

MOUNTVIEW

ACADEMY OF THEATRE ARTS

HEALTH AND SAFETY POLICY

REVISED July 2016

Safety Policy Contents

SECTION 1.....	5
POLICY STATEMENT.....	5
SECTION 2.....	6
Organisation.....	6
The Principal and Board members.....	6
PRODUCTION MANAGER.....	6
FINANCIAL CONTROLLER.....	7
HEADS OF DEPARTMENTS.....	7
TUTORS.....	7
ALL STAFF.....	7
SECTION 3.....	8
ACCESS EGRESS.....	8
ACCIDENT INVESTIGATION.....	8
ACCIDENT PREVENTION.....	9
ACCIDENT REPORT FORM.....	Error! Bookmark not defined.
ACCIDENT REPORTING PROCEDURE.....	9
BOMB PROCEDURE.....	9
CHILDREN ON THE PREMISES.....	12
CLEANERS.....	12
CONTRACT CLEANERS.....	12
CONSULTATION OF EMPLOYEES.....	12
CONTRACTORS.....	13
Code of Practice for Contractors.....	13
20 Point Plan.....	14
Responsibilities of Contractors.....	15
CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS (COSHH).....	15
ENTRY POINTS.....	16
SAFETY DATA SHEET.....	16
PPE.....	17
Key Points.....	17
DISABILITY DISCRIMINATION.....	17
DISPLAY SCREEN EQUIPMENT.....	18
DRIVING VEHICLES.....	22
DRUGS/SHARPS.....	22
ELECTRICITY AT WORK REGULATIONS 1989.....	22
SHOWS.....	23

EMPLOYEES DUTIES.....	24
FIRE AND EVACUATION.....	25
FIRST AID.....	26
FOOD SAFETY.....	26
HEALTH AND SAFETY ADVISOR.....	26
HOUSEKEEPING.....	27
LADDERS AND STEP LADDERS.....	27
LEGIONNAIRES' DISEASE.....	27
LONE WORKING.....	28
MANUAL HANDLING.....	29
NEW AND EXPECTANT MOTHERS.....	29
NOISE AND VIBRATION.....	29
OFFICE SAFETY.....	30
OUTSIDE BROADCASTS.....	31
PERSONAL PROTECTIVE EQUIPMENT (PPE).....	31
PLANT /MACHINERY.....	31
PRE SHOW BRIEFING.....	32
PYROTECHNICS.....	32
RIDDOR.....	33
RISK ASSESSMENTS.....	33
DEFINITION.....	34
CONTROL MEASURES.....	34
METHODS OF RECORDING.....	36
SUMMARY.....	36
REVIEWING ASSESSMENTS.....	36
SAFETY CHECK LIST.....	37
SAFETY REPRESENTATIVES.....	39
SAFE SYSTEMS OF WORK.....	39
SMOKING.....	39
STUDENTS.....	39
TECHNICAL DEPARTMENT.....	40
GET IN AND GET OUT RULES FOR THE STAGE.....	40
TRAINING.....	41
VIOLENCE.....	41
VISITORS.....	41
WELDING.....	41
Hot Work Permits.....	41

WORK EXPERIENCE AND YOUNG PEOPLE	42
WORKING AT HEIGHT	42
WORK-RELATED STRESS.....	42
WORKPLACE WELFARE.....	43
APPENDIX.....	44
PROCEDURES FOR CONTRACTS BETWEEN MOUNTVIEW ACADEMY AND OUTSIDE CONTRACTORS.	44
Responsibilities of Contractors.	45
FOR STAGE PRODUCTIONS	46
PRODUCTION MANAGERS	46
HEADS OF DEPARTMENT	47
SAFE SYSTEMS OF WORK	47
Working at Height.....	48
THE SYSTEM / METHOD.....	48
THE PEOPLE	49
THE EQUIPMENT / TASK.....	49
Work at height in theatres	49
TALLOSCOPES.....	49
Tower Scaffolding	51
Use of Ladders and Step Ladders	52
Trestles	55
Ladder Scaffolds	55
LIFTING OPERATIONS AND LIFTING EQUIPMENT (LOLER).....	58
EQUIPMENT INSPECTION CHECK.....	58
Rigging Job sheet.....	59
SMOKE AND VAPOUR EFFECTS.....	61
PYROTECHNICS	61
NOISE.....	62
NOISE LEVELS.....	62
CO-OPERATION & CO-ORDINATION.....	63
CDM (Construction and Design management).....	63

SECTION 1: Policy Statement

POLICY STATEMENT.

The Management of Mountview Academy of Theatre Arts is committed to ensuring the HEALTH, SAFETY and WELFARE of its employees, students and visitors so far as is reasonably practical. We fully accept our responsibility for people who may be affected by our activities. We will take steps to ensure that our statutory duties are met at all times. Specifically, this will entail;-

- The provision and maintenance of a healthy and safe workplace, equipment, systems of work and working conditions.
- The provision of appropriate and comprehensive information, instruction, training and supervision with the aim of producing safe working methods and procedures, and a safe working environment.
- Making provision for first aid and welfare facilities.
- Ensuring adequate fire precautions are implemented and maintained.
- Providing arrangements for ensuring the safe use , handling, storage and movement of articles and substances.
- Making adequate provision for staff consultation and participation in measures aimed at promoting health and safety at work.
- Ensuring that suitable risk assessments are undertaken so that workplace hazards are identified and that associated risks are eliminated or controlled.
- Establishing procedures to monitor, review and as necessary, amend this policy and the health and safety arrangements.
- Adequate arrangements will be maintained to enable employees to raise issues of HEALTH and SAFETY.
- Competent people will be appointed to assist us in meeting out statutory duties including where appropriate specialists from outside the organisation.

Every employee is expected to co-operate with us to enable all statutory duties to be complied with. Each individual has a legal obligation to take reasonable care of and for his or her own HEALTH and SAFETY, and for the safety of other people who may be affected by their acts or omissions.

Signed on behalf of Mountview:



Director of Projects & Estates

DATE: July 2016

SECTION 2: Responsibilities

Organisation

This section of the policy outlines the organisation for health and safety and the responsibilities that individuals have within the academy

The Principal and Board members

The Principal and Board members will be responsible for the effective implementation of the Company's Health and Safety Policy.

- They will ensure the policy is brought to the attention of all employees.
- They will regularly inspect the premises to check that the health and safety measures are being maintained within departments. This extends to instituting as appropriate any additional safety measures, repairs or remedial measures deemed to be necessary from these inspections.
- They will ensure that all lost time, accidents and dangerous occurrences are reported and properly investigated.
- They will identify where improvements such as further training or revision of current working practices may be appropriate to prevent recurrence.
- They will be readily available to receive and discuss health and safety issues and to head a Health and Safety Committee. This committee will hold quarterly meetings to discuss and implement any matters arising from Health and Safety legislation and will keep a record of their meetings informing the Principal of their outcome.
- They will be available to receive safety delegates.

PRODUCTION MANAGER

- Will participate fully in the Health and Safety Committee.
- Will instruct staff precisely and clearly as to their duties with regard to health and safety.
- Will ensure that the Health and Safety Policy is implemented throughout the technical departments.
- Will liaise with freelance production companies or their representatives and keep them informed of the Health and Safety Policy at Mountview.
- Will ensure that any proposed changes to the systems of work, plant, equipment or facilities are thoroughly evaluated before implementation to identify new health and safety risks and where necessary, propose safe systems to control the risks.
- Will ensure that an adequate supply of personal protective equipment is available when necessary.
- Will participate fully in the Health and Safety Committee.

FINANCIAL CONTROLLER

- Will ensure that the implementation of the Academy's Health and Safety Policy (including training) receives financial support appropriate to the resources of the Company.

HEADS OF DEPARTMENTS

- They will have full knowledge of and be responsible for the effective implementation of the Health and Safety Policy within their departments.
- They will investigate all accidents and potential hazard incidents in their department. These shall be reported to the Facilities Manager with suggestions of what action is required to make safe and/or prevent a reoccurrence of the incident.
- They will regularly inspect their area to check that all health and safety measures are being maintained and that instructions and safe practices are being followed.
- They will inform employees and students of any hazards to health and safety which may be encountered in the course of their work and the precautions to be taken.
- They will make themselves readily available to receive and discuss health and safety inquiries raised by colleagues or students.
- They will ensure that all new plant and equipment meets acceptable safety standards prior to and after purchase.
- They will control hazards from harmful substances in accordance with the COSHH regulations.
- They will ensure that visiting contractors abide by Mountview's Health and Safety Policy and adopt safe methods of work.
- They will ensure that all safety devices, guards and barriers are in position, properly maintained and used.

TUTORS

- All tutors will inform and advise their students of the need for safety awareness at all times.
- They will be responsible for the safe evacuation of their class if and when the fire alarm is activated.

ALL STAFF

- All on the staff recognise their responsibility for safety within the building.

- Any safety problems or defects must be logged in the safety log book which is located in reception.
- This will be checked by Andrew Ings the safety advisor to the academy each time he is on site.

SECTION 3: Arrangements

This section deals with all activities and operations within or staged by the Academy which are listed alphabetically.

ACCESS EGRESS

In accordance with the general health and safety arrangements, safe and adequate access and egress will be maintained at all times when the premises are occupied. Specific consideration will be given to those who are less able. Means of escape will be checked on a regular basis to ensure availability. It is the duty of all on site to ensure that means of escape are maintained at all times.

ACCIDENT INVESTIGATION

In all situations where an accident occurs the following system of Accident Investigation will take place. The senior person on site at the time with the co-operation of the relevant member of staff will collate the following information.

- An accurate and complete account of the occurrence.
- A clear description of the sequence of events.
- Identification of all the relevant facts, including the immediate and underlying causes of the incident.
- Comprehensive notes of immediate corrective action to be taken.
- Recommendations for additional corrective action at a later date which apply either to the practical situation or the management system.
- Proper review and sign off procedures.
- All injuries, however minor, must be reported and entered in the accident book.

In the event of a lost time accident - where someone is unable to return to work within 4 days - the HSE will need to be informed under the RIDDOR Regulations. See Section on RIDDOR for further information

ACCIDENT PREVENTION

It is the stated aim of the management of the Academy and the prime function of this Safety Policy to lay down guidelines , instructions and procedures to enhance the prevention of accidents to all our employees, students and others on the premises.

As such it is the duty of all concerned to work in such a manner as to prevent the likelihood of accidents occurring.

If an incident does occur it is essential that the procedures laid down in the relevant section of this policy are adhered to.

ACCIDENT REPORTING PROCEDURE

All accidents involving injury to yourself, or others must be reported. The relevant tutor must be contacted as a matter of routine when an accident or near accident has occurred.

The appropriate person at reception in your dept. will record details of the accident in the Accident Book, and take any necessary action. In addition the accident report form should be completed. This must be done as soon after the incident as possible.

Some accidents and injuries are reportable under the;-

Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995.

For details please turn to the relevant section of this policy. **(RIDDOR)**

BOMB PROCEDURE.

We expect every member of staff to be particularly vigilant as to any kind of package, bag or parcel, however innocent looking, that may be left unattended.

PARCEL BOMBS;-

If a suspect package is received be aware of the following;-

Parcel bombs, take many forms. They may come in any shape or size, envelopes, jiffy bags or some other ordinary package.

Some tell tale signs are ;-

- 1 The package is heavily taped.
- 2 There are too many stamps on it
- 3 It is for a named individual who is not expecting such a parcel.
- 4 It may smell of almonds.
- 5 It may be incorrectly titled or addressed.
- 6 It may be heavy for its size.
- 7 It may be greasy.
- 8 It may have a postmark which raises doubts.
- 9 It may have the feel of wires or wiring through the wrapping

ACTION;-

Put it down on a flat surface and walk away from it

Evacuate the immediate area

Raise the alarm

Do not put it in water.

Do not shake or tip it

Leave all doors and windows open.

TELEPHONE WARNINGS;-

In the event of a telephone bomb warning the standard

BOMB THREAT QUESTIONNAIRE

is to be filled in if possible. The forms are available in the general office and wherever an outside call could be received.

Keep the caller talking as long as you can as the information completed on the questionnaire may be of great value to the police.

BOMB THREAT QUESTIONNAIRE.

Switch on recorder if available.

Note the time of the call _____

Note the **exact** wording of the threat. _____

Ask the following questions;-

- 1 Where is the bomb _____

- 2 When is it due to go off _____
- 3 What does it look like _____
- 4 What kind of bomb is it _____
- 5 What will cause it to explode _____
- 6 Did you place the bomb _____
- 7 Why _____
- 8 What is your name _____
- 9 What is your Address _____
- 10 What is your phone number. _____

Note time call ends.

KEEP THE LINE OPEN UNTIL THE POLICE HAVE BEEN INFORMED. IT MAY BE POSSIBLE FOR THEM TO TRACE THE CALL -- EVEN IF THE CALLER HAS RUNG OFF. Immediately inform the Manager who will call the police.

Complete this part after the caller has hung up.

Date and time _____

Number at which call was recieved _____

The Caller?

Sex _____ age _____ nationality _____

Threat language;-

Well spoken _____ Irrational _____ Foul _____

Taped _____ Incoherent _____

Message read by the threatmaker _____

Callers voice;- *circle your choice.*

calm crying clearing throat angry

excited stutter disguised nasal slurred slow lisp

accent rapid deep familiar laughter hoarse

If the voice sounded familiar who did it sound

like _____

If the caller had an accent, which _____

Background noises;-

streets houses animals crockery clear voices static PA system

booth music factory office.

other _____

Anything else that you

noticed _____

CHILDREN ON THE PREMISES

In situations where children are brought on to the premises for classes or workshops they will at all times be accompanied by a tutor or member of staff.

Where staff are employees of Mountview, management will ensure that the necessary Police checks have been carried out.

An accurate register must be kept so that all can be accounted for in the event of an evacuation.

CLEANERS

Facilities Management will ensure that all those carrying out cleaning tasks are made aware of the dangers of any cleaning materials that they are required to use.

Information will be made available to the cleaners on the substances in use in respect of any danger, any requirement for protective clothing and any other procedures that need to be followed.

All staff are duty bound to follow any instructions regarding the safe use of any cleaning agents and will be expected to ask for information concerning any product that they have not already been given information on and are not familiar with.

CONTRACT CLEANERS

Where contract cleaners are used, the cleaning company will be required to and is responsible for producing documentation on products used together with their safe working practices.

They will also be required to produce the necessary Risk Assessments for the products they use on the premises. They will also be reminded of the need to maintain exit routes clear at all times.

CONSULTATION OF EMPLOYEES

The Academy will comply with the Health and Safety (Consultation with Employees) Regulations 1996 and involve all staff fully on matters relating to the effective implementation of the company safety policy.

Management will discuss with staff members matters relating to health and safety and meetings will be arranged at appropriate intervals.

CONTRACTORS

Mountview recognises the importance of controlling activities of contractors who may from time to time be required to undertake specialist work at the Academy's premises. In general terms, those responsible for engaging contractors are expected to engage contractors who, from previous experience at the site, have demonstrated good health and safety performance.

The Academy recognises the importance of controlling activities of contractors who may from time to time be required to undertake specialist work at Mountview premises. In general terms, those responsible for engaging contractors are expected to engage contractors who, from previous experience at the site, have demonstrated good health and safety performance.

Code of Practice for Contractors

1. All work carried out by Contractors must comply with the Health and Safety at Work Act 1974 and all current legislation.
2. All Contractors are to be made aware of and comply with the Health and Safety Policy at Mountview and observe all warning signs and notices.
3. All Contractors must secure the health and safety of their own employees including sub-contractors, and both students and employees of the Academy.
4. Mountview reserves the right at any time to inspect any plant and equipment being used by the Contractor or their employees. If this plant and equipment is found to be unsafe or does not comply with current legislation (including PAT regulations), the Contractor will immediately cease to use it and replace it with plant or equipment which is safe and complies with current relevant legislation.
5. All Contractors and their employees should familiarise themselves with the premises Evacuation Procedures. Before starting work in any area, Contractors should take note of the nearest Fire Exit and the location of the Fire Extinguishers.

6. Any access equipment brought into the premises must be in good condition and used in a safe manner. All Contractors working at height should ensure that others in the area are aware of this work.
7. All Contractors should make contact with the Facilities Manager, and /or relevant HOD on arrival.

20 Point Plan

Depending upon the size and complexity of the work to be done, the contractor will be required to complete the following.

- 1 Description of work(for example, not 'rigging' but some specific details)
- 2 Risk Assessment of each operation. (job and risk specific, not generic)
- 3 Control measures, ie PPE
- 4 When the activity is to take place.
- 5 Duration of each activity. (timings)
- 6 Where the work will take place. (again be specific)
- 7 Access systems. (ladders, scaffolding etc)
- 8 Sequence of work. (will it be done in stages)
- 9 Statement of work to be undertaken. (method statement of how contractors will minimise hazard.)
- 10 Statement of who will carry out work. (number of people, trades etc.)
- 11 Special considerations. (permits to work, hot work situations.)
- 12 Protection of people in the area. (barriers, signs, etc)
- 13 Confirmation of safe equipment to be used. (electrically tested etc.)
- 14 Security (where applicable)
- 15 Resources. (delivery and storage of materials etc,)
- 16 Waste disposal. (the arrangements for removal of waste material from the activity)
- 17 Any temporary changes to the Fire Alarm system or evacuation routes.
- 18 Any requirements to interface with power supplies. (gas or electricity - more than just using)
- 19 Clarify the procedure for reporting accidents and incidents.
- 20 To whom has this information been submitted for approval.

SIGNED _____

The area of operations should be monitored at regular intervals. This should be agreed between both parties and conducted jointly.

Responsibilities of Contractors.

Prior to commencement of any works all responsibilities will be agreed with the relevant parties and this will duly be recorded in writing. In most cases this will be incorporated into the contract for the work to be undertaken.

You may be required to provide documentary evidence of your Safety Policy, Risk Assessments, Training Records, Method Statements, Equipment Service Records and Portable Appliance Test Records

I can confirm that I am able to provide any of the above if requested to do so

SIGNED FOR AND ON BEHALF OF

DATE

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS (COSHH)

All chemicals are subject to the Control of Substances Hazardous to Health Regulations 1999 and as such the Academy will ensure that the necessary instructions and information are provided where it is necessary to use products of a hazardous or potentially hazardous nature.

Wherever possible alternative, less harmful substances will be used.

No chemicals or substances which may be subject to the above regulations are to be brought on to or used on the premises without express permission.

The following basic rules must always be followed.

- 1 Never** use something if the label is missing and only use chemicals if you have been trained.
- 2 Never** take any substance for granted. Just because it is familiar does not mean it is not dangerous.
- 3** Look for the hazard symbols

Skull / Cross Bones - Very Toxic.

This symbol gives warning that if it gets into your body by whatever route it is potentially fatal or possesses very serious health risks either immediately or in the longer term.

Skull / Cross Bones - Toxic.

This symbol signifies a substance that will have serious effects whenever and however it gets into your system. The effects may lead to death or serious ill health.

Diagonal Cross - Harmful/Irritant.

This symbol indicates a substance which will have an adverse effect on your health when it gets into your system.

Dripping Test Tube - Corrosive.

This symbol indicates a substance which, if coming into contact with your skin or is somehow ingested will destroy living matter.

ENTRY POINTS

Inhalation: The most frequent route of dangerous substance into the body is by inhalation.

Injection: Among common problems that can occur here is a possible wound, usually a hand injury, in the course of work. Always seek first aid treatment, even if the cut is slight. Better still wear protective gloves.

Absorption: Along with inhalation, absorption is the other main way a hazardous substance can enter the body. This usually taken place through cuts or other breaks in the skin, although there are other hazardous substances which can penetrate unbroken skin.

Swallowing/ingesting: A hazardous substance can enter the body through the mouth. This often occurs accidentally through hand-to-mouth transfer, when a person has a substance on their hand and then does something like bite their nails or eat lunch.

SAFETY DATA SHEET.

If you do not already have a safety data sheet for individual items you need to get on to the supplier or manufacturer and request one for each product. They are legally bound to provide this for you at no cost.

These are the 16 specific points addressed on the data sheets.

- 1 Identification of the Substance.
- 2 Composition and Information on Ingredients.
- 3 Hazard Identification.
- 4 First Aid Measures.
- 5 Fire Fighting Measures.

6	<u>Accidental Release Measures.</u>
7	<u>Handling and Storage.</u>
8	<u>Exposure Controls and Personal protection.</u>
9	<u>Physical and Chemical properties.</u>
10	<u>Stability and Reactivity</u>
11	<u>Toxicology</u>
12	<u>Ecology</u>
13	<u>Disposal Considerations</u>
14	<u>Transport Information</u>
15	<u>Regulatory Information</u>
16	<u>Other Information</u>

PPE

It may be appropriate or necessary to issue the employees or students with personal protective clothing. This could range from a simple pair of gloves to a full chemical suit. In particular, where respiratory protection is used , you must ensure that the correct filters are in place.

Key Points

Never take any substance for granted

Never assume that because it is familiar it has no potential danger.

Always think long term.

Always check with the supplier/manufacturer

Always Risk Assess.

Always try to find a less harmful substitute

Identify responsible staff - and train them.

List all your hazardous chemicals - and keep the list up to date.

Give all users easy access to Safety data Sheets

Ensure that labels remain on containers.

DISABILITY DISCRIMINATION

It is the Policy of the Executive of Mountview Academy that none shall be refused admission on the grounds of any disability..

Every possible effort will be made to ensure that if a person who is disabled in any way is on site they will have access to all necessary areas and facilities.

In the event of an evacuation being required in this situation steps will be taken to ensure that they are safely led from the premises.

All full time staff at time of induction will be provided with Equality and Diversity Training and a copy of the policy. Please see Equality and Diversity Policy which can be found on the student Intranet @ www.mountview.org.uk or speak directly to your line manager

DISPLAY SCREEN EQUIPMENT

The regulations and supporting guidelines have been published in one document "Display Screen Equipment Work: Health and Safety (Display Screen Equipment) Regulations 1992. These Regulations are designed to eliminate or minimise risks associated with the use of display screen equipment (DSE) which generally fall within three main categories:

- Musculoskeletal problems (RS1, tenosynovitis, Carpal Tunnel Syndrome, etceteras),
- Visual fatigue.
- Stress.

All users - as defined in the regs - will be entitled to eye and eyesight tests and the provision by the company of spectacles if necessary for the specific DSE operation

DSE work should be planned so as to ensure that it is periodically interrupted by rest breaks or changes of activity to prevent fatigue and to vary visual and mental demands. In order to ensure that all who use computers are aware of and free of potential problems the following sheets will be completed and returned to the safety advisor who will carry out further assessments.

DISPLAY SCREEN EQUIPMENT AUDITS

RISK ASSESSMENT .

(To be completed by the individual user)

NAME _____ DEPARTMENT _____ DATE.

PLEASE COMPLETE THE FOLLOWING QUESTIONNAIRE AND RETURN IT TO YOUR
MANAGER.

CIRCLE AS APPROPRIATE.

ENVIRONMENT;-

LIGHTING	Dark	Bright	Okay.
SCREEN REFLECTIONS	Yes	No	
CAN YOU CONTROL LIGHTING	Yes	No	
DOES THE LIGHTING LEVEL ALLOW: ADEQUATE CONTRAST WITH THE SCREEN	Yes	No	
ARE LIGHTNING LEVELS ACCEPTABLE	Yes	No	

TEMPERATURE;-

IS YOUR AREA	To Hot	To Cold	Okay
IS THE TEMPERATURE AT LEAST 16c	Yes	No	
IS LOCAL HEATING PROVIDED AS NECESSARY	Yes	No	

HUMIDITY;-

IS THE HUMIDITY LEVEL ADEQUATE	Yes	No	
--------------------------------	-----	----	--

NOISE;-

ARE YOU DISTRACTED	Never	Often	Sometimes
--------------------	-------	-------	-----------

SPACE;-

DO YOU HAVE ENOUGH SPACE	Yes	No	
IS THERE SUFFICIENT SPACE TO ALLOW A CHANGE OF POSITION	Yes	No	

FURNITURE.

CHAIR;-

CAN YOU ADJUST-- SEAT HEIGHT	Yes	No	
BACK HEIGHT	Yes	No	

BACK ANGLE	Yes	No
IS THE CHAIR STABLE	Yes	No
IS IT IN GOOD REPAIR	Yes	No
DOES IT HAVE 5 FEET	Yes	No
CAN YOU PUT YOUR FEET FLAT ON THE FLOOR	Yes	No
IS A FOOT REST AVAILABLE IF REQUIRED	Yes	No

DESK;-

IS IT BIG ENOUGH	Yes	No
IS IT HIGH ENOUGH	Yes	No
IS THE HEIGHT ADJUSTABLE	Yes	No
IS SURFACE REFLECTIVE.	Yes	No
IS THERE ADEQUATE SPACE AROUND	Yes	No
AND BENEATH THE DESK FOR COMFORT	Yes	No

DOCUMENT HOLDER;-

WOULD YOU LIKE ONE.	Yes	No
WOULD YOU LIKE A WRIST SUPPORT	Yes	No

DISPLAY SCREEN EQUIPMENT

CAN YOU ADJUST THE BRIGHTNESS	Yes	No
CAN YOU ADJUST THE BRILLIANCE	Yes	No
IS THE IMAGE FLICKER FREE	Yes	No
DOES THE MONITOR SWIVEL	Yes	No
IS THE SCREEN HEIGHT COMFORTABLE	Yes	No
IS THE KEYBOARD SEPARATE	Yes	No
CAN YOU ALTER THE KEYBOARD ANGLE	Yes	No
IS THERE ENOUGH SPACE IN FRONT OF IT	Yes	No
ARE THE CHARACTERS EASILY IDENTIFIABLE	Yes	No

TRAINING

HAVE YOU BEEN TRAINED IN THE USE OF;-		
THE EQUIPMENT	Yes	No
THE SOFTWARE	Yes	No
DO YOU UNDERSTAND THE PROCEDURE FOR OBTAINING		
EYE AND EYESIGHT TESTS	Yes	No
IF REQUIRED PLEASE SPEAK TO HR Dept	Yes	No
DO YOU TAKE A BREAK AT LEAST ONCE PER HOUR	Yes	No
IS YOUR WORK REGULARLY INTERRUPTED	Yes	No

ANY OTHER COMMENTS:-

SIGNED:

DEPT:

DATE:

Once you have completed this Audit please pass this onto your line manager who will asses any DSE needs you require.

DSE RISK ASSESSMENT

(To be completed by the Assessor)

NAME _____ DEPT. _____

CONCERNS:

OBSERVATIONS / RECOMMENDATIONS:

RISK FACTOR HIGH LOW MEDIUM

REVIEW PERIOD

ASSESSMENT CARRIED OUT BY _____

DATE _____

SIGNED _____

DRIVING VEHICLES

Where staff are required to drive company vehicles , Mountview will ensure that the individual is properly licensed and that the vehicle is safe and meets the requirements of the Road Traffic Act and other relevant laws.

When driving on company business always carry out a visual check of the vehicle.

When moving scenery and related equipment always ensure that the load is secure and stacked correctly.

Do not use a mobile phone while driving.

DRUGS/SHARPS

The policy of Mountview is to have a zero tolerance as to non prescribed drugs on Academy premises.

In the event that someone does become ill from what may appear to be drugs, trained first aid staff are available and the necessary action will be taken.

'SHARPS'

Although there is no specific law on 'sharps', Academy management are well aware of the potential diseases associated with 'sharps'.

These are covered by the biological agents section of the Control of Substance Hazardous to Health Regulations 1999 (COSHH).

If 'sharps' are discovered, correct disposal methods will be used. If a puncture wound is apparent first aid staff are available to carry out the necessary action and either call an ambulance or transport the victim to hospital.

ELECTRICITY AT WORK REGULATIONS 1989

The Academy will ensure that the Electricity at Work Regulations 1989 is complied with in respect of the electrical system installed and portable electrical apparatus.

Particular attention should be paid to any electrical equipment brought on to the premises by contractors.

In particular, inspections and tests will be carried out by a qualified electrician at suitable intervals to ensure the safety and integrity of the installation. Additionally, all portable electrical apparatus, plant, tools, extension leads, etc. will be labelled with a

unique identification number and periodically examined and tested by a competent person in accordance with Portable Appliance Testing (PAT).

Each operating location will keep a register of all examinations, tests and any necessary repairs carried out on both the installation and portable apparatus. Heads of Department will ensure that the register is properly maintained and available for inspection by any enforcement officer.

Independent electrical certification and inspection of emergency lighting circuits form part of the licence by the Licensing Authority.

Regular checks will be carried out as follows:-

DAILY

Emergency lighting

ANNUALLY

PAT testing of equipment

Electrical Inspection of the building

Local Council Inspection

Bi-annual battery test inspection

SHOWS

The Production Manager will ensure that any special effects used in a show such as pyrotechnics and smoke are safe to handle, safely used under their guidelines (including storage) and cause no harm or side effects to public or staff.

All cables are taped down.

GET IN AND GET OUT RULES FOR ELECTRICS

1. All equipment should be checked and tested before rigging.
2. All equipment must be clamped to a bar with regulation fittings and chained.
3. All accessory equipment (i.e. barndoors and frames) must be securely attached.
4. Cabling should be taped to the bars and kept clear from the floors and flying equipment.
5. Phases must not be crossed on the bars and FOH positions.
6. All equipment below head height must be clearly marked with white tape.
7. Cabling must be kept clear of the audience and all exposed parts safely covered.
8. All flying of counterweights must be done by a person familiar with the system and the bars must never be under or over weighted.
9. No alcohol is allowed to be consumed during the get in and get out..

REGULATIONS FOR THE LIGHTING BOX

1. No alcohol is allowed during the running of the show
2. No food is allowed
3. All equipment must be switched off after a performance and put away or covered.

EMPLOYEES DUTIES

All employees, whether full time, part time, temporary or casual, must make themselves fully aware of the Company's Health and Safety Policy and to this end:

1. Shall observe and promote all safety rules at all times.
2. Familiarise themselves with the evacuation procedure and their nearest emergency exits.
3. Familiarise themselves with the safety operation, procedures and instructions applying to their jobs.
4. Report any defect of health hazard to their Head of Department.
5. Report any accident and equipment damage to their Head of Department and assist in any further action.
6. Follow any health and safety instruction given to them by their Head of Department including the use of equipment, protective clothing, COSHH regulation etc.
7. Shall not enter any part of the premises which is unfamiliar to them without finding out the risks involved.
8. Shall not make any repairs or carry out maintenance work of any description unless authorised to do so.
9. Shall comply with all hazard warning signs and notices displayed on the premises.
10. Must not obstruct any fire escape route, fire equipment or fire doors.
11. Must report to their Head of Department any medical condition that could effect the safety of themselves or others.
12. Employees responsible for supervision are expected to promote and encourage safety awareness in employees and contractors under their control.
13. Co operate fully with any Enforcement Officer who may visit the premises.
14. Ensure that good standards of housekeeping and industrial hygiene are maintained

FIRE AND EVACUATION

The threat of fire must be one of the most serious occurrences that could happen. It is therefore essential that the following procedures be adhered to. The FIRST staff member on the premises MUST ensure that any internal fire doors are unlocked and all fire exits are clear and available for use. In the event of a problem it is vital that all staff act calmly and efficiently. All employees must be made aware of the procedures to follow.

FIRE PROCEDURES If you discover a fire **YOU MUST**;-

- 1 - IMMEDIATELY raise the alarm.
- 2 - Switch off all unnecessary electrical equipment.
- 3 - Close all doors.
- 4 - Make your way to the nearest Fire Exit, assisting all others as you go.
- 5 Do not stop to collect personal belongings.
- 6 - Report to the Assembly Point

KINGFISHER PLACE SITE CLARENDON ROAD

- 7 - Do not re-enter the building until told to do so by the attending Fire Officer in charge.

If you hear the alarm YOU MUST;-

Follow steps 2 - 7 above.

In the event of the alarm sounding the **designated person at reception** will call the FIRE BRIGADE by dialling 999 and giving the full address of the premises.

THIS MUST BE DONE IMMEDIATELY THE ALARM SOUNDS.

Appropriate Fire Fighting Equipment is available within the premises, serviced in accordance with the relevant British standard and all staff will be trained in how to use the extinguishers..

A Fire Log Book is maintained.

This details;-

Fire Drills -- Fire Training -- Fire Warden Training

Fire Alarm Tests -- Fire Door Inspections

Fire Exit Inspections

Fire Extinguisher Service Records.

Staff will receive fire training instructions during regular health and safety training sessions.

FIRST AID

Mountview will ensure that First Aid cover is maintained when any member of staff or any member of the public is on the premises. First aid boxes will be provided and positioned for easy access - and clearly identifiable. They should contain no medication of any kind.

The responsibilities of a First Aider are to;-

PRESERVE LIFE - INCLUDING YOUR OWN.

LIMIT THE EFFECTS OF THE CONDITION ON THE CASUALTY

PROMOTE THE CASUALTY'S RECOVERY - IF POSSIBLE

FOLLOW THE GUIDELINES AS LAID DOWN IN YOUR TRAINING

MAINTAIN THE EMERGENCY AND FIRST AID BOXES

RECEIVE RE-TRAINING AND REFRESHER COURSE AS LAID DOWN IN THE FIRST AID

REGULATIONS 1981

FOOD SAFETY

Mountview will ensure through regular inspection and monitoring that the key elements of food hygiene apply to canteen facilities.

The Academy recognises that the definition of 'food' includes any food ingredients, drinks, dietary aids and supplements and water used in food processes or drawn from a tap in the course of food related business.

Contractors who are responsible for organising or supervising or who are directly involved in any food handling activity are expected to have received the necessary training and are required to handle food safely.

HEALTH AND SAFETY ADVISOR

To comply with the requirements of the Management of Health and Safety Regulations 1999, THE ACADEMY has appointed: Ian Baird of Baird Events to assist in the co-ordination and implementation of its health and safety policy . Where additional or specialist advice is required this will be obtained from an appropriate source.

HOUSEKEEPING

Department Heads must ensure that standards of housekeeping are maintained at all times in their respective areas. In particular nothing is to be stored or placed in front of fire exits. Corridors will be kept clear at all times. Correct rubbish disposal should be established as a daily routine.

LADDERS AND STEP LADDERS

Working at height always presents the possibility of falling and therefore the following must always be considered.

- 1 Only use equipment that is in good condition, free of defects and suitable for the task.
- 2 Painted wooden ladders must **never** be used
- 3 Ladders should be set on a firm base - do not use props to gain height.
- 4 Do not place a ladder where it can be struck or dislodged.
- 5 Always place barriers or warning signs before use.
- 6 Whenever possible a ladder should be secured at the top resting point.
- 7 If it is not possible to secure ladder at the top, then a second person must 'foot' the ladder while in use.
- 8 Do not rest the ladder against any fragile surface.
- 9 The ladder should always be erected at an angle 75 degrees.
- 10 The ladder should extend 1 metre above the stepping off point
- 11 Ensure that tools being used at height are secure from falling.
- 12 Do not lean or stretch from the top of the ladder.

LEGIONNAIRES' DISEASE

The Academy will ensure that steps are taken, in accordance with the Health & Safety Commission Approved Code of Practice and Guidance L8, to prevent or control Legionellosis. It is acknowledged that duties under the Health & Safety at Work Act 1974 extend to risks from Legionella arising from work activities and that the Control of Substances Hazardous to Health Regulations 2002 relate to biological hazards such as Legionella. In order to comply with the legislation and regulations noted above the following actions are taken: -

- a) Identify and assess sources of risk (by a competent person or approved contractor).
- b) Prepare a scheme (or course of action) for preventing the risk

- c) Implement and manage the precautions/scheme – appointing a 'responsible person' to be managerially responsible
- d) Keep records and check that what has been done is effective
- e) Where appropriate, notify the local authority of any cooling towers on sites

Foreseeable Risk of Exposure Exists in: -

- a) Water systems incorporating a cooling tower
- b) Water systems incorporating an evaporative condenser
- c) Hot and cold water systems
- d) Other plant and systems containing water which is likely to exceed 20°C and which may release a spray or aerosol during operation or when being maintained

Good Practice

- a) Avoid water temperatures and conditions that favour the growth of Legionella and other micro-organisms;
- b) Ensure water cannot stagnate anywhere in the system by keeping pipe lengths as short as possible or by removing redundant pipe work;
- c) Avoid materials that encourage the growth of Legionella;
- d) Keep the system and the water in it clean; and,
- e) Treat water to either kill Legionella (and other micro-organisms) or limit their ability to grow

LONE WORKING

Mountview Academy will ensure, so far as is reasonably practical, that employees and others who may be required to carry out work alone, unsupervised or late at night are given guidance or safe systems that will protect their health safety and welfare.

Consideration of the following is essential.

- 1 Can the risk of the job be adequately controlled by one person
- 2 Does the work situation present a special risk
- 3 Is there a safe way out for one person
- 4 Is there a risk of violence
- 5 Are those with a disability at risk if working alone
- 6 Are young workers especially at risk if alone

Procedures will be put in place to monitor lone working requirements and possible problems.

MANUAL HANDLING

Where possible the manual handling of materials of a size or weight likely to cause injury should not be undertaken.

The Managers and Technical Heads of Department are expected to identify whether there is a risk of injury and if there is, all practicable steps should be taken to eliminate the risk by either avoiding the operation altogether or providing mechanical alternatives. If it is not possible to eliminate the risk then arrangements should be made for an assessment of the manual handling operations to be carried out by the Management or Heads of Department or their delegated representative., so that measures to reduce the risk of injury to the lowest level reasonably practicable can be implemented.

NEW AND EXPECTANT MOTHERS

The phrase *new or expectant mother* means an employee who is pregnant, who has given birth within the previous 6 months, or who is breastfeeding. Risk assessment will be carried out afresh were there may be the possibility of a risk to either the mother to be or the unborn child. In all cases the employee will be consulted at each stage.

NOISE AND VIBRATION

Prolonged exposure to high noise levels can cause serious and irreversible hearing damage. It is the policy of Mountview to reduce the risk of hearing damage to the lowest level reasonably practicable and comply with the provisions of the Regulations by following principles of good practices detailed in "*Noise Guides 1 to 8*" published by the Health and Safety Executive.

The Academy expects each Head of Department to identify locations where employees or students are likely to be exposed to high noise levels, i.e. above 80dB(A) and, if necessary, make arrangements for a noise assessment to be carried out by a professional consultant. As a general guide, if people have to shout or have difficulty being understood by someone about 2 metres away, it is likely that noise levels are in excess of 80dB(A). If the assessment indicates that any employee or student is liable to receive a daily personal noise exposure in excess of 80 dBs(A)Lep,d. then a hearing protection programme should be initiated, details of which will depend upon the severity of the noise problem. The programme may include the following elements: engineering controls to reduce noise at source enclosure, delineation of ear protection zones and provision of hearing protectors.

Employees and students at risk will receive information, instruction and training about risks to hearing and the measures necessary to minimise the risk. All noise control measures and personal protective equipment will be properly maintained, repaired or replaced as necessary.

Prolonged and repeated exposure to high levels of hand-transmitted vibration (e.g. from the use of hand-held vibratory power tools) can result in damage to nerves and blood vessels of the fingers and hands. Also vibratory tools and equipment may affect the musculoskeletal system and nervous system of the upper limbs. The most common vibration-induced injury is known as "Vibration White Finger" (VWF), but a condition known as "Carpal Tunnel Syndrome" (CTS) may also be caused by vibration exposure.

Tools which may give rise to a risk include:

- hand-held grinders (pneumatic and electric)
- disc cutters
- power saws
- jigsaws and drills (particularly those with a hammer action).

The risk of developing a vibration-induced injury largely depends upon the vibration level produced by the tool in question and the amount of time it is used. It is unlikely that occasional short duration use of vibratory tools mentioned above will present a significant risk of injury. However, users, supervisors and management should make themselves aware of the advice contained in the HSE leaflets.

OFFICE SAFETY

In line with general housekeeping arrangements offices are to be kept as clean and as clear as is practical. Under no circumstance are escape routes to obstructed. Adequate space around desks will be maintained. A comfortable environment taking into consideration heat, light, ventilation and other relevant matters will be maintained in accordance with the Welfare regulations 1992.

To ensure safe access and egress floors and stairs must be kept clear of tripping hazards corridors and doorways must also be kept free of obstructions.

OUTSIDE BROADCASTS

Where members of broadcasting companies are on Academy premises for the purposes of an outside broadcast, they will be made aware of the safety and evacuation procedures.

They will be required to co-operate fully in all matters relating to health and safety, and will be informed of the contents of the safety policy by the Heads of dept. A copy of which will be made available to them.

They in turn will be expected to provide information regarding their own Safety procedures whilst at Mountview.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE is defined as any equipment which is worn for the protection of the health and safety of the wearer.

Mountview will ensure that, where appropriate and where as a result of risk assessments, it is considered necessary that PPE be worn, it will be provided to those employees needing it.

It is expected that students will provide their own PPE before commencing their course. Items required are listed in the student packs.

Tutors will give the necessary instructions as to when PPE must be used.

PLANT /MACHINERY

All equipment, plant and machinery in use by staff, students or others will be checked for safety. It is the responsibility of HODS to ensure that equipment is checked at regular intervals. Any defective equipment will be taken out of service upon discovery. All staff and students are to report immediately any defective plant, machinery or equipment to their Department head or management.

Any powered equipment used is a potential danger to the user and others.

The following guidelines must be adhered to.

- 1 Keep areas around machinery clear
- 2 Keep all materials away from moving parts
- 3 Wear PPE as required
- 4 Isolate equipment during maintenance
- 5 Do not use dangerous equipment unless you have been trained to do so
- 6 Do not clean machinery while in use
- 7 Ensure adequate illumination
- 8 Report any problems to the person in charge immediately
- 9 Long hair and loose clothing must be secured to avoid entanglement

- 10 Ensure damaged machinery is taken out of service
- 11 Machines should not be left unattended when running
- 12 All relevant machine guards must be fitted before use.
- 13 Emergency stop knobs must be clearly visible and accessible
- 14 All powered machinery must have a maintenance log
- 15 Operating instructions must be available
- 16 Those under 18 years old must not use machinery unless under supervision
- 17 Ensure all dust, spillages and other waste materials are regularly cleared up.

PRE SHOW BRIEFING

Prior to a show going up staff both FOH and backstage will be briefed as to the numbers of public on the premises and a knowledge of any disabled person who may need assistance in the event of an evacuation.

When a production is taking place in a public theatre close liaison will be arranged with the theatre manager as to safety arrangements.

PYROTECHNICS

Where special effects are required for an event the following guidelines should be followed.

- 1 A safety exclusion zone must be established in areas where pyrotechnics are positioned or stored.
- 2 No Smoking and No Naked Flames restrictions must be adhered to in the zones
- 3 Great care must be taken when using radios around detonation devices.
- 4 Care must be taken when using battery powered portable units within the vicinity.
- 5 Once the devices are in position nobody must enter the rigged area unless accompanied by a special effects supervisor.
- 6 Once the effects have been connected to the firing box a qualified special effects person must remain with it.
- 7 The firing box must be a direct line of sight of the device and staff involved.

Never fire Blind.

- 8 Every effect must be carried out with the minimum amount of chemical necessary to achieve the visual effect required.
- 9 Only essential staff or artists must be allowed near the zone during firing. An individual must be clearly designated as effects supervisor.
- 10 Adequate escape routes from the firing area must be maintained.
- 11 No personnel must handle any spent or mis fired device until it has been declared safe by the special effects supervisor.

RIDDOR

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 requires the reporting of work - related accidents, disease and other occurrences of a dangerous nature.

It applies to all work activities

If there is an accident involving an employee, a self employed person or contractors which results in absence for more than three days it must be reported to the Health and Safety Executive by a member of the Mountview Executive within ten days of the date of the accident.

If an incident occurs which is reportable the HOD for the dept, must inform a member of the Executive and the Academy Safety Advisor Andrew Ings.

If a member of the public is taken to hospital for any reason it will be reported to the Health and Safety Executive.

RISK ASSESSMENTS

In accordance with the Management of Health and Safety at Work Regs. 1992 (as revised) in 1999, management will ensure Risk Assessments are carried out in all areas of its activities which may pose a threat to the health, safety or welfare of its employees, students, members of the public or any other lawful visitor. Steps will be taken to identify, and then eliminate or control any hazard which is noted or brought to the attention of management by any member of the staff or public. The following notes will be of help concerning the process of carrying out risk assessments.

THE MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1992 (amended 1999) introduced the concept of **RISK ASSESSMENT** and requires every employer to carry out Risk Assessments in the workplace. Today **Risk Assessment** is a prerequisite to any safety program. **Risk Assessment** is a technique for preventing accidents and ill health at work by helping you to think about what could go wrong and identifying ways to prevent problems. Ask yourself, "What happens if "?

Look at every aspect of your business activities. It will be easy to find potential danger in a factory, on a construction site or where someone is using chemicals but what about the office or other 'low key' environments? Some activities may be 'virtually' safe or the likelihood of injury is so low that they can be discounted. However value judgements may apply with and experienced individual discounting what may be a potential danger to the new or untrained member of staff. The process of carrying out this assessment involves the identification of the **HAZARD** and **RISK**.

DEFINITION

A hazard is something with the potential to cause harm. Consider ice on the road or using dangerous chemicals.

A risk is the likelihood or chance of the incident actually happening. Drive too fast and you crash - so you minimise the risk by slowing down. Try to eliminate dangerous chemicals or minimise their use and the number of staff who use them.

All relevant factors will need to be considered. The more effective the measures are to protect against the hazard, the less likely it is that harm will result. Safety measures must always be adopted unless the time, trouble, cost and physical difficulty of taking those measures is grossly disproportionate to the benefits achieved. The judgement of what is reasonable and practicable in a sense is academic as any action required for a workplace situation must meet minimum legal standards.

CONTROL MEASURES

If a hazard is eliminated there is no risk. In other cases it may only be possible to reduce the risk by introducing control measures.

Carrying out Risk Assessments----Where to begin

1 Look at what is actually going on at work.

- Involve your staff from the start.
- Ask them where they feel most at risk
- Plan your approach.
- Walk the job, watch people at work .
- Are they complying with the company safety policy, or are they taking unnecessary risks?..
- Are there unusual work situations?
- Consider the geography of the workplace - where is the work being done.
- What about the time of day - Are shifts involved
- How often has the job to be done - is it routine so complacency could creep in.

2 Look for the hazards.

- Carry out a 'hazard spotting exercise'. The routine is simple. Pick an area or workshop and walk round noting down anything you consider a potential danger. In an office it could be trailing cables, boxes or files unsecured on top of a filing cabinet, or may be a loose handrail at the top of the stairs.
- Get someone from another dept to look with you. A fresh pair of eyes often picks up what you may have missed.

- Does the job involve using mechanical, electrical equipment, or may be working at height.
- What about the ergonomics or environment, are they working outside in bad weather? Is manual handling part of the operation.

3 Who is at Risk

- Decide who would be affected, employees, visitors or both, and how.
- Don't forget those who are only there occasionally, ie cleaners etc.
- Are there any particularly vulnerable people, perhaps with disabilities.
- If you have sales representatives or service engineers on the road they must be included. Consider the hours and mileage they are required to do. 'Out of sight - out of mind' is an easy trap to fall into.
- Are young people employed or maybe school pupils on work experience.
- Expectant mothers require special consideration in law.

4 Do the Hazards represent any Risk.

- What is the likelihood of the accident happening.
- How many recorded incidents have there been.
- Are the hazards adequately controlled
- Are additional control measures needed.
- Not only check your accident records but also those covering absenteeism.

5 What other action is needed.

- This is the vital stage. There is no point in conducting a risk assessment if nothing is done when problems are identified.
- Put in your control measures. There may - indeed should - already be some in place. Re evaluate them and put in additional measures as required.
- Ensure that those control measures you have identified are actually working.
- Ask yourself if you have done everything the company policy, procedures and the law require you to do.
- Communicate your findings to those who may be affected by your actions.
- Where you have more than 5 employees you have to write your assessments down.
- Control measures will always include defining procedures or giving specific instructions or method statements.
- Training records must be kept to prove these controls have taken place.

6. Prioritise

- Many things can be put right as and when they are noticed. A simple example might empty cardboard boxes placed in front of a fire exit. No risk assessment is necessary

- just move the boxes - but make sure someone is informed that they were there in the first place.

- Other problems will take time to correct so a system of prioritising is essential. This must be set against potential for injury. Where the likelihood of such an event is high, then early action is necessary.

METHODS OF RECORDING

There is no national standard format for writing down risk assessments. The format that you use is fine providing it is comprehensive.

At the end of these notes are some sample layout sheets that cover the essentials.

SUMMARY.

- 1 IDENTIFY THE POTENTIAL HAZARD
- 2 WHO IS AT RISK
- 3 IF POSSIBLE ELIMINATE THE HAZARD
- 4 CONTAIN OR MINIMISE THE HAZARD
- 5 IDENTIFY EXISTING CONTROL MEASURES
- 6 WHAT EXTRA CONTROLS MAY BE NEEDED.
- 7 REVIEW AT SUITABLE INTERVALS

It is important to ensure that the controls which have been set are being complied with and have not deteriorated. This can be achieved by encouraging all members of staff to critically monitor the workplace through regular hazard spotting exercises. It is important that the person carrying out the checks accurately records their findings.

REVIEWING ASSESSMENTS.

Risk assessments must remain valid, be kept under review and where appropriate be up dated. They are not "once and for all " exercises, therefore planned reviews must take place at regular intervals. New activities, staff or equipment should all trigger reviews.

There should be,

No assessments without records

No records without analysis

No analysis without action!

AND FINALLY

Risk assessments must be readily available for inspection by the enforcing authorities. They may also be required to demonstrate compliance with legal and injury compensation requirements, therefore managers must ensure that all documentation is completed in a clear and legible manner. In all cases staff will be included in the process of carrying out these assessments. The results are to be found in the appropriate files.

SAFETY CHECK LIST (example list)

This is a general list

AREA _____

SAFETY REPRESENTATIVE _____

MONTH _____ DATE _____ TIME _____

ASSEMBLY POINT

Do staff know where it is yes no

Is it easily accessed yes no

CHEMICALS

Are all containers clearly marked yes no

Are all containers stored correctly yes no

Are there procedures for dealing with spillages yes no

ELECTRICAL EQUIPMENT

Has all portable electrical equipment been 'PAT' yes no

Do any electric cables show sign of damage yes no

Are any 'cube' adapters in use yes no

Are 'walkovers' used for extension cables yes no

EMERGENCY INSTRUCTIONS

Are emergency instructions displayed and readable yes no

Are all emergency signs easy to see and read yes no

EXTINGUISHERS

Are extinguishers available yes no

Is the service date less than 12 months old yes no

SAFETY REPRESENTATIVES

Mountview management will seek representatives from students and staff to carry out the duties of safety representation. Adequate training will be given to these people.

SAFE SYSTEMS OF WORK

Employees who are responsible for the supervision of others are expected to identify, provide and maintain safe systems of work. Employees who are responsible for organising the provision and maintenance of safe systems of work must ensure that any change in a previously established system is reported to the HOD and the safety committee. Where modifications or changes to machines, guard systems and plant are made which may effect the safety of the unit, the matter should be notified to the HOD who will seek professional advice before authorising the change. Safe systems of work and codes of safe practice will be regularly reviewed by the safety committee and the Academy safety advisor and, where necessary, revised to reflect new published guidance and/or statutory requirements. Adequate arrangements must be made to keep workplaces in a clean, orderly and safe condition. Access equipment will be made available and should be properly used. These comprise of lightweight aluminium tower scaffolds, tallescopes, ladders, stepladders and trestles.

SMOKING

In accordance with current legislation it is the Policy of the Academy that smoking is not allowed anywhere on the premises. In the event that a production requires a character to smoke, a decision will be made at the time by the Principal only.

STUDENTS

On arrival and commencement of their course all students will be briefed as to their responsibilities relating to health and safety both to the public and themselves, fellow students and the Academy staff. During their first week on site they will receive health and safety training covering all relevant aspects.

See student induction Intranet, Health and Safety Sharepoint site, Mountview Website or the Health and Safeth Policy pdf found on student server

TECHNICAL DEPARTMENT

Health and Safety duties

Pre production

1. Checks on the Grid – visual.
2. All stage automation and scenery checked and constantly monitored.
3. All fire exits kept clear and free of any obstructions.
4. All fire doors and self closers checked
5. Lanterns and mechanism checked
6. Fire alarm log book checked weekly and all defects and false alarms followed up.
(see FIRE section)

Shows

1. All show effects and scenery to be checked daily and used in accordance with their guidelines and safety features.
2. All fixings and stage furniture to be checked and secure.
3. All staff to be aware of health and safety issues concerning all scenery and automation.
4. All steps and hazards to be clearly marked.
5. Comprehensive risk assessments on all show components are to be carried out by the stage manager and checked by the production manager.
6. The production manager will induct all technical crew on matters relating to evacuation procedures. The stage manager will act as their deputy during shows.
7. The front of house manager will instruct all FOH staff as to evacuation procedures.
8. Evacuation procedures will be rehearsed on a regular basis with all relevant staff present. A log book will be maintained of these drills by the Production Manager.
9. Issues arising on health /safety for a specific show will be approved by the licensing officer.

GET IN AND GET OUT RULES FOR THE STAGE

1. All equipment and scenery should be checked and tested before rigging or build.
2. All flown scenery must be affixed to bars with regulation fittings and with safety lines attached.
3. All moving parts to be tested prior to attachment and securely fixed.
4. All automated equipment to only be operated by a skilled operator and all movements monitored on stage by a member of Stage Management.
5. No drinking or eating is allowed on stage at any time
6. All staff to be made aware of fire exits and the correct procedure in event of an evacuation.

TRAINING

It is essential that all at Mountview are fully aware of obligations placed on them by the Health and Safety at Work etc. Act 1974, and other relevant statutory requirements. In order to maintain standards of health and safety awareness throughout the Company, training courses will be arranged, on an annual basis. All staff including full time, part time, temporary and casual will receive induction briefing on matters relating to fire/health/safety.

VIOLENCE

Under no circumstance will violence be tolerated at any time within Mountview premises.

Anyone involved in an incident may be subject to immediate dismissal.

VISITORS

It is the policy of Mountview that when visitors are on the premises they will be informed of certain basic safety rules and procedures by their host. Non regular or first time visitors will be escorted until they are familiar with the premises.

WELDING (Hot Works Permit)

Flame cutting and welding operations will only be undertaken by those who have been trained. A Hot Work Permit must be used for any welding or activities using flames, such as roof works, braising or welding. Principles of safety contained in HSE Guidance Note PM64 will be incorporated in all systems of work where appropriate. Special precautions are required before cutting or welding any vessel, pipe or plant that has previously contained flammable or combustible material, to prevent the risk of explosion.

Where welding processes are liable to expose anyone to substances hazardous to health, a COSHH assessment must be conducted and any necessary control measure applied (e.g. local exhaust ventilation personal protective equipment).

Adequate hand, eye and face protection must be provided.

Hot Work Permits

In all circumstances, a permit to work system will be implemented before any "hot" work is carried out.

WORK EXPERIENCE AND YOUNG PEOPLE

Anyone in charge of young people (*legally defined as between 16 and 18 years old*) and children (*legally defined as under 16 years old*) on work experience must explain to them the importance of health/safety on the premises.

In particular the tutor or head of department should

- 1 make them aware of hazards involved in their activity
- 2 give them the necessary information, instruction and training
- 3 ensure that the young person is aware who has day to day responsibility for supervising them
- 4 ensure that welfare needs are catered for

WORKING AT HEIGHT

No working from height can be carried out unless a full risk assessment has been carried out by Mountview Health and Safety Representative. Falls from height or falling equipment from height can cause serious or even fatal injuries. If you have not received adequate training in the working at height task then DO NOT attempt the work but seek guidance from your line manager. Mountview have in place specific procedures to avoid problems in this area. The procedures list the precautions to be taken when rigging, lamp fixing-focusing, using access towers, talloscopes and genie superlift equipment. This information is to be found in the **SHOW SAFETY FILE** which is kept in the production offices. All staff and students working at height in production work must be adequately trained before work commences.

WORK-RELATED STRESS

Mountview recognises the requirement to protect their employees and students from the effects of work-related stress by developing and maintaining arrangements for monitoring levels of stress in the work place. Action will be taken to reduce levels of work-related stress as appropriate. The Academy will, as appropriate monitor levels of stress within the workplace by measuring their performance in successfully managing a range of key stressors. These stressors are:

- Demands
- Control
- Support
- Relationships
- Roles
- Change

WORKPLACE WELFARE

Adequate standards of heating, ventilation and lighting shall be maintained. Particular attention should be paid to lighting and ergonomic arrangements in situations where visual display units are frequently used. To ensure safe access, office layout should be planned in such a way as to provide suitably dimensioned gangways and obstructions such as trailing cables should be avoided by sensible location and/or protection so as to prevent possible tripping hazards. Office electrical equipment will be subject to periodic examination and tested by a qualified electrician to ensure its safety and integrity. Floors and stairs should be constructed and maintained so as to minimise tripping and slipping hazards. Designated fire escapes must always be kept free from obstructions.

APPENDIX

PROCEDURES FOR CONTRACTS BETWEEN MOUNTVIEW ACADEMY AND OUTSIDE CONTRACTORS.

Before the ACADEMY can confirm the contract with your company we wish to bring to your attention the following requirements.

Basic Legal Requirements.

The Health and safety at Work Act 1974 (HASWA) details general duties of employers to employees. These general duties are not able to provide specific or detailed guidance; subsequent regulations made under the umbrella of HASWA do this eg. COSHH and Noise at Work etc. Sections 3&4 are directly relevant where contractors are working on clients premises.

HASWA

- | | |
|-------------|---|
| Section 3-1 | Employers have a duty to ensure, so far as is reasonably practicable, that the work does not put the health and safety of persons not in their employment at risk. This includes contractors and members of the public. |
| Section 3-2 | Self-employed person have a duty, so far as is reasonably practicable to protect themselves and others affected by their activities. |
| Section 3-3 | Employers and self employed persons have a duty to provided information to other persons who may be affected by the work or any effect it may have on them. |
| Section 4-2 | Persons in control of premises should ensure, so far as is reasonably practicable, that safe means of access and egress, the premises, plant and materials used , are safe and without risks to health. |

The duties require co-operation and co-ordination between the site owner and contractors to ensure compliance. Remember that ignorance of the law is no defence, the prudent employer, contractor or host , must seek to establish safe systems before work commences.

All contractors will be expected to prove that they have a safe work system in place and to provide written Risk assessments where appropriate.

Responsibilities of Contractors.

Prior to commencement of any works all responsibilities will be agreed with the relevant parties and this will duly be recorded in writing. In most cases this will be incorporated into the contract for the work to be undertaken. You may be required to provide documentary evidence of your Safety Policy, Risk Assessments, Training Records Method Statements Equipment Service Records. Portable Appliance Test Records

I can confirm that I am able to provide any of the above if requested to do so

SIGNED FOR AND ON BEHALF OF

_____ *DATE* _____

SAFETY GUIDELINES

FOR STAGE PRODUCTIONS

CONTENTS

DUTY MANAGERS	3
HEADS OF DEPARTMENTS	4
SAFE SYSTEMS OF WORK	5
WORKING AT HEIGHT	6
TALLESOPES	9
TOWER SCAFFOLDS	12
USE OF LADDERS	15
LOLER	25
COSHH	28
SMOKE AND VAPOUR EFFECTS	32
PYROTECHNICS	32
NOISE	34
CO-OPERATION AND CO-ORDINATION	36

PRODUCTION MANAGERS

All Production Managers will:

- obey all safety rules and instructions given to them by the Theatre Management.
- Keep themselves informed through department managers of any accident, incident or near misses occurring.
- Check that safe working practices are being followed.

- Inform cast and crew of any hazards that they may need to take precautions against.
- Discuss safety queries raised and ensure these items are discussed at the next health and safety meeting.
- Ensure that all staff reporting to the Manager comply with their responsibilities as set out in the Mountview Health & Safety Policy and Procedures Manual.

HEADS OF DEPARTMENT

All Heads of a Department will:

- Have full knowledge and be responsible for the effective implementation of the
- Company's Health and Safety Policy and Procedures within their area.
- Investigate all accidents, incidents, and potential hazards in the area under their control, reported to them either formally or informally.
- Inspect all areas under their control to check that safe working practices are being followed.
- Ensure that their team understands their duties with regard to their health and safety responsibilities.
- Implement any additional safety measures, repairs or remedial action thought necessary with regard to health and safety.
- Ensure that all new equipment meets acceptable safety standards prior to purchase.
- Ensure that all necessary Risk Assessments have been completed for their area of responsibility.
- Ensure that any contractors working in their area are aware of safety procedures and adopt safe methods of working.
- Ensure that all safety devices, guards and barriers are in position, properly maintained and used.
- Make Personal Protective Clothing and Equipment (PPE) available to the crew and ensure that they wear the appropriate protection when working.
- Maintain all areas under their control in a safe manner.
- Ensure that portable appliance testing and inspections have been performed on electrical equipment.

SAFE SYSTEMS OF WORK

A safe system of work will be established at the earliest practicable stage ..

Mountview safe systems of work and codes of safe practice will be regularly reviewed and where necessary, revised to reflect new published guidance and/or statutory requirements.

Provision must be made to keep workplaces in a clean, orderly and safe condition. In general there should be suitable and sufficient safe access to and from, every place at which any person has at any time to work and the workplace itself must be made and kept safe. Where work cannot safely be done on or from floor level, or from part of the theatre or other permanent structure, then various types of access equipment are made

available and should be properly used. These comprise lightweight aluminium tower scaffolds, genies, zarges, tallescopes, ladders, stepladders and trestles.

Working at Height.

Specific duties are imposed by Work At Height Regulations 2005 and the ABTT Guidance on working at height. These are to ensure that Work At Height is:

- a) properly planned;
- b) appropriately supervised; and
- c) carried out in such a manner which is so far as reasonably practical and safe;
- d) delegated to a competent person for trainee under directive supervision of a competent person;
- e) properly assessed and 'avoided' where reasonably practicable.

Relevant legislation includes:-

Health and Safety at Work Act

Management of Health and Safety at Work Regs

Provision and Use of Workplace Equipment Regs

Lifting Operations and Lifting Equipment regs

Health and Safety Working at Height Regulations

In the worst case scenario a fall from height will result in a fatality so every method of avoiding this situation, while still completing the task should be considered and employed where appropriate.

The following elements need to be considered.

- 1 The system/method.**
- 2 The people.**
- 3 The equipment / The task.**

THE SYSTEM / METHOD

All ops should be planned in advance so a method statement should be created before the erection or dismantling of any structure. This must be submitted with initial plans to production and safety departments prior to commencement. Thorough organisation and planning must be in place prior to commencement of the work. The operation must then be supervised appropriately and carried out in a manner which is safe so far as is reasonably practical. Each fall protection system must be checked prior to work commencing. A record must be kept of these inspections.

THE PEOPLE

Heads of the relevant depts must ensure that all involved have received adequate training and familiarisation sessions in the equipment to be used and that supervision is ongoing.

THE EQUIPMENT / TASK

All equipment used at or for work is subject to the Provision and Use of Workplace Equipment Regulations and as such must be up to standard, checked regularly and/or prior to use. In addition all those using the equipment must be suitably trained in its use. The following guidelines are designed to assist in the correct and safe use of such equipment.

Work at height in theatres

Selection of equipment for work at height in theatres should follow the hierarchy shown in Regulations 6 and 7 of the Work at Height Regulations 2005. The following, depending on individual circumstances, are examples of reasonably practicable methods for working at height.

- **No work at heights** - Remote or low level focusing of lights. All scenery etc completed at ground level and lifted into place.
- **Work from existing workplace** - Existing gantries, walkways, catwalks or trampoline grids.
- **Work platforms** - Mobile towers and MEWPS.
- **Work positioning** - Fixed length wires and harnesses.
- **Fall mitigation** - Airbags/nets etc. Fall protection using inertia reel harnesses or similar. Rescue plan must be in place.
- **Other equipment requiring detailed systems of work** - Ladders, Zarges, Tallescopes etc.

TALLOSCOPES

The ABTT, an independent association offering guidance on safety in theatres, has issued the new COP about the use of Tallescopes. This was written taking into account expert opinion from within the industry and a number of technical studies from both internal sources and HSL. HSE strongly recommends that users follow this guidance and the system of work outlined therein when using this equipment and will continue to support enforcement action where necessary to ensure Tallescopes are used safely.

The ABTT COP includes the requirement for modifications to the Tallescope. The modifications come as a kit of parts which the manufacturers of the Tallescope AAP, have designed and are supplying as a kit. The kit includes:

A second pair of outriggers (4 fitted in total)

A set of 4 castor wheels which do not 'lift' when the brake is applied.

A set of 4 pushing bar extensions which stand vertically at the 4 corners of the base frame.

Before tilting ladder upright:-

- 1 The talloscope must be level, and the leg locks must be engaged or the locking nut closed.
- 2 Check overhead clearance before extending and retracting platform

After tilting ladder upright

- 1 Ensure security locks are engaged
- 2 Check that all hook castings on braces and platform bearers are firmly installed, and that spring loaded plungers are engaged.

Adjusting the talloscope

- 1 Never adjust the legs with a person on the talloscope and do not stretch the platform height by using them. The legs should be used for levelling only.

Outriggers

- 1 These should never be removed from the talloscope, but folded back when in transit.

Before moving the talloscope

- 1 Ensure that there are no materials on the platform.
- 2 Ensure that anyone on the working platform is secured.

Moving the talloscope

- 1 Ensure that there are sufficient people at the base of the talloscope to move it safely. Use a minimum of two people when there is no one on the platform and the floor surface is flat and even. Use a minimum of four people under any other conditions.

Working from the talloscope

- 1 Engage all wheel brakes before climbing.
- 2 Never lean too far over the safety rails
- 3 Anyone intending to work on the talloscope which will need to be moved during work activity should wear a safety harness and ensure that it is secured
- 4 Never use boxes, ladders or climb into the safety rails on the platform to gain extra height.
- 5 If equipment is pulled to the top of the talloscope keep the load within the wheelbase of the frame.

Before tilting ladder down

- 1 Remove all tools and other equipment from the platform .
- 2 Ensure that ladders are fully closed and engage ladder locking latch

3 Ensure a clear area for the ladder to descend.

Maintenance

1 Keep the talloscope, especially the movingparts clean and lightly oil the locking collars and locking pins

2 Do regular visual checks.

Where working platforms are used in a situation where someone could fall more than 2 metres an inspection shall be carried out in situation before use. In the case of mobile equipment an inspection shall be carried out within the previous 7 days. To assist this inspection procedure the following form should be completed. The findings communicated to those relevant, any remedial action taken and then kept in the appropriate file.

Tower Scaffolding

The following applies to all tower scaffolds (whether prefabricated or not) including those on hire.

- Adequate instruction and training should be provided for all those involved in tower scaffold erections and the persons erecting them must be competent to do so.
- Towers should rest on firm level ground with the wheels or feet properly supported.
- For towers used outside, the height of the working platform should be no more than 3 x the minimum base dimension. For towers used inside, on firm level ground, the ratio may be extended to 3.5.
- Safe access to and from the work platform must be provided.
- Suitable edge protection must be provided on all platforms where a person could fall more than two meters. Guard rails should be at least 910mm high and toe boards 150mm high.
- An intermediate guard rail (or suitable alternative) should be provided so the unprotected gap does not exceed 470mm.
- Tower scaffolds must be inspected by a competent person:
 - before first use;
 - after substantial alteration;
 - 3. after any event likely to have affected its stability.

Competency in the case of tower scaffolding is defined as someone who has undergone training to erect the scaffolding. Retraining should be provided at least every five years. A record of the inspection must be made and kept for three months after dismantling the scaffold.

If the tower remains erected in the same place for more than seven days it should also be inspected and a further report made. Any faults should be put right before further use.

Users of tower scaffolding must either be persons trained to erect the scaffolding or persons accompanied by a trained individual. For tower scaffolding used in public places extra precautions are needed:

1. only the minimum amount of equipment and materials may be stored/used on the working platform;
2. barriers must be erected at ground level to prevent people walking into the tower;
3. if the scaffolding is to remain in position unattended, unauthorised access to it must be prevented by removing or boarding over the access ladder.

The first question to ask is can the job be done more safely in a different way? A ladder is a simple, versatile and relatively inexpensive piece of equipment. The temptation therefore is to use it for all sorts of work without considering whether the risk warrants an alternative method. Apart from enabling people to get from one level to another, it is often used to carry out work. Before it is used for this purpose however, the circumstances need to be critically examined. Where practicable, a temporary (or if possible, a permanent) working platform or stage is inherently much safer than a ladder and its use will eliminate most of the factors which can result in falls. In addition a proper platform can often ensure the job is done more quickly and efficiently.

Use of Ladders and Step Ladders

Other factors which have a bearing on whether ladders are appropriate are:

- whether the ladder can be securely fixed to prevent slipping outwards or sideways.
- the conditions on the site (e.g. exposure, weather, movement of persons or vehicles).
- whether the user has a safe handhold and is close enough to the work.
- whether the ladder is so long or so flexible that sway and vibration could cause loss of balance.
- the ability, training and experience of the users.
- the strength, the surface condition and the type of structure against which the ladder is to rest.
- the nature of the work, the type of tools required and the weight of article to be fixed.

Securing a Ladder

The foot of the ladder should be supported on a firm and level surface and should not rest on loose material, or on other equipment to gain height. Attachments for levelling up the feet on sloping surfaces should be properly fixed and used. In no circumstances should the bottom rung be placed so the total weight is carried on the rung; only the stiles are designed for this purpose.

It must be ensured that the ladder cannot slip and wherever practicable, the top should be securely fixed. Slip may be prevented by the use of lashing, strap or proprietary clips secured to both stiles where suitable by equipment such as tie restraining straps or tensioned guys.

On slippery floor surfaces, special care is necessary to prevent the ladder foot from moving. Whilst lashings etc are being fixed the ladder should be footed.

A ladder fitted with a proprietary spreader arm may be acceptable provided that:

- the ladder is in good condition.
- the ladder is of suitable quality for industrial use.
- the ladder is fitted with non-slip feet.
- the inclination of the ladder conforms with the one-in-four rule.

The head of the ladder should rest against a solid surface able to withstand the imposed loads. Where the surface may be fragile or brittle so that it cannot withstand such loads, equipment such as ladder stays must be supplied and used.

Where securing at the top is impracticable, arrangements must be made to prevent the ladder from slipping outwards or sideways. Methods of securing at the base include fixed blocks or cleats, sandbags or stakes embedded in the ground. Additionally, to help prevent slipping, most ladders can be fixed at the foot with pads, caps or sleeves.

In circumstances where it is impracticable to fix the ladder at the top or at the foot, a second person should be stationed at the foot to prevent slipping; this precaution however, is considered to be effective only for ladders not more than 5m (16ft) in overall length. The person 'footing' should face the ladder with a hand on each stile and with one foot resting on the bottom rung.

Leaning Ladders

The stepping off rung should be level with the platform. Ladders should extend to a height of at least 1.05 m (3ft 6in) above the landing place, or above the highest rung on which the user has to stand, unless there is a suitable handhold to provide equivalent support. This is necessary to reduce the risk of overbalancing when stepping off and on the top.

The ladder should be placed at a suitable angle, ideally at about 75 degrees to the horizontal, i.e. about 1 out of every 4 m in height. The user should face the ladder when climbing or descending.

A ladder should be used only for the load and purpose for which it is designed. For example, a ladder should not have scaffold boards laid on its rungs and should not be used as an upright of a ladder scaffold unless it is heavy duty and capable of carrying the loads imposed.

The rung of an ordinary ladder is designed to support the weight of a man and whatever light tools he may be carrying - not for the additional weight of a ladder scaffold. A ladder should not be supported on a rung but on its stile. Only one person at any one time should climb the ladder.

Ladders with wire reinforced stiles or rungs must have the reinforcement on the underside when in use. Metal ladders, those with metal stile reinforcement, and wet ladders must not be used where any electrical hazard exists.

It is important that mud or grease etc is cleaned off footwear before any attempt is made to climb the ladder. Where ladders become soiled they should be taken out of service and cleaned. There should be sufficient space behind the rung to provide a proper footing.

It can be dangerous for a person to carry loose tools manually up or down a ladder because he may be unable to grip the stiles; this is one of the most common causes of overbalancing. Light tools should be carried in a holster attached to a belt, or tool bag. Other tools and materials should be raised or lowered on a rope.

Extension Ladders

Sections of extension ladders should overlap by a minimum of:

- up to 5m (16ft) closed length – 1 " rungs.
- between 5m (16ft) and 6 m (20 ft) – 2 " rungs.
- over 6m (20ft) closed length – 3 " rungs.

The user should raise and lower the ladder from the base and should ensure that the hooks are properly engaged.

Long Ladders

The height for which a ladder will be unsuitable for use depends on the space available, the nature of the work, the physical effort required to erect the ladder and the cost involved, for instance if more than one man is needed to erect it.

Whilst two men may be able to handle a ladder longer than 11m, the weight involved may cause strain injury and beyond this height any movement in the ladder due to slipping or sliding will not be prevented by a single man footing the ladder. In this situation, other recognised safe methods should be employed.

Step Ladders

Step ladders and trestles are not designed for any degree of side loading and this should be avoided. They should be spread to their fullest extent, properly levelled for stability and placed at right angles to the work whenever possible. Work should never be carried out from the top platform, nor should overhead work entail overreaching.

The top tread of a pair of steps should not be used for foot support unless there is an extension above the top to provide a handhold; rear parts of the steps should not be used for foot supports.

Step ladders are prevented from spreading by means of stays, chains or cords. These should be of sufficient and equal length, kept in good order, and should be renewed if found to be defective.

Only one person should use a step ladder at any one time.

Trestles

Trestles are made with a swing back similar to step ladders and both halves have heavy cross beam to support a working platform. Platforms should be of light weight staging. Access to trestle platforms should be by means of a step ladder.

Ladder Scaffolds

Ladder scaffolds should only be used for light work of short duration, where the materials requirements are such that this type of scaffold can be used safely.

Ladder crippers to support platforms should only be considered where industrial ladders are used. There should be an adequate handhold at all times, or where there is no handhold, a guard rail must be used. A step ladder may be needed to gain access to the platform. Ladders should be securely fixed.

Care and Maintenance

Equipment should not be dropped or jarred. Timber ladders receiving a heavy blow may suffer compression damage, distortion, loosened rungs or cracked stiles. If it is considered that a ladder has been damaged, it should be withdrawn from service immediately. A thorough examination should be undertaken and appropriate action taken, such as repair by a competent person or scrapping.

Testing

Load testing of ladders is not recommended because although they may appear to pass a pressure test undamaged, severe compression stresses may have been induced, leading to subsequent failure.

Inspection

Ladders should be capable of being individually identified. Apart from inspection before and after normal use, they should be examined regularly by a competent person. Ladders found to be defective should be suitably labelled or marked and withdrawn from service until repaired. The inspection should include the checking of rungs, treads, crossbars and stiles for defect (especially the presence of compression creases in timber), rung to stile connections, ropes, cables and all fittings, locks, wheels, pulleys, rivets screws and hinges. A record should be kept of these inspections.

Storage

Storage areas should be easy accessible. Ladders should be stored on racks designed for their protection when not in use. Materials should not be placed on stored equipment. Timber ladders should be stored where they will not expose to the elements but should have good ventilation. They should not be stored near radiators, stoves, and steam pipes or in areas subject to excessive heat or dampness. Ladders should not be hung from the stile or a rung.

Transport

Ladders carried on vehicles should be properly supported to avoid sagging and there should be minimal overhang beyond supporting points. They should be tied to each support point to minimise rubbing and the effects of road shock. Other plant should be carefully loaded so that ladders are not subject to shock or abrasion.

Painting

Timber equipment may be coated with a transparent non-finish such as varnish or clear preservative, but not with any opaque covering such as paint. Aluminium equipment

should be given an adequate protective coating when it is subject to acids, alkalis or corrosive substances. Preservatives for timber components in aluminium should not contain copper salts.

Cleanliness

Climbing or gripping surfaces should be free from oil, grease, mud and / or other slippery substances.

For more information and useful documents please contact the Health and Safety Advisor or Health & Safety Assistant.

Checklist – Ladders & Step Ladders

Item check	OK	Not OK	Comments /Actions
Date of last check			
Ladder number			
Date of check			
Date of next check			
Rungs			
Crossbars			
Wheels			
Screws			
Ropes			
Locks			
Person checking			
Treads			
Stiles			
Rivets			
Hinges			
Cables			
Pulleys Rung to stile connection			

LIFTING OPERATIONS AND LIFTING EQUIPMENT (LOLER)

Please note the following points about the revised regulations

- 1 It applies to all lifting equipment including new -- second hand -- leased -- hired
- 2 It applies to all lifting operations
- 3 It applies everywhere outside domestic Accomodation
- 4 It also includes areas or systems which suspend working equipment such as roof trusses -- grids -- counterweight systems.
- 5 It applies to all employers -- self employed who provide the equipment -- anyone who has control of the equipment.
- 6 Risk Assessments must be done before starting an operation.
- 7 Safe working practices must be adhered too.
- 8 There must be a thorough examination of all equipment and extra items linked.
- 9 All items should be identified by marking.
- 10 Records must be kept of all tests and inspections.
- 11 All hired equipment must have the necessary paperwork.
- 12 The person doing the rigging must carry out a visual inspection of all equipment that is going to be used.

EQUIPMENT INSPECTION CHECK

DATE _____ TIME _____

PRODUCTION _____

SPECIFIC LOCATION _____

WHO REQUIRES THIS REPORT _____

EQUIPMENT DESCRIPTION _____

PROBLEMS IDENTIFIED _____

IMMEDIATE ACTION TAKEN _____

FURTHER ACTION REQUIRED _____

THIS REPORT COMPLETED BY _____

Use only competent and trained staff and ensure a hard hat area is maintained whilst rigging/flying

SMOKE AND VAPOUR EFFECTS

If smoke and vapour effects are to be used in a production, the Company will liaise with the venue to ensure that arrangements are made to implement a safe system of work.

Particular attention will be paid to the risk of carbon-dioxide or other gases/vapours accumulating in poorly or un-ventilated spaces, thereby causing a dangerous atmosphere.

The use of smoke and vapour effects is not permitted during a public performance until such time as approval has been given by Westminster City Council.

The Production Manager will liaise with the Venue Manager and the relevant Local Authority to ensure that approval is sought, demonstrations arranged and any conditions imposed by the Local Authority are complied with.

PYROTECHNICS

Before Pyrotechnics or Special Effects can be used, a full risk assessment must be carried out and suitable and sufficient training of all operators and performers must be completed. Depending on local authority rules, notifications for the use of pyrotechnics on stage may require a licence. All use of Pyrotechnics must be signed off by the Production manager and Head of Production Arts. If such approval has not been given the effect must not be used.

USE OF PYROTECHNIC SYSTEM FOR STAGE

- Firing systems must always be of recognised design and manufacture.
- Electrical isolation should be provided by the use of a double pole key switch and supplied with a single key.
- The operator must carry this key when the device is primed or being set.
- At no time should the key be left unattended in the firing system.
- The Operator should enable the key switch immediately prior to ignition.
- Only pyro charges specifically designed and approved by the operating systems manufacturers should be used.
- When positioning the device, account must be taken of all personnel, scenery and anything else close to the device.

As a general rule, no person should be within 2m of the device when fired and a distance of 3m should be maintained for children.

- The Operator must have direct line of site from the firing position.
- The Operator must make the final decision whether or not it is safe to fire the device.

NOISE

Prolonged exposure to high noise levels can cause serious and irreversible hearing damage. It is production policy to reduce the risk of hearing damage to the lowest level reasonably practicable and comply with the provisions of the Regulations by following principles of good practices detailed in "*Noise Guides 1 to 8*" published by the Health and Safety Executive.

The Company expects each Head of Department to identify locations where employees are likely to be exposed to high noise levels, i.e. above 85dB(A) and, if necessary, make arrangements for a noise assessment to be carried out by a professional consultant.

As a general guide, if people have to shout or have difficulty being understood by someone about 2 metres away, it is likely that noise levels are in excess of 85dB(A).

If the assessment indicates that any employee is liable to receive a daily personal noise exposure in excess of 85 dBs(A)Lep,d. then a hearing protection programme should be initiated, details of which will depend upon the severity of the noise problem. The programme may include the following elements: engineering controls to reduce noise at source enclosure, delineation of ear protection zones and provision of hearing protectors.

NOISE LEVELS

The limits on noise are due to change in 2008 to a lower level.

- The first action level will be 80db at which point ear defenders must be offered and made available.
- The second action level will be 85db at which level ear defenders become mandatory.
- Employees at risk will receive information, instruction and training about risks to hearing and the measures necessary to minimise the risk.

The Company expects employees who are required to use hearing protectors to make full and proper use of them and to promptly report any defects. Any defects in the noise enclosure must also promptly be reported to management.

All noise control measures and personal protective equipment will be properly maintained, repaired or replaced as necessary.

CO-OPERATION & CO-ORDINATION

There are relatively straightforward established practices for co-operation, co-ordination and provision of information once the 'show' has opened, however Health & Safety arrangements become much more complex during the pre performance period of a new production. Mountview is committed to satisfy the requirements of Regulations 11 & 12 of the Management of Health and Safety Regulations. Further reading on the roles, responsibilities of individual members of a production team can be found in the ABTT guidelines "Theatre Essentials" <http://www.abtt.org.uk/wp-content/uploads/2013/07/Theatre-Essentials.pdf>

CDM (Construction and Design management)

The ABTT, Association of British Theatre Technicians has produced a guidance on how to apply the Construction (Design and Management) Regulations 2015 (CDM 2015).

This guidance is specifically for the theatre and entertainment sector in relation to temporary structures within the requirements of the Construction (Design and Management) Regulations 2015 (CDM 2015). It should be understood that the 'temporary' nature of any construction is during the build and there will a point, when the CDM Regulations will expire and conventional H&S law prevail. It is not clear at the moment when that might be and indeed while it may be at the Technical for some productions, for others it may be at the First Preview and for the most complex shows scene changes may fall under CDM. Any actions required should always be proportionate to the risks in the construction project.

Further reading please see link below.

http://www.abtt.org.uk/wp-content/uploads/2015/03/Production-Managers_draft-CDM-V2.pdf