards to the design of the workplace, choice of work equipment, choice of working and production methods with a view to alleviating monotonous work to reduce their effect on health.
5. adapting to technical change. A good simple example is the development of power screwdrivers which have replaced the need to manually drive screws which had the inherent risk of strain injuries to wrists and hands.
6. replacing the dangerous by the less dangerous. For example of this is using a scissor lift to gain access to a guttering where in the past a ladder may have been specified
7. developing a coherent overall protection policy which covers technology, organisation of work, working conditions, social relationships and the working environment
8. giving collective protective measures priority over individual protective measures. If a piece of machinery is noisy, then investment in sound proofing is preferable to providing staff with individual hearing protection.

## **Engaging Staff**

The person who carries out a risk assessment should have sufficient knowledge of the nature of the work being carried out to make an informed judgment based on their experience and from referring to relevant guidance. It is important that the views of the people carrying out the work are considered, they know the job, and also they know any short cuts or have experience of what can go wrong.

Employees and other contractors personnel should be made aware of the risks which carrying out the work exposes them to, as importantly they need to know what is being done by way of protective and preventative measures to avoid harm, and what steps they should be taking.

The risk assessment is means by which the necessary information can be identified. Information can be provided in several ways, in simple instances a copy of the risk assessment can be provided, but for more

complex risks then further information should be provided. This can take the form of briefings to staff, notices, instructions, and training. For productions site rules are an effective means of dissemination.

## **Review**

The law requires that risk assessments are reviewed as a check to ensure that the control measures are working properly. The period for reviewing standard risk assessments at the South West Group is annually.

Additional reviews will be undertaken if it is apparent that the control measures are not working properly, i.e. following an accident, or if there are changes to regulation, equipment, or methods of work.

## **Completing the Risk assessment Form**

Risk assessments by law must be recorded in writing if more than five people are employed. Trivial risks and risks from everyday life do not need to be recorded, unless in some way the work activities exacerbate the risks.

There is no set format for recording a risk assessment it is for the employer to decide the most appropriate method for their own operations. The system adopted by the South West Group is straightforward and enables the key points to be identified and any additional actions to be specified. It is suitable for assessing both current operations and for operations which are planned for the future.

The procedures follow a logical sequence, the requirements for which are set out below.

## **Work Activity**

The first step of the assessment is to clearly identify what it is which is being assessed, it may be a complete operation or one element of a larger more complex project.

## **Version and Date**

The status of the risk assessment should be recorded whether it is a draft, the final version, or a revision. The date of the assessment should also be recorded. It is also important to ensure that risk assessments are kept up to date, therefore it may be appropriate to put in a review date if there are no changes.

## **Specific Legal Requirements**

Part of the regulatory requirements for a risk assessment is that the assessment shall “be suitable and sufficient ... for the purpose of identifying measures he needs to take to comply with the requirements and prohibitions imposed upon him by, or under the relevant statutory provisions...”

All work activities are subject to the general provisions of health and safety law, but for some activities specific regulations do apply, for example work with electricity is subject to the Electricity at Work Regulations 1989; using mechanical equipment to The Provision and Use of Work Equipment Regulations 1998; or if lifting then the Lifting Operations and Lifting Equipment Regulations 1998 are applicable. By stating the applicable legislation it demonstrates an awareness of those regulations which are applicable and the requirements and prohibitions contained within.

## Appropriate Standards and Guidance

In many examples of work activities there are recognised standards which apply to the work and provide the benchmark for employers to compare their procedures with. Recording these standards demonstrates both that the employer has knowledge of the standards and provides the risk assessor with a source of reference information.

Standards and guidance can take many forms. The Health and Safety Executive publish a range of Approved Codes of Practice and Guidance on a very wide range of topics, the British Standards Institute set standards for machinery, equipment and increasingly are involved with quality and management topics. Trade Associations produce codes of practice for their members, many of which set standards to which their members are expected to conform.

Approved Codes of Practice are published to provide more detailed guidance for employers on a specific set of regulations. Approved Codes of Practice have a special legal status, in themselves they are not legally binding, however a breach of the Code of Practice will be used to demonstrate a breach of the regulation.

Examples of appropriate standards and guidance which may be consulted when identifying control measures;

### Health and Safety Executive Publications

- Approved Code of Practice e.g. L113 Safe Use of Lifting Equipment
- Guidance publications e.g. HSG 195 The Event Safety Guide

### British Standards

- Code of Practice e.g. BS 7909:2008 Code of Practice for temporary electrical systems for entertainment and related purposes
- Standards e.g. BS 1363 13 A plugs, socket outlets and adaptors

Trade Associations produce guidance materials and organisation such as LP Gas Association or the British Lift Truck Association have published codes of practice on the use of LPG and fork lift trucks.

For risk assessments carried out for equipment use a further source of useful information about hazards, control measures and standards can be found in the manufacturer's instructions which has to accompany all new equipment.

## Associated Assessments

Risk assessments are about identifying hazards and how they may be controlled to prevent harm. It is not about generating copious amounts of paperwork and it therefore follows that if an element of a work activity has been assessed, then provided there is no significant variation in the conditions of use, then it is quite acceptable to cross reference.

By way of an example. Ladders may be used extensively for many jobs. The standard for construction is the same (BS EN 131) and the manner in which the ladder is used is identical (i.e. one out for four up,

ladders in sound condition, used for short duration work etc.), so one standard assessment would be applicable across the board wherever ladders were to be used, provided other assessments refer to it.

Where standard assessments of this kind would not be applicable would be where a ladder was used in a non standard configuration, for example where it might be used as a bridge. In this case the risks require special consideration.

## Summary

The summary box provides a space where a description of the job being assessed can be set out in greater detail, it can be used to explain the why the job is done, the equipment used and any other distinctive features. It can also be used to summarise the working procedures, in effect creating a method statement.

## What are the Hazards?

The terms hazard and risk are in conversation regularly taken to mean the same thing, for risk assessments they have specific meanings.

A hazard is defined as being “something with the potential to cause harm (this can include articles, substances, plant or machines, methods of work, the working environment and other aspects of work organisation).

What constitutes a hazard? The following list is by no means exhaustive, but it does illustrate the wide range of hazards which may be commonly found.

contact with moving machinery	contact with hand tools
contact with vehicles	fall from vehicles
overturning of vehicles	fall of person from height
collapse of floor	collapse of structure
fall of materials or objects from height	stuck by moving or flying objects
struck against fixed objects or obstructions	trips, slips or falls on the same level
lifting and manual handling	electric shock
fire or explosion	contact with hot surfaces
contact with steam or hot liquids	exposure to harmful substances
exposure to radiation	exposure to noise
exposure to vibration	strain from repetitive movements
violence	drowning
asphyxiation	hypothermia
animals	insects
pathogenic micro- organisms	

It may be appropriate to give more information on the hazard, for example “contact with vehicles’ may be expanded to ‘contact with vehicles when crossing backstage’.

Who might be harmed and how?

The risk assessment should identify who is potentially at risk of injury, it may be that only one or two people are at risk, say for example a machine operator may be the only person who is likely to get a finger trapped in a machine, whereas all members of staff and anyone else in a building could be a risk from the operation of a fork lift truck.

People who may be harmed includes not only people who are working directly for the employer but could also include a wide range of others, perhaps contractors carrying out work on the employers

behalf, agency staff working for the employer, visitors to the premises, members of the public, passengers and tenants.

It is important to identify how if an accident does occur people will be harmed. In determining how the harm will occur it is important to keep a sense of proportion, almost all accidents can result in major injuries or worse given the right combination of circumstances, but in most cases the outcome can be determined by the application of sound judgement.

### **Planned Control Measures**

Having identified the hazard, who may be harmed and what the consequences are of the hazard being realised, the next stage is to identify what is proposed to prevent harm.

Experience of many accidents suggests that the management and organisational measures taken by an employer are of equal importance to the physical measures. It is important that in the column for Control Measures equal weight is given to the organisational controls which are appropriate to work as well as to the physical control measures.

Examples of organisational control measures which might be included in a risk assessment:

- supervision – ensuring that adequate supervision is provided and the supervisor is fully briefed.
- training - ensuring that the crew have sufficient training and knowledge about the work activities
- briefing – ensuring that staff are informed about the arrangements for an individual event or installation
- competency checks – ensuring that where a work activity requires a recognised level of competence that checks are carried out on operators, for example checks on fork lift truck drivers documentation
- regular examination of plant and equipment (for example lifting equipment)
- good maintenance procedures
- inspections and signing off – on completion of an installation conducting checks and inspecting to ensure that has been properly installed and is safe

In addition to the organisational controls there are physical control measures which can be taken to prevent harm, these are often set out in regulation, in guidance for a particular procedure, in manufacturers instructions or in British or European Standards.

Examples of the physical control measures which may be identified:

- guarding of the moving parts of a machine
- barriers to prevent falls from height or to prevent access into a potentially hazardous area
- supplying personal protective equipment
- clearly marked and operational controls

### **Assessment of Risk**

A simple question underlies risk assessment “Are the controls planned adequate to control the risks or does more need to be done?” If the answer is yes, then the level of risk will have been reduced to a level as low as reasonably practicable.

If however the judgement of the assessor is that more needs to be done then the final column should identify what else is required to make the unsafe, safe.


## Signing off

The final stage of the risk assessment process is for the person undertaking the assessment to sign it off. If the assessment is being undertaken externally, or by a specialist within a company then the assessment should contain their signature, and also the signature of the person on who's behalf the risk assessment is being conducted to prove that they are aware of the assessment and its findings.

## Further Information

Risk assessments are a requirement of Regulation 3 of the Management of Health and Safety at Work Regulations 1999 and the hierarchy of control measures are set out in Regulation 4 and Schedule 1 of the Regulations. An Approved Code of Practice has been produced. This and other documents are listed below.

- Management of Health and Safety at Work - Approved Code of Practice and Guidance L21 HSE Books
- Five Steps to Risk Assessment INDG163 (revised) HSE Books
- Successful Health and Safety Management HSG165 HSE Books

			
Assessment Title			
Prepared by		Signature	
Approved by		Signature	
Assessment Status		Assessment Date	
Specific Legal Requirements		Relevant Standards and Guidance	
Associated Assessments			



Assessment Title			
Prepared by		Signature	
Approved by		Signature	
Assessment Status		Assessment Date	
Specific Legal Requirements		Relevant Standards and Guidance	
Associated Assessments			

**Introduction**

Explains the background to the job, equipment, or workplace

**General Information**


This section can include details about the job, any equipment used, who uses it, where it is used.

If used for workplace assessments, details of the premises, their size, use and any other relevant information

**Overall Assessment of Risk**

Provided the measures set out below are implemented and maintained the level of risk will be managed down to a level which is as low as reasonably practicable.

Area or Activity	Hazard	Who may be harmed and how	Planned Control Measures	Comments or Recommendations for Additional Controls

 <b>Project Risk Assessment</b>			
Event		Location	
Event Date		Assessment Title	
Build Dates		Breakdown Dates	
Prepared by		Signature	
Approved by		Signature	
Assessment Status		Assessment Date	
Specific Legal Requirements		Relevant Standards and Guidance	
Associated Assessments			

<b>Introduction</b>
Explains the background to project which is being assessed.
<b>General Information</b>
This section can include details about the venue and deliveries, about sub contractors engaged for particular operations, key risk areas, Can also be used to develop a précis of a method statement
<b>Crowd Profile and Management</b>
Information about the people attending the event, any particular risks (e.g. young people, free alcohol) and how the event will be stewarded (stewards or SIA)
<b>People with Disabilities</b>
What arrangements are being made for people with disabilities – e.g. parking, access to the premises, any viewing platforms
<b>Overall Assessment of Risk</b>
Provided the measures set out below are implemented on site the level of risk will be managed down to a level which is as low as reasonably practicable.

Area or Activity	Hazard	Who may be harmed and how	Planned Control Measures	Comments or Recommendations for Additional Controls

**Safety Information Sheet**

**No 3 Procedures for In-Service Inspection and Testing of Portable Electrical Equipment**

**Introduction**

Electrical equipment deteriorates over time. This can be as a consequence of physical damage caused by movement of cables, the loosening of securing screws, or from repeated cycles of operation.

The law, the Electricity at Work Regulations 1989 places a duty on employers to ensure that

*4(2) As may be necessary to prevent danger, all systems shall be maintained so as to prevent, so far as is reasonably practicable, such danger*

Employers can demonstrate that they have a systematic approach to maintaining electrical equipment by routinely testing the equipment and carrying out any consequential repairs to ensure its continual safety.

In the event industry there is an added incentive to ensure that equipment is in full, safe, working order as defective equipment can lead to delays with the installation of electrical systems.

Any equipment which is dry hired by the South West Group, i.e. when they are not responsible for the installation or control of the system, then the equipment must be tested before leaving the warehouse.

Equipment which is installed on site and the system remains under the control of South West Group is subject to the test arrangements set out in this Safety Information Sheet.

**Equipment Requiring Test**

All items of electrical equipment used by the South West Group as part of their operations as providers of event technical services are subject to routine in-service inspection and testing. This includes extension leads, luminaries, residual current devices, mains distribution units etc.

**Identification**

All electrical equipment has a unique identifying number which is attached permanently to it to enable it to be unambiguously identified. A register of all equipment is maintained and test results recorded against the serial number.

## **Frequency of Test**

All equipment is subject to an annual series of formal inspections and tests. Testing is normally conducted during the winter period when workloads are reduced. Equipment used in the entertainment sector is not specifically identified in the IEE code of practice but the intervals between inspection stated in the code have been adopted as the basis for the test regime.

A twelve month cycle has been adopted for the following reasons:

- the equipment has been designed and specified to meet the requirements of conditions in which it will be used
- not all equipment is in regular daily use and spends much of the year in store
- the nature of the installation work is such that visual inspections are routinely carried out as equipment is selected from the stores, deployed and collected
- on completion of an installation, the system is subject to testing to ensure safety and defective elements on equipment (for example loss of earth continuity) would be identified and rectified.
- Where cable and electrical equipment is supplied to a third party for their installation (dry-hired) then each item of equipment will be subject to additional inspection and test and the results recorded each time the item is hired out and checks carried out on its return to ensure that it has not suffered any damage.

The frequency of the intervals between checks is kept under review and if patterns of failure are observed the periods between tests will be reduced.

## **Faulty Equipment**

When an item of equipment is identified as having a fault as part of the annual inspection and test it will be removed from service, repaired in the workshop and retested before going back into use.

Where practicable equipment which is identified as being faulty will be removed from service, clearly marked and returned to the workshop for repair. Where there is a risk from unserviceable items being put back into use damaged equipment may be disabled, eg the plug removed.

In some cases it may not be practicable to remove an item from site, or the nature of the fault is such that an electrically competent person could easily carry out the repair on site. Under these circumstances equipment will be repaired on site and tested before re-entering service.

## **Labelling**

All equipment is clearly marked with a unique numbered identity label. These are robust and hard wearing

On satisfactory completion of the inspection and tests either a label is fixed to the equipment identifying when it was tested and due for retest, alternatively for cables and equipment which is likely to be subjected to potentially damaging treatment (e.g. cables) then coloured cable ties will be used. A separate bright colour will be used each year to indicate equipment which within that years test period.

### **Recording of Test Results**

The results of the tests for each item tested is recorded against the unique identification number of the equipment together with the date of test.

Records of test will be retained for three years from the date of test.

### **Test Instruments**

The test equipment used for Portable Appliance Testing will be maintained in good condition and checked in accordance with the manufacturer's instructions. Test equipment will regularly be returned for re-calibration in accordance with the manufacturer's recommendations.

### **Testing Personnel**

The testing programme in Group is restricted to employees who have received appropriate training or are working under their supervision.

## **Inspection and Testing Routines**

The following tests will be conducted on all equipment -

- Visual inspection - physical condition of cable, connectors, and equipment.
- Earthing continuity tests (Class 1 equipment)
- Insulation resistance (as appropriate)
- Functional checks to ensure the equipment (where appropriate) is working correctly

Further information on test procedures can be found in the IEE “Code of Practice for In-service Inspection and Testing of Electrical Equipment” 3<sup>rd</sup> Edition (2008)

## **Safety Information Sheet**

### **No 4 Working at Height**

#### **Introduction**

The Work at Height Regulations were introduced on the 6th April 2005. This set of regulations consolidated previous legislation about working at height, clarified the definition of work at height and specified the minimum standards for working at height to protect both people who are working aloft and people below who may be struck by falling objects.

The regulations do not ban the use of ladders or stepladders, but they do require that their use is considered only after other means (e.g. cherrypickers or tower scaffolds) have been considered.

Set out below is a summary of the Regulations and following this some practical information about how the requirements of the Regulations can be met.

#### **What is “Working at Height”**

Previous legislation suggested that where there was the potential for a fall of 2 metres or more this was classed as work at height. The 2005 regulations contain the following definition

*“work at height” means -*

- (a) work in any place, including a place at or below ground level*
- (b) obtaining access or egress from such place while at work, except by a staircase in a permanent workplace,*

*where, if measures required by these Regulations were not taken, a person could fall a distance likely to cause personal injury.*

Apart from some exemptions for sport, recreation, team building and similar activities the regulations apply to all working at height.

#### **Duty Holders**

Any person who is involved with the organisation or conducting work at height has a duty under these regulations.

Employers and any person who controls the work of others, for example a production manager or Senior Representative on Site has a duty to ensure:

- all work at height is properly planned and organised
- all work at height takes account of weather conditions which could endanger safety
- those involved in work at height are trained and competent
- the place where work at height is done is safe
- equipment for work at height is appropriately inspected
- the risks from fragile materials are properly controlled
- the risks from falling objects are properly controlled



The duties are not all one way, employees also have very clear duties under the regulations, these are:

- to report any safety hazard to their supervisor, including if they think the operation being considered may be unsafe.
- use the equipment supplied properly, following any training and instructions which they have received
- use any safety devices or personal equipment supplied properly

### **The Overriding Principal**

The basic principal which underlies the regulations is

*“Where work is carried out at height, every employer shall take suitable and sufficient measures to prevent, so far as is reasonably practicable, any person falling a distance liable to cause personal injury”*

That is the fundamental principal upon which the regulations are based.

### **Hierarchy**

The Regulations set out a simple hierarchy of measures for managing work at height.

#### **1. Avoid work at Height**

if it cannot be avoided then

#### **2. Use work equipment or other measures to prevent falls**

where the risk of falls cannot be eliminated then

#### **3. Use work equipment or other measures to limit the distance and consequence of any fall**

In practical terms, taking the assembly of a lighting truss as an example, the best approach would be firstly to assemble the truss at ground level, raise it to a comfortable height where lamps can be attached, then it can be taken to trim height. Access to motor suspension points can be gained by using a cherrypicker or mobile elevated work platform. Where lamps have to be positioned for final focussing then preference should be given to a cherrypicker with suitable articulation or MWEP. In some cases if it is impractical to use mechanical means then a combination stepladder should be used. Free climbing should be avoided if at all possible.

The above example demonstrates the hierarchy in action - firstly work at height is avoided (ground assembly), wherever practicable mechanical means are used (e.g. cherrypicker, with guardrails and toe boards to prevent falls and falling objects) when this is not possible then for short duration work at height combination stepladders are acceptable. Better still would be the use of moving lights which can be remotely focussed. It would not be acceptable for a truss to be taken to trim height and then rigged from steps or by positioning a rigger in the truss and lifting lamps by rope.

### **Planning**

If it is necessary to work at height then the work must be planned and properly supervised. Included in the planning is the selection of the most appropriate and safest equipment, ensuring that staff are competent, plans for emergencies and rescue and the likely effect of weather conditions.

Weather conditions can affect work at height in at least three ways, firstly by winds making the access equipment unstable, severe cold and ice causing slippery surfaces and the effects of adverse weather on those people undertaking the work (not just on cold days, but long hot summer days).

### **Competence**

The law requires that every employer shall ensure that no person engages in any activity, including organisation, planning or supervision, in relation to work at height or work equipment for use in such work unless he is competent to do so or, if being trained, is being supervised by a competent person.

Competence is much more than simply going on a training course, its is being able to demonstrate that the job can be done correctly and that the person has the right approach to the operation.

There are a number of established competence based qualifications such as IPAF (International Powered Access Federation) for cherrypickers and mobile elevated work platforms, PASMA (Prefabricated Access Suppliers and Manufacturers Association) which is relevant to erecting and using tower scaffolds. Further details can be found on the relevant websites [www.ipaf.org](http://www.ipaf.org) and [www.pasma.co.uk](http://www.pasma.co.uk) .

### **Selection of Work Equipment**

When it is not possible to eliminate work at height then in planning and selecting equipment account should be made of:

- the working conditions and the risks to the safety of persons at the place where the work equipment is to be used;
- in the case of work equipment for access and egress, the distance to be negotiated;
- the distance and consequences of a potential fall;
- the duration and frequency of use;
- the need for easy and timely evacuation and rescue in an emergency;
- any additional risk posed by the use, installation or removal of that work equipment or by evacuation and rescue from it.

### **Inspection**

The new regulations require that equipment for working at height is checked each time before it is used, for example this includes checking that ladders are properly positioned and secured to prevent sliding.

Equipment such as tower scaffolds should be checked when it has been assembled and when it has been moved to ensure that stabilising outriggers (for example) are properly positioned.

Routine inspection of the equipment for work at height, such as ladders, stepladders and the components of tower scaffolds should be checked for damage including missing clips, stays and dents.

Equipment leaving the workplace or being brought in must be accompanied by an indication that the equipment has been inspected.

### **Fragile Surfaces**

Wherever work is carried out close to fragile surfaces through which someone could fall measures must be taken to prevent falls, for example roof lights, or asbestos cement roofing. The nature of the precautions include temporary barriers, coverings and platforms.

### **Falling Objects**

Measures should be taken to ensure that no one beneath any place where work at height is being carried out is at risk from falling objects. Precautions to prevent harm include, toe boards on platforms, exclusion zones around work areas, debris or brick netting on scaffolds and careful storage of materials. A ban on throw down of equipment may also be an option.

### **Working at Height ~ Basic Rules**

The basic rules for working at height:

1. If it can be avoided then do not work at height
2. Give priority to measures which protect everyone not just one person
3. Think the job through, before you start
4. Make sure that the people doing the job are competent to do so
5. Check the equipment and how it is installed before you start work
6. Do not lean over or stand on railings, or remove them
7. Keep a minimum of three ladder or step ladder rungs above your feet

### **Working at Height ~ Mobile Elevated Work Platforms**

Two principal types of mobile elevated work platforms are commonly used by the South West Group on site, scissor lifts and 'boom type mobile elevated work platforms', known to all as cherry pickers.

Below is a summary of the basic requirements

#### **Operators**

To operate a cherry picker the operator must be trained and hold a Powered Access Licence (PAL) issued by the International Powered Access Federation (IPAF). On the yellow PAL card the types of plant which the holder can operate will be identified, to operate a cherry picker the class is identified as SPB (self propelled boom) or SL (scissor lift). The card has a finite lifespan and expires five years after issue, check therefore that it is in date. Checks should be recorded.

The operator of the MWEP must be licensed, however provided they are wearing the appropriate PPE other staff may be carried on the platform or basket (provided the stated loading of the equipment is not exceeded)

#### **Examination**

Cherry pickers are classified as lifting equipment and are used to lift people, therefore it is a statutory requirement to ensure they are examined every six months by a competent person. Hired in equipment should be accompanied by a report showing the last date of examination.

### **Daily Checks**

Before use general checks should be undertaken by the operator and these should cover:

- platform structure - free from debris, grease and loose kit
- tyres - free from significant cuts or embedded nails
- wheel nuts - in place and tight
- brakes - operational
- warning devices - lights and horn operational
- fuel, water and battery
- structural parts free from damage
- all powered movements for elevating and positioning operational
- hydraulic system free from leaks
- communication systems with ground (where fitted) operational
- emergency devices functioning, including emergency descent and limit switches operational
- pot hole protection device on scissor lift fitted

### PPE

Any person working in the basket of a cherry picker must be wearing a full body harness and lanyard attached to the designated anchor points in the basket, not to the handrails.

Lanyards should be of sufficient length to permit movement in the basket, but not so long that the person is at risk of falling out. Lanyards should be manufactured to BS EN 354 and the full body harness to BS EN 361.

Hard hats to BS397 should be worn wherever there is a risk of contact with overhead structures, truss etc. If there is a risk of the helmet dropping onto persons working below it should be secured with a chin strap.

### Risks

There are a number of risks associated with the use of mobile elevated working platforms, on site these should be identified and addressed by the operator.

Principal risks which may need to be considered include:

- rough and soft ground
- cable ducts, manhole covers and excavations
- slopes
- electric cables
- overhead obstructions, trussing, stage roofs and ceilings
- weather conditions
- unguarded stage edges

### Information

Information about the operation of MWEPs can be found from a variety of sources including:

- MISC614 Preventing falls from boom type mobile elevated work platforms (HSE Books)
- Operators Safety Guide for Mobile Elevated Work Platforms (IPAF)
- Manufacturers instructions for the individual MWEP being operated

Additionally general information regarding the use of work equipment and lifting can be found in:

- L22 Safe Use of Work Equipment - Provision and Use of Work Equipment Regulations 1998 Approved Code of Practice
- L113 Safe Use of Lifting Equipment - Lifting Operations and Lifting Equipment Regulations 1998 Approved Code of Practice

---

## Working at Height ~ Tower Scaffolds

### Introduction

Tower scaffold towers are a safer alternative to working from ladders or stepladders for jobs which require two hands, more than one person, or for work aloft for an extended time. They meet the criteria

for working at height set out in the Work at Height Regulations 2005 as they have a secure platform with guard rails which offers collective protection to anyone working from them.

The critical operation when working with tower scaffolds is their erection and removal and for this the work must be carried out by competent persons.

### **Competence**

The law clearly states that any person planning, supervising or carrying out work at height must be competent to do so. The accepted measure of competence is the holding of a PASMA Training Identity Card (Prefabricated Access Suppliers' and Manufacturers' Association) or a CTA/CPA card for construction work.

The card is a photo identity card which has an expiry date five years from issue.

### **Equipment**

Equipment which is owned by the company should be regularly inspected, the periodicity of inspections being related to the frequency that the scaffold is used. Inspections should include:

- Frames ~ check for dents or twisting,
- Braces, stairways, ladders, braces ~ check for dents, bends and that hook catches work smoothly and easily
- Castors ~ check they fit into the housing, the brakes work, and the wheels rotate and swivel
- Platforms ~ check they are square and true, free from splits, toe-board clips should be undamaged and hold the boards firmly in place

On site visual checks must be carried out before work commences.

When a tower scaffold is sent out to site a list of components should be prepared and issued with the tower. It is important that the manufacturer's instructions and checklists are available to ensure that the correct components are issued.

### **Hired Towers**

When ordering a tower it is important to ensure that it is correctly specified, either a single or double width and the height at which work is to be carried out. The stores who are issuing the tower can then check the specification against the manufacturer's component list and ensure the correct equipment issued.

When hired equipment is delivered it should be accompanied by a copy of the manufacturer's instructions and a component check list. Items supplied should be checked and time set aside to read the instructions before erection. There are variations between each manufacturer and it is important to ensure that the erector is familiar with the tower to be used.

### **Construction**

The competent person must assemble the tower. It is quite in order for unqualified persons to assist, but the competent person must be supervising the work and ensuring that all the necessary connections are made, that the tower is true and not resting on unstable ground, ducts or manholes.

### **Outriggers and Stabilisers**

Stabilisers and outriggers are often referred to just as outriggers, in fact they are two separate systems of support.

Stabilisers are normally diagonal braces which reach to the ground and are attached to the tower at two points. Stabilisers end with a foot. Moving stabilised towers requires the diagonal brace to be lifted and the foot raised to about 25mm above the ground.

Outriggers are intended for towers which are meant to be moved regularly. Outriggers have castors on the end of the leg which enables them to be regularly moved. To ensure the outrigger remains in a position where it can offer the maximum support for the tower it is connected by a plan brace.

### **Operation**

Once erected the competent person should confirm that the tower is safe for operation. Normally this would be done by attaching a 'Scaff-tag' or similar. On small sites where only a few persons working as a team are likely to use the tower and the competent person is nearby to supervise its use a verbal 'sign off' can be done.

No one should climb the tower unless its safety has been confirmed, if in doubt ask.

When working outdoors take account of the weather conditions including frost and rain which may make the platform and ladder rungs slippery and wind which can affect the stability of the tower (ensure also that wind catches on the platform are locked).

There are a few rules which anyone using the tower as a workplace should follow:

- never remove handrails, or work platforms
- never move the tower with anyone on it or materials stored, if the tower stops suddenly then the pendulum effect will take over and the tower can topple
- always climb inside the tower and use the ladder, climbing up the outside can make it unstable
- never attach fall arrest or work positioning harness to a tower, they are not designed to take the sudden load
- check the ground before it is moved, make sure it does not slope, is firm, and free from obstruction
- check for overhead obstructions, cables, pipes, trussing and beams
- make sure the brakes are on and the stabilisers are properly adjusted before using the tower
- do not lean out of the tower when working or stand on the handrails

---

## **Working at Height ~ Ladders and Stepladders**

### **Introduction**

The Work at Height Regulations 2005 introduced the concept of a hierarchy of measures to be taken when working at height. The regulations encouraged employers to think through any operation at height, considering whether it could be completely avoided, or if not then conducting it in a way which prevents falls from height by way of providing handrails, a working platform etc. Only then should ladders be considered.

Where possible working at height should be carried out from a mobile elevated work platform (cherry picker or scissor lift), if that is impractical then from a tower scaffold, and only then if it is for a short duration should work from ladders or stepladders be considered. The current guidance is that ladders are suitable for light, short duration work of less than 30 minutes.

The use of ladders can be classified in two ways, either as a means of access, e.g. from one level of a scaffold to another, or if a work activity is being carried out e.g. fixing or focussing a lamp, then it is considered to be a workplace.

### Specification

The following classification should be followed when selecting ladders:

BS1129:1990	Applies to wooden ladders
BS2037:1994	Applies to Metal Ladders
BS EN 131	Applies to both

under the above standards ladders are classified as either

Class 1 Industrial - maximum static vertical load 175kg

Class 2 Light Trade - now replaced by EN 131, but some examples are still in use and provided they are in good condition still acceptable

Class 3 Domestic - maximum static vertical load 125kg

BS EN 131 now provides an intermediate specification

Ladders and step ladders used in the workplace must be either Class 1 or to EN131.

**Class 3 lightweight domestic ladders and stepladders are not acceptable in a work environment.**

Manufacturer's when supplying ladders provide details of their specification in the form of permanently affixed labels on the outer part of the stiles. This provides an immediate visual check on the specification and the labels therefore should not be covered, removed or defaced.

### Inspection

Before use any ladder or stepladder must be checked to ensure it is in good condition and safe for its intended use. A visual check by the user is recommended each time the ladder is used. Formal inspections and recorded checks should be done in line with the manufacturer's instructions.

Visual checks on all ladders should include

- general condition - is the ladder clean and dry and free from wet paint, oil mud
- free from cracks and splits
- no rungs missing or loose
- stiles are straight and free from dents which can seriously weaken a ladder
- no sharp edges

For metal ladders additional checks should be made to ensure that there is no evidence of corrosion, that hooks and guides on extending ladders are in good condition and most especially that the rubber feet are

in place and in good condition. Replacement feet can normally be obtained from the supplier or manufacturer and it is recommended that a stock is held.

Wooden ladders should not be painted as this can obscure cracks, additionally they should be checked to ensure that there is no splitting or warping of any components.

In addition to the checks above Stepladders should be checked to make sure that any braces which prevent the steps from sliding open are in place (on both sides) and free from defect.

Defective ladders must not be used and they should be labelled and removed from the workplace.

### **Ladder Users**

Bad practice in using ladders usually starts at home! In unregulated domestic premises ladders are used for a variety of tasks with no checks as to the user or equipment. These habits all too easily transfer into the workplace.

Ladder users should be selected to ensure they are confident about working at height. Training should be given in setting up a ladder properly, securing it and working from it. Also what checks should be carried as part of the user checks.

### **Ladders used for Access**

Any ladders used to provide a means of access to an upper level must be in good condition and free from defects (see inspection above).

In most situations where ladders are used to provide access to an upper layer the ladder will be of the one piece pole or standing timber design, extension ladders are not routinely used for this purpose.

An access ladder should be set up in the same way as for other ladders, to ensure stability and provide ease of use the standard rule is 75o or four up for every one out. The foot of the ladder should rest on a solid surface.

At the top the ladder must extend at least one metre above the working platform, this is to ensure that people getting on and off the ladder have a firm handhold and can get their footing safely on the ladder. When positioning the ladder make sure that the landing rung is level with the platform and it is not possible to get a foot caught.

The ladder must be secured in place by tying it to the structure, the ties should be made firm around the stile, not the rungs, and secured both sides. Where there is a risk of the ground moving or the bottom of the ladder being displaced then stakes should be driven in on both sides of the ladder and it tied off at ground level.

### **Work Carried out from a Ladder**

Ladders are only to be used for short duration operations, generally less than 30 minutes at a time and for light work only (recommended maximum load 10kg).

The general principals of ladder use are:

- pre use checks, in particular ensuring rubber feet are in place

- ground should be firm and level
- there should be strong resting point for the ladder
- floors should be clean, not wet or greasy
- ladder angle - 75o or 1 in 4 rule, (1 out for every 4 up)
- always grip the ladder when climbing
- never stand on the top three rungs, these provide a handhold
- do not overreach or lean away from the ladder

### **Working on Stepladders**

Stepladders can provide a more stable workplace than ladders. Two types are in common use, 'traditional' stepladders and combination steps. Combination steps have an additional section which extends above the stepladder base.

The general principals for stepladder use are:

- pre use checks
- ensure there is enough space for the steps to fully open
- use any locking devices
- ground should be level and firm and free from grease or water
- do not work off the top three steps unless you have a handhold above
- avoid side on working where possible
- do not overreach

---

## **Working at Height ~ Working Platforms on Lift Truck (Man Cages)**

### **Introduction**

On outdoor sites, particularly where there is rough terrain, or work at height is of a very short duration then an alternative to the use of cherry picker can be a man cage attached to the forks of a telehandler or fork lift truck.

This operation can be done in safety provided the guidance set out below is followed.

For information it is extremely bad practice for access to height to be provided for people standing on the forks of a fork lift truck or telehandler or to be raised on a pallet. A number of people have been killed as a consequence and it is a regular occurrence to read in the safety press of successful prosecutions brought against managers and operators when this is observed.

For simplicity in the sections below fork lift truck is used generically and includes telehandlers unless indicated otherwise.

### **Risks**

Being carried aloft from a fork lift truck carries with it a number of risks, not just the obvious one of falling from height. In addition to falling from the basket there are a number of risks:

- cage sliding off the forks

- entrapment between the moving parts of the fork lift assembly
- overturning of the telehandler and cage
- isolation of the cage and crew

### Fork Lift and Telehandler

Before initial use check with the manufacturer's instructions that the truck and cage are compatible. Cages should not be used trucks which have an erratic movement of the masts, with material handling capabilities of less than 1,000kg and rough terrain trucks with a lift height of more than 6m unless they are of an integrated design and meet the standard similar to a MWP to BS7171:1989.

If the fork lift has a tilting mechanism, side shift or other attachments these should be isolated. The side shift should be returned to the mid-position and locked off, and the tilt mechanism locked off so that the floor of the cage is horizontal.

### Cage Specification

The cage should be plated and confirm that it has been manufactured to comply with the Machinery Directive, i.e. contain a CE mark. It also should carry details of manufacturer, serial number and year of manufacture, unladen weight and centre of gravity, maximum permitted weight, no of persons it can carry and the minimum capacity of the truck on which it may be used.

Essential safety features of the cage are:

- floor - of sufficient strength to take a point load of 125kg over 0.16m<sup>2</sup>, free draining and if mesh of small enough dimension to prevent items falling through
- rails and toe boards - handrail height between 1000 and 1100mm, toe board min 100mm and one intermediate rail, or mesh infill
- gate - not an essential element, but if provided it must open inwards, close automatically and have an automatic locking device to prevent it accidentally opening
- handholds - within the cage to allow crew to hold on
- safety harness anchorage - it is not good practice to clip onto the rails, their minimum specification is below that of a harness attachment point
- protection from moving parts - screens of sufficient strength to withstand persons falling against them should be provided to protect people from any moving part of the fork lift including chains and the shear between moving mast sections, screens should prevent people reaching the parts even if they lean around the guards
- fork pockets must be fitted to the underside of the cage and fully enclosed
- a positive locking device should be fitted to the platform to ensure it is firmly attached to the fork lift truck when in operation
- man cages should be painted in a conscious colour

### LOLER Inspections

The Lifting Operations and Lifting Equipment Regulations 1998 are applicable to both the fork lift truck and the man cage.

As both are used for lifting people the period of between thorough examination should be six monthly, not the annual examination which would be the case if the fork lift was just used for lifting loads.

Hired in equipment should be accompanied by the report of its most recent inspection.

### **Training**

Fork lift drivers must hold a current licence for the operation of the equipment conforming to the requirements set out in "Rider Operated Lift Trucks - Operator Training, Approved Code of Practice Cop 26 HSE Books 1998.

Additionally they should be familiar with the characteristics of working with people in man cages, including agreement about instructions, avoidance of leaning out of the cage, hazards such as soft ground, emergency procedures and not leaving the truck with people aloft.

### **Personal Protective Equipment**

Most work from within a man-cage can be carried out without additional fall protection, the cage walls are high enough to prevent falls. If work involves leaning out of the basket, or where there are other risks of falls then they must wear a full body harness and lanyard attached to the designated anchor points in the basket, not to the handrails.

Lanyards should be of sufficient length to permit movement in the cage, but not so long that the person is at risk of falling out. Lanyards should be manufactured to BS EN 354 and the full body harness to BS EN 361.

Hard hats to BS397 should be worn wherever there is a risk of contact with overhead structures, truss etc. If there is a risk of the helmet dropping onto persons working below it should be secured with a chin strap.

### **Work Carried out from a Man Cage**

There are a few basic rules with respect to working from a man cage and these should be followed at all times.

- attach the man cage with the forks central on the truck
- ensure the forks are properly aligned under the cage and secure the cage to the truck
- check the gate, if fitted closes properly and securely
- ensure that the driver has the side shift and tilt mechanisms disabled
- agree with the driver what is to be done and how the persons aloft will communicate
- visual checks of the working area to identify any hazards including stage structures, trussing and any overhead power lines
- ensure that anyone working in the cage is wearing full harness which is attached to the anchor points, not the handrail
- when in position the parking brake of the fork lift should be applied
- on telehandlers which are not fully counterbalanced stabilisers should be applied before the cage is lifted
- do not work over people, either barrier the area off or ensure that it is kept under observation and people informed of the risk

### **Further Information**

The HSE publication PM28 Working Platforms on Fork Lift Trucks

## **Working at Height ~ Platforms and Stages**

### **Introduction**

The Working at Height Regulations apply to all places where there is a risk of serious personal injury in the event of a fall. Most stages would come under this definition and it is important that suitable barriers are provided to prevent falls wherever possible.

Stages are unique as they have one edge which is always open and cannot be fenced, platforms can be secured on all sides.

### **Stage Handrails**

To prevent falls from height there is a clear requirement to place barriers around the sides and back of any stage.

Following the changes in the law following the introduction of the Working at Height Regulations 2005 the minimum height for any barrier around a stage or platform must be 950mm. There is further requirement when constructing barriers in premises which are licensed for public entertainment for them to be 1,100mm high.

Where stages are made of proprietary scaffold systems, Kwickform or Cuplock, then the handrails will have been made to a lower level, which before April 2005 was only 910mm. Therefore it may be necessary to add additional extenders to the handrails to obtain the necessary height.

Handrails around a stage should be able to withstand a horizontal loading of 1.5kN per metre run at a height of 1,100mm.

Gaps between handrails should be a maximum of 470mm to prevent people and materials from falling through them.

One commonly omitted item is a toe board around the bottom of the rails, this is a requirement unless there is an alternative arrangement for example a third rail which keeps the gap below 470mm. Normally toe boards are in the order of 100 - 150mm high.

If there is a risk of materials fall through handrails and causing personal injury then debris netting or a solid infill should be used.

### **Front of Stage Edge**

Consideration should also be given to the front edge of the stage. An unguarded stage edge does present a risk of falling to people and materials.

In operation the front edge of the stage should be clearly visible to performers on stage, this is normally achieved by applying a 50mm white line to the front edge in contrast to the black of the stage floor.

Very often the front of stage is filled with equipment which can include cables, monitor speakers which form a natural barrier and keep people back from the stage edge. Where there is no equipment and there is a significant risk to staff working near the front of stage it may be necessary to consider installing temporary barriers.

## **Staircase and Ramp Handrails**

Handrails to staircases and ramps perform an additional role besides providing fall protection, they enable grip and support for people using the stairs.

Handrails should be provided to both sides of the staircase and the hand rail height should be between 900mm and 1,000mm with an intermediate rail to prevent falls through the gaps.

## **Safety Information Sheet**

### **No 5 Personal Protective Equipment**

#### **Introduction**

Employers have a duty under the Personal Protective Equipment at Work Regulations 1992 to supply to their employees with personal items of equipment to protect them from any risks to their health which cannot be fully controlled by other means. There are similar provisions in other regulations including the Noise at Work Regulations 1989 (for the provision of hearing protection) and the Control of Substances Hazardous to Health Regulations 1988 - 2002 (includes respiratory protection).

For the purposes of clarity this Procedure and Information note covers all personal protective equipment issued under the all relevant regulations.

Personal protective equipment includes:

- protective clothing - aprons, gloves, adverse weather clothing, safety footwear and high visibility waistcoats
- protective equipment such as eye protection (visors, shields, goggles, spectacles), respiratory protection (masks and respirators) and hearing protection (ear defenders)

#### **Risk Assessment**

The requirement for the provision of PPE and the level of protection which it offers will be determined by a risk assessment, or an assessment under other regulations including the Control of Substances Hazardous to Health Regulations 2002.

Control measures specified in the risk assessment will be prioritised in accordance with the requirements of Schedule 1 of the Management of Health and Safety at Work Regulations, that is that providing personal protective equipment was the last resort and should only be provided if the risks cannot be controlled by other means.

#### **Provision of PPE**

All items of PPE will be issued to the individuals who will be undertaking the operations for which it is required. Disposable items, for example; face masks will be made available for the use of anyone who is exposed to a dust hazard. Other items; boots, helmets, and ear defenders will be issued to the individual.

All items of PPE will be to a recognised British or European standard appropriate to the risks it is protecting against and will be marked with the CE Mark.

It is essential that the PPE supplied fits the individual properly otherwise it will not offer the level of protection which is required and if it causes the wearer significant discomfort it will discourage them from wearing it. The South West Group will ensure that any PPE supplied will fit the individual and cause the minimum discomfort.

All PPE which is supplied will be kept clean and maintained in good order so that it continues to offer the required level of protection. Disposable items will only be used once and then discarded. When personally issued equipment becomes worn or damaged it will be replaced to ensure that staff continue to receive the same level of protection.

Where appropriate the South West Group will maintain on site a supply of disposable items of PPE which are made available to contractors personnel and freelancers to cover any omissions in their employers provision.

Records will be maintained for the issue of personal protective equipment.

### **Standards**

All safety equipment supplied by the Group will comply with the appropriate British and European Standards and carry CE marking.

Equipment will meet the standards set out below.

<b>Item</b>	<b>Standard</b>	<b>Comments</b>
Head Protection	BS EN 397	As a rule safety helmets have a life of not more than three years after which they should be replaced (uv degradation of plastic). They should also be replaced in the event of damage which weakens the helmet such as impact (including dropping from height) or severe scratching. Additionally felt tip pens or stickers should not be applied to the helmet as some solvents can weaken the plastic.
Footwear	BS EN 345	With toe protection to 200 Joules
½ face masks		For most application PFF1 provides a suitable level of protection against dusts, but in some circumstances (when identified by risk assessment) a higher level PFF2 may be necessary. Face masks should make a good seal with the wearer's face. Face masks must be discarded after use and new masks protected from contamination before use.
Harness	BS EN 358	Both lanyards and harnesses should be given an full inspection at not less than 12 monthly intervals and given a visual inspection before use on every occasion.
Lanyards	BS EN 354	
Hi Viz waistcoats	BS EN 471 Class 2	Hi viz waistcoat/tabard – suitable for most applications including building sites.
Hi Viz Jacket	BS EN 471 Class 3	Hi viz jackets providing a high level of visibility and protection against foul weather
Eye protection	BS EN 166	Goggles or glasses should be protected from

		damage or contamination with dust when not in use.
Hearing protection	BS EN 352 – 1 ear muffs BS EN 352 – 2 earplugs	Hearing protection should be selected to be appropriate to the anticipated frequencies and sound levels.

**Records**

The law requires that records are kept of the issue of PPE, there are two reasons for this, firstly to demonstrate, if required, that the equipment has been issued to the individual, and secondly because a number of items of equipment have a limited operational life.

***As most items of equipment used by the South West Group are disposable the amount of record keeping required is reduced.***

## **Storage**

All Items of PPE will be stored in such a way as to prevent it deteriorating whilst in store, for example hard hats will not be exposed to sunlight, and clothing will be kept dry.

PPE should not be stored where it will potentially cross contaminate other clothing.

Disposable items of PPE only be used on one occasion.

## **Use of PPE**

The use of PPE will have been identified as a control measure by a risk assessment and therefore if it is to be effective it has to be worn when the work is carried out. All members of staff who are doing the job must wear the PPE provided.

Additionally, on site the site rules may make the wearing of specified items of PPE mandatory, for example safety boots, hard hats and high visibility clothing.

## **Training and Information**

When PPE is provided information will be provided about the risks it is being supplied to protect the wearer from. Information will also be provided as to the way the PPE is to be used and stored.

Appropriate training will be provided for the wearer to ensure they know how the equipment should be used, the adjustments which should be made to ensure it fits and provides the maximum protection. The training will also include storage and cleaning arrangements, inspection procedures and the actions to take when damage is discovered.

Records of training will be maintained.

## **Temporary personnel**

Where staff are employed by the South West Group, the company is responsible for supplying PPE to these individuals. The equipment remains the property of the company and should be returned at the period of employment. Where staff are regularly engaged by the South West Group arrangements may be made for them to retain the equipment for future projects.

Any items which are returned to the company in good condition may, at the discretion of the South West Group be re-issued, subject to appropriate cleaning or disinfection.

## **Freelance personnel**

Where personnel are "true" freelance (see Policy Section 3.03.02) they are responsible for the provision of their own PPE which should be to the same standard as that used by employees. The Senior Representative on Site from the South West Group should check that it is worn where required and is in a generally good condition.

## **Safety Information Sheet**

### **No 6 Method Statements**

#### **Introduction**

Through the provisions of Section 2 of the Health and Safety at Work Act 1974 employers have a general duty of care to ensure that systems of work are, in so far as is reasonably practicable, safe and do not expose employees to risk. Furthermore under later legislation the Management of Health and Safety at Work Regulations 1999 there is a duty to assess any risks, take measures to mitigate them and to inform employees of the findings of the risk assessment.

In many cases the control measures and the description of projects which are detailed in a risk assessment are sufficient to ensure staff are fully aware of the measures which are in place to prevent harm and the steps they should take to protect themselves and others. In such circumstances the risk assessment is sufficient documentation.

Where the risks are complex, or there are distinct sequences to an operation a Method Statement which sets out in a logical progression the steps to be taken may be a requirement.

#### **Method Statements**

Method Statements are precisely that, statements of the methodology of how a job will be done setting out in a logical, step by step, sequence of operations and taking into account not only the work but also any requirements by way of training, protective clothing, safety equipment etc.

Method statements are not a substitute for a risk assessment, they are the means for informing people of the findings of a risk assessment and what they need to do to work safely.

Often to assist with a risk assessment it can be beneficial to start the process by preparing a draft method statement which begins to set out the logical sequence of events, from this the risks can be assessed and the findings fed back into the method statement.

Unlike risk assessments there is no prescriptive requirement to produce a method statement for an operation or definitive formula for the information it should contain.

Set out below is an outline of the way in which the South West Group will approach method statements when they are considered appropriate. Depending upon the operational requirements some or all of the sections will be completed.



## Method Statement

<b>1. Introduction</b>	
Project Description	Title of the project and if relevant location and date of installation
Name	Who is compiling the Method Statement?
Date	Date of Method Statement
Version	Status of the document, whether it is a draft (inc draft number) or final edition
Risk Assessment	Cross reference to a risk assessment
<b>2. Description</b>	
Step by step	A step by step sequence for the operation detailing each of the key stages through the process
<b>3. Equipment and resources</b>	
Plant and equipment which may be required	Detail any equipment which may be required including hand tools, mechanical equipment, handling equipment, barriers, signs
Materials	Materials
Competencies	Any specific requirements for training of staff
Supervision	Any specific requirements for supervision
Information and briefing	Any specific requirements for briefing staff before the operation commences
Permits	Any specific requirements for permit to work and who is responsible for their issue

Personal Protective Equipment	Any specific requirements for personal protective equipment
<b>4. Completion</b>	
Sign off	The method statement should be signed off on completion (with date),

## **Procedures and Information Appendix**

### **No 7 Freelance Crew**

#### **Introduction**

The delivery of high class events and the installation of safe and efficient electric distribution, sound and lighting systems by the South West Group often depends upon the services of freelance crew brought in for a particular project.

The aim of this Safety Information Sheet is to set out how freelance crew and the South West Group can work together to ensure that the company and the individual are able to operate without risks to themselves, to each other and to the client.

The company demands, and expects freelance crew to be able to prove their self employed status, by the following:

- proof of self employed status
- issue valid invoices for payment,
- have appropriate public liability insurances in place and covering the period of their appointment
- supplying their own protective clothing (footwear etc)
- supplying their own tools of the trade e.g. pliers, screwdrivers etc.

#### **Health and Safety Policy**

The Health and Safety Policy for the South West Group was overhauled and updated in 2010 and freelance crew are expected to work within the procedures and arrangements set out in the policy. This Safety Information Sheet outlines the principal points which are relevant to the day to day operations of freelance crew, any freelancer who would like a copy should contact Alister Pook in the office and a copy will be sent by email.

#### **Selection of Freelance Personnel**

Before freelance crew are appointed the company will identify the level of competencies the freelance will be expected to have achieved and as part of the appointment process will ensure that claimed competencies are checked. Where previous freelance crew return for another project the company will exercise due diligence to ensure that competencies which are valid for set timescales are still current and will remain current for the duration of their contract. These will be recorded.

All freelance personnel who are appointed must be in good health and have a level of fitness sufficient for the duration of their appointment. Where new freelance crew are appointed for tours the company will ensure that they are aware of the rigours of touring, long days, and the demands of always working to the highest standards.

#### **Duties of Freelance Crew**

Freelance crew working with the South West Group are expected to follow the same general rules in the workplace as would be expected for staff working for the company, these are:

- be familiar with the company's Health and Safety Policy and to comply with any safety instructions or procedures which affects their area of work
- co-operate with the company to enable it to comply with its statutory obligations or any other reasonable health and safety requirements.
- use properly, and not to interfere with any equipment, materials or facilities provided for use at work in the interest of health and safety
- ensure they only operate equipment for which they have been trained and have current competencies
- be familiar with first aid arrangements and ensure that all accidents, however trivial, are reported.
- be familiar with the fire procedures, particularly with regard to evacuation at the venue where they are working
- ensure that any hazards or dangerous practices which may affect their health and safety, or the safety of others are reported to the Senior Representative on Site for the South West Group
- provide and use any personal protective equipment which may be required for a job and maintain it in a clean condition and in good order.
- ensure that any personal equipment brought into the workplace is suitable for its intended purpose, well maintained and in full working order

### **Role of the Senior Representative on Site**

The on site work of the South West Group is varied, but at all times personnel on site will be supervised by a Senior Representative on Site. The Senior Representative on Site may change throughout the project, but someone from the South West Group will always be present to oversee operations and liaise with the client and venue.

The Senior Representative on Site is responsible for:

- the supervision and monitoring of crew for whom they are responsible
- ensuring that crew have the necessary training and competence for the work they are expected to undertake
- ensuring that crew are properly briefed and instructed about the work they are to undertake and are informed of the emergency procedures and any venue rules which apply to their workplace
- ensuring, where appropriate, that any necessary examinations of equipment have been conducted and that when temporary installations are completed that appropriate checks are conducted and recorded
- ensuring the cooperation between the company and any contractors with whom the company shares a workplace
- ensuring that any accidents are properly recorded and immediate assistance is provided in the event of injury
- monitoring work on site to ensure that work is being carried out in accordance in a safe manner and that any specified safety control measures are in place

Depending on the circumstances and the brief given by the South West Group, the Senior Representative on Site has the authority to terminate a contract, or suspend a freelancer in the event of the commission of any act which may be considered gross misconduct.

## **Risk Assessment**

For each project a risk assessment will be produced and this will set out the hazards which are expected to be encountered on the project, and the measures which are required to ensure that no one is harmed.

The measures which are set out in the risk assessment follow good practice and should be followed by all crew. A copy of the risk assessment will be given to the Crew Leader and they will ensure that crew are briefed about the working practices which should be adhered to so as to ensure a safe site

Risk assessments are a legal requirement in the United Kingdom, but the underlying principal is set out in the European Community Framework Directive 89/391/EEC and therefore the assessment and control measures set out in it should be accepted elsewhere within the European Union. The UK is recognised as have a sound system for safety management and in many other countries the risk assessment and control measures will be accepted.

## **Personal Protective Equipment**

Freelance crew members are responsible for the supply of their own items of personal protective equipment. Personal protective equipment includes safety footwear, gloves, hearing and eye protection, and its use will either be identified through a risk assessment, or a general requirement for all staff working on a project.

When identified as being required it is essential that the equipment is worn to protect against that particular hazard, for instance if an operation identifies that there is a risk of high noise levels being experienced, then hearing protection must be worn.

Personal protective equipment must be kept clean, maintained in good condition so as to provide the full protection, fit the individual and be replaced when damaged. It should be worn when required and any failure to do so may be treated as gross misconduct.

Where branded clothing, e.g. fleeces, polo shirts and T-shirts are supplied by the company these items should be worn when representing the company. These items are not classified as personal protective clothing.

## **Training**

There is no requirement for the South West Group to provide any training for freelance crew, it is the crew members own responsibility to be competent to undertake the duties for which they are engaged and to arrange training, which if it is time limited (i.e. valid only to a set date), should be maintained.

From time to time the company may organise training and invite freelance crew to attend. Unlike staff employed by the company, there is no obligation for the company to pay for time spent on training, but the company will normally cover the cost of the training course.

## **Accidents**

There is technically no legal requirement for freelance crew to record accidents however, when working with the South West Group freelance personnel are required to ensure that the Senior Representative on Site from the South West Group is informed of any accident and they will record this on an accident report form which is then sent to the office for filing.

The completion of accident reports enables the company to be able to take an overview of its performance and identify any areas where problems are occurring. On completion of an accident report it can be detached from the pad and sent in to the office where it will be securely stored to protect confidentiality.