

Health & Safety



SECTION A: Introduction

This Health & Safety Policy has been written with the intention of minimising hazards and preventing accidents within the scope of the operation of Libra Audio

Its value depends upon it being read, understood and adhered to by every person working for this company.

All employees and sub contractors must be issued with a copy of this document and sign a declaration that they have read it fully and will comply with the Codes of Practise herein.

Responsibilities

the persons named below are responsible for specific areas of Health & Safety.

- a) The Company Premises including carrying out safety inspections:
- b) Safety Training:
- c) Investigating accidents:
- d) Monitoring on-site Risk Assessment
- e) Monitoring & Maintenance of equipment

Mr. W. Brown

General Policies for All Employees & Sub Contractors

1. Method of Work Summary; an overview of the methods and procedures to be employed during that crew call:
2. Employees and sub contractors will be made familiar with the Company's Safety Policy.
3. All staff to know where First Aid equipment is kept.
4. All staff to know where fire-fighting equipment is located and have been trained to use fire extinguishers. Fire Drill to be practised at the unit every 6 months minimum.
5. Safety devices are well maintained.
6. Safety equipment i.e. hard hats, harnesses etc. must be worn according to the code of practise.
7. All staff to be made aware of potential hazards.
8. Any persons affected by medicine, drugs or alcohol will not be permitted to work for The Company or use any company equipment.
9. All accidents must be reported in the accident book at the earliest opportunity. If on site, please fill in the form as attached.
10. All equipment to be properly maintained.
11. All relevant signs regarding health & safety to be prominently displayed.
12. The Company will undertake a full review of this on a regular basis.

General Statement of Policy on Health & Safety at Work

This policy relates to Libra Audio at Unit 2 Buckhurst Farm, Buckhurst Park, Withyham, Sussex, TN7 4BB, who shall be referred to as 'The Company' herein.

1. The Company will abide by the Health & Safety at Work Act 1974, so far as it is reasonably practical, in order to provide a healthy and safe environment in which to work. This applies to employees, sub contractors and trainees alike.
2. We as a company, also have responsibility under the Acts i.e. Factories Act and Office, Shops & Railways premises Act. We will note how the Acts are set out and endeavour to act in a responsible manner with regard to health& safety matters including regular Risk Assessment and Codes of Practice to cover all areas of our work both in-house and on site.
3. We will endeavour to provide such information and training as required, together with adequate safety equipment as appropriate.
4. We will ensure that all employees and sub contractors have received a copy of our policy and codes of practise.
5. We will review our procedures on a regular basis as set out in our policy, particularly as the business changes in it's nature & size.

All employees and subcontractors have the responsibility to co-operate with managers to achieve a healthy, safe work place and to take responsible care of themselves and others, and to consider the safety of those persons who may be effected buy our activities.

Whenever an employee, supervisor or manager notices a health and safety problem, which they are unable to correct, they should report it at once to the appropriate person responsible on the premises.

Employees and sub contractors must make themselves familiar with this policy and Codes of Practise, and must abide buy them at all times.

General Practise

Where equipment is either 'dry-hired or supplied with Libra Audio crew, all efforts in presenting and protection of equipment should be made. This will include adequate weather covering, staging, platforms, towers, cable trenches and hanging points. Unless supplied by Libra Audio this must be complied with by competent persons to prevent damage to equipment and possiblle danger to crew, public and like.

It is the right of Libra Audio to suspend hire or installation if these terms are not met.

Environmental Noise Control

According to the Event Safety Guide (The Purple Book) 2nd edition:-

572 'There is no specific legislation setting noise limits for the audience exposure to noise. However the general requirements of the HSW Act and civil law duties relating to negligence reveal that audiences need to be protected against and informed of the risk of damage to their hearing'

573 The event equivalent continuous sound level (Event Leq) in any part of the audience area should not exceed 107dB (A), and the peak sound pressure level should not exceed 140dB'

Section B: General Risk Assessment

This is a brief outline of the hazards, which may be encountered during all aspects of our work. References should be made to the relevant sections, which cover specific areas where full and precise information given.

Potential Injury

- 1. Head and Neck**
Hazards: impact from falling or flying objects, risk of bumping head, hair entanglement, chemical drips, adverse climate/temperatures.
Protection: Safety helmets, warm clothing, persons with long hair will tie it back.
- 2. Back and Neck**
Hazards: Lifting of equipment causing strain, falling from a structure or elevated platform, carrying heavy objects.
Protection: Minimise the work of person lifting, use lifting gear, ramps, forklift truck etc. to ease action. Work at a correct pace i.e. not hurried. Wear recommended safety harness as issued (see Section C) as and when it is proper to do so according to regulations.
- 3. Hearing**
Hazards: Impact noises, high sound pressure levels, pyrotechnics.
Protection: Wear ear plugs or ear-defenders(muffs). Control noise at source if possible. Avoid exposure to high sound pressure levels. See further guidance on control of noise.
- 4. Eyes**
Hazards: Chemicals, metal splash, welding flash, gas, vapour, sawdust, projectiles, sun glare.
Protection: Safety goggles/glasses, spectacles, force screen, helmets.
- 5. Hands and Arms**
Hazards: Abrasions, cuts, and punctures, electric shock, chemicals.
Protection: Wear protective gloves where appropriate. **DO NOT WEAR GLOVES WHEN OPERATING MACHINERY** e.g. bench drills etc. Follow the code of practise for working with electricity.
- 6. Feet and Legs**
Hazards: Slipping, falling, cuts and punctures, abrasions, twisting, strains, heavy objects.
Protection: Wear safety footwear and ankle supports. take care when working on bumpy, slippery or uneven surfaces.

STEP 1**HAZARD**

Look only for hazards which you could reasonably expect to result in significant harm under the conditions in your workplace. Use the following examples as a guide

- * slipping/tripping hazards (eg poorly maintained floors or stairs)
- * fire (eg from flammable materials)
- * chemicals (e.g. battery acid)
- * moving parts of machinery e.g. blades)
- * work at height (e.g. from mezzanine floors)
- * vehicles (e.g. fork-lift trucks)
- * electricity (e.g. poor wiring)
- * dust (e.g. from grinding/sawing)
- * fumes (e.g. welding/spraying & soldering)
- * manual handling
- * noise
- * poor lighting
- * low temperature

STEP 2**Who might be harmed?**

There is no need to list individuals by name -just think about groups of people doing similar work or who may be affected, eg

- * office staff
- * maintenance personnel
- * contractors
- * people sharing your workplace
- * operators
- * cleaners
- * members of the public

Pay particular attention to:

- * staff with disabilities
- * visitors
- * inexperienced staff
- * lone workers

They may be more vulnerable

STEP 3**Evaluation-Is more needed to control the risk?**

For the hazards listed, do the precautions already taken:

- * meet the standards set by a legal requirement?
- * comply with a recognised industry standard?
- * represent good practice?
- * reduce risk as far as reasonably practicable?

Have you provided:

- * adequate information. instruction or training?
- * adequate systems or procedures?

If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place.

(You may refer to procedures, company rules, etc.)

Where the risk is not adequately controlled, indicate what more you need to do (the 'action list')

STEP 4

Record your findings

STEP 5**Review and revision**

Set a date for review of the assessment (see opposite).

On review check that the precautions for each hazard still adequately control the risk. If not indicate the action needed. Note the outcome. If necessary complete a new page for your risk assessment.

Making changes in your workplace, eg when bringing in new

- machines
- substances
- procedures

may introduce significant new hazards. Look for them and follow the steps

risk assessment

The Severity and Probability rating in this assessment is as follows:

Probability (P)

Severity (S)

0	Practically impossible, extremely unlikely	0	No injury, or damage to property
1	Very unlikely	1	Very minor, minimal damage to property First Aid
2	Unlikely	2	Minor injury, slight damage to property
3	Possible	3	Serious, absence from work moderate damage to property
4	Very likely	4	Major injury, major property damage
5	Almost certain	5	Permanently disabling injury, fatality, severe damage/loss to property

Key to Evaluation: -

When severity and probability are both Low the risk is negligible and can be ignored.

When severity and probability are both High the risk is unacceptable and only permitted with proper documented procedures.

When severity and probability are different the risk must be controlled or minimized

		REMOVED IMPROBABLE	POSSIBLE	LIKELY PROBABLE	
SEVERITY	HIGH	MAJOR/FATAL	21-22	22-24	24-25
	MED-HIGH	16-20			
	MEDIUM	SERIOUS/DISRUPTIVE	11-12	12-14	14-15
	LOW-MEDIUM	6-10			
	LOW	MINOR/DISRUPTIVE	1-2	2-4	4-5

preventative measures

Equipment Detail/Task:	<i>Loudspeakers - 'flown'</i>	
Risk:	Equipment/materials/Person Falling from supports. Strain from lifting/dragging.	
Who is at risk?:	Riggers, other working crew public and property.	
Means of Elimination:	<ol style="list-style-type: none">1) All crew supervised by a competent person.2) All crew to be competent in the task they are asked to perform.3) Floor working area to be kept clear as far as possible whilst 'overhead' work is carried out.4) Adequate number of personnel and equipment used to manoeuvre large/heavy equipment.5) Emergency exits and gangways to be kept clear at all times.6) Secured to bar by proprietary clamp and with secondary support from wire or either safety chains via 8mm welded eye-bolt direct to the cabinet.7) Secured by proprietary 'flying' hardware.8) Any flown equipment must have a secondary bond. Bonds should be at least 3mm steel (not chain).9) Access to the working area to be restricted to essential personnel only.10) All equipment will be operated by following any manufacture's instructions11) Floor working areas to be kept clear as far as possible whilst overhead work is being carried out.	
Severity rating: 5	Probability rating: 3	Risk rating(SXP): 15

Equipment Detail/Task:	<i>Loudspeakers on stands</i>	
Risk:	Knocked over. Tripping over legs.	
Who is at risk?:	Riggers, other working crew, public and property.	
Means of Elimination:	<ol style="list-style-type: none">1) All crew supervised by a competent person.2) All crew to be competent in the task they are asked to perform.3) Adequate number of personnel and equipment used to manoeuvre large/heavy equipment.4) Emergency exits and gangways to be kept clear at all times.5) Cabinets fixed to stands with with proprietary brackets.6) Stands indicated with chevron of white,grey or yellow 50mm wide tape, to ground surface, marking the perimeter of the foot span (to reduce the risk of a trip hazard). The nearest leg should also be marked with white tape.7) Floor working areas to be kept clear as far as possible whilst overhead work is being carried out.8) All stands to be of suitable capacity for the load and environment.	
Severity rating: 2	Probability rating: 3	Risk rating(SXP): 6

Equipment Detail/Task: *Cables*

Risk: Trip hazard.

Who is at risk?: Crew, performers and public

Means of Elimination:

- 1) All crew supervised by a competent person.
- 2) All crew to be competent in the task they are asked to perform.
- 3) Adequate number of personnel and equipment used to manoeuvre large/heavy equipment.
- 4) Emergency exits and gangways to be kept clear at all times.
- 5) All cables either under dedicated cable 'walkovers' or secured to surface with 50mm adhesive tape and indicated by either white, yellow or hazard striped tape.
- 6) Every care should be taken to ensure that cable routes do not cross access routes or emergency exits.
- 7) Every care should be taken to ensure that taping does not lead to venue damage.
- 8) Plastic cable ties should be used on all metal work (care must be taken when removing ties not to scratch paintwork).
- 9) Floor working areas to be kept clear as far as possible whilst overhead work is being carried out.

Severity rating: 2 **Probability rating:** 3 **Risk rating(SXP):** 6

Equipment Detail/Task: *Loudspeakers stacked*

Risk: Knocked over, upper cabinets separating from lower cabinet.

Who is at risk?: Crew, public and property

Means of Elimination:

- 1) All crew supervised by a competent person.
- 2) All crew to be competent in the task they are asked to perform.
- 3) Adequate number of personnel and equipment used to manoeuvre large/heavy equipment.
- 4) Emergency exits and gangways to be kept clear at all times.
- 5) Correct 'fall' distance provided between public and stack and barriers provided by client and
- 6) if appropriate, cabinets strapped together.
- 7) Floor working areas to be kept clear as far as possible whilst overhead work is being carried out.
- 8) Stage/performance area should be of a solid and sound construction. If this is not the case, then Libra Audio will identify the increases risk elements with all relevant and responsible parties before a decision to proceed is taken.
- 9) Prevention of members of the public from accessing the stage/performance area-unless approved by performers, event organisers and Libra Audio-at any time before, during or after the event.

Severity rating: 4 **Probability rating:** 3 **Risk rating(SXP):** 12

Equipment Detail/Task: *General movement of equipment*

Risk: Movement in restricted spaces, loading from lifts, rear of truck, carrying up stairs, etc.

Who is at risk?: Riggers, crew, public and fabric of venue.

Means of Elimination:

- 1) Items over 2 metres in length carried by 2 people
- 2) Heavy items to be carried by the appropriate number of persons.
- 3) All crew to be competent in the task they are asked to perform.
- 4) Not to exceed any loading restrictions.
- 5) 'Roll-off' panels are enabled on vehicle tail-lifts.
- 6) Appropriate PPL is worn for application.
- 7) Barriers or identified movement areas are clearly identified to keep members of the public at a safe distance.

Severity rating: 4 Probability rating: 3 Risk rating(SXP): 12

Equipment Detail/Task: *Loading & unloading of equipment*

Risk: Size & weight of equipment, strain from lifting/moving of heavy objects, falling equipment from stacked loads etc.

Who is at risk?: Riggers, crew, property

Means of Elimination:

- 1) All crew supervised by a competent person.
- 2) All crew to be competent in the task they are asked to perform.
- 3) Access areas to be kept clear where possible.
- 4) Adequate number of personnel and equipment used to manoeuvre large//heavy equipment.
- 5) Loading ramps to be used where appropriate.

Severity rating: 4 Probability rating: 3 Risk rating(SXP): 12

Equipment Detail/Task: *Flightcases storage & packing containers etc.*

Risk: Dropping onto toes, catching fingers, knocking and damaging property. Strain from lifting too heavy a load.

Who is at risk?: Crew, property

Means of Elimination:

- 1) All crew supervised by a competent person.
- 2) All crew to be competent in the task they are asked to perform.
- 3) Adequate number of personnel and equipment used to manoeuvre large/heavy equipment.
- 4) All Libra Audio Equipment is visually stencilled indicating it's total weight.
- 5) All items over 40kgs is advised that two or more persons are required to lift or be carried.
- 6) All personnel are advised on usage of PPE

Severity rating: 2 Probability rating: 3 Risk rating(SXP): 6

Equipment Detail/Task: *A/C Power and Distribution Units*
Risk: Mains faults. Electric shock, tripping over cables, fire.
Who is at risk?: Artiste, crew, possibly public and property
Means of Elimination:
1) All crew supervised by a competent person.
2) All crew to be competent in the task they are asked to perform.
3) All units fitted with MCB's or and status neons for visible warning.
4) All working areas to be kept clear as possible of all other working personnel and equipment during production.
5) The use of RCD protection
6) All equipment to have met by insurance requirements of holding a current PAT certificate.
7) Use of the correct size and value cabling.
8) All exposed cables to be covered in public areas.
9) All equipment will be operated by following any manufacture's instructions

Severity rating: 5 Probability rating: 3 Risk rating(SXP): 15

Equipment Detail/Task: *Use of sound equipment during event*
Risk: Loud noise, high pressure sound levels.
Who is at risk?: Riggers, crew and public
Means of Elimination:
1) Exposure to high pressure sound levels kept to a minimum.
2) All crew to be supervised by a competent person.
3) All crew to be competent in the task they are asked to perform.
4) Ear defenders provided for all staff in line with regulation 8:1 of the Noise at Work Regulations 1989.5) Equipment is properly maintained.
6) An Ear Protection Zone (EPZ) is demarcated. where crew/personnel can retire and reduce fatigue and long term damage.
7) The noise exposure to guests would be well within the limits set by the Home Office and local authority and instruction dictated by our client.
8) Regular breaks in less noisy areas are taken so as to keep within the first action level of noise at work regulations.
9) All equipment will be operated by following any manufacture's instructions
10) Calculations presented for those in immediate and constant exposure to noise.

Severity rating: 3 Probability rating: 5 Risk rating(SXP): 15

Equipment Detail/Task: *Microphones*

Risk: Earth leakage, electrocution.

Who is at risk?: Artiste, client and crew

Means of Elimination:

- 1) All crew supervised by a competent person.
- 2) All crew to be competent in the task they are asked to perform.
- 3) Wired microphones are connected to the control equipment via a screened cable. All screening is connected to 'ground' at the control source. All equipment both electronically and electromagnetically grounded to 'earth'.

Where 'radio microphones used, fault does not apply as user is not connected to PA source and cannot be grounded.

Severity rating: 5

Probability rating: 2

Risk rating(SXP): 10

General Practise

Where equipment is either 'dry-hired or supplied with Libra Audio crew, all efforts in presenting and protection of equipment should be made. This will include adequate weather covering, staging, platforms, towers, cable trenches and hanging points. Unless supplied by Libra Audio this must be complied with by competent persons to prevent damage to equipment and possible danger to crew, public and like.

It is the right of Libra Audio to suspend hire or installation if these terms are not met.

Control Measures