

# **SAFETY AT WORK**

## **W1 PRODUCTIONS, A POLICY STATEMENT**

### **PREAMBLE**

To comply with all relevant Health & Safety at work legislation it is incumbent upon W1 Productions to issue a safety at work policy statement.

The purpose of this statement is to inform you of our obligations and intentions towards the provision of an environment safe to you, your colleagues and the general public.

It also outlines your duties regarding safe conduct at work, safe use of power tools and safe working practices, particularly whilst working upon electrical equipment.

Some of the following points are legal requirements, some are mere common sense. ALL are equally important.

The creation of a safe working environment shall be considered of paramount importance.

### **DUTIES AND RESPONSIBILITIES**

#### **W1 PRODUCTIONS OBLIGATIONS TOWARDS YOUR SAFETY**

It is the obligation of W1 Productions to ensure that:-

- The place of work is safe and without risk to health;
- All plant and machinery is properly installed and maintained, to ensure reliable and safe operation;
- Safe systems of work and plant operation are instituted and enforced;
- Dust, fumes and noise are controlled or adequate protection from health risks from dust, fumes and noise if provided;
  
- *And that such protection is properly used.*
  
- Electrical installations are safe and that adequate protection circuitry is provided.
  
- *And that electrical installations are regularly checked and serviced.*
  
- All equipment shall be safely stored, particularly W1 Productions shall ensure dangerous and flammable substances are properly stored.

- *And that all handling (lifting, stacking, transporting) of equipment shall be carried out with adequate numbers of staff to ensure safety during handling and safe storage.*
- Adequate fire extinguishers are provided capable of dealing with all types of fire. Proper fire procedures are put into place.
- An adequate first aid kit is provided.
- *And that the first aid kit is properly provisioned to, at least, statutory requirements.*
- General working conditions are of a standard that do not hinder the safe and health use of the workplace and plant, etc, i.e. adequate lighting, heating, ventilation and toilet facilities are provided.
- To provide training, information, instruction and supervision to ensure health and safety.
- *And that staff do not operate plant, machinery or electrical equipment without proper training or qualification.*
- All applicable legislation regarding health and safety at work is confirmed with.
- *And that W1 Productions keep all staff abreast of changes to the relevant legislation and update safety procedures accordingly.*
- Informs all employees of the company's safety policy.
- *The cost of training for safety and provision of safety garments or goggles, etc, shall be borne entirely by W1 Productions.*

## **EMPLOYEES' DUTIES AND RESPONSIBILITIES REGARDING HEALTH AND SAFETY AT WORK**

The responsibilities of employees as set out by Sections 7 and 8 of the Health & Safety at Work Act 1974 are:-

- Employees have a responsibility to take reasonable care to avoid injury to themselves or to others by their work activities;
- To co-operate with their employers and with others in meeting statutory requirements;
- To use equipment correctly;
- To use safety equipment provided;
- To bring to the attention of the safety officer any matter that in their opinion could constitute a health risk or a danger at work.

**Note to all self-employed sub-contractors:** As a self-employed person, legal duties similar to those upon which W1 Productions must comply rest

upon you to avoid danger or risk to health to yourself or others. Please read Appendix I of the policy.

## **DUTIES AND RESPONSIBILITIES TO THE GENERAL PUBLIC**

It is the responsibility of the company to ensure that members of the general public are protected from danger and any risk to health.

When touring, it is the responsibility of the company's agents (staff members or self-employed sub-contractors) to ensure that due consideration is given to the safety of the public and others.

*Particular importance shall be attached to ensuring that "flown" equipment is safely suspended according to all legal requirements and regulations and that all temporary electrical installations are safe and conform to all legal requirements.*

## **GENERAL CONDUCT**

To ensure a safe working environment certain guidelines to staff conduct shall apply.

Staff will not work whilst under the influence of drink or drugs.

*Any member of staff found at work under the influence of drink or drugs may be summarily dismissed; self-employed sub-contractors may be relieved of their responsibilities and asked to leave the premises. Any member of staff found under the influence of drink or drugs during set-up, concert or get-out of a touring event may be relieved of their responsibilities and replaced on that tour.*

Staff shall use all machinery, plant and electrical equipment in the proper manner, with due regard to their own safety and that of others.

*Any member of staff found using any equipment in any way other than that prescribed may be issued with a written warning or be summarily dismissed. Staff found tampering with equipment, so as to render that equipment unsafe, shall be summarily dismissed.*

Staff shall ensure when lifting or handling equipment, that there is enough staff to assist, thus preventing accident or strain.

No member of staff shall work on plant, machinery or electrical equipment in any part of the premises alone. There must always be another person on hand.

*There should be a person available to render assistance and call for aid in the event of an accident. Working alone upon equipment that may be considered dangerous may be considered grounds for a written warning.*

Do not work upon damaged plant or equipment, ensure that the equipment you are working on is in proper condition and safe. Report damage to equipment and plant and mark it up as unsafe.

*If you should inadvertently damage equipment, do not be afraid of a reprimand.*

*Damage caused through incorrect use may gain a reprimand BUT to damage equipment and leave it in a potentially hazardous state may lead to injury to others and, therefore, far more serious consequences to the perpetrator.*

The work place can be an obstacle field of dangers so always bear in mind the potential for accidents, conduct yourself with due deference to the safety of yourself and those around you.

Do not play practical jokes.

Do not indulge in “horse-play” or “sky-larking”.

## **IN THE EVENT OF AN ACCIDENT**

Should an accident occur to yourself, immediately summon assistance. Should you be in the locality of an accident, it is your first priority to render such first aid as you can. Should the accident be sufficiently serious to warrant calling an ambulance, DO IT without reference to higher authority. Secondly, ensure that the Health and Safety Officer is informed of the details of the accident in order that the accident can be recorded as required by law. In the event of the absence of the Health and Safety Officer, inform the most senior member of staff, or make an entry into the accident book. Safety at work can only be achieved through partnership, so help us by co-operating with the above guidelines. Should you be aware of any potential danger or health risk, please inform the safety officer.

## **ORGANISATION OF HEALTH & SAFETY**

The Accident Book is located in the Office.

The Health and Safety Officer is Chris Kyriacou.

The Health and Safety Officer is ultimately responsible for:-

- Health and safety policies;
- General risk assessments;
- COSHH Register;
- General manual handling assessments;
- First aid provision;
- Training;
- Accident Reporting and Investigation;

- Inspection of equipment at company premises;
- PPE at company premises and provision of same for on site.

If the Health and Safety Officer is absent, then the above responsibilities fall to any other Director of the company.

Out on site, the W1 Productions appointed crew chief is responsible for:-

- Specific risk assessments relating to particular environments;
- Specific manual handling assessments on site;
- Site liaison;
- First aid provision on site. First aid kits will be provided in all production cases. The crew chief will not necessarily be a qualified first-aider, but will ensure that he/she liaises with production team on site to ascertain site first aid provision.
- Inspection of equipment on site;
- Accident reporting and investigation on site;
- PPE distribution on site.

# **APPENDIX I**

## **SAFE WORKING PROCEDURES FOR EMPLOYEES AND SELF-EMPLOYED CREW**

W1 Productions is dedicated to delivering the best possible service to clients whilst ensuring that safe working practices and procedures are always applied and adhered to in order to safeguard employees, self-employed crew, other working personnel and the general public on site at any given venue, whether indoors or outdoors. It is therefore vital that all employees and self-employed crew ensure that safe working procedures are adhered to whilst setting up, operating and de-rigging equipment, both in the warehouse and on site. A general risk assessment is available, but where specific risks need to be addressed on a particular site, the W1 crew chief for the show will be responsible for this risk assessment and any appropriate actions.

### **SAFETY EQUIPMENT**

- (1) General safety equipment, e.g. hardhats, earplugs, wet weather gear, will be provided by the Company where appropriate. These items are located in production cases. During set-up and derig on site hard hats must always be worn.
- (2) Where specialist safety equipment is required by sub-contractors in order to carry out their specific job, e.g. safety harnesses for riggers working at heights, these must be provided, inspected and maintained by the sub-contractor.
- (3) First aid kits are provided in all production cases - please report any usage so that items can be replaced. All accidents must be reported to the crew chief who must in turn report to the Health & Safety Officer at W1 Productions in order that all such incidents can be reported in the W1 Productions Accident Book.

### **SAFE WORKING PROCEDURES**

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

- (5) All safety equipment necessary for each job must be worn at all times. It is the responsibility of the individual sub-contractor/staff member to ensure that he/she follows safe working practices. This is particularly important where any individual is working at heights. Harnesses should be worn, fastened and clipped on where appropriate at all times. Any person found not to be following safe working practices is liable to have his contract instantly revoked.
- (6) With specific regard to working at heights, all sub-contractors/staff members should note the following rules:-
- (a) Never climb unless specifically requested to do so by the crew chief;
  - (b) You have the right to refuse to climb;
  - (c) Never climb alone – always have a ground support person;
  - (d) Always use a harness, and clip it on, where appropriate;
  - (e) Never climb if you have consumed alcohol or taken drugs.
- (7) Never attempt to undertake a task requiring qualifications if you are unqualified in that area, e.g. fork lift truck driving. If in doubt on this point, please ask.
- (8) When asked to drive on behalf of the Company, either in a company car, your own car or a hired vehicle, always observe the following:-
- (a) Always drive within the speed limit;
  - (b) Never drive if you have consumed alcohol or taken drugs;
  - (c) Observe road conditions and drive accordingly;
  - (d) Park all vehicles safely, and in a place allowed by law;
  - (e) If transporting equipment, always ensure that the truck is locked, and backed up to a wall if left unloaded and unattended. This is a condition of our equipment insurance;
  - (f) If responsible for transporting equipment in a van or truck, ensure the load is safe and off wheels for carriage, use strapping or bars for loading if required. If in doubt, ask.
  - (g) Never drive if not licensed to do so as this is not only illegal, but would invalidate any insurance policy;

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

## **INSURANCE**

- (11) The Company carries Public Liability insurance and Employer's Liability insurance, which covers the general public and direct employees in case of accident or injury.
- (12) The Company is not responsible for insurance for any sub-contractor working on Company business. All insurance, e.g. medical, travel and accident insurance, must be provided by the sub-contractor.
- (13) The Company reserves the right to insist that travel (including medical cover outside the UK) is provided by the sub-contractor where work outside the UK is involved. Any sub-contractor found not to be insured in these circumstances may be refused further contracts, and the current work period may be revoked instantly if he/she is found not to be insured in this way.
- (14) It is strongly recommended that individual sub-contractors arrange insurance cover for accident, where income would be protected in the case of being unable to work for any length of time following an accident.

## **HEALTH AND SAFETY PERSONNEL**

- On site - named Crew Chief
- At W1 Productions - Chris Kyriacou, Health and Safety Officer