

Health and Safety Policy Statement



Audio Alliance

Health and Safety Policy Statement

Audio Alliance (North) Ltd.

Unit 7 Norbury Court, The City Works, Welcomb Street, Manchester, M11 2NB.

Audio Alliance (North) Ltd. recognises its responsibilities under the Health and Safety at Work Act 1974, for ensuring so far as reasonably practicable the health, safety and welfare of all its employees, freelancers, trainees and visitors.

Audio Alliance (North) Ltd. attaches the greatest importance to health and safety, considering this to be a management responsibility ranking equally with other management functions within the organisation

It is the policy of Audio Alliance (North) Ltd. to take all reasonably practicable precautions for the prevention of accidents and dangerous occurrences and for the creation of working conditions, which safeguard all those concerned with our business operations

To this end Audio Alliance (North) Ltd. will allocate the necessary resources and enlist the active support of all employees, freelancers, visitors, trainees and subcontractors, upon whom the Health and Safety at Work Act also impose duties.

Audio Alliance (North) Ltd. regards the standards set by the various relevant statutory provisions as the minimum standard which must be achieved, and will endeavour to improve upon these standards where reasonably practicable.

This policy, organisation, arrangements and safety rules that form part of it will be reviewed regularly, modified and updated as necessary.

The objectives of this policy are:

- To promote standards of health, safety and welfare within Audio Alliance (North) Ltd. and to ensure compliance with all the relevant statutory provisions.
- To create and maintain safe and healthy places of work for all employees and to ensure that the safety and health of persons other than our employees are not adversely affected by our work activity.
- To ensure that staff levels are provided with adequate instruction, training and supervision.
- To develop safety awareness and responsible attitudes at all levels.
- To promote a joint consultation approach on health and safety matters.
- To provide a framework within which our safety performance may be monitored.
- To ensure all subcontractors recognise their responsibilities under the Health and Safety at Work Act 1974, and to adopt Audio Alliance (North) Ltd.'s Health and Safety Policy arrangements where appropriate.

Signed

Position

Date

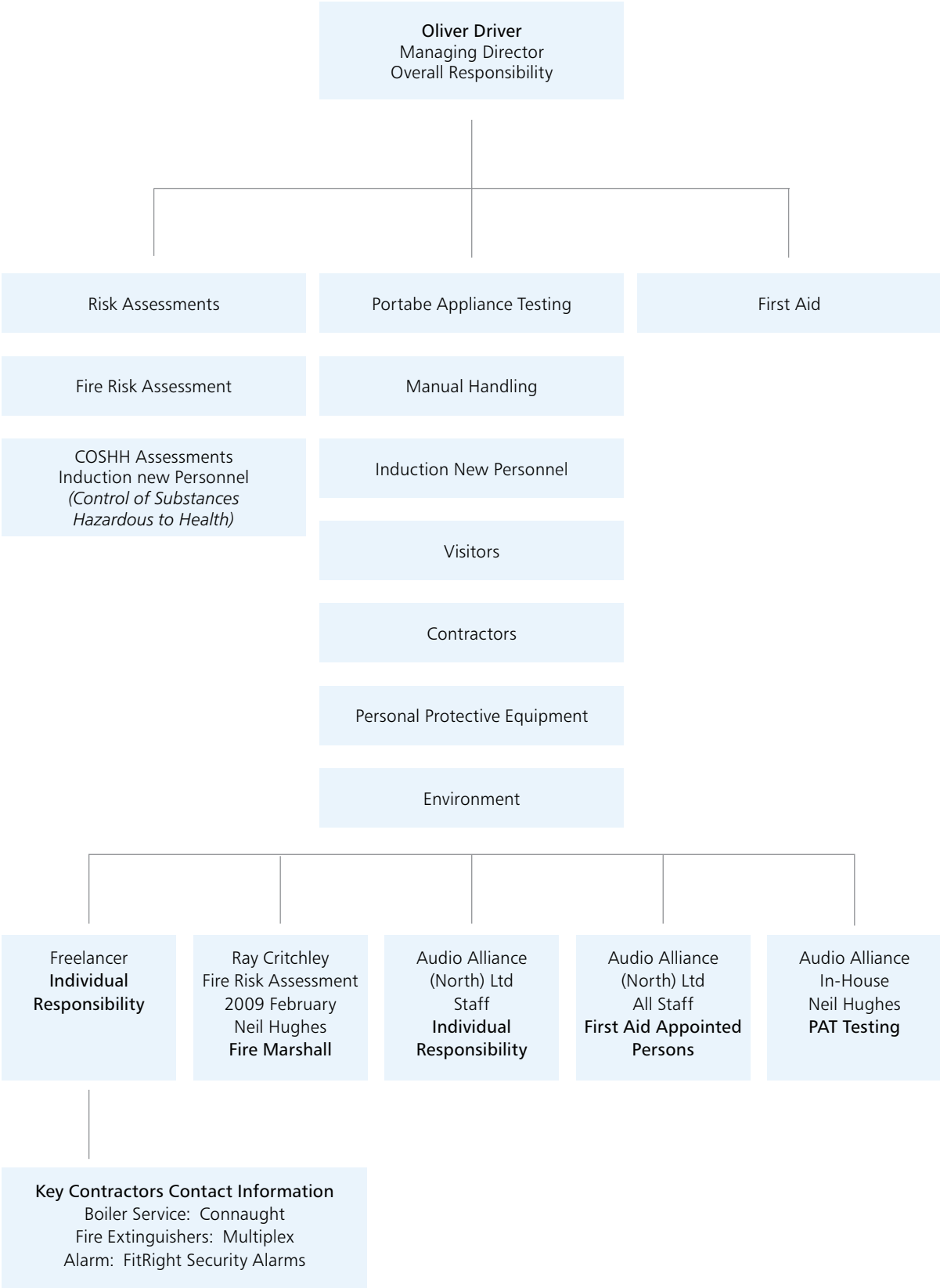
Safety Organisation and Responsibilities

The Managing Director has overall responsibility for ensuring that Audio Alliance (North) Ltd. Health and Safety policy is implemented.

All employees, freelancers regardless of position in Audio Alliance (North) Ltd. have a duty imposed on them by the Health and Safety at Work Act 1974:

- To take responsible care for the health and safety of themselves or other persons whom their acts or omissions may affect.
- To co-operate with Audio Alliance (North) Ltd. in the measures taken to safeguard health and safety at work.
- To report to a person in authority any defects, which adversely affect health and safety at work.
- To be aware of Audio Alliance (North) Ltd. safety organisation and arrangements and those statutory provisions and safety rules relating to their work activities.
- It should be noted that disciplinary action might be taken against employees, freelancers who persistently and deliberately flout the requirements placed upon them by statutory provisions and Audio Alliance (North) Ltd. safety rules.

Safety organisation and responsibilities chart



General Safety Rules

It is the responsibility of each employee and freelancers to:

- Use safety equipment and personal protective equipment as per Audio Alliance (North) Ltd. instruction and manufacturers safety instructions.
- Report damage or loss of safety equipment and personal protective equipment to Oliver Driver so that a competent or qualified person can remedy the defect.
- Keep all equipment and tools relating to his/her work in good operational and safe working order.
- Check prior to use for any signs of wear and tear that may make the use of them unsafe.
- Treat any minor cuts/abrasions/splashes using the available First Aid resources.
- Record and report all accidents and near misses on the form provided and contact Audio Alliance (North) Ltd. as soon as possible.
- Switch off and unplug portable equipment and flexible cables when not in use.
- Report to management any prescribed medication that could affect your ability to work safely.
- Keep areas such as stairs and walkways clear and unobstructed.
- Familiarise yourself with the positions of the fire exits and fire extinguishers and keep fire exits clear.
- Wear clothing and footwear appropriate to your role.

It is the responsibility of each employee and freelancers not:

- To run in the work place
- To behave inappropriately i.e. horseplay
- To clutter up gangways, paths or stairs
- To misuse equipment
- To smoke in "no-smoking" areas
- To consume alcohol, drugs or any other intoxicating substances whilst working for Audio Alliance (North) Ltd.

First Aid

Trained First Aider(s):

All personnel to act as appointed person.

First Aid Boxes:

Kitchen and Office.

Accident Book:

Office

First Aiders to ensure:

That soap, water and disposable drying material are on hand for specific first aid purposes.

That all First Aid boxes are 100% full, all equipment is in good condition and all the contents are up to date.

The First Aid box does not have:

- Sprays
- Pain killers
- Antiseptics
- Aspirin
- Tablets
- Other medication.

All accidents/incidents are to be recorded using the Accident/Incident form and contact Audio Alliance (North) Ltd. as soon as practically possible in order for Audio Alliance (North) Ltd. to complete the reporting process.

See guidelines on '*reportable incidents*' with further details.

General Instruction Attention All:

All those involved directly or indirectly with regards to any accident/incident will assist the First Aider in carrying out his/her duties, by reporting for treatment however minor in order for the above standards to be maintained and to report the above to your immediate manager for entry into the accident book.

Important Note Attention All:

It is a legal duty for employers to provide the first aid facility

It is a legal duty for employees, freelancers to report if he/she is injured at work.

In the Event of an Emergency or Accident:

- Stay calm
- Make the area safe
- Seek assistance preferably from a First Aider treat as required/instructed
- If in doubt do not move the person
- If necessary you call the emergency service(s) or have someone else call them.

Reportable Accidents

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 RIDDOR.
Guide Only

Any:

- Fatality
- Amputation
- Loss of sight temporary or permanent
- Penetrating injury to the eye, or a chemical or hot metal burn to the eye
- Injury that results in admittance to a hospital for more than twenty-four hours.
- Injury that results in incapacity from work for more than three days.
- Injury resulting from electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than twenty four hours.
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or toxins or infected agent.
- Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent.

Written report on form: F2508

Reportable Dangerous Occurrences

Guide Only

Any:

- Collapse of, the overturning of, or the failure of load bearing parts of lifts and lifting equipment.
- Explosion or bursting of any closed vessel or associated pipe work.
- Collapse of scaffold(s) over 5 metres high.

Written report on form: F2508

Reportable Diseases

Guide Only

Any:

- Skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, Oil folliculitis/acne.
- Certain poisonings
- Hand arm vibration syndrome

Written report on form: F2508

The above lists are not complete but are for guidelines only. A full list can be found in the Health and Safety publication: '*A guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995*'.

Reporting:

Verbally as soon as possible by telephone to either:

Local Environmental Health Office: 0161 234 4911

HSE Incident Contact Centre: 0845 300 9923

HSE Incident Contact Centre: www.hse.gov.uk/riddor/

Control of Substances Hazardous to Health (COSHH)

The Legal Requirement:

Evaluating the risk to health arising from the work involving substances hazardous to health and then;

Establishing what has to be done to meet the requirements of the whole COSHH regulations.

The assessment must be reviewed at least every five years or;

If circumstances change; or

It becomes obvious that the original assessment is no longer valid.

The duty is absolute and is placed on the employer, including the self-employed.

The duty extends beyond employees to include any others who may be effected by the work, whether at work themselves or not

The True Purpose of the Assessment:

Identify if and how human health could be injured using a substance; then devise safety precautions to protect the health of employees and others who could be harmed by a hazardous substance; then put the precautions into practise.

Key Words To Use In Assessments:

HAZARD - means the potential to cause harm. The substance may cause harm in a variety of ways and via a variety of routes.

RISK - means the likelihood that the substance will cause harm in the actual circumstances of use. This will depend on how it is controlled, used and employees, freelancers exposure.

Control Of Substances Hazardous To Health (COSHH)

Precaution Guide Four Steps:

1. **Prevention by:**

- Eliminating the use of the substances.
- Substitute for less hazardous substance or use same substance in less hazardous form.

2. **Controlling exposure:**

If prevention is not reasonable practicable; then

- Totally enclose the process and the handling systems
- Local ventilation with partial enclosure
- Reduce the number of people exposed
- Exclude non-essential access
- Reduce exposure time
- Regular cleaning
- Safe storage
- Safe disposal
- Prohibition of eating, drinking and smoking
- Adequate hygiene facilities (washing /showers).

3. **Personal Protective Equipment**

Final solution PPE use must be adequate to control:

- Length of exposure
- Amount of exposure
- Form of exposure
- Person exposed i.e. health, low threshold to sensitisation, beard, and long hair.
- Conflicts with any other PPE that must be used
- Details of PPE issued should be recorded

4. **Assessments and Data**

- Records must be made and kept up to date.
- Review as required and amend where necessary (not repeat but check).

Noise at work

The Control of Noise at Work Regulations 2005.

Attention:

All employees, freelancers, contractors and visitors.

The Hazard:

This is "noise", the law says we should try to remove the hazard or at least try to reduce the "risk" to protect people.

Noise is measured in decibels (dB) but sudden impact noises produced by hammer blows, percussion drills, pyrotechnics, are measured in pascals which is a measure of air pressure.

The Risk:

Loud noise can cause irreversible hearing damage and it can accelerate the normal hearing loss which occurs as we grow older, as well as cause other problems such as Tinnitus. It can also lead to increase in other accidents and stress.

Indication Of Noise Level:

If you cannot clearly hear someone around 2 metres away

- Level around 85dB (A) or higher.

If you cannot clearly hear someone around 1 metres away

- Level around 90dB (A) or higher.

PA systems installed-

- Stage, mixer positions, pit and areas around the speaker systems almost certain the levels would be above 90 db[A].

Fork lift

- Level around 101dB (A) or higher.

Unsilenced generator

- Level around 117dB (A) or higher.

Law Requires:

Employers are required to take "Three Action Levels"

- 85dB (A) First action level
- 90dB (A) Second action level
- 140dB (A) Peak action level

What We Must Do:

Identify the areas of concern within the first and second areas and mark these zones in accordance with Health and Safety (safety signs and signals regulations 1995).

Who ever does the assessment must be competent and a copy of the assessment must be kept on file until a new assessment is made.

First Action Level 85db (A) Employers Must:

Tell all workers including contractors about the risks and precautions. Hearing protection to be freely available to all who want it where levels exceed 85dB (A).

Suggest to all workers to seek medical advice if they think their hearing is being effected.

Second Action Level 95db (A) Employers Must:

Do all they can to reduce exposure i.e. rotation of staff.

Employees and contractors have a duty to use the hearing protection provided and to report any defects or problems to employers.

Noise at work

The Control of Noise at Work Regulations 2005.

In many cases operating noisy plant and machinery, it will not be possible to reduce the noise and therefore the only control will be hearing protection. Ear protection areas and zones must be identified, established, marked out and controlled.

Peak Action Level 200 Pascal's (Approximate 140db (A):

It is quite likely to be produced by percussive equipment and tools, staff working near such equipment must use the special ear protection required for this type of work.

General Information:

Two main types of protection:

Ear plugs –

- disposable or reusable
- Both types to be fitted with clean hands to avoid irritation
- Do not reuse disposable earplugs

Ear defenders or muffs –

- If damaged or worn incorrectly, should not be relied upon to protect hearing
- Ear protectors of any kind should not be shared as this can spread ear infections
- Anyone with an ear infection should not use muffs or ear plugs

Exemptions:

There are *NONE!*. When and where applicable all must wear protection in order to protect their hearing.

All Events

Noise Assessment Record

Location:

Date

Activity (brief description)

Person assessing

Equipment used

Level of noise identified please tick:

85dB [A] First action level

90dB [A] Second action level

Can the noise be removed or reduced? Yes No

(If no please see below)

Audio alliance (North) Ltd. - advice and instruction regarding type of ear protection to wear based on level identification-

Signage required? Yes No

Signage adequate? Yes No

Quantity required

Description

Supplied by?

Ear Protection Zones:

Installation Sites, Stage, Pit Area, Front of House Mixer position plus any designated area.

Personnel Protective Equipment required? Yes No

Personnel Protective Equipment supplied by?

Location of protectors to be at all entrances, actioned? Yes No

Enforcement required? Yes No

Stewards supplied and briefed by

Personnel Protective Equipment worn? Yes No

If NO state reason

Electricity At Work 1 - 3

The Electricity at Work Regulations 1989.

All electrical work will be completed in accordance with: The Electricity at Work Regulations 1989. and to BS 7671:1992 Requirements for Electrical Installations, also in accordance with BS 7909:1998 Code of Practice for temporary distribution systems for AC electrical supplies for entertainment lighting, technical services and related items.

Briefly The Main Points Are:

So far as reasonably practicable, all systems shall be of a construction that prevents any danger.

All work activity such as use and maintenance on or near a system shall be carried out so as not to give rise to danger.

All electrical equipment which may be exposed to mechanical damage, the effects of weather, temperature, wet, dirty or corrosive conditions, flammable or explosive dusts or gases, must be covered and protected to prevent any danger arising to unauthorised person(s) or public.

Also:

1. Any equipment provide for protection of person(s) shall be suitable for use and properly maintained.
2. The strength and capability of the equipment must not be exceeded in any way as to give rise to danger.
3. All conductors which may give rise to danger must be insulated, protected and placed together with any other precautions taken to prevent danger.
4. Earthing or other protective measures must be taken to prevent cables, other than circuit cables, from becoming live.
5. Prohibits the placing of switches in just the neutral side of the circuit unless specific safety precautions are taken.
6. All joints and connections must be electrically and mechanically suitable for use.
7. The use of fuses and or circuit breakers is required.
8. Suitable means must exist for cutting off the supply to any item of electrical equipment and also a means of isolating such item.
9. Where appropriate circuits must be identified.
10. Adequate precautions must be taken to prevent any danger when work is taking place near any equipment that has been turned off, especially to prevent it from becoming live again.
11. Adequate lighting, access and working space must be provided to prevent injury.
12. No work must be done on or near live conductors unless it is unreasonable to make it dead, or it is reasonable to allow live work with suitable precautions taken.
13. No persons to be engaged in work where technical knowledge or experience is necessary to prevent danger, unless they have the knowledge or are under appropriate supervision.

Fixed Installations:

Should be installed in accordance with the Institute of Electrical Engineers (IEE), Wiring Regulations and up to BS 7671:1992 Requirements for Electrical Installations and then inspected and tested every five years when an inspection certificate and test certificate should be issued.

Temporary Installations:

Concert, Site Work, Theatre and Outdoor Events

The conditions set in most Public Entertainment Licences normally call for this same standard for Temporary Installation, (as per fixed installations) this is often impractical. After installation a copy of the inspection certificate should be given to the Production Manager or the Event Safety officer.

Work to be up to BS 7909:1998 Code of Practice for Temporary Distribution Systems for AC Electrical Supplies for Lighting, Technical services and related purposes.

Electrical equipment must be protected by Residual Current Devices; a fuse on its own may not be enough. For outdoor use or where higher power requirements are foreseen indoors the use of industrial connections to BS4343 as opposed to normal 13 amp plugs and sockets. In situations where 13 amp plugs and sockets are used then fuses of the correct rating for that particular appliance must be fitted. For site use hand tools such as electrical drills and saws must be 110 volt type for safety.

Cables on temporary installations must be laid in such a way as to not become a trip hazard, and if laid across traffic routes must be properly protected.

All electrical equipment must be properly tested and inspected on a regular basis by a competent person.

Mains Supply Connection and Disconnection:

Mains connection and disconnection of equipment or power must be actioned only by a qualified electrician or other competent person either on site at Audio Alliance (North) Ltd. or at any other location that work is carried out including Arenas, Theatres and Outdoor events where Audio Alliance (North) Ltd. expect in house or Production supplied electricians to be available for this activity.

Assuring Safety Standards:

This applies to all work that Audio Alliance (North) Ltd. is involved in If Contractors, Venue, Concert, Theatre or Production cannot supply qualified or competent person(s) or the person supplied is deemed by Audio Alliance (North) Ltd. to be incompetent or unqualified, Audio Alliance (North) Ltd. will make a decision to supply the proper competent or qualified person in order to maintain so far as reasonably practicable the Health and Safety Standards required.

Portable Appliances Testing (PAT Testing)

All portable electrical equipment should undergo Portable Appliance Testing on at least an annual basis or so far as reasonably practicable.

Pat Testing Includes:

- Catering equipment
- Hand tools
- All office and warehouse equipment.

All faulty equipment must not be used until properly repaired or replaced.

Employers should instruct all persons to carry out a visual check of all equipment and report faults and/or damage.

As with all work equipment employees and self-employed have a duty to maintain all equipment in a safe working order and not to tamper or interfere with it unless they are qualified to do so.

If equipment keeps tripping out a Residual Current Device (RCD), then that equipment should not be used, until checked, tested and the fault corrected.

System:

In order to ensure all portable electrical equipment is properly maintained Audio Alliance (North) Ltd. has developed a formal and regular system of routine in-house inspection and testing.

Please contact Mr Neil Hughes

Risk Assessment Information

The Management of Health and Safety at Work Regulations 1999.

- A Risk Assessment is a careful examination of what, in your work, could cause harm to people.
- "Hazard" means anything that could cause harm i.e. manual handling.
- "Risk" is the chance, high or low, that someone will be harmed by the Hazard.

Five Steps

1. Look for and identify hazards i.e. manual handling.
2. Assess whom, how and how many might be harmed.
3. Evaluate the risk and possible course of action.
4. Record and communicate your findings.
5. Monitor and update, if necessary, due to changes in work activity.

Risk Matrix

This matrix is to assist you in rating the risk

- 6-9 Unacceptable take immediate action
- 3-4 Tolerable but look to improve
- 1-2 Acceptable no further action

	3	6	9
Increasing consequence (Minor > Treatable First Aid > Serious)	2	4	6
	1	2	3
	Increasing Likelihood (Unlikely > Possible > Likely)		

Risk Assessment Form

See separate risk assessment form.

Manual Handling

The Problem:

- More than a third of three-day injuries arise from manual handling.
- On average each injury results in 20 days off work.
- Sometimes the victim never recovers.
- The cost is enormous.
- Manual handling injuries build up over time rather than being caused by a single incident.

What's To Be Done?:

- Consider the risks to manual handling to the health and safety of all involved.
- If risks exist then the Manual Handling regulations apply.

Audio Alliance (North) Ltd. will:

- Avoid the need for hazardous manual handling as far as reasonably practicable.
- Assess the risk of injury from any hazardous manual handling that cannot be avoided.
- Reduce the risk of injury from hazardous manual handling as far as reasonably practicable.

Guidelines To Indicate If There Is A Risk Of Injury:

- Excessive fatigue.
- Bad posture.
- Cramped/untidy work areas.
- Awkward or heavy loads.
- A history of back problems.

Audio Alliance (North) Ltd. Guidelines For Handling:

All equipment and cases to be packed correctly to avoid or reduce movement when handling.

Manual Handling Assessments

Department:

Work activities

Person(s) affected

Does the task involve:	Yes or No	Level of Risk Low/Medium/High	Action Required
Holding loads away from the trunk?	<input type="text"/>	<input type="text"/>	<input type="text"/>
Twisting?	<input type="text"/>	<input type="text"/>	<input type="text"/>
Stooping?	<input type="text"/>	<input type="text"/>	<input type="text"/>
Reaching upwards?	<input type="text"/>	<input type="text"/>	<input type="text"/>
Large vertical movements?	<input type="text"/>	<input type="text"/>	<input type="text"/>
Long distance carrying?	<input type="text"/>	<input type="text"/>	<input type="text"/>
Strenuous pushing or pulling?	<input type="text"/>	<input type="text"/>	<input type="text"/>
Unpredictable movement loads?	<input type="text"/>	<input type="text"/>	<input type="text"/>
Repetitive handling?	<input type="text"/>	<input type="text"/>	<input type="text"/>
Insufficient rest periods?	<input type="text"/>	<input type="text"/>	<input type="text"/>
A workrate imposed process?	<input type="text"/>	<input type="text"/>	<input type="text"/>
The loads are they:			
heavy?	<input type="text"/>	<input type="text"/>	<input type="text"/>
bulky/unwieldy?	<input type="text"/>	<input type="text"/>	<input type="text"/>
difficult to grasp?	<input type="text"/>	<input type="text"/>	<input type="text"/>
unstable/unpredictable?	<input type="text"/>	<input type="text"/>	<input type="text"/>
intrinsically harmful (sharp)?	<input type="text"/>	<input type="text"/>	<input type="text"/>

Working environment are there:

Constraints on posture?	<input type="text"/>	<input type="text"/>	<input type="text"/>
poor floors?	<input type="text"/>	<input type="text"/>	<input type="text"/>
variation on levels?	<input type="text"/>	<input type="text"/>	<input type="text"/>
hot/cold humid conditions?	<input type="text"/>	<input type="text"/>	<input type="text"/>
strong air movement's poor lighting conditions?	<input type="text"/>	<input type="text"/>	<input type="text"/>

Individual capability does the job:

require unusual capability?	<input type="text"/>	<input type="text"/>	<input type="text"/>
hazard those with health problems?	<input type="text"/>	<input type="text"/>	<input type="text"/>
hazard those who are pregnant?	<input type="text"/>	<input type="text"/>	<input type="text"/>
call for special information/training?	<input type="text"/>	<input type="text"/>	<input type="text"/>

Other factors:

Is movement or posture hindered by clothing or personal protective equipment? Yes No

Review date

Assessor print name

Safety Rules and Procedures

Manual Handling:

- Do not jerk and shove whilst lifting.
- Lift in easy stages - floor to knee then the carrying position.
- Hold weights close to the body lift with the legs and keep the back straight.
- Grip loads with palms not fingers.
- Never change grip whilst carrying items.
- Do not let the load obstruct your vision.
- Ensure that the route is clear before setting off.
- Check the stability of the load before lifting.
- If in doubt do not proceed but seek help from management/supervisor/personnel.
- Never try to save time by trying to have a go yourself.

If You Experience Back Trouble:

Do not attempt to lift let someone else do it.

Safety Rules and Procedures

Ladders:

- Never use or climb makeshift structures.
- Check rungs, stilts and feet, are they in good condition and safe to use if defective: DO NOT USE.
- Never allow more than one person on a ladder at any one time.
- Never work on ladders that are sited on uneven ground.
- Secure top and bottom, if practicable use ladder stays and or stand offs.
- Correct angle 1 metre out for every 4 metres high (75 degrees) and position to avoid overreaching.
- When using ideally have someone footing the ladders correctly.
- Ensure the ladder is the correct one for the job and will extend to 1.07m (3'6") above the stepping off point.
- Always ensure the ladder is long enough for the work and maintain at least 1.1m (42") above the rung on which the used stands.
- Never use a rung for a support system or for run up boards.
- Always face the ladder when using it and maintain a firm grip.
- Do wear robust sensible footwear, ensure no loose laces, damaged sole or slippery contaminate is on the footwear.
- Always ensure that when using extension ladders you always maintain at least three rungs at the overlap position.
- Overhead electrical lines electricity can flash from overhead power lines even though plant and equipment may not touch them e.g. ladders, scaffold poles.
- Do not work under them where any equipment e.g. ladder, scaffold poles, picker could come within nine metres of power lines without seeking advice. Consult the local electrical company.
- Ladders used for access e.g. as a place of work should be secured and footed to prevent movement.
- Always position ladders free from the risk of falling materials and maintain safe access.

Safety Rules and Procedures

Steps:

- Always ensure equipment is in good order and is the correct type for the work activity.
- Always use equipment as per manufacturer's instructions and labelling.
- Do not use equipment for any other purpose than what it is designed for.
- Always report any damaged equipment to the Audio Alliance (North) Ltd., Do not use damaged equipment.

Safety Rules and Procedures

Mobile Towers: When Erecting The Tower(s):

- Only competent crew are to be used, follow the manufacturers instructions- do not exceed the maximum height allowed for the given base dimension.
- Normally the base height ratio is 1:3 for an untied tower.
- It must rest on firm level ground and lock and secure the wheels.
- Tie and secure the tower to a secure structure if it is likely to be subject to heavy equipment and or materials being lifted up onto the outside and where the base is too small for the height required.
- Provide a safe way to get in e.g. internal ladder as it is not safe to climb up the outside.
- Guard rails and toe boards must be provided if someone could fall from a height of 2 metres, or less where there is a risk of injury.
- Do not overload the working platform, and do not apply pressure which could overturn the tower e.g. working of a ladder placed on the top of the platform. Ensure any wheels are locked and extend outriggers.
- Safety Rules and Procedures.

When Moving A Tower:

- Check that there are no power lines in the way or obstructions, holes in the ground, cables across the floor, flight cases, equipment or parts(s) of stage set.
- Do not allow materials or people to remain on the tower and ensure people are not in an area which could be in danger to them.
- To move, lift the outriggers, lift the wheel brakes and push or pull from the base only.
- Watch out for towers "RUNNING AWAY FROM YOU" when being moved down or across slopes.

Safety Rules and Procedures

Ladders Steps And Towers:

All equipment to be checked visually by the person who is preparing equipment for dispatch to a job.

All equipment must be maintained in good safe working order by assigned competent person(s) or suppliers.

Working Areas Check:

- Walk ways clear and in good condition.
- Any objects unstable or likely to fall?
- Any tripping or slipping hazards?
- Fire escapes and equipment, located, identified and accessible?
- Adequate lighting, space for work activity?
- Location of nearest telephone for emergency use?
- Location of first aid equipment and/or person?
- Do not leave cables lying around or across walkways or work areas.
- Secure and tidy, if necessary use cable ties or tape.
- Ensure clearance is available for people to move safely.

Action Required In The Event Of Electric Shock:

- Switch off power.
- If power cannot be turned off, then push casualty clear using either a wooden chair or a piece of wood.
- Do not touch them until you are sure that they are clear of the electricity.
- Providing appropriate safety wear is being worn e.g. thick rubber soled shoes, thick rubber gloves, standing on rubber, you can attempt to move a person whilst the electricity is on.
This should only be considered if the injured person is in danger.
- Put the person in the recovery position and call for an ambulance if this has not already been done.

Safety Rules and Procedures

The Lifting Operations and Lifting equipment Regulations 1998.

Loler Regulations:

The Lifting Operations and Lifting equipment Regulations 1998 (Loler) were made under the Health and Safety Act of 1974.

They require that all 'lifting equipment' whether existing, second hand, leased or new be fully examined by a "competent" person and records kept of such examination, along with retest dates for such equipment. All equipment must also have an individual marking in order to identify the piece of equipment and its corresponding examination/service record.

In accordance with the above and in so far as is reasonably practical all equipment is tested at regular interval and records of such examinations are kept at the supplier's office.

Chains, Ropes And Lifts:

Will only be serviced by nominated companies.

All records are kept by the suppliers.

Safety Rules and Procedures

Assurance Letter Re-Loler Regulations

To the suppliers of related equipment.

Please fill out and return to Audio Alliance (North) Ltd.

Company Name

Address

Town

Tel. No.

Fax

E-Mail

The lifting operations and Lifting equipment Regulations 1998 (Loler) were made under the Health and Safety Act of 1974. they require that all 'lifting equipment' whether existing, second hand, leased or new be fully examined by a "competent" person and records kept of such examination, along with retest dates for such equipment. All equipment must also have an individual marking in order to identify the piece of equipment and its corresponding examination/service record.

In accordance with the above and in so far as is reasonably practical all equipment is tested at regular interval and records of such examinations are kept at the above supplier's office and available for inspection.

All rigging equipment has a minimum retest date of one year.

It is also given a visual inspection every time it is required on a job.

Chains and Ropes:

Will only be serviced by nominated companies:

All records are kept and are available for inspection.

Sign to confirm agreement and understanding of the above.

Signature

Print name

Date

Position/Title

Safety Rules and Procedures

Rigging Points:

Audio Alliance (North) Ltd. policy is that all rig points must be provided with proof of suitability by the venue and have been installed by a qualified rigger together with a qualified engineer who will be requested to be available for an onsite consultation with Audio Alliance (North) Ltd. personnel.

Crew who are new or are unfamiliar with our flying systems will be instructed into Audio Alliance (North) Ltd. best practise of flying their systems.

Secondary safety fittings are installed in case of failure of the primary fastenings.

Working At Height Audio Alliance (North) Ltd.:

Working at Height Regulations 2005.

- Will expect all equipment to comply with current regulations and trained competent personnel only to assemble and build structure(s).
- Will expect that adequate crawling boards, ladders or properly constructed staging are available.
- Will expect that all openings are effectively covered or barred off.
- Will expect edge protection is available and installed.
- Will expect covers are securely fixed and strong enough to bear the load of man, equipment and materials.
- Will expect that where it is not possible to install adequate safety barriers, always ensure a safety harness is available and worn.
- Will expect where and when access is required or work is necessary on close proximity to roof lights, adequate protection will be provided to prevent any injury from persons or material falling through.
- Expect all involved to check with qualified supervision as to preventative measures to be implemented before attempting the operation.
- Expect all involved not to enter any areas, roof cavity's or any work area at height that they are not qualified to work in and are not working in with regards to their work.
- Do not enter any no go areas.

Suspended ceilings and asbestos roofs keep off.

All Involved should never pre-judge a surface.

Safety Rules and Procedures

Flight Cases:

- No flight case to leave the warehouse with broken wheels, damaged handles or sharp edges.
- Any damaged cases should be retained in the warehouse until repaired.
- When appropriate, Audio Alliance (North) Ltd. will update the stock of cases to maintain safety standards and to protect equipment.
- All flight cases will indicate contents and warnings as to the nature of their weight such as: "DO NOT TIP" and "THIS WAY UP".
- All cases to be labelled:
 - Client
 - Date
 - Contents

Any cases that are awkward to handle request assistance.

If in doubt always request assistance to avoid injury.

Safety Rules and Procedures

Vehicles:

- Only qualified and competent persons will be allowed to drive
- Do not drink alcohol and drive
- Do not drive if you are taking prescribed medication or any drugs that could impair your judgment and ability to drive
- Observe all speed limits
- Take due care to all road traffic and weather conditions
- Comply with Road Traffic Regulations at all times
- Regularly check tyre condition and pressure, horn, seats, lights, steering, brakes, safety fitments, wipers/washers and exhaust
- Check for any defect and rectify immediately or as soon as practicable
- Service and Maintain in accordance with manufacturers recommendations
- Use the vehicle for it's designated purpose
- Check security of load to prevent movement or shifting
- If appropriate enlist someone to assist in reversing

Mobile Phone:

Use of hand-held mobile phone, whether own or company, is not permitted under any circumstances whilst driving a company vehicle, or driving on company business.

The phone must be switched off at all times and only used when the vehicle has stopped in a safe place.

Safety Rules and Procedures

Spillage Handling:

- Contain the spill.
- Soak up using sand, granules or some other safe means at your disposal.
- Ensure the area is not slippery or dangerous once the spillage is cleared.
- If in doubt display a warning sign until the area is safe.

Substance Handling:

- Follow instructions on handling and storing.
- Read the COSHH sheet on the substance being used and make full and proper use of any control measures.
- Make full and proper use of personal protective equipment.
- Remember to remove personal protective equipment that may cause contamination before eating, drinking or smoking.
- Do not siphon or pipette by the mouth.
- Do not mix or combine different substances unless following the manufacturers instructions.
- Do not consume food in areas of substance use.
- To practice a high standard of personal hygiene and make proper use of facilities regarding washing, eating and drinking.
- To report promptly any faults or damages found in either the facilities or control measures provided.
- To report any change of or to, the substance used.
- To all involved employees and self-employed to co-operate with Audio Alliance (North) Ltd. in order for them to meet their obligations.

Safety Rules and Procedures

Action on Discovering a Fire:

Stay calm and sound the alarm.

If possible, attack the fire with the relevant extinguisher-

BUT- do not take any risks that will endanger yourself or others

Dial 9 then 999 for the Fire Brigade and say:

We have a fire at –

Audio Alliance (North) Ltd.

Unit 7 Norbury Court,

The City Works,

Welcomb Street,

Manchester,

M11 2NB.

If in doubt leave the building by the nearest fire exit, closing any doors behind you; assemble at the fire assembly point. Which is located on the grass/car park between Clayton and Norbury Court

Safety Rules and Procedures

Fire Safety:

Do:

- Keep all exits and walkways clear.
- Extinguish cigarettes, cigar and matches in proper receptacles.
- Familiarize oneself regarding fire exits, fire equipment, telephone locations and any arrangements such as signing in/out, evacuation procedures and assembly point.

Do Not:

- Wedge open any fire doors.
- Tamper, abuse or remove any fire equipment from its station.
- Smoke in non-smoking areas.
- Leave any substance or litter in a manner that may cause a risk of fire.
- Mix any substances that may cause a fire hazard.
- Check at end of work activity or end of day that all areas are safe and free of any potential fire hazard.

Visitors:

All visitors will be required to report via office on arrival and will not be allowed to wander unaccompanied around the offices or warehouse of Audio Alliance (North) Ltd.

All visitors will be expected to behave in a manner that considers the health and safety of themselves and all others while on Audio Alliance (North) Ltd. premises and comply with the requirements of Audio Alliance (North) Ltd. Health and Safety Policy Statement.

Safety Rules and Procedures

Behaviour:

Audio Alliance (North) Ltd. will not tolerate any unacceptable behaviour from employees, freelancers, visitors, contractors and trainees including the taking of drugs, alcohol or misuse of prescribed medicines whilst involved in the working environment.

This will be deemed a breach of our safety policy and appropriate action will be taken to remove or prevent the problem from re-occurring.

Contractors:

Audio Alliance (North) Ltd. will provide adequate control for the health and safety of contractors.

To achieve this, two-way co-operation and communication is required between Audio Alliance (North) Ltd. and contractors.

Therefore contractors will be assessed for their commitment to health and safety and, after successful assessment, they will be placed on a list of approved contractors.

Criteria for approval will be but not limited to:

- Competence of personnel.
- Level of supervision available.
- Suitable and maintained equipment.
- Knowledge of safe systems of work. (I.e. Method Statement).
- Management systems of control. (I.e. Risk Assessment).

Prior to commencement of any activity, Contractors will be inducted into site rules relating to health and safety and will confirm induction by signature.

Any possible known hazards are to be communicated to the contractor, and vice versa, and control measures implemented.

Contractors will liaise with Audio Alliance (North) Ltd. prior to commencement to highlight work procedures and have an opportunity to discuss work schedules.

This is to allow work to proceed with minimum supervision.

Information on the above to be requested by Audio Alliance (North) Ltd. on confirming the work is to go ahead.

This information will be requested by Oliver Driver

The records will be kept by Oliver Driver

Reprimanding a contractor for any unsafe act or work must be completed formally in writing and filed.

Safety Rules and Procedures

Contractors:

Where contractors are providing expertise not provided by Audio Alliance (North) Ltd. contractors shall provide –

- Risk Assessments.
- Method Statements which will identify logical step by step guide to how they intend to carry out their activities.

This will allow for non-expert supervision.

Information on the above to be requested by Audio Alliance (North) Ltd. on confirming the work is to go ahead.

See form “Contractors and Freelancers Agreement”.

Contractors and Freelancers Agreement

Name

Address

Please confirm the following and reply by return:

1. All personnel involved are competent and or qualified to do the work required and are aware of their responsibilities relating to their own current health and safety policy.

Yes No

If no, give details:

2. That the supervision level will be adequate in order to carry out this work in a safe secure manner to themselves and others around them.

Yes No

If no, give details:

3. All equipment including Personal Protective Equipment is suitable and properly maintained and all persons using the equipment are qualified to do so.

Yes No

If no, give details:

4. Risk Assessments and Method Statements are adopted by all involved.

Yes No

If no, give details:

5. Any chemical or substances involved Risks/Hazards/Character are familiar to the persons using them.

Yes No

If no, give details:

6. Any controls regarding health and safety are in place and are familiar to all carrying out the work.

Yes No

If no, give details:

7. Any potential hazards or actual hazards that the work will create have been communicated to Audio Alliance (North) Ltd.

Yes No

If no, give details:

8. Will report any injuries or dangerous occurrences that are reportable to Audio Alliance (North) Ltd. as well as the required agency, while carrying out the required work.

Yes No

If no, give details:

9. Mains connection and disconnection of equipment or power must be actioned only by a qualified electrician or competent person either on site at Audio Alliance (North) Ltd. or at any other location that work is carried out including Arenas, Theatres and Outdoor events where Audio Alliance (North) Ltd. expect in house or Production supplied electrician(s) to be available for this activity.

Yes No

If no, give details:

Continued

10. On arrival on site will report to Project Manager or Production Manager and familiarise themselves regarding: fire exits, equipment and First Aider, and will comply with the current Audio Alliance (North) Ltd. Health and Safety Policy plus any on site Safety Rules and Procedures.

11. Will supply a copy of their current Self-Employed Public Liability Insurance with this

Yes No

If no, give details:

agreement

Yes No

If no, give details:

Attention:

Audio Alliance (North) Ltd. expect all subcontracted personnel to carry out their duties in a practical safe working manner. Audio Alliance (North) Ltd. expects all subcontracted and freelance crew to provide their own Personal Protective equipment, which will be their responsibility pertaining to the job, therefore enabling a safe working manner within the working environment.

Please refer to point 3 of the contractors agreement.

That subcontracted personnel shall provide their own tools, equipment and Personal Protective Equipment necessary for the safe carrying out of their duties and shall be responsible for the safe keeping and maintenance of all items.

That subcontracted personnel are responsible for the proper care and supervision of all equipment as specified in the equipment schedule.

If and when the need arises to assist the production or installation in other areas ensure that you are made aware of the Health and Safety Standard relating to that activity, and ensure you do not put yourself in danger or anyone else.

If in doubt check first before starting work.

Loss, Injury, Damaged, Breakdown, Repair/Return:

Any breakdown of equipment report to Audio Alliance (North) Ltd.

Any repairs only to be carried out by competent crew person.

Due to the nature of the equipment and devices used Audio Alliance (North) Ltd. require any loss, damage to equipment, or injury to any crew member, including subcontracted personnel to be reported as soon as practicable to Audio Alliance (North) Ltd. and any other relevant party i.e. Production/Police.

Continued

Contractors And Freelancers Agreement

Medical Information

Please advise Audio Alliance (North) Ltd. of any medical information that would assist Audio Alliance (North) Ltd. in the event of a medical emergency.

Please complete this form, sign and return to Audio Alliance (North) Ltd.

Any queries or uncertainties contact Audio Alliance (North) Ltd. - 0161 832 2030.

The information provided will be kept entirely confidential and is required to ensure the safety of yourself and others.

First Name

Surname

Date of Birth

*For example -

- Circulatory problems such as Varicose Veins, Phlebitis, and Thrombosis.
- Heart problems such as angina, High Blood Pressure, Heart attack.
- Chest problems such as Asthma.
- Epilepsy or fainting attacks.
- Skin Disorders.
- Recent Operations or Fractures.
- Current medication.
- Back trouble, Arthritis, Rheumatism.
- Injury to bones, joints, tendons, including wrist tendons.
- Claim for industrial injury.
- Any other significant health problems (Diabetes, Eyes, Hearing, Skin, Mental, etc).
- Have you worked in an industry with high noise levels, if so, please give details.

Signed

Date

Definition of Competent Person:

Someone who has the necessary technical expertise, training and experience to carry out the work, examination or test. This could be an outside organisation such as an insurance or other inspecting organisation, a self employed person or one of your own staff who is capable of doing the task.

Risk Assessment Information:

Confirmation that Risk assessments have or will be carried out regarding the work involved to be confirmed in writing to Audio Alliance (North) Ltd. on receipt of works order.

All Risk Assessment and Method Statement paperwork:-

please supply copies to Audio Alliance (North) Ltd. prior to starting work.

On arrival onsite please confirm that the Risk Assessments and Method Statements are still current and valid.

The time frame to confirm all are current and valid will be within same day as arrival on site.

Assuring Safety Standards:

This applies to all work Activities of Audio Alliance (North) Ltd:

If Contractors, Venue, Concert, Theatre or Production cannot supply qualified or competent person(s) or the person supplied is deemed by Audio Alliance (North) Ltd. to be incompetent or unqualified.

Audio Alliance (North) Ltd. will make a decision to supply the proper competent or qualified person in order to maintain so far as reasonably practicable the Health and Safety Standards required.

Any cost implications relating to above action will be met by the contractors.

I understand and agree to the above.

Signed

Date

Print name

Position

Safety Rules and Procedures

Visual Display Unit Operators "VDU" Eye Care:

If you experience any difficulty or problems whilst operating your "VDU", contact Oliver Driver.

When involved with concentrated prolonged inputting, employees must take a reasonable break from this activity every hour.

Comfort And Safety:

- Adjust seat to comfortable position.
- Keep screen clean.
- Ensure sufficient space around you to move your legs freely.
- Use footrest (if applicable).
- Move posture as often as possible.
- Adopt a good keyboard technique.
- Adjust screen to avoid reflected light.

Safety Rules and Procedures

Display Screen Equipment Checklist

Location

Date

Equipment:

- Characters well defined? Yes No
- Image stable, no flickering? Yes No
- Brightness and contrast adjustable? Yes No
- Screen swivel and tilt? Yes No
- Screen on separate base? Yes No
- Free of reflective glare? Yes No

Keyboard:

- Tiltable and separate? Yes No
- Space to support hands? Yes No
- Matt surface? Yes No
- Layout good? Yes No
- Contrast between symbols and keyboard good? Yes No

Work Desk:

- Large enough, with low reflective surface? Yes No
- Document holder and adjustable? Yes No
- Adequate space? Yes No

Environment:

Space requirements ample/sufficient?

Yes No

Lighting good?

Yes No

Reflections and glare?

Yes No

Noise comfortable?

Yes No

Room heating adequate?

Yes No

Action Required?

Yes No

Action by Date

Signature

Safety Rules and Procedures

Fire Equipment, Signage and Evacuation Checklist.

Equipment:

Checked for service? Yes No

Checked correct type for location? Yes No

Alarm bell/sounder tested? Yes No

Signage:

Adequate? Yes No

Clean and in good condition? Yes No

Correct position regarding type of equipment? Yes No

Exits:

Clean and clear? Yes No

Marked clearly? Yes No

Evacuation rehearsal? Yes No

Action required? Yes No

If Yes:

Type and by whom

Actioned by date

Signature of checker

Date

Fire Log

Month	Fire Alarm Test	Fire Evacuations Drill	Fire Extinguisher Check	Fire Exits and Signage Check	Staff Fire Extinguisher Training
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					

Fire Equipment Training Log

Person	Trained Yes/No	Date of Training

First Aid Training Log

Person	Trained Yes/No	Date of Training

Safety Rules and Procedure

Personal Protective Equipment (PPE)

Issue Of PPE:

PPE should be issued only as a last resort when all other options such as engineering controls or safe systems of work have been applied. Therefore it is on that basis that all PPE will be issued, used, maintained and accounted for.

Even where these controls have been applied hazards may still remain, such as, injuries to:

The lungs	Breathing contaminated air.
The head and feet	From falling materials.
The eyes	Splashes, grinding shards.
The skin	Contact with corrosive material.
The body	Extreme heat and cold.

PPE is required in these cases to reduce the risk.

Training:

Employees must receive proper instruction and training.

Self-employed must obtain proper instruction and training themselves.

Use Of PPE:

Both employees and self-employed must make full and proper use of PPE.

Footwear, Gloves and Safety Helmets:

Gloves	Where there is risk of cuts and abrasions these must be worn.
Safety Footwear	Standard for anybody in manual handling Audio Alliance (North) Ltd. also advises to wear in Hard Hat areas.
Safety Helmets	To be used when lifting or moving objects above head height (this can include loading or unloading a truck).
High Visibility Vest	Busy traffic areas vehicles, people, multi-site work.

When men/women are working overhead or a risk of falling objects is possible the area must be cleared of unnecessary persons and the area declared a "Hard Hat Area".

Protective glasses and safety goggles must be worn where there is a risk of eye injury.

Safety Rules and Procedures

Personal Protective Equipment (PPE)

Safety Helmets:

Serious impact helmets are a once only device and must be discarded and destroyed after a serious impact.

Storage of helmets must be as per suppliers/manufacturers instructions so as to avoid degradation of safety quality.

Avoid sunlight and ultra violet light. This has a negative effect on the helmet.

Helmets must not be modified, decorated, either by adhesive labels or holes drilled, as this reduces their safety character.

Keep helmets away from glues, solvents and clean with water and a mild detergent.

Weather:

Audio Alliance (North) Ltd. will take into consideration extreme weather conditions with regards to PPE and will seek competent or qualified advice and communicate with all employees on what is the most suitable additional type of PPE required.

Safety Standards Of PPE:

All PPE must be fitted correctly and suitable for the purpose intended.

It must meet with British and European Standards. Many British Standards recognised by the BSI kite mark are being replaced by new European Standards.

These are identified by the new "CE" mark.

Guidelines When Purchasing PPE:

BS EN 345	Safety footwear (200 joules protection).
EN 397(BS5240)	Safety helmets.
EN 352-2:1993	Ear plugs and ear muffs (ear muffs/plugs must provide an adequate level of attenuation-check).
BS EN 471 CLASS 3	High visibility jackets.
EN 166	Protective glasses and goggles.
EN 420	Gloves (to become BS EN 420). This lays out general requirements, check the CE mark to select the correct gloves for the job.

Safety Rules and Procedures

Personal Protective Equipment (PPE)

Ppe Prevention Of Injury Guidelines:

Eyes:	Chemical or metal splash, dust, projectiles.
PPE:	Goggles, spectacles, face screen and helmets.
Noise:	Impact noise, sound pitch, high/low sound pressure.
PPE:	Ear plugs and ear muffs (earex ear plugs).
Head/Neck:	Impact from falling or flying objects, hair entanglement, head bump, chemical splash/drip, weather, temperature, contamination by hair contact.
PPE:	Hard hats, hairnets, bump caps, scull caps.
Feet/legs:	Wet, electrostatic build up, slipping, cuts and punctures, abrasions, falling objects, heavy pressure or chemical splash.
PPE:	Safety shoes/boots, special trainers, ankle supports and leggings.
General	Aprons, masks will be used as and when required.

Fall Arrest Equipment:

When Audio Alliance (North) Ltd. employs or engage contractors whose work includes rigging, climbing and or high level access. Audio Alliance (North) Ltd. expect these persons to comply with current legislation for safe working and PPE requirements and to keep up with any changes and requirements effected by legislation.

Audio Alliance (North) Ltd. understands that where "falling" is the main risk (such as rigging operations) a full body harness for "fall arrest" purposes is now a requirement of the enforcement agencies.

Audio Alliance (North) Ltd. expect all person(s) involved in these areas of risk to comply with the enforcement agencies and to use this type of PPE as opposed to waist belts and sit harnesses.

In addition to the harness the provision of a 'sling and hook safety stray' to give the ability to 'CLIP ON' is now a requirement.

The standard of the harness is one that carries a CE mark and complies with the EN 361 standard.

Audio Alliance (North) Ltd. expect safety lines for clipping on to and to be rigged on all occasions where practicable.

All involved in this type of work if in doubt must apply the safest method in order to maintain their safety and the safety of those around them.

Personal Protective Equipment Issue Record

Name

Employee/Department

Freelance Company

Important:

It is the responsibility of the user of PPE to take reasonable care and carry out basic maintenance and report any loss or damage immediately to Oliver Driver for replacement purposes.

My signature acknowledges that I have been instructed on how, where and when to use the above equipment.

	Date of Issue	Issued By	Reason for Return	Signature
Hard Hat	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Eye/Face	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Body	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hand and Arm	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Foot and Legs	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hearing	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Foul Weather	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gear	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

1 of 2 Induction Checklist

Name

Date

Please Tick

- Employee
- Trainee
- Temporary Staff
- Contractor

Title

Employee Handbook Health And Safety*

- Issued, read and understood

First Aid

- The First Aider
- Where the equipment is

Injury/Accident

- Where the accident book is located
- How and where to report the injury

Fire Safety

- Fire evacuation procedure
- Fire Exits
- Fire extinguisher how to use/what to use

Building

- Where anyone can go
- Places normally off limits
- "No go areas"

Work Equipment

- What can be used by anyone
- What may only be used after training
- What may only be used by an authorised person

Hazardous Material

- What can be used by anyone
- What may only be used after training
- What may only be used by an authorised person
- Disposal and control of waste materials

Noise Safety Equipment

Personal Protective Equipment (Ppe)

- Personal entitlement
- Special issue
- Care, maintenance and cleaning
- Replacement procedures/reasons

**Suggest new starter or temp worker come in 30 minutes early on first day to read through.*

Hazards/Dangerous Occurrence Reporting

- Guidelines on what to report
- Who to report to
- How to report

Paperwork

- Employees, freelancers certificate(s) i.e. First Aid
- Contractors information sheet
- Other relevant Health and Safety paperwork

Training

- Identified and agreed
- Date to start training

Induction

- Completed

Signature of Inductee

Date

Signature of Inductor

Date

Training Policy

Audio Alliance (North) Ltd. have a regard to the capability of employees to carry out their work, therefore Audio Alliance (North) Ltd. so far as reasonably practicable will ensure that appropriate training is given to employees in the following circumstances:

- Upon recruitment Health and Safety Induction.
- When they change jobs or their responsibilities within Audio Alliance (North) Ltd.
- When new equipment or new technology is introduced or when existing equipment is significantly modified.
- When a system of work changes.

Training Record

For print name

Sample

- NTR** No training requirement/element not available/qualified.
- TR** Training required.
- TPC** Training provided and competent.
- INITIAL** Trainee to initial and confirm satisfied with and understanding of the training given.

TYPE	NTR	TR	TPC	DATE	INITIAL
Manual Handling	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>
Fire Prevention	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>
Hazardous Substances	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>
First Aid	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>
Safety Awareness	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>
Fire Marshall	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>
PPE Use And Maintenance	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>
Access Course	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>

Method Statement 1 of 3

Logistics

Event

Venue

Date

Arrival AM/PM

Attention All:

- On arrival check in, as per Venue procedure.
- Confirm environment is suitable for work and all involved are qualified or competent to carry out the activities/work ahead.
- Confirm Venues First Aid and Emergency procedures and all involved are made aware of them.
- Where personal protective equipment is required obtain and use as instructed.
- Follow any written or verbal instructions regarding the assembly and use of equipment.
- Proceed to unload all equipment and locate in areas for unpacking, rigging and setting up.
- Commence build up. During work activities and operation, liaise with all involved to ensure all work is carried on in, as far as reasonably practicable, a safe manner.
- Any alterations or changes during the work must maintain safety standards.
- Once build up complete clear and tidy area of any redundant cases, cables and equipment.
- Any personnel departing from site check out as per Venues procedure.
- On completion of event, breakdown, packing up and loading must be done in the same manner as the arrival and build up.
- That is to maintain a safe working environment at all times.

Continued

Method Statement 2 of 3

Logistics

Lone Workers:

Is this a lone worker work situation?

Yes No

If YES please answer the following:

Does the workplace or work activity present any special risk to the lone worker?

Yes No

Is there a safe way in and out for one person?

Can the lone worker handle any temporary access equipment such as ladders or trestles safely?

Yes No

Taking into consideration lifting objects too large for one person, and the safe operation of equipment. Can all equipment, substances and goods be handled safely by one person?

Yes No

Is there a risk of violence?

Yes No

Are women especially at risk by working alone?

Yes No

Are young workers especially at risk by working alone?

Yes No

Is the person medically fit and suitable to work alone?

Yes No

Is training or instruction required to assist the lone worker?

i.e. What can or cannot be done while working alone,
When to stop work and seek advice from a crew boss or project manager

Yes No

Have arrangements been made to ensure they remain safe while at work?

i.e. Frequency of supervision and observing visits,
Regular contact via Mobile phone, procedure in place if contact or signal not received periodically.

Yes No

Method Statement 3 of 3

Logistics

Details

Activity

Regular day to day activity? Yes No

If "NO" how often weekly/monthly/one off/other?

Location Of Activity

(Hall number or suite name)

Companies Involved

Number of vehicles involved minimum

Number of persons involved minimum

Number of employees

Number of contractors

Competent and /or qualified Yes No

Number of Public Yes No

What is Required?

Supervision Yes No

Self-supervised Yes No

Suitable environment (lighting, heating, shelter, floor) Yes No

Plant Yes No

Equipment Yes No

Test certificates required with equipment* Yes No

*If not with equipment locate and verify up to date

Permits to work Yes No

Personal protective equipment Yes No

Restricted access Yes No

Warning signage Yes No

Fire fighting equipment on hand Yes No

First Aid resources on hand Yes No

Storage area Yes No

Security Yes No

Parking area Yes No

Contact names and telephone numbers to meet above requirements Yes No

Action required to meet above requirements:
(n/a if no further action required)

Name

Date

Please print name on behalf of Audio Alliance (North) Ltd.

Method Statement 1 of 1

Casual Hire

For the Clients attention: Please read carefully and sign to confirm understanding and agreement -

Where Applicable:

1. Check that test certificates are with equipment.
2. Load all equipment carefully and ensure that all is safe and secure for transportation.
3. On arrival at the venue check environment is suitable for work and all involved are qualified or competent to carry out the activities. If Personal Protective Equipment is required obtain, use as per instructions.
4. Check all required signage, first aid equipment and emergency procedures are in place and all involved are aware of their responsibilities. Follow any written or verbal instructions with regards to the assembly or use of equipment. Do not attempt to carry out any repairs to equipment.
5. Check all equipment and plant is available and ready for use and any operators are competent or qualified. Proceed to unload equipment and locate in areas for unpacking, rigging and setting up.
6. Commence rigging and setting up. During the work activities and operation communicate with all involved to ensure all work is carrying on in as far as reasonably practicable a safe manner, any alterations or changes during the work must maintain safety standards.
7. On completion of work de-rigging, packing up and loading must be done in the same manner as the arrival and setting up, that is, maintaining a safe working method at all times.
8. On returning equipment please ensure any faulty or damaged equipment is reported to the reception.

Clients signature

Print name

Date

Production House, Venues and Organisers 1 of 2 Agreement On Health And Safety

(This information is for the clients attention on acceptance of services).

Inspection and Arrangements:

Audio Alliance (North) Ltd. must be granted permission to inspect the venue prior to any event to assess the hazards which are involved and to quantify the risks which these hazards present.

Where possible any identified hazards must be removed by the organisers or venue. If they cannot be removed they must be controlled in order to reduce or eliminate the risk to health and safety of all workers and persons in the venue or the site.

The primary responsibility for these controls to eliminate and or reduce the risk will be that of the venue, event organiser, manager licensee and or promoter, depending on contractual obligations in force.

Access To Work Areas:

The client must restrict unauthorised personnel and members of the public access to specifically designed work areas allocated for Audio Alliance (North) Ltd.

Information:

The client must provide to Audio Alliance (North) Ltd. up to date information as requested regarding weights and point loading for Audio Alliance (North) Ltd. equipment.

Personnel:

All personnel associated with the event must comply with current Health and Safety requirements and also specific directions as issued by Audio Alliance (North) Ltd.

Environment and Communication:

The client must ensure that Audio Alliance (North) Ltd. crew are made aware of the following:

- First aid point(s)
- First Aider name(s)
- First aid telephone
- Nearest fire points and (if applicable) fire stewards
- Clients own contact name and number
- Location and Situation of Audio Alliance (North) Ltd. areas
- Loading, unloading and storage areas
- Toilets and washing facilities

Any local Health and Safety Regulations Audio Alliance (North) Ltd. should be made aware of plus any identifiable hazards within the working environment e.g. underground cables/ services.

**Production House, Venues and Organisers 2 of 2
Agreement On Health And Safety**

(This information is for the clients attention on acceptance of services).

Personal Protective Equipment (PPE):

Where PPE is required to be used, these areas are to be clearly designated. and all involved within the work and surrounding areas must make use of the proper PPE equipment.

Assuring Safety Standards:

This applies to all work Activities of Audio Alliance (North) Ltd:

If Contractors, Venue, Concert, Theatre or Production cannot supply qualified or competent person(s) or the person supplied is deemed by Audio Alliance (North) Ltd. to be incompetent or unqualified Audio Alliance (North) Ltd. will make a decision to supply the proper competent or qualified person in order to maintain so far as reasonably practicable the Health and Safety Standards required.

Any cost implications relating to above action will be met by the contractors.

I understand and agree to the above.

Signed

Date

Production Planning

Working Hours

For each Production Audio Alliance (North) Ltd. will pay due care and attention to:

- Adequate number of personnel
- Skill and experience levels of each person involved
- Availability of equipment that can assist in the handling of kit and equipment
- The best possible equipment and tools
- Where applicable-
- Travel time
- Accommodation
- Catering
- Breaks
- Staff rotation within the working activities
- i.e. early start/early finish
- Proper supervision and support
- The weather
- In the situation of an unforeseen event, the best possible alternative work schedule will be made.
- This revised work schedule will consider-
- Personnel Involved
- The timetable to achieve the production work in hand
- An assessment of the new schedule on all involved
- Monitoring as the situation unfolds
- The use of Method Statements to confirm the best possible scenario for all activities to take place during build up, show and break down.

Environmental Responsibility

Five Elements

Whenever possible consider each element:

- **Prevent**
By changing the way Audio Alliance (North) Ltd. do things so that we can reduce waste.
- **Reduce**
By improving efficiency.
- **Reuse**
By putting things back into use instead of disposing of them.
- **Recover**
By reprocessing waste so that it can still be used, or recycling waste.
- **Responsible**
Disposal of all waste using the appropriate means available.

Setting Up Audio Equipment Risk Assessment Form:

Venue: Generic Risk Assessment

Department: Office and Warehouse

Work Activity	Hazards, hazardous event and expected consequence	People affected	Assessment of risk Likelihood level x Consequence level = Risk level			Are risk controls required and in place
Audio Equipment. Speakers flown or floor based. Desk. Cables. Mics / stands. Monitors. Powering up. System. Noise Levels during sound checks & show	<p>Hazard: Manual Handling. Flying equipment. Cable runs. Electricity to System.</p> <p>Event Dropping equipment. Strain / sprain / cuts & abrasions. Trip & slips. Fall from Height. Equipment falling. Electrocution. Exposure to noise.</p> <p>Consequence: Minor-Major-Fatal event. Mainly. First Aid treatable, possible A&E visit.</p>	<p>Occupation: Audio Alliance. Riggers. Venue staff. Plus other Production crew</p>	2	2	4	Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> <p>Controls in Place: Equipment in good order and certificated. Competent & trained personnel per activity. Self supervision & overall Production supervision. Where applicable: PPE & signage in use. Cable covers. Truck ramps and Picker's. Restricted access. Venue Characteristics considered (Floor, lighting & heating).</p>
		<p>Number: Minimum 2</p>	<p>Risk Level: 4 Tolerable but always looking to improve.</p>			

Date: August 2010

Assessor's Name: Raymond Critchley

Signature: Raymond Critchley

Next Review: August 2011 (anticipate no change to current practises viewed during Audit)

Position: Health & Safety Advisor

First Aid Risk Assessment Form:

Venue: Generic Risk Assessment

Department: Office and Warehouse

Work Activity	Hazards, hazardous event and expected consequence	People affected	Assessment of risk Likelihood level x Consequence level = Risk level			Are risk controls required and in place
<p>Day to day Office Activities. Deliveries Use of Kitchen</p>	<p>Hazard: Manual Handling. Handling of COSHH related Items i.e. Cleaning materials. Inks/toners/sprays. Kitchen area Activities. Event Trips & slips. Sprain/strain. Scald/burns. Eye Splash. Consequence: Minor injuries in the main. Treatable by First Aid. Possible A&E visit</p>	<p>Occupation: Audio Alliance. Urbanlites Freelancers. Visitors</p>	1	2	2	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Controls in Place: First Aid equipment in place. Please note First Aid - courses to be booked later 2009.</p>
		<p>Number: 6+</p>	<p>Risk Level: 2 No Further action required.</p>			

Date: August 2010

Next Review: August 2011 (anticipate no change to current practises viewed during Audit)

Assessor's Name: Raymond Critchley

Position: Health & Safety Advisor

Signature: Raymond Critchley

COSHH Risk Assessment Form:

Venue: Generic Risk Assessment

Department: Office and Warehouse

Work Activity	Hazards, hazardous event and expected consequence	People affected	Assessment of risk Likelihood level x Consequence level = Risk level			Are risk controls required and in place
<p>Cleaning / Upkeep Premises. Toilets. Kitchen.</p> <p>Day to Day use Printers. Copiers. Correction fluids.</p> <p>Aerosol Paint Flight cases</p>	<p>Hazard Cleaning products. Bleaches. Air Fresheners. Toners. Inks.</p> <p>Event Eye Splash. Contact with skin. Ingestion.</p> <p>Consequences Nil to minor Injuries. Irritation to Skin. First Aid Treatable</p>	<p>Occupation: Audio Alliance. Urbanlites Freelancers. Visitors</p>	<p>1</p>	<p>2</p>	<p>2</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Controls in Place: Cleaning/Upkeep Materials stored in cupboard. General cleaning materials used in Kitchen Areas. Clearly labelled instructions for use.</p> <p>Materials All toners/inks/sprays Securely packaged, Stored sensibly. Clearly labelled. Common Knowledge of staff using items. Proper Disposal/ recycling</p>
		<p>Number: 6+</p>	<p>Risk Level: 2 No Further action required.</p>			

Date: August 2010

Next Review: August 2011 (anticipate no change to current practises viewed during Audit)

Assessor's Name: Raymond Critchley

Position: Health & Safety Advisor

Signature: Raymond Critchley

Manual Handling Risk Assessment Form:

Venue: Generic Risk Assessment

Department: Office and Warehouse

Work Activity	Hazards, hazardous event and expected consequence	People affected	Assessment of risk Likelihood level x Consequence level = Risk level			Are risk controls required and in place
Loading & Unloading Trucks. Storage of Cases & Equipment. Maintenance.	<p>Hazard Manual Handling. Stairways/various levels.</p> <p>Event Trips & Slips. Injury Sprain, Strain. Back Injury. Abrasions, Bruising.</p> <p>Consequence Nil – Minor Injury. Damaged Kit. First Aid treatable</p>	<p>Occupation: Audio Alliance. Urbanlites Freelancers. Driver</p>	<p>2</p>	<p>1</p>	<p>2</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Controls in Place: Cases wheels & Handles. Mechanical Equipment available i.e. truck ramp. Experienced personnel. Two man (plus) lift practised – as & when required</p>
		<p>Number: 2+</p>	<p>Risk Level: 2 No Further action required.</p>			

Date: August 2010

Next Review: August 2011 (anticipate no change to current practises viewed during Audit)

Assessor's Name: Raymond Critchley

Position: Health & Safety Advisor

Signature: Raymond Critchley

Fire Risk Assessment Form:

Venue: Generic Risk Assessment

Department: Office and Warehouse

Work Activity	Hazards, hazardous event and expected consequence	People affected	Assessment of risk Likelihood level x Consequence level = Risk level			Are risk controls required and in place
Day to Day • Office. • Deliveries. • Warehouse. • Maintenance	Hazard Fire Event Outbreak. Evacuation. Consequence Nil – Minor-serious Burns Fatality First Aid treatable to visit to A&E	Occupation: Audio Alliance Urban Lites Visitors	1	4	4	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Controls in Place: Signage. Fire Fighting equipment
		Number: 6+	Risk Level: 4 Tolerable but always looking to improve.* *Please note to validate this Risk Assessment at Level 4 please action work on Warehouse Exit Door to enable it to be opened up in order to improve exit. 30.3.09.			

Date: August 2010

Next Review: August 2011 (anticipate no change to current practises viewed during Audit)

Assessor's Name: Raymond Critchley

Position: Health & Safety Advisor

Signature: Raymond Critchley

Accident/Incident Report

Audio Alliance (North) Ltd Event:

Date:

Time

Type of Event:

Please tick or enter details

Injury

Ill Health

Incident (near miss)

Harm or potential for Harm

Fatal or Major

Minor

Property damage

Employee/Person Involved:

Name

Position

Address

Contact No.

Witness Details (if any)

Name

Contact No.

Address

Investigation Required? Yes No

Reported by

Position

Signature

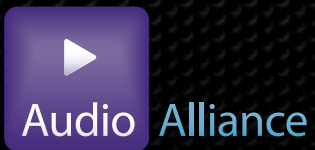
Date

Reported to Oliver Driver? Yes No

RIDDOR Reportable? Yes No

Date

Time:



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