



RAMS-2021

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general statement

The following statement is our commitment to procuring a safe and protected environment for the application of sound and related equipment and a means to eliminate the elements of risk. All equipment shall be maintained as to prevent danger, as far as is reasonably practicable.

All aspects of safety are recognised and our services encompass the following legislation

:

A	Health & Safety at Work Act 1974
B	Management of Health & Safety at Work Regulations 1999
C	Working at Height
D	Electricity at Work Regulations 1989
E	Manual Handling Operations Regulations 1992
F	Noise at Work Regulations 1989
G	Personal Protective Equipment at Work Regulations 1992
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I	Lifting Operations and Lifting Equipment Regulations 1998
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L	Occupational Safety & Health Administration Directive on Occupational noise exposure (1926.52):



Health & Safety Policy



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 possibble 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:

<u>Probability (P)</u>		<u>Severity (S)</u>	
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.9) Where used outdoors (100v Line). Stands secured with stakes and cable ties	
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: All vehicle so be parked outside of any public zones. Hazard lights used when in movement on site. Speed not to exceed 10mph whilst on site.

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**

risk assessment relating to Covid-19

Note: This offers general guidance on ways to identify different types of risks and measures to put in place to control them.

This Risk Assessment is in accordance with our service delivery and will be adjusted, based on that knowledge and taking into consideration the latest guidance from the HSE.

Ideally we would like to provide volunteers with whatever protective equipment is appropriate given the nature of their service e.g. hand sanitizer, masks etc. If we are unable to provide, then players and/or parents will be expected to provide their own.

If any staff are not feeling well (in any way whatsoever) they should step down from volunteering from this role. There are others who are well and available to help.

Please follow Coronavirus (COVID-19) hand washing and infection control measures at all times, including every time you enter or leave a premises or encounter others.

- .. Wash hands frequently
- .. Use hand-sanitiser frequently where handwashing facilities are not available
- .. Cough or sneeze into a tissue or your elbow
- .. Dispose of tissues in a waste bin
- .. Maintain social distancing of 2 metres
- .. Avoid touching your eyes, nose and mouth

Check the HSE Coronavirus (COVID-19) website for the latest updates on how we can all play our part - www.hse.ie/Coronavirus

Guidance on facemasks

The **use of face masks** be considered when working in closed spaces with other persons, or when it is not possible to maintain a safe distance from other people. Such situations may arise not only in the workplace, but also at clients premises, when carrying out visits or deliveries, or when using public transport.

Face masks should only be considered as a complementary measure and not a replacement for established preventive practices, such as physical distancing, cough and sneeze etiquette, hand hygiene and avoiding face touching.

It is essential that workers use face masks properly so that they are effective and safe.

It should fit properly, completely covering the face from bridge of nose to chin.

Clean hands properly before putting the face mask on or taking it off.

Only touch the cord or elastic at the back of the face mask when removing it, not the front.

If the face mask is disposable, be sure to do so safely in a proper container.

If reusable, wash the face mask as soon as possible after use with detergent at 60°C.

The best way to reduce any risk of infection is good hygiene and avoiding direct or close contact (closer than 2 metres) with any potentially infected person. Any worker who deals with members of the public from behind a screen should be protected from airborne particles.

What to do if a worker or a member of the public becomes unwell and believe they have been exposed to COVID-19

If someone becomes unwell in a squad session and there is reason to suspect they may have come into contact with COVID-19, the person should be removed to an area which is at least 2 metres away from other people. If possible, find a room or area where they can be isolated behind a closed door, such as a staff office. If possible open a window for ventilation.

The individual who is unwell should use their mobile phone to call the designated public health service number. If it is an emergency (if they are seriously ill or injured or their life is at risk) then you should call 112 and explain the situation and relevant information, such as their current symptoms.

Whilst waiting for advice from the designated public health or emergency service, the affected person should remain at least two metres from other people. They should avoid touching people, surfaces and objects and should cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in a bag or pocket then throw the tissue in the bin. If they do not have any tissues available, they should cough and sneeze into the crook of their elbow.

If they need to use the toilet facilities whilst waiting for medical assistance, they should use a separate toilet if available.

Consider identifying persons who have conditions that put them at higher risk of serious illness (older people (>60 years) and those with chronic conditions (including hypertension, lung or heart problems, diabetes, or who are undergoing cancer treatment or some other immunosuppression) and pregnant workers) and advising them to take additional precautions, such as staying at home.

What to do if a member of staff or the public with suspected COVID-19 has recently been in your workplace

For contacts of a suspected case in the session, follow the guidance given by your national authorities. The Coach and facilities manager will be contacted by the designated public health services to discuss the case, to identify people who have been in contact with them and to advise on any actions or precautions that should be taken.

A risk assessment of each situation will be undertaken by the designated public health services with the Coach in the session. They will provide advice on how to manage staff and members of the public, based on their assessment of the risk.

The designated public health services will also be in contact with the affected person directly to advise on isolation and identifying other contacts to whom they will give appropriate advice.

If a worker is confirmed to have COVID-19, Staff and management will inform other participants and parents of their possible exposure to COVID-19 in the session but maintain confidentiality.

Staff or parent exposed to another person with confirmed COVID-19 should be given instructions on what to do according to your company policies and the national authorities' guidance.

Advice on cleaning of communal areas such as offices or toilets will be given by designated public health services (see [#Cleaning offices and public spaces where there are suspected or confirmed cases of COVID-19](#)).

Staff who are well but who have a sick family member at home with COVID-19 should notify the management and refer to national health services guidance as to how to assess their potential exposure and the measures to take.

Where		Who	
Risk	Exposure to Covid-19, colds and other viruses and infections		
Who is at risk	Staff, co-workers		
means of elimination	<p>Follow hand-cleaning and social distancing guideline procedures before and after entering the hall/facility. Including every time you have to leave the hall and return (toilets etc.)</p> <p>Use any protective equipment/measures as instructed i.e. protective gloves and face masks.</p> <p>Keep your own personal belongings such as tool bags, refreshment containers away from other workers.</p> <p>Follow these procedures at all times whilst participating in the sport. Keep a minimum of 2 metres distance from other participants (coaches and players). (With exception of players/parents from the same household.)</p> <p>RECAP:</p> <ul style="list-style-type: none"> .. Use hand-sanitiser frequently where handwashing facilities are not available .. Cough or sneeze into a tissue or your elbow .. Dispose of tissues in a waste bin .. Maintain social distancing of 2 metres .. Avoid touching your eyes, nose and mouth <p>Libra Audio additional procedures;</p> <ol style="list-style-type: none"> 1. Reduce number of workers in vehicles, on site locations at any given time. 2. Redesign installation procedures to reduce the number of staff working together any any one time to allow social distancing is in place. 4. Ensure staff do not share tools and where company kit is applied, two sets will be provided. 5. Staff to wipe down their tools and disinfect after each session. 8. Utilise technology such as tele-conferencing instead of face to face meetings. 		
By whom	Libra Audio employees/freelance operators/site and facility management		

Severity rating	4 HIGH	Probabilty rating	3 Medium	Risk rating (SPX)	12
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Hand and Power Tools

All hand tools must be kept and maintained in good working order.

Hammers: Avoid split, broken or loose handles and worn or chipped heads. All heads to be securely fixed to the shaft.

Files: Should be fitted with proper handles. Not to be used as levers.

Chisels: The cutting edge to be maintained and at the correct angle. Cutting edges to be protected when not in use.

Screwdrivers: Not to be misused as chisels. Not to be used with hammers. Split handles are dangerous.

Spanners: Avoid splayed/damaged jaws. Use the correct size.

Saws: Keep sharpened. Only use on appropriate materials. Keep blade/teeth covered or protected when not in use.

General: Do not misuse or abuse the correct function of the tool. Tools are not toys. Carry them wisely and put them away after use.

Tools used above ground level: If working 'overhead', tools should be fitted with either a lanyard or 'wire' and attached either to fixtures or person using the tool.

All power tools must be fully maintained and serviced.

- a) Cables must not be damaged.
- b) Guards must always be in place when appropriate i.e. when the tool requires a guard to be fitted.
- c) All electrical equipment must carry a P.A.T. certificate.
- d) Only use tools that are capable of doing the job. Do not overload.
- e) Old and damaged leads must be disposed of if not repairable.

To Control Noise

- i) Noise in terms of level and duration should be controlled at source. Hearing protection is a last resort.
- ii) (1) The lower exposure action values are :—
 - (a) a daily or weekly personal noise exposure of 80 dB (A-weighted); and
 - (b) a peak sound pressure of 135 dB (C-weighted).(2) The upper exposure action values are :—
 - (a) a daily or weekly personal noise exposure of 85 dB (A-weighted); and
 - (b) a peak sound pressure of 137 dB (C-weighted).(3) The exposure limit values are :—
 - (a) a daily or weekly personal noise exposure of 87 dB (A-weighted); and
 - (b) a peak sound pressure of 140 dB (C-weighted).
- iii) Where the exposure of an employee to noise varies markedly from day to day, an employer may use weekly personal noise exposure in place of daily personal noise exposure for the purpose of compliance with these Regulations.
- iv) In applying the exposure limit values in paragraph (3), but not in applying the lower and upper exposure action values in paragraphs (1) and (2), account shall be taken of the protection given to the employee by any personal hearing protectors provided by the employer in accordance with regulation 7(2).
- v) (1) The employer shall ensure that risk from the exposure of his employees to noise is either eliminated at source or, where this is not reasonably practicable, reduced to as low a level as is reasonably practicable.
 - (2) If any employee is likely to be exposed to noise at or above an upper exposure action value, the employer shall reduce exposure to as low a level as is reasonably practicable by establishing and implementing a programme of organisational and technical measures, excluding the provision of personal hearing protectors, which is appropriate to the activity. Ear protection is available for noise above 80dB.

vi) It should be pointed out under Noise and Vibration Act, that hearing loss is cumulative. Always be aware of exposure to sound pressure levels. It is so easy for hearing to be damaged permanently. There is no known transplant for the hearing facility. **LOOK AFTER YOUR HEARING.**

All crew not directly involved with the production and maintenance of show level sound pressure levels will be provide with ear defenders.

The table below is taken from the Occupational Safety & Health Administration directive

PERMISSIBLE NOISE EXPOSURE

DURATION PER DAY, HOURS	SOUND LEVEL dBA SLOW RESPONSE
8	90
6	92
4	95
3	97
2	100
1.5	102
1	105
0.5	110
<0.25	115

Libra Audio cannot take into account any cumulative exposure (dose) already gained by either performers, venue staff or the public. Therefore any calculations are made on the during the duration of the event only.

NB: Due to recent changes to legislation and amendments to regulations this section is currently being revised.

Lifting Equipment

- a) Test certificates will be kept on the premises for lifting gear.
- b) All equipment to display it's safe working load.
- c) Examination reports will be kept.
- d) Only certified equipment will be used.
- e) Under no circumstances should the safe working load of a machine, motor, tackle etc. to be exceeded.
- f) If in doubt about a load, **DO NOT** lift it.
- g) Before lifting an unbalanced load, find the centre of gravity, raise it slightly off the ground and inspect before proceeding.

Using Lifting Equipment

- a) Ensure no makeshift, damaged, badly worn or 'out of order' equipment is used, e.g. shortened chains with knots, kinked or twisted wire rope, frayed or ratted fibre ropes or slings.
- b) Take up the slack in pulling lines carefully and slowly. Do not use sudden snatches of loads, especially in cold weather.
- c) Ensure that people and loads cannot fall when using motor lifts.
- d) All loads must have a secondary safety chain or steel.

Safe Use of Chemicals

Careless handling of chemicals may have a serious effect upon health and cause chronic and disabling diseases after repeated exposure. Always read the label and follow instructions. Assess the risk and consider whether the substance is dangerous when breathed, swallowed or absorbed through the skin. All precautions must match the risk, and early signs of over exposure must be understood. Read suppliers' data sheets.

Electricity

The following Code of Practise must be complied with at all times.

- a) No person is to work with 10m of overhead lines without seeking advice from a qualified electrician.
- b) All plugs, sockets and fittings are to be obtained from a reputable manufacturer and will be sufficiently robust for commercial use.
- c) Fuses, circuit breakers and other protective devices to be correctly rated for their applied circuit of protection.
- d) Access to electrical dangers to be prevented by doors or barriers.
- e) Main switches to be readily accessible and clearly identified. All staff to know how to use them in emergency.
- f) Electrical installations in the building to be checked and repairs carried out by a qualified electrician.
- g) All portable equipment is listed and subject to regular checks called P.A.T. testing, including all hire equipment.
- h) Suspect or faulty apparatus to be taken out of use, put in a designated place, identified as not for use, until fixed/repaired by a competent person.
- i) The 'test' button on RCD (residual current breakers) to be tested regularly.
- j) All tools and power sockets to be switched off before plugging in and removal of apparatus.
- k) No appliance is to be cleaned or adjusted without firstly being disconnected from the mains.
- l) In all damp conditions, the plugs and sockets must be of special outlet and inlet design to accommodate these environments.
- m) All joins in cable to have appropriate connectors or cable couplers.
- n) Frayed or damaged cables are NOT to be used. They should be reported and appropriately marked NOT FOR USE-FAULTY and disposed of.

Storage.

All chemicals and hazardous substances must be kept in flame-proof storage located in the workshop when not in use. All such substances MUST be returned to the store overnight.

IN ALL CASES WHEN USING CHEMICALS, THE FOLLOWING RULES MUST BE FOLLOWED.

- a) Do not smoke, eat, drink and store food in a chemical handling area.
- b) Do not siphon or pipette by mouth or transfer contamination by any other method i.e. pen/pencil in contact with chemical then put into mouth.
- c) After chemical use, wash hands.
- d) Store all chemicals in their original containers and in a flame proof storage facility, ensuring that labels are not damaged, removed or obliterated.
- e) Use gloves to avoid poisoning through skin
- f) If a rash or flaky skin appears, consult a doctor at once.

Protective Clothing and Equipment

The company will provide the correct grade of safety harnesses and hard hats. In the case of sub-contractors, they will be provided for the duration of the contract. Sub-contractors must provide themselves with safety footwear.

All employees and sub contractors should acquaint themselves with the protective equipment i.e. knowing what it is used for and how to use it.

When it is stipulated in a Code of Practise/Risk Assessment that protective clothing and equipment must be used, all employees and sub contractors working to that code must comply fully with the requirements as stated.

The Crew Supervisor present at any job must ensure that the correct protective clothing and equipment has been issued and is properly and fully used by all persons working at that site on behalf of the Company.

Using Protective Safety Clothing and Equipment.

Check carefully all safety equipment and clothing for wear and tear. Do not use damaged or faulty equipment. Ensure that all equipment is correctly fitting. Always follow the correct procedure for the use of such equipment and never 'cut corners'.

Ensure that nay visitors to the site are provided with the correct level of protection.

First Aid

It is a known fact that 'immediate and proper examination and treatment of injuries' saves lives. It is important that everyone is aware of the arrangements for first aid either in-house or on-site

Libra Audio will ensure that crew supervisors are aware of first aid facilities on site.

The Company will provide and keep a First Aid Box on the premises.

The Company will provide guidance to cover emergency treatment such as control of bleeding, electric shock procedures etc.

Reporting Of Accidents or Disease

All injuries must be recorded in the Accident Book, in the unit or, if on site, an accident form, which will be kept in the job folder.

Anything, which comes from the scope of dangerous diseases, must be reported to the Health & Safety at Work Inspector.

The Manager will complete a written report within 5 working days, when any of the following occur:

Subsequent death within 7 days caused through major injury or dangerous occurrence.

An accident that does not allow someone to do their normal work for more than three days.

Any event involving flammable gases on the Companies premises.

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.

All vehicle so be parked outside of any public zones. Hazard lights used when in movement on site. Speed not to exceed 10mph whilst on site.

method statement

Our Method Statement is our Safe System of Work

Event

Libra Audio has been contracted for the following site inspection/event by [Crestel Contracts Ltd](#) for AFILS (Hearing loop) Installations. Date of site visit/event : [Thursday 15th July 2021](#)

Access to Venue

The equipment shall be delivered to the venue by vehicle and will be delivered [William Brown](#) and collected by the same vehicle. Any vehicles used by Libra Audio will be driven with the utmost caution and shall not exceed 10 mph whilst on site. The use of hazard and/or warning lights will be used as deemed necessary.

Rigging the Equipment

The equipment will be installed and rigged in the following areas. Estimated time to fully install: [N/A](#)

Area 1: [N/A](#)

Area 2: [N/A](#)

Area 3: [N/A](#)

All equipment will be installed as per our Risk Assessment Measures document, respecting all legal criteria and recommended practices.

Venue Inspection

All equipment is expected to be completed by [N/A](#) where site inspection of installation methods and can be checked and certified as necessary.

Staffing and Supervision During the Event

Libra Audio will supply staff to operate the equipment throughout the event. All staff will be proficient in their specialist areas. Staff will take necessary breaks with refreshments to prevent fatigue and accidents. These will be dictated by the nature of the show and provisions set aside by the client. The engineer(s) will have full control over the sound system. In the event of emergency procedures being implemented, the engineer(s) will make the relevant announcements over the system.

Sound Exposure Levels

The noise exposure to guests would be well within the limit of 107 Laeq, specified by the Home Office to Health, Safety and welfare at Pop Concerts and similar events. In addition, the level would remain within the limit of the Home Office Research No. 35/1991, which recommended a limit of 104 Laeq.

As far as staff working at the event, all Libra Audio staff are provided, if they wish, with ear protection in the form of ear-plugs. Regular breaks in less noisy areas are taken so as to keep within the first action level of noise at work regulations.

As far as statutory sound levels set by the local authority are concerned, we will follow instructions on sound levels as dictated by our client.

[N/A](#)

Covid-19

This Risk Assessment is in accordance with our service delivery and will be adjusted, based on that knowledge and taking into consideration the latest guidance from the HSE.

Ideally we would like to provide volunteers with whatever protective equipment is appropriate given the nature of their service e.g. hand sanitizer, masks etc. If we are unable to provide staff/freelancers then they will be expected to provide their own.

Wash hands frequently

.. Use hand-sanitiser frequently where handwashing facilities are not available

.. Cough or sneeze into a tissue or your elbow

.. Dispose of tissues in a waste bin

.. Maintain social distancing of 2 metres

.. Avoid touching your eyes, nose and mouth

Check the HSE Coronavirus (COVID-19) website for the latest updates on how we can all play our part

- www.hse.ie/Coronavirus

De-rigging of Installation

The equipment will be de-rigged at the end of the event. all of the equipment shall be loaded into the same vehicles as delivered by and removed from the site. All equipment will be operated by following any manufacture's instructions Again all driving restrictions will be observed.

Manual Handling

All Libra Audio employees will be advised on PPE's and where an item is deemed too heavy for man-handling, mechanical equipment will be deployed.

General Practise

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



You can enter data in the white cells only

Exposure Calculator				
	Noise Level (L_{Aeq} dB)	Exposure duration (hours)	Exposure points (job/task)	Exposure points per hour
Job / task 1	90	1.5	59	40
Job / task 2	85	1.5	19	13
Job / task 3	95	2	250	125
Job / task 4				
Job / task 5				
Job / task 6				
Job / task 7				
Job / task 8				
Total duration		5		
Daily noise exposure ($L_{EP,d}$)		90 dB	328 points	

Note: Exposure points can be used to prioritise noise control. The highest exposure points are given by the jobs, tasks, etc. which make the greatest contributions to daily noise exposure. Therefore, tackling these noise exposures will have the greatest effect on daily noise exposure.

Instructions for exposure calculator

Enter the L_{Aeq} (in dB) and select the daily exposure duration (in hours) in the white areas for up to eight jobs or tasks carried out by a person during their working day. Rounding noise levels to the nearest decibel and durations to the nearest 15 minutes (0.25 hours) is sufficiently precise. Exposure points will appear for each entry and the overall daily personal noise exposure ($L_{EP,d}$) will be displayed.

The Lower Exposure Action Value (an $L_{EP,d}$ of 80 dB) is represented by 32 exposure points, the Upper Exposure Action Value ($L_{EP,d}$ of 85 dB) by 100 points.

Reference: Control of Noise at Work Regulations 2005, Schedule 1 Part 1

Calculation taken re: two hours of band playing and three hours of 'background' music.
 The calculated exposure level of 90dB and 309 points is lower than the Exposure Action Level (EAL) of 135dB-C Weighted.
 Therefore Action = reduce sound levels as far as reasonably practicable.

A table of the actions required based on exposure action values compared with exposure limit values

Exposure action values and exposure limit values			
	Daily or weekly personal average noise exposure	Peak sound level	Actions
Below lower exposure action values	Less than 80 dB (A-weighted)	Less than 135 dB (C-weighted)	<ul style="list-style-type: none"> Reduce noise levels as far as reasonably practicable.
Lower exposure action values	80 dB (A-weighted) or above Cannot take the effect of hearing protection into account	135 dB (C-weighted) or above Cannot take the effect of hearing protection into account	<ul style="list-style-type: none"> Undertake risk assessment. If any employees are identified as being particularly susceptible to noise, health surveillance should be implemented. Make suitable hearing protection available. Establish a maintenance programme for equipment supplied to reduce noise risk such as noise limiters and hearing protection. Provide training.
Upper exposure action values	85 dB (A-weighted) or above Cannot take the effect of hearing protection into account	137 dB (C-weighted) or above Cannot take the effect of hearing protection into account	<ul style="list-style-type: none"> Implement the actions required by lower exposure action values (above). Establish and implement a programme of control measures. If these measures are not sufficient to reduce exposure below 85 dB then: <ul style="list-style-type: none"> suitable hearing protection must be worn; and a health surveillance programme implemented.
Exposure limit values	87 dB (A-weighted) Allowed to take hearing protection into account	140 dB (C-weighted) Allowed to take hearing protection into account	<ul style="list-style-type: none"> Must reduce to below limit values.

Control Measures

On-stage bands

possible control measures include:

- minimising the volume levels produced by the band/orchestra. This could mean producing less volume and/or using physical elements such as absorbent material and screens.
- maximising the distances between the band/orchestra and artiste;
- positioning the band and/or artists at different heights
- where an artist is positioned close to a high level of noise, consider rotating positions.

Differences between on-stage bands in a musical and on-stage bands/orchestra in an opera should also be taken into account, for example, a west End musical will be performed eight times a week, but the band will usually be amplified so sound levels can be managed through the amplification process. On-stage orchestra in an opera will not usually be amplified, but the opera may be performed every night.

Off-stage bands and off-stage musical instruments.

The same considerations and possible control measures apply to off-stage bands as to on-stage bands. Also consider the location of the bands/instruments to minimise the impact on artists. For example where the music is amplified, the off-stage bands/instruments could be remote from the stage. *Sound Advice page 101 of 144 Health & Safety Executive.*

On and off-stage choruses

Consider the effect of chorus noise levels on other artists on stage. The same considerations and possible measures apply as those to orchestra/bands on stage.

Choral volume should be regularly monitored to minimise the effects of noise levels produced by individual singers on each other without compromising the overall balance of sound.

Fold-back monitors

Take steps to ensure that the noise levels of fold-back monitors are as low as possible. Volume levels may need to be adjusted to suit the specific requirements of the artist at different times in the course of the performance and should not be set at a fixed level for the duration of the performance.

Persistent sources of noise

Consider rotating or varying the positions of artists close to sources of persistently loud noise such as other artists, musical instruments or special effects.

SECTION D: Policy for Site Working

1. General Working Practices

On site, responsibility for Health & Safety matters rests with the Crew Supervisor/Production Manager or the appointed representative.

The crew supervisor must always consider and refer to the relevant Risk assessment for that particular job for which a separate document may be available.

All employees and sub contractors of The Company must make themselves familiar with the Codes of Practise and Risk Assessments as detailed with this policy, and abide by them at all times.

All hazards must be reported to the Crew supervisor, who has the authority to halt work should a safety problem arise.

Before arrival on site, the Crew supervisor must make himself familiar with the proposed working environment in order to identify any special considerations regarding Health & Safety.

2. On Arrival On Site

The crew supervisor will discuss the following points with all crew members. He will issue relevant safety clothing or equipment and give clear instruction as to it's use.

With regard to safety. It is proposed that the following procedure be used.

- a) Who is in overall charge of the particular project/job? (Client/Production Company etc.)
- b) Are other trades and contractors involved in this job?
- c) Are there areas of the production that no-one is responsible for?
- d) Are there any special identified hazards in the working environment?
- e) First Aid provisions on site.
- f) details of facilities including toilets, telephones, refreshments and washing facilities.
- g) Outline of work to be completed. Ensure that everyone has access to diagrams/plans etc. and Code of Practise.
- h) Issue of safety clothing and equipment. Ensure that equipment is satisfactory. for the used and not damaged or faulty.
- i) Discuss any likely problems or special requirements of the Client.
- j) can emergency services gain speedy access to the site?
- k) A reminder to consider safety of crew and others at all times.

3. Designated Working Areas

The Client will have a duty to ensure that so far as it is reasonably practicable the on site or premises are safe and without risks to health and safety for those who work there.

It is the Client's responsibility to mark out or identify designated areas for the set-up and de-rig phases of the job, and to prevent unauthorised personnel from entering.

Contact between Libra Audio equipment and the fabric of the venue is to be kept to a minimum.

If contact between Libra Audio equipment and the fabric of the venue is unavoidable then suitable provision must be made to prevent damage to the venue (i.e.; foam padding).

However, the crew supervisor must decide if the designated area and precautions are adequate. Should a problem occur he should try to resolve it with the client but must not allow work to proceed until the matter has been resolved.

The areas to be designated are:

- Truck loading/unloading
- Equipment storage
- Equipment assembly
- Construction area
- 'Hard Hat' areas

These may be combined so long as it is safe to do so. However a hard-hat area must always be clearly identified and visibly signed.

4. Hard Hat Areas

- a) Whenever work is being carried out at or above head height from the ground, a hard hat must always be designated.
- b) The crew supervisor may designate any area that he believes reasonable in the interest of safety.
- c) Anyone entering a designated hard-hat area and not complying will be asked to leave. The Crew supervisor will stop the work until the offenders have left.
- d) Any area designated by the venue or site management. leave

5. Loading and Unloading

- a) Loading and unloading will take place within the designated area.
- b) Loading and unloading will be mechanised as far as possible to reduce manual handling.
- c) Crew must not attempt to manually lift or manoeuvre loads beyond their safe capacity either because of weight or bulk whether working alone or with assistance.

6. Equipment Movement

- a) All equipment over 2m should be carried by two people. The only exception to this rule is at the British Museum where items over 120 cm must be carried by two people.
- b) Equipment must not be leant against any part of the museum.
- c) Equipment access is via appropriate lifts only (passenger only lifts should not be used).
- d) Stacking Flight Cases should be maximum 1m 80 high (NOT OVER HEAD HEIGHT).
- e) Throughout the installation (& operation) great care should be taken to ensure no damage to the venue.

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.

Hygiene & Dress Code

Libra Audio have received comment in the past, from key clients stating that sub-contract crew are not dressed appropriately for corporate functions. In some cases personal hygiene is also an issue.

Corporate/conference style events: All crew that are involved in the rig/de-rig are expected to wear decent 'show blacks' jeans/trousers and 'Tee'/Polo or other shirts - the only exception being where clients have provided their own crew shirts.

Appropriate footwear is advised. Trainers do not give adequate foot protection so tough shoes or steel toecap's should be worn.

Where 'smart/casual' code is expressed, then crew will change into trousers and shirt with jacket. Ties are optional. Where a 'smart/formal' code is expressed, then a jacket & tie are mandatory.

Please take note of the issues raised. Anyone that does not comply with the dress code will be asked to leave site without pay.

The dress code for events will be stated on the purchase order when you have been booked for an event.



1. Declaration

I,(PRINT) being an employee/sub contractor of Libra Audio, have read and understood The Company's Health & Safety Policy, and agree to adhere to its recommendations.

Signed:

Date:

permanent & fixed installations

DECLARATION OF LIABILITY

Decorations and fabric of the property.

During the course of any installation, it may be necessary for drilling and making fixtures, slight damage may incur. Where possible Libra Audio will undertake any remedial work to our best abilities. Whilst Libra Audio will endeavour to retain the original finish and detail of any surfaces, where the distress or damage is beyond our capabilities or not within the budget, then it is the responsibility of the client to arrange for reinstatement. With the client's permission, Libra Audio can arrange alternate contractors to undertake this work on their behalf.

Libra Audio will supply basic climbing apparatus, steps, small ladder etc. and will clean/remove any debris as we proceed. Any additional /specific equipment for working at heights (on stage) will be supplied by the client. If this is not possible, then Libra Audio will source and supply and charge additionally to the client.

Warranties:

All equipment supplied carries a 12 month warranty unless further warranties are provided by any specific manufacturer. Libra Audio also provides a 12 month warranty to work undertaken and will replace/repair any component of the installation unless caused by a third party. e.g. electrician/builders cutting through the loop or portable devices being dropped.

Installation & quotation terms.

A deposit of 40% with written instruction (Purchase Order) will secure the quote. Quotation is only 'active' for 6 months and products quoted are based upon current production models being available. Libra Audio have the right and discretion to find alternative products in the event of lines being discontinued. All equipment supplied belongs the property of Libra Audio until final balance of accounts have been met.



Report of an injury or dangerous occurrence

Filling in this form

This form must be filled in by an employer or other responsible person.

Part A

About you

1 What is your full name?

2 What is your job title?

3 What is your telephone number?

About your organisation

4 What is the name of your organisation?

5 What is its address and postcode?

6 What type of work does the organisation do?

Part B

About the incident

1 On what date did the incident happen?

2 At what time did the incident happen?

(Please use the 24-hour clock eg 0600)

3 Did the incident happen at the above address?

Yes Go to question 4

No Where did the incident happen?

elsewhere in your organisation – give the name, address and postcode

at someone else's premises – give the name, address and postcode

in a public place – give details of where it happened

If you do not know the postcode, what is the name of the local authority?

4 In which department, or where on the premises, did the incident happen?

Part C

About the injured person

If you are reporting a dangerous occurrence, go to Part F. If more than one person was injured in the same incident, please attach the details asked for in Part C and Part D for each injured person.

1 What is their full name?

2 What is their home address and postcode?

3 What is their home phone number?

4 How old are they?

5 Are they

male?

female?

6 What is their job title?

7 Was the injured person (tick only one box)

one of your employees?

on a training scheme? Give details:

on work experience?

employed by someone else? Give details of the employer:

self-employed and at work?

a member of the public?

Part D

About the injury

1 What was the injury? (eg fracture, laceration)

2 What part of the body was injured?

3 Was the injury (tick the one box that applies)

- a fatality?
- a major injury or condition? (see accompanying notes)
- an injury to an employee or self-employed person which prevented them doing their normal work for more than 3 days?
- an injury to a member of the public which meant they had to be taken from the scene of the accident to a hospital for treatment?

4 Did the injured person (tick all the boxes that apply)

- become unconscious?
- need resuscitation?
- remain in hospital for more than 24 hours?
- none of the above.

Part E

About the kind of accident

Please tick the one box that best describes what happened, then go to Part G.

- Contact with moving machinery or material being machined
- Hit by a moving, flying or falling object
- Hit by a moving vehicle
- Hit something fixed or stationary
- Injured while handling, lifting or carrying
- Slipped, tripped or fell on the same level
- Fell from a height
How high was the fall?
 metres
- Trapped by something collapsing
- Drowned or asphyxiated
- Exposed to, or in contact with, a harmful substance
- Exposed to fire
- Exposed to an explosion
- Contact with electricity or an electrical discharge
- Injured by an animal
- Physically assaulted by a person
- Another kind of accident (describe it in Part G)

Part F

Dangerous occurrences

Enter the number of the dangerous occurrence you are reporting. (The numbers are given in the Regulations and in the notes which accompany this form)

For official use

Client number Location number Event number

INV REP Y N

Part G

Describing what happened

Give as much detail as you can. For instance

- the name of any substance involved
- the name and type of any machine involved
- the events that led to the incident
- the part played by any people.

If it was a personal injury, give details of what the person was doing. Describe any action that has since been taken to prevent a similar incident. Use a separate piece of paper if you need to.

DRAFT

Part H

Your signature

Signature

Date / /

Where to send the form

Please send it to the Enforcing Authority for the place where it happened. If you do not know the Enforcing Authority, send it to the nearest HSE office.

1 About the person who had the accident
Give full name, home address and occupation.

FULL NAME
ADDRESS
OCCUPATION
POSTCODE

2 About you, the person filling in this book
If you did not have the accident, give full name, home address and occupation.

FULL NAME
ADDRESS
OCCUPATION
POSTCODE

3 Please sign and date (the person filling in the book)

SIGNATURE
DATE / /
The person who has had the accident should sign and date if they have not filled in the book (as confirmation that they agree the accident recorded is a true and accurate record).
SIGNATURE
DATE / /

4 About the accident When and where it happened.

DATE / / TIME
IN WHAT ROOM OR PLACE DID THE ACCIDENT HAPPEN?

5 About the accident - what happened

Say how the accident happened. Give the cause if you can. In the event of any personal injury, say what it is.
HOW DID THE ACCIDENT HAPPEN?
MATERIALS USED IN TREATMENT

6 Reporting of injuries, diseases and dangerous occurrences 1995 (see page iii)

For the employer only - complete the box provided if the accident is reportable under RIDDOR.
HOW REPORTED
DATE REPORTED / / EMPLOYER'S NAME AND INITIALS

1 About the person who had the accident
Give full name, home address and occupation.

FULL NAME
ADDRESS
OCCUPATION
POSTCODE

2 About you, the person filling in this book
If you did not have the accident, give full name, home address and occupation.

FULL NAME
ADDRESS
OCCUPATION
POSTCODE

3 Please sign and date (the person filling in the book)

SIGNATURE
DATE / /
The person who has had the accident should sign and date if they have not filled in the book (as confirmation that they agree the accident recorded is a true and accurate record).
SIGNATURE
DATE / /

4 About the accident When and where it happened.

DATE / / TIME
IN WHAT ROOM OR PLACE DID THE ACCIDENT HAPPEN?

5 About the accident - what happened

Say how the accident happened. Give the cause if you can. In the event of any personal injury, say what it is.
HOW DID THE ACCIDENT HAPPEN?
MATERIALS USED IN TREATMENT

6 Reporting of injuries, diseases and dangerous occurrences 1995 (see page iii)

For the employer only - complete the box provided if the accident is reportable under RIDDOR.
HOW REPORTED
DATE REPORTED / / EMPLOYER'S NAME AND INITIALS



Simpson House
6 Cherry Orchard Road
Croydon, CR9 6AZ
Tel: 020 8686 5050
Fax: 020 8686 5559
www.hencilla.co.uk

Incorporating **first act** a trading name of Hencilla Canworth Limited

Mr William Brown
Libra Audio Unit 2
Fishersgate Farm
Buckhurst Park
WITHYHAM

Membership No: 151506

27 April 2021

To whom it may concern

Re: BECTU MEMBERS' PLI EXTRA – CONFIRMATION OF COVER

Hencilla Canworth Ltd is the Insurance Adviser to the BECTU sector of Prospect and confirms that the member shown has registered as a Policyholder and is insured by the BECTU PLI EXTRA (Public/Products Liability and Personal Accident Insurance) policy illustrated for the period stated:

Policyholder	Mr William Brown
Policy Number	BECTU/PL/01/05
Period of insurance	01 May 2021 to 30 Apr 2022
Territorial limits	Worldwide
Business	1) Any activity related to Your individual employment within broadcasting, entertainment, cinema, theatre, live events and video games development 2) Any activity related to Your employment as an art technician, curator or conservator 3) Any activity related to Your employment as a fashion assistant within media, fashion and live events 4) Any activity related to Your individual engagement as a BECTU Student member within broadcasting, entertainment, cinema, theatre, live events and video games
Limit of indemnity	Public and Products Liability - £10,000,000
Benefits	Personal Accident - £100 per week (52 weeks max) and or £20,000
Insurers	Covea Insurance plc. Hencilla Canworth Ltd manage the policy.
Excess	£250 increasing to £500 in respect of damage to property, which is held in trust or in the custody or control of the Insured.
Terms and conditions	As per policy from bectupli@hencilla.co.uk .

A copy of the policy wording is available from bectupli@hencilla.co.uk

Note: You must maintain your subscription payments to BECTU for cover to remain operative.

Signed on behalf of Hencilla Canworth Ltd

by Kevin P Harding
Director



INDEPENDENT INSURANCE INTERMEDIARY
Registered in England No. 1593283 at the Registered Office above.
Authorised and Regulated by the Financial Conduct Authority.