



Statement of Policy

Event-TM works with a small number of contractors and a tight team of subcontractors to deliver an event to our clients.

All contractors have their Health and Safety Policies vetted to ensure we are happy with their attitude and approach to Health and Safety. Most contractors have been working with us for many years and have proven themselves in this field.

We typically use 4 to 8 subcontractors on an event. As a small team it is easier to maintain control over Health and Safety and ensure standards are met and exceeded.

To ensure compliance with our Health and Safety Policy, we have a Code of Conduct for all subcontractors and employees, acceptance of which is part of their contract with Event-TM.

We also support the Health and Safety Passport Scheme for our industry and encourage all subcontractors to achieve this standard.

The aim of these objectives is to create a working culture where a safe way of working is the norm and all personnel have the ability to evaluate and deal with risks with no fear of repercussion or ridicule for operating in a safe manner.

Responsibilities

Overall and final responsibility for Health and Safety within the company resides with Tim Barker (Owner).

When on site the overall and final responsibility for Health and Safety resides with the Project Manager.

When working day to day on site the responsibility for the health and safety of the Event-TM employees and sub-contractors (Freelancers) resides with the Crew Chief.

On many jobs some or all of these roles may all be undertaken by the same person.

Definition of terms:

Project Manager – the person responsible for putting together all aspects of a job as required by the contract with the client.

Crew Chief – the person responsible for overseeing an element of the job, usually (but not necessarily) with a team of employees, contractors or sub-contractors responsible to them.

Sub-contractor – a self-employed person contracted to provide a service for the event. Often referred to as a Freelancer.

Employees and Sub-contractors

All employees and sub-contractors have a responsibility to work in a safe manner and to comply with all elements of the Health and Safety legislation. They are expected to take reasonable care of themselves and others and ensure that their actions do not adversely affect others.

It is also their responsibility to report unsafe practices and stop others should they witness any in progress.

All sub-contractors will be responsible for their own Personal Protective Equipment (PPE) and expected to provide any items that may be required in the day to day running of their business. However, where more specialist items may be required, they will be provided by Event-TM.



On-Site Safety Disputes

On occasion, a dispute of the actions required to deal with an aspect of safety may arise. Whilst the Crew Chief will always try to resolve the issue amicably with the safety inspector, should he disagree with the course of action requested he will ultimately respect the instructions from the safety inspector. However in such instances Event-TM reserve the right to ask for the safety inspector's decision in writing before acting upon it.

On-Site Work

General arrangements

The nature of the business means that the majority of the work is carried out on different sites (both inside and out) each time. As such it is difficult to determine the exact nature of the work in advance and the Project Manager will often have to make a plan of work based both on his prior knowledge of the site and the particular conditions met on arrival. All employees and sub-contractors will be made aware of any particular hazards on site and the exact nature of the work to be undertaken. This will usually be done as a 'Toolbox Talk' upon arrival at site. All employees and sub-contractors are therefore expected to report to the Crew Chief upon arrival.

The venue should notify the Project Manager of the First Aid arrangements, fire action plan and any other relevant points upon arrival on site so that the Project Manager can pass on the information to all employees and sub-contractors.

Accidents

In the event of an accident it is the Crew Chief's responsibility to arrange initial response.

As part of the equipment provided on site there will be a site box containing a basic first aid kit, spare PPE (gloves, hi-vis, ear-plugs and goggles) and an Accident Book; it is the Crew Chief's responsibility to ensure that this is filled out if required.

The level of First Aid supplied by Event-TM is basic and limited to its own employees and/or sub-contractors. It is expected that the venue will have more extensive facilities and be able to deal with issues affecting other contractors and the public. Where this is not the case, the event organiser must arrange suitable facilities.

Fire

It is the responsibility of the venue to ensure that all escape routes are clearly marked, unobstructed and fully operational at all times.

It is the responsibility of Event-TM to ensure that none of the routes are obstructed or compromised in any way unless agreed in advance.

Unless otherwise specified, the venue will ensure that suitable fire fighting equipment is made available at all times.

Housekeeping

All employees and sub-contractors must maintain a clean and tidy site. Waste should not be discarded but placed into the correct receptacle. This includes consumables and food and drinks containers, the

discarding of which not only looks poor and creates further work later on but can also create a real hazard.

Empty cases and unused equipment should be stored in such a way as to not cause a hazard or obstruct any escape route. Where cases are stacked up, they should not pose a hazard to other members of crew, venue staff or the public.

Escape routes must be kept clear. Where the route is not obvious, e.g. back stage, it should be clearly marked and lit if required. Any hazards such as cables should be clearly marked and either secured down, placed under ramps or flown overhead.

Any freestanding equipment must be positioned in such a way as not to cause a hazard. Additional marking around the equipment may be required.

Welfare

The venue should be able to provide basic refreshment facilities 24 hours a day (i.e. drinking water, toilets, etc) as required by the Workplace (Health, Safety and Welfare) Regulations 1992. Where this is not possible (such as an outdoor site), the client should arrange for suitable facilities to be made available during the duration of the work.

Unless otherwise agreed, client is responsible for ensuring catering is available for all members of crew. This must be of a suitable standard for the period spent on site. There should also be a suitable location in which to take breaks.

Where this is not provided, the Crew Chief reserves the right to take the crew off site for appropriate breaks at a time they deem suitable.

Manual Handling

The majority of equipment is transported inside wheeled flightcases that are designed to be unloaded, manoeuvred and reloaded by hand. The cases are designed to travel safely inside vans or trucks but should be loaded with care to ensure they are secure in transit. Sufficient crew should be available to load and unload vehicles and ramps or tail-lifts used to reduce the need for lifting.

The condition of the loading bay should be evaluated before work commences. The venue should ensure that it is adequately lit, clean and free of obstructions. In adverse conditions (rain, snow, ice) suitable materials (grit, salt, sand) should be made available to treat the working surfaces to prevent any slips and falls.

Electrical Safety

All equipment will be visually inspected before leaving for site. All equipment is fully tested at least once a year and the results recorded in line with the Electricity at Work Regulations 1989.

All electrical equipment is connected together with plugs and sockets. All connectors are approved to British Standards and suitable for the use. No member of crew is expected to work on any live piece of equipment unless competent to do so.

The exception to this is in the main connection to the venue's electrical supply or temporary generators. This will only be undertaken by an approved member of the crew who is competent to do so. All connections will be visually checked by another member of crew before energising and tested once energised and before connecting any load.

All electrical distribution systems will be designed in accordance with BS7909.

Supplies to temporary installations should be protected by an RCD rated between 100-300mA and all final circuits will be protected by an RCD at 30mA. Overall 30mA RCDs at the point of supply are to be discouraged as they will not allow discrimination on the final circuits such that a fault on one circuit could take out the whole system.

Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

All lifting equipment will be visually inspected before leaving for site. All equipment is formally tested and the results recorded in line with LOLER.

Test reports for lifting equipment are kept in Event-TM's office and can be produced with suitable notice.

All rigging operations will be overseen by a responsible person as detailed by LOLER.

Provision and Use of Work Equipment Regulations 1998 (PUWER)

All power tools supplied by Event-TM are regularly inspected and maintained and any results logged.

Where possible, battery powered tools will be preferred over mains powered tools.

Any plant used on site will only be operated by properly trained staff. The Crew Chief will be responsible for ensuring that all plant is used properly and not abused in any way or used out with the manufacturer's guidelines. The Crew Chief will also check that all operatives are suitably qualified and all crew must be able to prove their qualifications if required.

Control of Substances Hazardous to Health (COSHH)

Few dangerous substances are used by Event-TM and the risk assessment will detail these where necessary. COSHH information is held on file for all substances used regardless.



Other Hazards

In many instances it is not possible to foresee all possible hazards on an event and it is the responsibility of all crew to be on the lookout for them. The Project Manager will listen to any concerns raised and will take the necessary steps to deal with them.

Standard Procedure for Work On-Site

Transport

Equipment will be transported to site in vans or trucks. All equipment is to be loaded securely and additional restraints to be used as required.

Unloading

Condition of loading bay to be assessed by Crew Chief and any problems dealt with. One crew member should oversee the unloading procedure in each vehicle and have sufficient crew available to unload each vehicle safely. Only as many vehicles should be unloaded at the same time as there is space to work safely. All cases to be pushed into the venue, all loose objects to be carried in (where safe to do so smaller items may be stacked on top of wheeled cases). Long, bulky or heavy objects may require more than one person to carry or manoeuvre.

Rigging

All equipment is to be rigged as per the Project Managers direction. This may be from suspended trusses, stands or freestanding. All equipment to be rigged safely and have secondary fixings where necessary. Where overhead operations are required, the area underneath and immediately around will be segregated and only crew with suitable PPE will be allowed in. All crew working at height to wear safety harnesses and hard hats and to secure any tools to prevent them being dropped. Once the lighting equipment is lifted to height it will be secured and the area will be safe again.

As equipment is rigged, the empty cases will be removed to storage in order to keep the work area as clear as possible.

Electrical

All electrical connections will be made via pluggable connectors. Designated crew member to oversee all the mains distribution and supervise main connection. Once all equipment is connected it should be powered up and checked. Any faults to be rectified.

Area around distribution and dimming equipment must be kept clear to allow for access and ventilation.

Noise

The PA equipment is capable of high levels of sound. System is to be configured to achieve a comfortable even level across the venue. A competent sound engineer will be in control of the system at all times to ensure levels do not exceed agreed limits. The crew are to be warned if there is a risk of sudden loud noise during set-up period.



Testing

Once the equipment is all rigged and working it will be focussed under the direction of the Project Manager. This may entail working at height so all crew should be aware of what is happening and other venue staff kept away from the activity.

Project Manager to make final check of venue and equipment to ensure everything is safe and working, before guests are allowed in.

Event

During the event sufficient numbers of crew will be on duty to ensure the safe operation of the equipment. During the event crew will require to be fed so a rotation system may be required to ensure cover at all times. All systems are to be monitored during the event to ensure the safety and wellbeing of the guests.

De-rig

This is essentially the opposite of the set-up procedure, however crew are likely to be more tired and keen to finish. It is the responsibility of the Crew Chief to ensure corners do not get cut and all safe procedures are still adhered to. Particular attention should be paid to the loading bay which may be poorly lit and the conditions underfoot may have deteriorated.