Event Management **Rigging** **Staging** **Technical & Local Crew**

A-TECH
EVENT SERVICES

Health & Safety Policy 2011

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V.A.T Reg No GB 895 3766 61

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HEALTH AND SAFETY POLICY STATEMENT

To comply with all relevant Health & Safety at work legislation it is incumbent upon A-TECH to issue a safety at work policy statement.
The purpose of this statement is to inform you of our obligations and intentions towards the provision of a working environment safe to you, your colleagues and the general public. It also outlines your duties regarding safe conduct at work, safe use of power tools and safe working practices particularly whilst working upon electrical equipment. Some of the following points are legal requirements, some are mere common sense. ALL are equally important.
A-TECH will comply with the Health and Safety at Work Act 1974 and Management of Health and Safety at Work Regulations 1999 so far as it is reasonably practicable.
Our policy is to provide and maintain safe and healthy working conditions, equipment and systems for our employees, subcontractors and trainees alike.
Contractors and outside agencies working for A-TECH will be expected to operate within their own Health and Safety Policy statements within the overall procedures as determined by **A-TECH**
Where no Health and Safety Policy statements are in place, written instructions and or procedures will be issued to associated agencies requesting their compliance to co-operate where reasonably practicable within our stated policies.
We will so far as is reasonably practicable work alongside other contractors and agencies on various sites / locations, who we will expect to operate within their documented Health and Safety Policy statements and procedures.
Where applicable, so far as is reasonably practicable, we will operate within the Health and Safety policies as laid down by the venue or location where A-TECH are operating.
The allocation of duties for safety matters and the particular arrangements that we will make to implement our policies will be set out in our Health & Safety document. This document will be constantly reviewed and kept up to date, particularly as the business changes in nature and size.

UNDERTAKINGS

The Management of A-TECH recognises and affirms their commitment to employees, contractors and trainees in accordance with the Health and Safety at Work regulations.
We will ensure the following:

- All staff will be aware of the company's Health and Safety policy.
- All staff to be aware of the location of first aid equipment and the correct procedures for dealing with and reporting accidents.
- All staff will be aware of the location of firefighting equipment, alarms and the correct procedures for dealing with emergencies and evacuation.
- All staff will be made aware of the procedures for reporting defects.
- Good housekeeping will be encouraged to ensure a safe and clean working environment.
- All tools and machinery will be checked and maintained in good working order.
- Staff will be encouraged to put forward for discussion any proposals for improving existing situations.
- All staff will be made aware of our Risk Assessment Programme and their duties within these regulations.
- All members of staff, in whatever capacity i.e. full time, part time, sub-contractor or trainee will be issued with the complete H&S documentation relating to A-TECH. The documents will be explained and feedback encouraged.
- We will undertake to review our policy on an annual basis.

RESPONSIBLE PERSONS

The management of A-TECH holds overall and final responsibility for Health & Safety in the company.
All employees have the responsibility to co-operate with managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
Whenever an employee becomes aware of a health or safety issue they must immediately notify the management of A-TECH.

OUTSIDE THE PREMISES OF A-TECH

Whilst working on site the responsibility for health and safety shall rest with the named Crew Chief for the project or contract.

DUTIES AND RESPONSIBILITIES

It is the duty of A-TECH to ensure that:

- The place of work is safe and without risk to health.
- All plant and machinery is properly installed and maintained, to ensure reliable and safe operation.
- Safe systems of work and plant operation are instituted and enforced.
- Dust, fumes and noise are controlled or adequate protection from health risks from dust, fumes and noise is provided and that such protection is properly used.
- Electrical installations are safe and that adequate protection circuitry is provided and that electrical installations are regularly checked and serviced.
- All equipment shall be safely stored, particularly A-TECH shall ensure dangerous and flammable substances are properly stored and that all handling (lifting, stacking, transporting) of equipment shall be carried out with adequate numbers of staff to ensure safety during handling and safe storage.
- Adequate fire extinguishers capable of dealing with all types of fire. Proper fire procedures are put into place.
- An adequate first aid kit is provided and that the first aid kit is properly provisioned to, at least, statutory requirements.
- General working conditions are of a standard that do not hinder the safe and healthy use of the workplace and plant, etc. i.e. adequate lighting, heating, ventilation and toilet facilities are provided.
- To provide training, information, instruction and supervision to ensure health and safety and that staff do not operate plant, machinery or electrical equipment without proper training or qualification.
- It is the responsibility of A-TECH. to ensure that all applicable legislation regarding health and safety at work is conformed with and that A-TECH. keeps all staff abreast of changes to the relevant legislation and update safety procedures accordingly.
- It is the responsibility of A-TECH that it informs all employees of the company's safety policy.
- The cost of training for safety and provision of safety garments or goggles, etc. shall be borne entirely by A-TECH.

THE RESPONSIBILITIES OF EMPLOYEES SECTIONS 7 & 8 of HASWA 1974 are:

- Employees have a responsibility to take reasonable care to avoid injury to themselves or to others by their work activities.
- To co-operate with A-TECH. and with others in meeting statutory requirements.
- To use equipment correctly.
- To use safety equipment provided.
- To bring to the attention of the safety officer any matter that in your opinion could constitute a health risk or a danger at work.
- Note to all self-employed sub contractors; as a self-employed person legal duties, similar to those upon which A-TECH. must comply, rest upon you to avoid danger or risk to health to yourself or others.

DUTIES & RESPONSIBILITIES TO THE GENERAL PUBLIC

- It is the responsibility of the company to ensure that members of the general public are protected from danger and any risk to health.
- When touring it is the responsibility of the company's agents (staff members or self employed sub contractors) to ensure that due consideration is given to the safety of the public and others.
- Particular importance shall be attached to ensuring that "flown" equipment is safely suspended according to all legal requirements and regulations and that all temporary electrical installations are safe and conform to all legal requirements.

GENERAL CONDUCT

To ensure a safe working environment the following rules regarding the conduct of employees and sub-contracted personnel shall apply:

- Staff shall not work whilst under the influence of drink or drugs. Any member of staff found at work under the influence of drink or drugs may be summarily dismissed, self-employed sub contractors maybe relieved of their responsibilities and asked to leave the premises. Any member of staff found under the influence of drink or drugs during set-up, concert or get out of a touring event might be relieved of their responsibilities and replaced on that tour.

- Staff shall use all machinery, plant and electrical equipment in the proper manner, with due regard to their own safety and that of others. Any member of staff found using any equipment in any way other than that prescribed may be issued with a written warning or is summarily dismissed. Staff found tampering with equipment so as to render that equipment unsafe, will be summarily dismissed.
- Staff shall ensure that when lifting or handling equipment, that there is enough staff to assist thus preventing accident or strain.
- No member of staff shall work on plant, machinery or electrical equipment in any part of the premises alone. There must always be another person present to render assistance and call for aid in the event of an accident.
- Do not work with damaged plant or equipment; ensure that the equipment you are working on is in proper condition and safe. Report damage to equipment and plant and mark it up as unsafe.
- If you should inadvertently damage equipment report it immediately. Do not be afraid of a reprimand. Damage caused through incorrect use may gain a reprimand BUT to damage equipment and leave it in a potentially hazardous state may lead to injury to others and, therefore, far more serious consequences.
- The workplace contains many unforeseen dangers so always bear in mind the potential for Health and Safety Policy Statement.
- Be mindful of the safety of yourself and those around you.
- Do not play practical jokes. Do not indulge in "horseplay" or "skylarking".

IN THE EVENT OF AN ACCIDENT

Should an accident occur to you, immediately summon assistance. Should you be in the locality of an accident it is your first priority to render such first aid as you can. Should the accident be sufficiently serious to warrant calling an ambulance ***DO SO IMMEDIATELY*** without reference to higher authority.
Secondly, ensure that the safety officer is informed of the details of the accident. (In the event of the absence of the safety officer, inform the senior member of staff, or make an entry in the accident book.)
Safety at work can only be achieved through partnership, so help us by co-operating with the above guidelines. Should you be aware of any potential danger or health risks please inform the crew chief.
The First Aid Kit and the Accident Book will be with your named Crew Chief.

SAFE WORKING PRACTICES FOR EMPLOYEES / SELF EMPLOYED CREW

A-TECH is dedicated to delivering the best possible service to clients whilst ensuring that safe working practices and procedures are always applied and adhered to. This is to safeguard employees, self-employed crew, other working personnel and the general public on site at any venue, whether indoors or outdoors. It is therefore vital that all employees and self-employed crew ensure that safe working procedures are adhered to whilst setting up, operating and de-rigging equipment, both in the warehouse and on site. A general risk assessment is provided, but where specific risks are apparent the Crew Chief for the event will be responsible for identifying these risks and taking the appropriate actions to bring them to the attention of all parties.

SAFETY EQUIPMENT

- General safety equipment e.g. hardhats, earplugs, wet weather gear will be provided by the Company where appropriate, and it is the responsibility of each individual to request and utilise such items.
- Where PPE and / or specialist safety equipment is required by sub-contractors in order to carry out their work, e.g. hardhats, earplugs, wet weather gear / safety harnesses for working at heights, these must be provided, inspected and maintained by the sub-contractor.
- First aid kits are provided in all production cases - please report any usage so those items can be replaced. All accidents must be reported to the Crew Chief who must in turn report to the management at A-TECH in order that all such incidents can be reported in the Accident Book.

SAFE WORKING PROCEDURES

- The Company is dedicated to carrying out each operation involved in Company business in a safe manner. If any person is unsure of the correct or safe procedure in any given circumstance, and then it is the responsibility of that person to ask either the Crew Chief or a representative of the company how he/she should proceed. Never assume that a new task is safe. If in doubt - ask.

- All safety equipment necessary for each job must be worn at all times.
  It is the responsibility of the individual sub-contractor/staff member to ensure that he/she follows safe working practices. This is particularly important where any individual is working at heights. Harnesses should be worn, fastened and clipped on where appropriate at all times. Any person that is found not to be following safe working practices is liable to have their contract instantly revoked
- With specific regard to working at heights all sub-contractors/staff members should note the following rules:
  1. Never climb unless specifically you are trained/experienced to do so
  2. You have the right to refuse to climb
  3. Never climb alone - always have a ground support person
  4. Always use a harness, and clip it on, where appropriate
  5. Never climb if you have consumed alcohol or taken drugs

- During performances noise levels will reach measurements in excess of the statutory action level (85dB) and above. Earplugs are provided and should be worn. It is the responsibility of each individual sub-contractor / staff member to protect him/herself in these circumstances.
- The work will involve some manual handling. Each individual sub-contractor /staff member must be aware of safe lifting procedure. You have the right to refuse to lift heavy items of equipment. Always ask for help to avoid injury. If in doubt - ask. Manual handling leaflets are available on request.

ACCIDENTS IN THE PAST YEAR

No accidents came into the category of RIDDOR / Reporting of Injuries Diseases and Dangerous Occurrences.

PROSECUTIONS / ENFORCEMENT NOTICES

A-TECH has had no prosecutions or enforcement notices either past, present or pending

APPOINTED OFFICERS

1. Overall and final responsibility for health & safety at A-TECH lies with
   David Lewis / Toni Cuthbert

2. The designated Health and Safety Officer who will oversee daily operations is
   Toni Cuthbert

3. All employees have the responsibility to co-operate on matters of health and safety, to read and follow the specific arrangements for safety as set out in the Arrangements section of the A-TECH Health & Safety Policy

4. All employees and sub-contractors have the responsibility to conduct their activities in such a way as to pose no risk to their own health, safety and welfare or that of others

5. Employees and sub-contractors are responsible for reporting any incidents, injuries or dangerous occurrences to the management of A-TECH as soon as is reasonably practicable

6. Training, instruction and the provision of safety information to all staff are the responsibility of
   Kerry Davies

7. Investigation of accidents and incidents are the responsibility of
   Kerry Davies

8. Reporting of incidents under RIDDOR are the responsibility of
   Toni Cuthbert

9. Research of legal and commercial developments affecting Health & Safety, and the communication of such developments are the responsibility of
   Kerry Davies

10. First Aiders for the company are
    David Lewis / Toni Cuthbert / Eden Townsley / Gary Faulkner (First Aid at Work qualified)

11. Fire wardens for the company are
    Scott Walters

12. The safety committee members are
    David Lewis / Toni Cuthbert / Kerry Davies / Scott Walters

ARRANGEMENTS FOR HEALTH & SAFETY

Introduction

The following detailed sections outline the policies and procedures for staff and contractors to follow, and highlights specific hazards that may be encountered in the workplace.
The document has been divided into chapters dealing with particular hazard types, and whilst not exhaustive, should cover the majority of event activities. It is laid out alphabetically and in no way suggests a hierarchy or order of precedence.
The regulations and guidelines apply to work carried out in the UK and additional or alternative regulations may be in force in other countries. Staff must comply with any regulations in line with local laws.
The A-TECH Health & Safety Policy outlines the minimum expected procedures and compliances of A-TECH's activities. Some clients and /or venues with whom we work may have additional requirements which must be complied with in addition to those contained within this policy.

Terminology

Throughout this document the phrase "Crew Chief" is used to denote a senior member of the stage crew who will take responsibility for specific health and safety tasks.

The intention here is to indicate that a competent and sufficiently senior member of staff should undertake the task mentioned, obtain the relevant documentation, or carry out the health and safety check. To exhaustively list all those who might undertake such duties would be of little value, instead the phrase "Crew Chief" has been used throughout.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

A-TECH recognises that PPE is not a substitute for preventative safety measures and will do everything reasonably practicable to eliminate workplace hazards at source.

It is the policy of A-TECH to comply with the *Personal Protective Equipment Regulations 1992*. PPE provided by A-TECH will be properly assessed before it is used and will display the relevant EN, British Standard, or CE mark of conformity. Workers will be trained in its appropriate use, maintenance and storage.

Any PPE supplied to crew will be supplied by their employer who has been contracted by A-TECH Stage Crew.

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

It is the responsibility of the Workplace Manager to ensure that no employee carries out hazardous tasks or operations without the appropriate PPE. In particular they will ensure the following:

Safety Gloves
Basic riggers gloves, conforming to EN420, should be worn by all personnel carrying out manual handling or other operations where there is a risk of hand injury or disease through dirty or unsanitary conditions. Where liquids or oils are present a further assessment will be required and PPE conforming to EN374-2 and 3 should be provided.

Safety Footwear
Appropriate footwear must be worn by all crew carrying out manual handling tasks on site or in vehicles during set up and de rig, which should conform to BS ENISO20345.

Site Safety Helmets
(Hard hats with peaks) – will be worn by all employees in designated hard hat areas, and in any instance where lifting, climbing or rigging operations are being carried out overhead. Such helmets shall conform to the *Construction (Head Protection) Regulations 1989* and be CE marked to BS EN397. N.B. such helmets are NOT suitable for anyone involved in climbing operations.

Certain items of PPE, such as harnesses and fall arrest equipment should only be worn by employees who can demonstrate competence in its fitting and use and who are competent to carry out the operations for which it is designed. Such PPE may include climbing and respiratory equipment. For more details see 'Working at Height'.

On site H&S kit

All jobs worked by A-TECH should have an onsite 'Health & Safety kit' which contains several items useful for the event. This includes:

- Accident book
- Folder for risk assessments/method statements (may be held elsewhere)
- Site safety checklist
- Crew briefing notes (in appendices)
- 1st aid kit
- High vis jackets – for A-TECH Staff only
- Disposable ear protection – for A-TECH staff only

These items should be held in the 'Health & Safety kit' that can be found in each A-TECH vehicle or at the office to be distributed accordingly. Items of PPE should only be used by A-TECH staff; contractors are responsible for supplying PPE for their own staff.

First aid

On site

Staff must familiarise themselves with the existing first aid facilities at any venue they visit or occupy for an event, and should be aware of the means of raising the alarm in the event of medical emergency.

All accidents or injuries, whether they require first aid treatment or not, MUST be entered onto an Accident Form and a copy returned to the office for appropriate filing.
Workplace Managers must ensure that the venue provides sufficient first aid provision (trained first aiders/appointed persons), or arrange for sufficiently trained people to be available at all times whilst on site. A first aid kit should be kept at the workplace at all times for the use of workplace staff.
Whilst no legal obligation exists to provide first aid to clients, visitors or members of the public, A-TECH recognises a general duty of care owed to such people.
If the event or activity carries with it a particular risk to health, then a specific First Aid Risk Assessment should be conducted and recorded; it should make account of the following factors:

- Nature of the activity
- Health hazards associated with activity
- Numbers at risk
- Does the activity present a particular hazard to certain people (their height, age, weight, general level of fitness)
- Are those at risk trained or will they receive training
- Existing first aid provision on site
- Distance to nearest hospital emergency treatment facility
- Does the terrain or geographic spread of the group affect how the alarm might be raised or treatment provided
- Is there potential for language or communication difficulties

Contractors

A contractor is any person or firm who is contracted to perform work or supply equipment/products at a certain price or rate. This therefore includes freelance staff.
Any contractors wishing to provide equipment, staff or products to A-TECH will be required to demonstrate their legitimacy, competence and ability to conduct operations safely before they can be considered. This means that before a contractor is used by The A-TECH the following evidence should be obtained.

- Company details, including registered address, VAT number and so on
- Appropriate Public and Employer's Liability Insurance – where appropriate
- Professional Indemnity Insurance – where appropriate
- Company Health and Safety Policy Statement – where appropriate
- Risk assessment and method statement for any hazardous works to be carried out
- Details that staff are trained, qualified and competent - where appropriate
- The equipment and products provided are safe and meet all safety and use requirements
- Plans for the provision of first aid and welfare facilities to all staff including sub-contractors
- Any other health and safety information relating to the contract (such as structural information about stages, fire retardance, electrical systems and so on)
- References must be supplied if requested

A-TECH will make it clear to all possible contractors that health and safety provision must play a central role in their operations, and that contracts will not be awarded on price alone.
Contractors will be reminded of their own health and safety responsibilities towards their staff, notably in the provision of personal protective equipment, first aid, welfare and so on. A-TECH will make all contractors aware pre event who is in control of on-site Health and Safety and the contractor will be informed what is required and of any special precautions that may need to be taken. Contractors must cooperate with A-TECH in fulfilment of its health and safety duties and ensure the like cooperation of their employees.

Crew briefing

Crew information should be distributed pre event and consist as a minimum of

- Schedules
- Contact details
- Particular risks or H&S information crew may need to be aware of

In addition, prior to going on site crew passes appropriate to the location of the event must be drawn up, informing crew of who is in charge of overall site safety, each of the departmental contacts, in the event of an evacuation the location of the muster point and who to report to, the telephone number to contact the emergency services, and the address and telephone number of the nearest Accident & Emergency department.
A crew briefing must be undertaken before each crew member starts work for each event. The briefing must be given by the Crew Chief and consist of the following information

- The location of emergency exits and the muster point in the event of an evacuation
- Any other emergency information relevant to the venue
- The issuing of crew passes and reiteration of procedures to follow in an emergency (report to head of section who reports to the Crew Chief that all crew are accounted for)
- Reiteration of build process and any special circumstances to be aware of (visitors to the site etc.)
- Reiteration of basic expectations relating to manual handling and other Health & Safety considerations
- Personal Protective Equipment (PPE) procedures and requirements
- A check with the office that they hold emergency contact details for all members of their crew
- A check that all crew are familiar with the risk assessments relating to their particular activities and a reminder that these are available should anyone wish to look at them

Crew chiefs will be required to sign as confirmation that all members of their crew have received the appropriate briefing.

Electrical safety

Portable appliance testing

Office electrical equipment will be treated as a minimum as outlined in *Maintaining Portable and Transportable Electrical Equipment* and Health & Safety Executive (HSE) publication *INDG236*. The following rules will therefore apply.

- **A Portable Appliance Test will be conducted on new items of equipment and the test results logged. Re-test will then be undertaken on the following basis:**
    - **Rental equipment – 12 months**
    - **Office equipment – 2 years**
- **PAT test results will be held at the office premises and will be available on request**
- **Existing hire stock will be subjected to PAT testing on an annual basis**
- **Any item of equipment that fails the above inspection will be marked and set aside for repair or replacement.**
- Any member of staff using personal equipment (such as a laptop) in the office for a period of time shall present the unit for testing under a twelve month schedule.

However A-TECH do not believe that the Portable Appliance Test regime, as set out in *Maintaining Portable and Transportable Electrical Equipment HSG 107,* offers sufficient safety provision, so the following policy has been adopted in addition

- A-TECH staff will conduct a visual inspection of equipment prior to use on site, including checking for loose connections, split or broken insulation and for signs of scorching or arcing. Any items showing such signs will either be repaired on site or marked for repair.
- Before leaving the premises *every* item of equipment is subject to test for operation and a thorough visual inspection.
- Any items failing such tests will be either discarded or marked for repair
- As a first option and whenever possible, items will be tested with non-hazardous voltages and current levels.

On site

In addition to the guidance above, in venues, any fixed electrical system should conform to *BS 7671: 1992 Requirements for Electrical installations.* If temporary supplies are to be used they should be in accord with *BS 7909: 1998 Code of Practice for temporary distribution systems for AC electrical supplies for entertainment lighting, technical services and related purposes.*

Electrical installation, maintenance and repair work will only be carried out by competent staff or sub-contractors. All staff working with electrical systems should be familiar with the recommendations of the HSE guidance note *GS50 Electrical safety at places of entertainment,* and the booklet *INDG247 Electrical safety for entertainers.*

Where any form of temporary power supply is used, such as a generator or temporary distribution of an existing supply, this will be installed and checked by a competent contractor. The Crew Chief will ensure that all such works are completed in a safe manner.

Fire

On site

All buildings or places where A-TECH conduct activities fall under the scope of the Regulatory Fire Reform Act which comes into effect in October 2006.
In all instances A-TECH will follow the recommendations of the *Guide to Fire Precautions in Existing Places of Entertainment and like Premises* and *the Event Safety Guide (chapter 3)*.
It is the responsibility of the Crew Chief to ensure A-TECH staff and contractors observe the following precautions:

- On arrival at a venue, staff should familiarise themselves with fire procedures, evacuation routes, muster points and the location of Fire Points
- Appropriate fire extinguishers (CO_2) are available at the dimmer location and Front of House locations.
- That flight cases and equipment are not stacked or stored so as to obstruct exit doors, stairs or passageways
- Access is maintained to fire points, alarm points and so on
- All fire exits are unlocked and remain so during the period of occupation
- The operation of smoke or vapour machines for lighting effects do not interfere with fire detection systems
- Lighting fixtures must be placed in such a way as to avoid the possibility of ignition of set materials by way of radiant heat or direct contact
-

Where theatrical props, furniture or dressings are not made of inherently flame retardant material they shall be treated with a flame-retarding agent.

Lighting filter gels will conform to the flammability requirements of BS 3944.

Food hygiene

On site

When on site, meals may be supplied to crew by the venue or other catering service. The Crew Chief is responsible for ensuring they are satisfied that the supplier operates to a suitable standard of food hygiene.
Any case, or suspected case, of food poisoning must be reported to the catering supplier and if required the local environmental health department. A case of food poisoning should be entered onto an Accident Form and a copy returned to the A-TECH office for appropriate filing.
When A-TECH provide catering assistants Crew Chiefs must make sure all staff have passed / and or undertaken relevant food and hygiene courses.

Hazardous Substances

It is the policy of the A-TECH to meet the requirements of the *Control Of Substances Hazardous to Health Regulations 1994*, (COSHH) and the *Chemicals (Hazard Information & Packaging for Supply) 1994* (CHIP 2). Whilst the office environment and most event workplaces do not involve the use of any particularly hazardous materials, staff should be made aware that certain products may present a hazard, these include:

- **Flame proofing agents**
- **Cleaning materials and solvents**
- **Paints, toners and sprays**
- **Dry ice, smoke fluids and vapour effects**

The Crew Chief will ensure a specific Risk Assessment is produced before such materials are introduced into the workplace, and seek advice and information relating to the substance and its hazardous potential when in use and storage. Information should include (but is not necessarily limited to):

- **HSE L5 COSHH (Approved Code of Practice)**
- **Manufacturers' Safety Data Sheets**
- **Manufacturers'/Suppliers' instructions for correct use**
- **HSE Guidance note EH 40/94 (Occupational Exposure Limits 1994)**

The result of such an assessment must show what information, instruction, training and supervision is required by staff, and any storage, handling and usage constraints or PPE to be employed and the workplace manager must ensure these requirements are carried out.

Death or major injury

Must be reported if there is an accident connected with work and an employee, or a self-employed person working on A-TECH's premises is killed or suffers a major injury (including as a result of physical violence) or a member of the public is killed or taken to hospital.

Reportable major injuries

- Fracture other than to fingers, thumbs or toes
- Amputation
- Dislocation of the shoulder, hip, knee or spine
- Loss of sight (temporary or permanent)
- Chemical or hot metal burn to the eye or any penetrating injury to the eye
- Injury resulting from an electric shock or electrical burn 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 unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours
- Unconsciousness caused by asphyxia or exposure to harmful substance or biological agent
- Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material

Over three day injury

If there is an accident connected with work (including an act of physical violence) and an employee, or a self-employed person working on the premises, suffers an over-three-day injury it must report it to the enforcing authority within ten days. 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 normal duties for more than three days (including weekends).

Investigating and reporting incidents

Under RIDDOR '95 the reporting of work-related accidents, diseases and dangerous occurrences is required by law. It applies to all work activities, but not to all incidents.

Reports are required for

- Deaths
- major injuries
- accidents resulting in over 3 day injury
- diseases
- dangerous occurrences
- gas incidents

Disease
If a doctor notifies A-TECH that an employee suffers from a reportable work-related disease then it must be reported to RIDDOR.

Dangerous occurrence
If something happens which does not result in a reportable injury, but which clearly could have done, then it may be a dangerous occurrence which must be reported immediately (e.g. by telephone or completing a form on the RIDDOR web site).

Reportable dangerous occurrences include (for a full list go to www.riddor.gov.uk)

- Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment
- Explosion, collapse or bursting of any closed vessel or associated pipe work
- Plant or equipment coming into contact with overhead power lines
- Electrical short circuit or overload causing fire or explosion
- Any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary or injury caused by an explosion
- Collapse or partial collapse of a scaffold over five meters high, or erected near water where there could be a risk of drowning after a fall
- Failure of any load-bearing fairground equipment, or derailment or unintended collision of cars or trains
- Unintended collapse of any building or structure under construction, alteration or demolition where over five tones of material falls; a wall or floor in a place of work; any false-work
- Explosion or fire causing suspension of normal work for over 24 hours
- Accidental release of any substance which may damage health

All accidents, diseases and dangerous occurrences must be reported to the A-TECH Office Manager (Toni Cuthbert) for reporting to the Incident Contact Centre. The Contact Centre was established on 1st April 2001 as a single point of contact for receiving all incidents in the UK.

Incidents can be reported by

- Telephone - 0845 3009923
- Internet - by completing the relevant form on www.riddor.gov.uk
- Form- by completing the relevant hard copy form and sending:
  By fax - 0845 3009924
  by post to
  Incident Contact Centre
  Caerphilly Business Park
  Caerphilly
  CF83 3GG

The Incident Contact Centre will forward details of incidents to the relevant enforcing authority.

A record must be kept of any reportable injury, disease or dangerous occurrence. This must include the date and method of reporting, the date, time and place of the event, personal details of those involved and a brief description of the nature of the event or disease.

In addition to reporting under RIDDOR, all serious accidents, incidents and near miss situations will be investigated to determine the causes of the incident (both direct and indirect), whether H&S procedures had been followed, and what measures can be taken to prevent such an incident occurring in the future.
Depending on the level of seriousness (or potential for an incident to have serious consequences), the investigation may take several forms. It may be a simple consideration of the incident by the workplace supervisor or other line manager. For very serious incidents an investigation team consisting of relevant supervisors or line managers, H&S advisors and possibly employee representatives, under the supervision of senior management or directors of the company would be formed to investigate the incident.

Recommendations will be made from investigations and communicated to staff and contractors as necessary.

Lifting operations

Events organised by A-TECH may involve the lifting and suspension of technical equipment. This activity falls under the scope of the *Lifting Operations and Lifting Equipment Regulations 1998* (LOLER) and the *Provision and Use of Work Equipment Regulations 1998* (*PUWER).* The hire and installation of these systems will always be sub-contracted to a competent sub-contractor. A-TECH recognises its responsibilities under the above regulations and will endeavour to ensure that both the equipment and systems used for carrying out such operations are inherently safe and without danger to the public or workers. Certificates of thorough inspections will be requested of all sub-contractors bringing lifting equipment on site.
A-TECH expect, wherever reasonably practicable, that sub-contractors will comply with the guidance set out in HSC L113 *Safe use of lifting equipment,* and in *Safe use of Work Equipment: The Provision and Use of Work Equipment Regs - Approved Code of Practice.*
Where a lifting operation is to be undertaken the Crew Chief will ensure a full risk assessment is completed from the company undertaking the operation to ensure that the activity does not threaten the safety of others on site. Where necessary safe working areas permit to work systems and mandatory PPE areas will be established on site.

Where these are established the Crew Chief will ensure that these procedures are followed and unauthorised personnel are not allowed into the affected areas.

Rigging

There are many different components involved in the rigging for an event and they must comply with the following statements:
The Crew Chief will be in control of all rigging on site and must ensure all the appropriate steps are taken. He or she must monitor the rigging process and stop work if unsuitable methods are being used.
Crew must also monitor the methods both themselves and their colleagues are putting into practice and if they feel risks or unsafe steps are being taken they must stop work and make the Crew Chief aware.
All rigging operations must be subject to a full risk assessment and crew must be made aware of the contents of the risk assessment.
All crew involved in rigging that takes place on site must be trained and competent operators, and all rigging must be done in accordance to the agreed method statement.
The methods used when rigging must conform to the *Provision and Use of Work Equipment Regulations 1998,* and the *Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)* and the *Work at Height Regulations 2005*.
All crew involved in rigging must wear the appropriate PPE to the work they are carrying out.
All lifting components used in the rigging assembly must be in good repair and used within their marked Safe Working Load.
Any lifting equipment (e.g. chain hoists) and lifting accessories (cable, shackles etc) used in the rigging assembly must be inspected in accordance with *LOLER*.
Lift devices (motors, hoists, winches) must be tested for polarity/direction of travel.
Secondary safety suspensions must be attached at all required locations.
All reasonable steps must be made to identify the maximum imposed load the lifting assembly will bear. Care should also be taken to ensure the lifting and rigging assembly is able to take any potential dynamic load.
The rigging assembly and declared imposed load must be within the Working Load Limit of the roof or support points.
Any specific requirements for the operation of lift devices or other equipment must be made known to the end user.
The rigging assembly must be inspected throughout and be safe for the intended use.
The venue must be notified of rigging operations before going on site.

Lighting

Any event requiring the use of lighting other than the main, pre installed house lights must be subject to a number of requirements and regulations. This includes the use of venue supplied lighting equipment.
All lighting equipment on site must be PAT tested and must comply with the provisions of the *Electricity at Work Regulations 1989* as with all electrical equipment.
All lighting that needs to be used on site must be set up by a trained and competent crew.
When lighting is being rigged all crew involved must conform to the appropriate regulations which includes the *Provision and Use of Work Equipment Regulations 1998* and *Lifting, Operations and Equipment Regulations 1998 (LOLER)*.
In the case that any specialist lighting is used, (such as strobe lighting) A-TECH staff, sub-contractors and members of the public must be made aware of the nature of the lighting in case anyone is susceptible to lights and flicker induced epilepsy. For more details see '*Pyrotechnics and Special Effects*'.

The installation of the additional lighting commissioned by A-TECH will be designed so that it does not present a fire risk or compromise the safety of the space in which it is installed.

Manual handling operations

The nature of our work by A-TECH means that manual handling operations may be required and therefore are subject to the *Manual Handling Operations Regulations 1992.*
The regulations require the elimination of manual handling, wherever reasonably practicable, either through managerial arrangements to reduce the need for moving materials, or the use of mechanical aids.
No employee shall undertake any manual handling operation unless fit, competent and confident to do so.
When on site the Crew Chief should ensure the above guidelines are equally followed and all contractors are familiar with the safe manoeuvre of equipment. Where deemed necessary by risk assessment, all such staff shall be instructed in appropriate manual handling techniques (from *Manual Handling ISBN 0 7176 0411X)*, and will have the ability to recognise the hazards posed by such handling operations.
Crew Chiefs should make an assessment of the risks to workers of manual handling operations and should identify suitable measures to reduce the possibility of injury.
Wherever practicable, mechanised plant and handling equipment should be budgeted for and provided for use.
During all handling operations where there is a risk of injury, staff shall be issued with and wear appropriate PPE.

A-TECH will ensure that all core crew members have taken the Safety Pass Alliance course in Health, Safety and environment awareness and received the pocket guide (version 3)

Noise

A-TECH is aware of the risks posed by workplace noise both in the office and the onsite environment and will enact measures necessary under the *Control of Noise at Work Regulations 2005* to protect workers from the hazard. When in the office, operations carried out by A-TECH staff are unlikely to present any significant noise hazard, but it is common for A-TECH staff and contracted crews to operate in noisy environments during builds. For this reason all of the following appropriate measures will be taken.

In any case where the noise levels may exceed acceptable levels, staff and crew will be advised to wear personal hearing protection. In anticipation of noise levels exceeding regulations A-TECH will advise contractors to provide their crew with disposable hearing protection, A-TECH will only look after A-TECH staff.

Whilst event sound systems will commonly exceed 100dB (A), due to the limited time of operation it is unlikely that staff will be exposed to a noise dose above the First Action Level: Lep = 85dB (A) as described in the *Control of Noise at Work Regulations 2005.* Notwithstanding this, staff will be advised to wear personal hearing protection.

It is common that staff will encounter periodic noise above what is deemed acceptable although it is unlikely that this will exceed the daily 8-hour "dose" as set in the regulations.

Event sound systems will commonly exceed the Second Action Level of Lep = 90dB (A), but this again will be below the full daily exposure. It is not anticipated that noise above the Third Action Level will ever be encountered.

Where loud volumes are likely, the Crew Chief should post statutory warning notices at the entrance to stages, towers and other high-noise work areas. Crew and performers should be warned of the noise hazard, and disposable hearing protection should be provided by contractors. Also if crew feel they are being exposed to unacceptable noise levels they must report any concerns to the Crew Chief.

Due to the nature of operations, standard noise reduction techniques are not applicable; however the length of time which loud PA systems are operated for should be kept to a minimum and consideration given to other workers.

Plant, machinery & work equipment

It is the policy of A-TECH to comply with the regulations set out in the *Provision and Use of Work Equipment Regulations 1998*.
It is the responsibility of the Workplace Manager to ensure that all work equipment is safe and serviceable for use.
If mechanical plant is made available at a venue or hired in for an event e.g. a mechanised pallet truck, or fork lift truck, workplace staff should only use such equipment if its serviceability is guaranteed and if they are competent in its operation – or if sufficient information, instruction and supervision is given as relevant.

All contractors must ensure that all work equipment supplied to their staff is maintained, serviced and inspected in accordance to the relevant regulations to ensure they are safe to use.

Crew must be aware that if they feel they are using unsafe equipment they must stop work immediately and report their findings to their Crew Chief.

Any vehicle used on or in connection with the workplace also comes under this legislation. For further details see 'Vehicles'.

Structures & Staging

Most stages, platforms, roofs or other constructions used as part of an event are considered Temporary Demountable Structures (TDS). That is, they are temporary – generally being in place for 6 weeks or less and they are demountable in the sense that they can be readily dismantled and the component parts re-used.
It is the policy of A-TECH to require all such structures to comply with the guidance set out in Chapters 8 and 9 of *The Event Safety Guide* and the Institute of Structural Engineers' publication *Temporary demountable structures; guidance on design, procurement and use.* The key points of which are set out below:

- Any TDS must be sufficiently strong and stable for the purpose in which it is used
- It must be correctly sited and positioned
- Staging and platforms must be constructed in such a way as to readily bear the imposed vertical and lateral loads that may be applied to it by performers, roof structure, lighting, sound and other technical equipment and by wind loading if appropriate
- All TDS must be erected or installed by competent persons
- Any contractor engaged for the installation of TDS will be required to demonstrate competence in safe installation, public liability insurance and be able to outline the design criteria for the structure, including its safe weight loading, location of load points and so on
- For any large TDS which is in place more than 5 days a sign-off certificate must be produced for every TDS by the person responsible for overseeing construction (normally the crew boss of the staging company). This certificate should indicate the name of contractor, time and date of completion, the venue, type of structure and some clear statement that the structure has been erected properly and is safe for normal use
- Wherever practicable and if required double handrails, integral steps and loading ramps should be fitted by the contractor
- Information must be given by the contractor concerning the post erection management of the structure – particularly concerning wind loadings or other factors that might adversely affect the stability of the structure

Work at Height

A-TECH recognises the dangers posed to workers from working at height and undertakes to follow the guidance of the *Work at Height Regulations 2005.*
It is not the policy of A-TECH to allow workers or sub-contractors to operate at heights where a fall could be hazardous, or within a close proximity of a risk, (e.g. water) without specific Risk Assessment. Wherever possible work will be planned so operations are carried out at ground level and the need for operations at height eliminated.
Any employees must be both trained and competent when working at height and should remain vigilant of the hazard posed by stage edges, platforms, ramps and other unprotected edges when working on or near such structures.

Hierarchy of Access

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

1. Fixed gantries & access ways
2. Temporary access platforms
3. Mobile Elevating Work Platforms
4. Rope access techniques
5. Ladders, steps & trestles
6. Climbing with fall-arrest

Climbing Safety

Under no circumstances should employees or sub-contractors of A-TECH carry out free-climbing operations unless they have been trained to do so and have suitable PPE. All other access methods must be exhausted before free climbing is permitted.

Work at height must NEVER be carried out alone or without express permission.

Rescue at Height

Pre event consideration must be given to having on site personnel who are trained in 'rescue from height' especially on larger and more complex shows where there is an increase in either the number of crew or the amount of work being carried out at height.

Vehicles

Any vehicles used on or in connection with the workplace shall be properly maintained, have a current MOT certificate and be driven by licensed operators. Any self-employed or contracted staff utilising their own vehicles will carry insurance appropriate for business use.

The following basic safety rules must be observed when using any vehicle hired by A-TECH for company business:

- All vehicle operators must be trained, competent and hold a full UK driving license
- Care must be taken to observe the stated weight limit of the vehicle
- All equipment must be loaded in such a way as to be stable and secure during transit
- The driver is responsible for the safe positioning and securing of the load
- Passengers are not to be carried other than in fitted seats
- Vehicles must always be locked and secured when left unattended
- Observe speed limits at all times, particularly at outdoor event sites
- Mobile phones should only be used when the driver has come to a stop and turned off the engine unless using a hands free kit
- Vehicles should only be parked in designated areas and under no circumstances should be left obstructing emergency exits from buildings or structures, or impinging on emergency access routes

In addition, for vehicles other than cars the following rules must also be observed

- **Drivers are responsible for undertaking daily safety checks on their vehicles**
- **Reversing of trucks or vans should only be carried out with the aid of a banksman**
- **Particular care must be taken when operating vehicles when delegates are in the building**
- When using indoor venues that allow vehicle access, vehicle engines must be turned off as soon as practicable to prevent the build up of fumes and the venue must be informed

The time taken for driving to and from events must be considered as working time. Under no circumstances should staff drive vehicles when tiredness, stress or fatigue could compromise their ability to operate the vehicle safely.

Venues

The majority of the venues operated in by A-TECH have spaces designed for regular event use however for a venue to be chosen by A-TECH for an event there are a number of requirements and regulations that must be adhered to.
The venue must have the appropriate and up to date licences to legally host a public event.
Having carried out a venue recce of the chosen venue the space must be appropriate for the type of event/activity and the size of the audience. Any repeat recces must check for any significant changes.
The venue must have a suitable evacuation procedure. Adequate and well maintained fire exits, extinguishers and alarms must be in place.
All in house staff must have been trained and be competent in their duties. A-TECH must also be provided with an in house contact to deal with any Health and Safety matters.
All in house equipment and facilities must have been regularly tested, be sufficient and in a good working order (e.g. lighting or sanitary provisions).
In the case that an unusual space is used all of the above will need to be considered and put in place.
A-TECH will make it clear to all possible venues that health and safety provision must play a central role in their operations and that contracts will not be awarded on price alone. Venues must cooperate with A-TECH in its fulfilment of its health and safety duties and ensure the like cooperation of their employees.

Welfare & sanitary arrangements

On site

Wherever possible A-TECH will ensure that all workers and contractors at event sites have access to basic sanitation and welfare arrangements. These shall include, but not be limited to:

- Access to clean and satisfactory toilet facilities
- Access to hand washing facilities
- Free access to drinking water
- Sufficient space, light and ventilation
- Neither excessive heat or cold
- Basic rest facilities
- A generally safe environment in which to work, free from unacceptable hazards

If required provision for people with disabilities or special needs

Working hours & out of hours working

On site

When working out of hours on site the Crew Chief must ensure that the venue are aware that work is taking place and that sufficient medical provision is available, as well as rest and welfare facilities etc.
On site schedules must always be created to give sufficient breaks to all staff and crew and enable suitable rest to be taken. In the event of any unforeseen circumstances which constrict these opportunities, wherever possible additional staff and crew should be called in to assist. In the event this is not possible additional care must be taken with all operations and safety measures in particular should be double checked by another person to ensure all appropriate steps have been taken.
In the event of this occurrence a thorough debriefs must be undertaken to elicit the circumstances causing the long hours and address the issues leading to this. Findings should be shared with all staff to ensure these circumstances are avoided in the future.
Staff who has worked for a long period of time should be aware of the effect of tiredness on their ability to drive, operate machinery or use hand tools and should avoid these activities.

Working with the public

A-TECH recognises the important role staff play in maintaining good relations with the public when they have access to event sites, or when work is carried out in public spaces. In addition staff have health and safety responsibilities to the public (as outlined in *Section 3 of the Health and Safety at Work etc. Act 1974*) and this duty should be taken extremely seriously.
For the purposes of this document "*members of the public*" are defined as people who attend or are affected by an event, but who are not the invited audience or participants. This may include other people using a venue / and or site where A-TECH staff are working, guests in a hotel, public on paths close to site etc.
Appropriate signage must indicate the areas in use as well as 'no entry/no unauthorised entry' signage where applicable to keep members of the public away from areas in use. Stewards, marshals or security personnel may also be needed to verify access or direct members of the public away from event areas.
It is the duty of the Crew Chief to:

- Make an assessment of the impact of the event on members of the public, including public spaces, roadways, buildings, houses etc.
- Ensure provision is made to give suitable information and instruction to the public to protect their health and safety.
- Notify the Emergency Services, Local Authority or other statutory bodies regarding the event including any hazards to or caused by members of the public if required
- Where potential hazards have been identified (such as the impromptu gathering of a crowd to watch a video filming), the Crew Chief must ensure there is sufficient provision of staff and resources to safely manage the crowd that might reasonably be anticipated.
- Ensure workplace staff are readily identifiable to members of the public by means of co-ordinated work-wear, safety-wear or crew passes.
- Ensure that A-TECH staff conduct themselves with courtesy and politeness at all times when dealing with the public and are aware of the ambassadorial role they play.

In the event of disruptive or disorderly behaviour from the public, staff should immediately contact either the event or the venue's own security service and request assistance. Under no circumstances should crew members place themselves at risk by becoming involved in arguments or confrontations with the public.

Risk assessments & method statements

In compliance with the *Management of Health and Safety at Work Regulations 1999,* it is the policy of A-TECH to conduct written Risk Assessments for all potentially hazardous operations or situations. Any such assessments must be made by a competent person, the results recorded and relevant findings circulated to all staff and contractors.

On site

Each event that A-TECH works at / and or organises must have a specific risk assessment completed in advance of going on site. Normally each department will complete their own risk assessment and forward this to the Crew Chief for assessment and distribution. Each department must ensure their crew are fully aware of the risk assessment for the tasks they will be carrying out and the Crew Chief will ensure that any crossover of risks is communicated appropriately between departments.
Method statements may be required for more complex activities or those involving work with greater risk (outdoor structures, large numbers of public etc.). These must be completed by the relevant departments and again forwarded to the Crew Chief for assessment and circulation as required.
Training on what risk assessments and method statements are required for onsite activities and how to ensure these are sufficient to be given to all staff. If you have not received training in this area this must be requested from your Crew Chief.
Completed Risk Assessments and method statements should be held on site, available for reference and inspection.
All procedures and statements written into on site risk assessments and method statements must be adhered to. Failure to do so could constitute negligence or demonstrate a lack of duty of care.

A-TECH Event Services Working Method Statement

Loading/Unloading the Truck

1. The truck should be seen into and away from its unloading position by a competent person to avoid collisions, particularly with people.
2. Be aware of traffic in the vicinity of the trucks and through to the get-in.
3. When opening the truck doors, be aware that equipment may have moved in transit and could fall on somebody.
4. Make sure when lifting equipment or releasing load bars/straps/ties that other equipment is not dislodged which could fall.
5. Be aware of slippery areas and trip hazards i.e. metal tail-lift, ramp, steps etc.
6. Try to ensure adequate lighting inside the truck and in the immediate loading area.
7. If raising/lowering a tail-lift, ensure that it is clear of obstructions especially fingers and toes.
8. Only operate a tail-lift if you are fully conversant with its operation.
9. When not in use, the tail-lift should be closed or lowered flat to the road.

General Material Handling

1. Never carry anything too heavy for you.
2. Always lift correctly with a straight back.
3. When carrying long pieces, even if lightweight, always have a person at each end.
4. Awkward pieces should have somebody walking in front of them in public areas.
5. Be aware of slippery areas and trip hazards such as steps and kerbs.
6. If necessary wear gloves or steel toe-capped boots. Ensure you use PPE when advised.
7. Always be aware of your surroundings and especially the public in the venue and on the road.

Fire Risks

1. Ensure all designated fire exits are kept clear unless authorised by the venue.
2. Never allow cables or equipment to obstruct a fire exit or become a trip hazard.
3. If a fire exit sign is obscured, it must be replaced with one of a similar type to be in view.
4. Familiarise yourself with the location of fire extinguishers and hoses, and their fire class.
5. Be aware of flammable materials coming into contact with hot equipment e.g. lighting.
6. All set materials must be fireproofed to the relevant standard and certificates available for inspection if required.
7. Make sure that the use of smoke generators / cracked-oil machines has been authorised by the Production Manager before use.
8. Place suitable class fire extinguishers beside any higher-risk equipment e.g. dimmers, amps.
9. Familiarise yourself with the fire exits from the venue, remembering that the most obvious exit may be blocked.
10. Familiarise yourself with the various alarm sounds and procedures of the venue.

Ensure that you know which class of extinguisher is suitable for which type of fire.

Construction and Dismantling of Equipment

1. Ensure you do not start on a project if you are not competent to do so
2. Be aware of others around you.
3. If using steps/ladders/tallescopes/towers ensure that they can't come into contact with electricity.
4. Never lean out from a ladder and always have somebody footing it and/or use outriggers.
5. All electrical work must be carried out by a competent person. If in doubt, stop.
6. Never ask someone to do a job for you if they are not competent.
7. Ensure any cables are taped down and cannot become a trip hazard. If necessary tape them with white, hazard or glo-tape.
8. All flown equipment must be secured by safety bonds to a suitable structure.

General

1. It is your responsibility to ensure that you never put yourself or others at risk.
2. If anything concerns you about safety, stop and consult your manager.
3. Never work when very tired, and make sure you do your utmost to minimize tiredness at work i.e getting a good night's sleep or taking a nap during the day if not working.
4. Never take any illegal drugs.
5. Never have alcohol prior to or during your work.
6. Do not smoke at work accept in designated areas.
7. Wear any necessary PPE.
8. Notify your manager of any prescription drugs you are taking, or any medical condition or allergy which may affect your work or be important to be known in case of accident.
9. Ensure that you have completed your emergency contact sheet and handed it to your manager or production manager before commencing work.
10. Always report any accident, near miss, or apparent danger to your manager immediately.
11. Be aware of the behaviour of the guests at the show. If it appears that they are putting themselves or others at risk inform your manager at once.

Accident Procedure

1. If an accident occurs firstly make sure that nobody is in any immediate danger e.g. electrocution, traffic, falling truss etc.
2. Do not move the victim unless they are in further danger.
3. Send someone to call an ambulance. Don't be afraid to ask people to help.
4. If trained, administer first aid, or otherwise summon a trained first-aider.
5. If the victim is conscious reassure them.
6. NEVER give the victim food or drink.
7. Clear by-standers and onlookers from the area, but keep a note of witnesses.
8. When the victim has been cleared from the site, complete a witness accident report form.
9. Think how the accident might have been prevented

Insurance

1. A-TECH carries Public Liability Insurance.
2. All crew must have their own or company Combined Liability Insurance.
3. All crew must be able to produce relevant insurance certificates upon request.

Individual Risk Assessments

1. Ensure that you have read and understood your own company's risk assessment, copies of which are available from your Crew Chief
2. COSHH Assessments must be submitted to and approved before transportation, and crew using hazardous substances must be familiar with the relevant assessment

METHOD STATEMENT: Rigging

ARRIVAL AT SITE

Locate the production manager for the event and advise him/her of your arrival. If you are delayed for any reasons ensure that:
• The venue is made aware of the situation and of your estimated time of arrival.
• A manager of the company is advised of the situation.
Managers can be contacted by telephone as follows:
Dave Lewis 07963 220909
Toni Cuthbert 07970 975179
At least one Manager is contactable 24 hours a day

LEVELS OF QUALIFICATION

• Ground Rigger

This is a person working under direct supervision, and they are expected to be able to perform all ground work duties under supervision and have demonstrated a competent working knowledge of the following disciplines:
1.) Safe systems of work and use of PPE
2.) Simple lifting science
3.) Basic events industry rigging and its use.
4.) Industry terminology and notation.
5.) Slinging of equipment

Supervision level required: Senior rigger to be on site.

• Rigger (probationary) inexperienced at working at height

This is a person who is graduating from a ground rigger and will be expected to work at height under supervision and attach / alter / detach rigging points. They are also expected to have gained confidence in the above disciplines plus the following additional disciplines:
6.) Secondary's, theory and practice
7.) Inspection of rigging equipment
8.) Basic bridle theory
9.) Simple truss theory and ground support systems
10.) Electric control systems for three phase motors
11.) Rigging techniques at height, manual handling ergonomics

Supervision required: Senior rigger to be present in roof.

• Rigger

No additional disciplines are added but the person will need to have shown safe working practices for a minimum six month period or to have logged 320 hours as a probationary rigger.
The rigger may be expected to hold a valid MEWP license.
The rigger is expected to be defined as 'competent person'

• Senior Rigger

A senior rigger is defined as someone who has completed 240 logged hours as a rigger. They are further defined as 'competent person in charge of lifting operation' thus any job should have a minimum of one senior rigger on site. Senior riggers are expected to have knowledge of the following additional disciplines.
12.) A deeper mathematical understanding of
a) Bridle theory
b) Centenary loadings
c) Truss loadings
d) Ground support
13.) Rope terminations (Grips bullets etc)
14.) Awareness of computer control systems
15.) Preparation of specific method statements & risk assessments
16.) Basic management & communication skills.

A-TECH always uses trained and competent rigging staff for all lifting / rigging applications.

- **Equipment Handling**

Use correct lifting practices
On large/tall items use the appropriate number of personnel and assess the item carefully before attempting to move it.

- **Equipment Placement**

Distribute/sort cases to the equipment store area marked as 'Technical Store'
as specified by the venue or on any drawing that you may have available.
Leave clear pathways and observe access to emergency exits.

- **Power Distribution**

Contact the approved site electrician before connection of any sound or light equipment to the house or site supply.
All power supplies are to be measured with reference to appropriate earth/neutral connections.
Power is to be turned off and tested safe whilst wiring in tails.
Run cables in areas where interference or damage by others or by machinery cannot occur.
Locate power distribution system in a dry area and label accordingly if the venue has not done so.
On no account connect or be persuaded to service house mains supplies. If a house electrician is not available WAIT until a qualified person can be located. Do not be pressured into attaching tails to house services or to generators.
After installations conduct a full power test (see testing procedures) to ensure that the supply will not fail under full load. Request that any other power demands are switched onto full capacity (i.e. lighting systems etc) to ensure that the service will not fail under full load.
Check the earth leakage on the system meters and perform an earth leakage trip test to ensure that the trips are working normally.

- **Motor Hoists**

Always inspect motors before use.
Make sure chains are not twisted.
Do not handle while motor is moving.
Always ensure that motor test certificates are current. Do not use a motor hoist that is out of test.
When flying the system particular attention should be given to cable management to prevent the cables becoming trapped during ascent. This can impose huge loads upon the system and could in extreme cases result in component failure
! Always ensure cables are supported via a cable pick using a "span set" and shackle noosed around the cable so as to take the weight of that cable / cables. Never tie off the cables using just PVC tape!
! Never place shackles, tools, components, cables or any other item on the top of a loudspeaker system or lighting fixture, even for a moment during assembly. The item may be forgotten and remain on the system after it is flown. Vibration will cause the item to move and almost certainly fall causing possible injury should it hit anyone.

- **Trusses**

Always inspect trusses prior to use
Make sure all joints / bolts are tightened as per manufacturer's recommendations
Remove damaged truss components from venue and label as not fit for use until re-tested by the manufacturer.
If you are unsure about any aspect consult the senior rigger on site.

- **Secondary Safety Rigging**

The ABSOLUTE RULE when using A-TECH systems is that secondary safety steels MUST be fitted to any installation whether permanent or temporary. The secondary safety steel should be attached to the recommended point and that should be fixed to a suitable separate point in the supporting structure.
The secondary safety steel and accessories MUST have a SWL equivalent to or greater than that of the principal rigging system and should be installed independently for each Installation.
As with all other rigging equipment, the secondary safety system should be inspected and installed by a qualified person.

- **Test Certificates**

  Always ensure that all equipment is supported by a current test certificate and ask to see certificates for any equipment provided by others, especially motor hoists.
  Steels, shackles and other rigging hardware should be clearly stamped with safe working load (SWL) and should appear serviceable and free from surface damage.

- **Ground Cabling**

  All cabling to be run through cable traps where possible.
  Cables travelling through walkways or public areas need to be covered with Proprietary cable walk or matting / Gaffa Tape
  Matting should be marked with white tape.
  Cables are to be laid in parallel to each other.
  If cable is to be run overhead, it needs to be securely fastened to a static structure.
  Overhead cables need to be out of reach of the public.
  Run cables in areas where damage is least likely to occur.

- **After the Event**

  Conduct the de-rig and load-out in accordance with the advice and obligations of the preceding chapters of this document.
  Especially observe that personnel are tired and less quick to react after an event. Make allowance for this and increase safety margins.
  When loading the truck ensure that the load is safe and secure and that the load cannot move during transit.
  After the load-out is complete conduct a complete check of the venue to ensure that nothing has been left behind. Ensure that A-TECH personnel have not been responsible for any damage to the venue and that the Company has not left any undue litter.

- **Leaving the Venue and Travelling**

  Always advise the production manager that you have completed your tasks and are ready to leave the venue. If you are tired and are intending to drive take extreme care. If you feel that you are too tired to drive take a break and if necessary check into a hotel.

- **DO NOT DRIVE UNDER THE INFLUENCE OF ALCOHOL OR DRUGS.**

PREAMBLE AND METHOD STATEMENT.
The use of Special Theatrical Alloy Chain (STAC).

Preamble:

The Machinery Directive states that chain used for lifting, "as a separate lifting accessory", shall be only of "short-link" type.
Traditionally, "long-link" chain was made of lower-grade alloy, usually with "scarf-welded" links.
Riggers in the events industry are meeting with situations where the use of STAC has been forbidden.
Usually this prohibition has come from Venue insurers.
Given that Columbus-McKinnon have developed a ***specific lifting accessory*** product, ideally suited to our needs, rated with suitable factors of safety; the following Method Statement hopes to take advantage of technological advances which are in conflict with historic legislation.

METHOD STATEMENT

USE OF SPECIAL THEATRICAL ALLOY CHAINS (STAC):

1. **STAC links will be loaded only intrados to intrados.**

2. **STAC will not be used to create a basket or choke sling.**

3. **When STAC is used as a component of a bridle-leg, unused links will not be trapped by adjacent lifting components; they must always be free to move above or below the ultimate bearing points.**

4. **When STAC is used as a bridle-junction, a single STAC link must never itself become the bridle-root, as this would require two links to share a bearing point of the root-link. A shackle, or shackles, will be fitted so that unused links may be free to move above the links meeting the bridle-root.**

5. **Summary: STAC (or any long-link chain) links will only be loaded axially. No twisting, bending or "link-opening" forces will be applied; only in-line intrados to intrados loading is permitted.**

RIGGING PFPS METHOD STATEMENTS - 22/11/2007.
COMPLIANCE AND INTERPRETATION OF WaH Regs 2005.

We undertake to comply with Work at Height Regulations 2005 as far as is practicable in all rigging projects under our control.
The Regulations set out hierarchies and preferences for the safety of all workers at height.
There are instances and circumstances where different sections of the regulations may be seen to be at variance with one another, and it is the purpose of this document to set out our interpretation of best practice in different circumstances.
The National Rigging Advisory Group (NRAG), within the Professional Lighting and Sound Association (PLASA), have determined that Rope Access as defined and certified by the International Rope Access Trade Association (IRATA) is not an appropriate component of a rigging qualification.
(This document does not intend to amplify the above decision for reasons of brevity.)
A rigger may well be IRATA -certified, but most riggers do not spend sufficient hours in rope access work to maintain their IRATA status.
- This is primarily as a result of improvements to venue conditions, and very much in the spirit of the WaH regs – preferring to avoid WaH risks as a first choice control.

SCENARIO 1.

Nevertheless, there are still occasions when riggers need temporary rope access.
When the act of installing a line for access involves the greatest risk in the planned operation, we are prepared to use (strictly on a temporary basis) a climber's figure-8 descender with a doubled line. This permits removal of the line without having to reach the hazardous position a second time (compliance with WaH regs – section 6 "avoidance"). When this method is chosen, suitable fail-safe precaution should be added; either in the form of a "shunt" device, capable of working the doubled line, or at least a groundsman in attendance who will be capable of locking the lines by tensioning – in case of problems aloft, and of managing a controlled descent in the event of the rigger above losing consciousness or the use of his/her hands.
Many venues have installed fall-arrest anchor lines for traversing rigging beams, in line with improved practices generally; however, there are still instances when riggers must go out on a beam with no overhead anchor points available.

SCENARIO 2.

WaH Regs 2005 would suggest that a sling conforming to EN 795B be slung around the beam, and the rigger should attach a fall-arrest lanyard with energy absorber between this and the sternal or dorsal point of the harness.
We consider that the best fall protection will be provided by use of an adjustable work-positioning lanyard choked around the beam, with minimum slack length to the harness, with the rigger sitting astride the beam.
Here the principal point of contact is the buttocks, with the feet on the lower flange (if available).
If the rigger loses balance for whatever reason, a "capsize" will take place rather than a fall. The rigger will remain close to the beam and in most cases will immediately be able to self-rescue.
Were the rigger to choose the fall-arrest option, he/she would find themselves a long distance below the beam having endured a fall factor of approximately two, and certainly in need of rescue by others.

SCENARIO 3.

PFPS when working with MEWPs.

Recently, plant hirers have been fitting notices to mewps which instruct the user to ***"wear a full-body harness with a short lanyard in all boom-type operations".***
A full-body harness implies a 'fall-arrest' function, yet very few mewps have certified 'fall-arrest anchor points'.
The attachment points which are provided are suitable for 'restraint' purposes, and the primary protection is fall-prevention provided by the handrails of the machine.

We believe that these measures only increase confusion in the matter of fall-protection, and that the best approach is a risk-based one taking account of the wider circumstances.
There are many good reasons for having a fall-arrest harness in a mewp basket, but the function may be different in varying circumstances.
When working on uneven or unstable terrain, the risk of being thrown from the basket would demand that the worker be attached to the structure of the machine – but it is important to stress that the anchor point may well not be sufficient for true fall-arrest.
Most "event rigging" work takes place on good surfaces, so the above demand is much reduced.
In real-world examples, the greatest risks to riggers arise when the mewp basket (or platform) is unable to reach the required structural point – most often due to venue plant and fittings such as air-conditioning ducting etc., obstructing access.
This requires the rigger to contravene basic mewp training which forbids the workers' feet from leaving the basket floor.
At these moments, the rigger should be risk-managing his/her own environment, so the full-body harness should be attached to either the basket anchor point(s) with an adjustable work-positioning lanyard –(always maintaining minimum length), or a twin lanyard with energy absorber should deploy between basket anchors and suitable nearby structural members, possibly with addition of EN 795B lanyard(s) –(always minimising the time during which the lanyard might connect the mewp to the venue structure to a few seconds only).
A combination of the two lanyard types might also be needed if circumstances require it.
We acknowledge that the above statement encompasses a contravention of basic training; however, the reality is that the use of the mewp reduces risk in general, and the occasional requirement to climb further is better (i.e. lower risk), than having had to free-climb the full distance in the first place, and this approach complies with the general directive of WaH Regs to reduce risks as much as practicably possible.

Review & audit procedures

A-TECH will review the company Health & Safety Policy, risk assessments and other safety documentation on a yearly basis, or whenever significant changes are made to methods of working or the environment, whichever is sooner.
At this point accident figures for the previous year will also be assessed and recommendations to reduce these can be incorporated into the policy and risk assessment review.
Findings of all reviews and changes to policies and documentation will be communicated to the company via email and training sessions if required. Contractors may also be issued with additional guidance and requirements should this be necessary.
Any incident or accidents that occur on site should be shared with the Crew Chief / and or Team Leaders through the monthly office meetings so lessons can be learned and risks reduced.
If deemed necessary an external audit procedure would be put in place.