



# **Health and Safety Policy and Procedures Manual**

Completed in compliance with  
**The Health and Safety at Work etc. Act 1974 and  
The Management of Health and  
Safety at Work Regulations 1999**

**March 2024**

Copy Number: 3



## **Sonia Friedman Productions Ltd Health and Safety Policy Statement**

Sonia Friedman Productions Ltd (SFP) is committed to ensuring the Health, Safety and Welfare of its employees so far as is reasonably practicable, SFP accepts its responsibilities and obligations to any other persons who may be affected by its activities.

The **Producer** is committed to ensuring that:

- Statutory health & safety requirements are met as a minimum across Sonia Friedman Productions Ltd.
- Procedures are developed to reflect good industry practice.
- The SFP Office is a safe workplace with adequate access and egress arrangements.
- Venues that are hired for SFP productions meet a high standard of Safety.
- Hazards and risks are managed in accordance with current legislation.
- Employees perform their roles competently and receive appropriate instruction, training, supervision, and information.
- Appropriate communication and consultation with employees on health & safety matters takes place.
- Competent persons are appointed to meet health & safety requirements, including specialists outside SFP, where appropriate.

**All employees** have the following duties:

- To take reasonable care for the Health & Safety of themselves and others affected by their work and actions.
- Be familiar with the SFP's Health and Safety policy and procedures and their own Health and Safety responsibilities.
- To follow control measures identified in Risk Assessments and Safe Systems of Work.
- Co-operate with the SFP's requirements under its policy and other safety legislation in all matters relating to health & safety to enable the SFP to comply with its health and safety obligations and procedures.
- Report to their Head of Department any hazards, incidents, near misses, accidents or dangerous occurrences which has caused or may cause injury or damage.
- Not intentionally or recklessly interfere with or misuse anything provided by SFP in the interests of health & safety or welfare.
- To follow any training and instruction provided by SFP.
- To inform SFP of any serious and/or imminent danger and any shortcomings in SFP's Health & Safety arrangements.

All employees are encouraged to actively participate in improving health and safety. We can only achieve and maintain the successful implementation of this policy through the cooperation and support of everyone who works in the organisation.

This policy will be monitored and reviewed annually to ensure continuous improvement in SFP's Health & Safety arrangements and, if necessary, revised to take account of organisational or legislative changes.

Signed.....

Date..... (PRODUCER)

**INDEX**

<b>SONIA FRIEDMAN PRODUCTIONS LTD .....</b>	<b>3</b>
<b>HEALTH AND SAFETY POLICY STATEMENT .....</b>	<b>3</b>
<b>INTRODUCTION AND OBJECTIVES .....</b>	<b>7</b>
<b>1.0 ORGANISATION .....</b>	<b>7</b>
HEALTH AND SAFETY ORGANOGRAM .....	7
<b>2.0 GENERAL DUTIES AND RESPONSIBILITIES .....</b>	<b>8</b>
Producer .....	8
Executive Directors .....	8
General Manager .....	9
Production Managers .....	9
Production Company Managers .....	9
Production Heads of Department (HOD) .....	10
Employees.....	11
Contractors and Freelance Staff .....	11
Visitors.....	12
<b>3.0 ARRANGEMENTS AND PROCEDURES .....</b>	<b>13</b>
3.1 ACCIDENT and INCIDENT REPORTING and INVESTIGATION .....	15
3.2 ASBESTOS .....	18
3.3 AUDIT REVIEW .....	18
3.4 CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015 .....	19
3.5 CONSULTATION WITH EMPLOYEES .....	22
3.6 CONTROL OF CONTRACTORS.....	22
3.7 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH .....	25
3.8 DISPLAY SCREEN EQUIPMENT .....	27
3.9 DRUGS and ALCOHOL .....	29
3.10 ELECTRICAL SAFETY .....	29
3.11 ENVIRONMENTAL PROTECTION .....	32
3.12 FIRE and EMERGENCY PROCEDURES .....	32
3.13 FIREARMS and WEAPONS PROCEDURES.....	33
3.14 FIRST AID.....	34
3.15 HIRING OF REHEARSAL SPACES .....	36
3.16 INSPECTIONS, MONITORING & REVIEW.....	36
3.17 LEGIONNAIRES DISEASE .....	37
3.18 LIFTING EQUIPMENT .....	37
3.19 LONE WORKING .....	38
3.20 MANUAL HANDLING.....	39
3.21 NEW and EXPECTANT MOTHERS .....	40
3.22 NOISE .....	42
3.23 OFFICE SAFETY .....	45
3.24 PERSONAL PROTECTIVE EQUIPMENT .....	45
3.25 PYROTECHNICS.....	47
3.26 RISK ASSESSMENT .....	47
3.27 SAFE ACCESS & SAFE PLACE OF WORK .....	49
3.28 SAFE SYSTEMS OF WORK .....	50
3.29 SECURITY .....	50
3.30 SMOKE & VAPOUR EFFECTS .....	51
3.31 STRESS (Work Related).....	52
3.32 STUNT FIGHTS .....	52
3.33 TRAINING .....	54
3.34 VIBRATION.....	55
3.35 VIOLENCE and AGGRESSION.....	56
3.36 WELFARE .....	56
3.37 WELDING .....	56
3.38 WORKING AT HEIGHT .....	57

3.39 WORK EQUIPMENT .....	59
3.40 YOUNG PERSONS .....	61
Appendix A .....	63
Appendix B: <b>Incident/Near Miss Report</b> .....	65
Appendix C Accident and Incident Investigation Form .....	66
Appendix D CoSHH Assessment .....	76
Appendix E DSE Workstation Assessment.....	78
Appendix F Staff Information Sheet .....	86

## Introduction and Objectives

The purpose of this policy document is to:

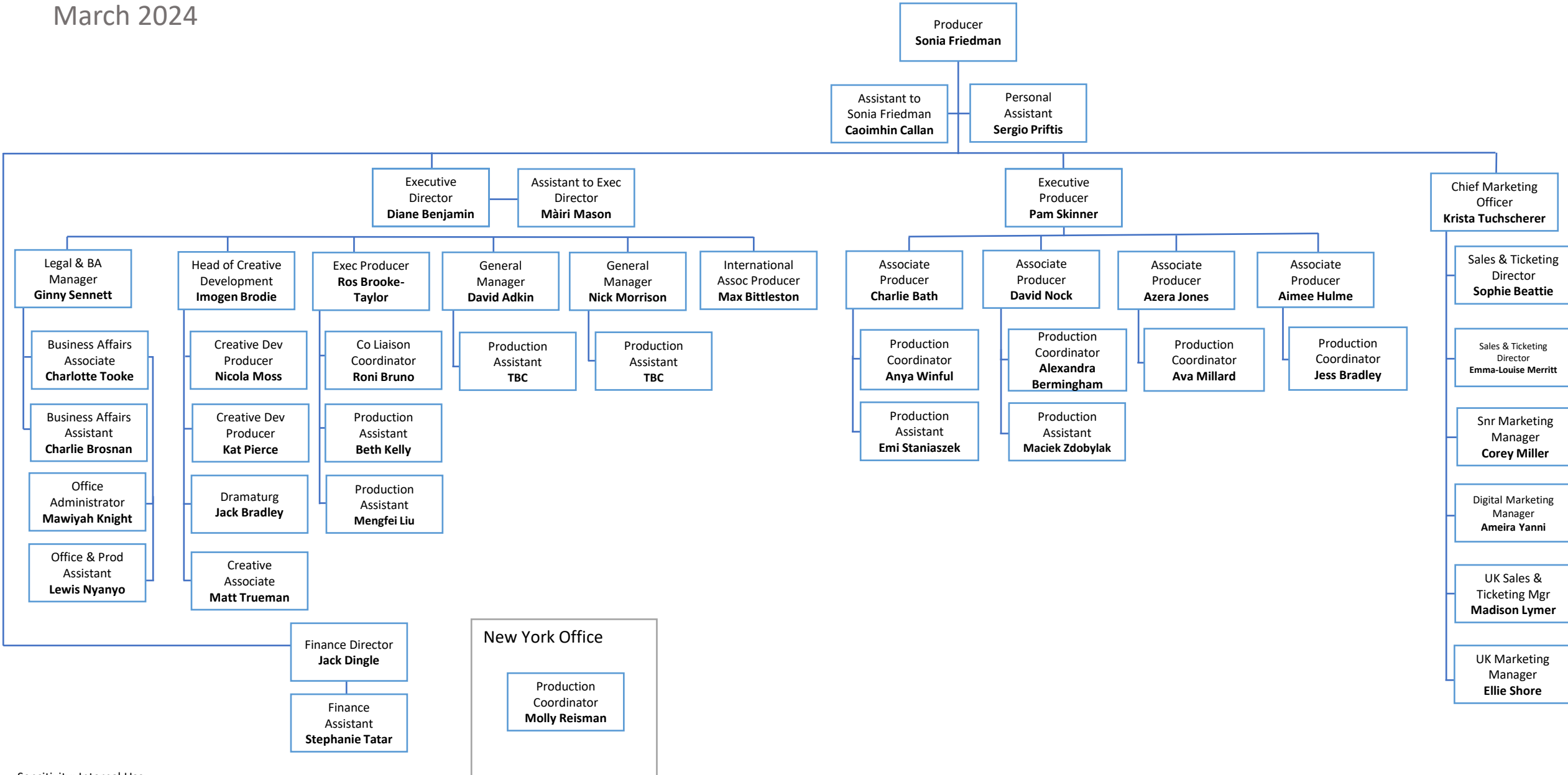
- Provide a reference document with information relating to Sonia Friedman Productions Ltd.'s (SFP) Health and Safety Policy and Procedures.
- Supply guidelines to ensure healthy and safe working conditions and practices are adopted within the working environment.
- Provide management and heads of departments and productions with a health and safety manual containing working copies of all books, logs, and relevant forms to ensure the health and safety policy is implemented.

The aims and objectives are to:

- Raise Health and Safety awareness throughout the organisation, from the main office to each Production under SFP's management.
- Formally set out the management of the Health and Safety Policy, how it is to be implemented and confirm individual responsibilities.
- Ensure compliance with all current legislation in connection with Health and Safety at work.
- Implement any preventive and protective measures based on principles specified in Schedule 1 of the Management of Health & Safety at Work Regulations 1999.
- Implement a Production Health and Safety Management System that encompasses all productions under the management of SFP, both in the UK and Worldwide.

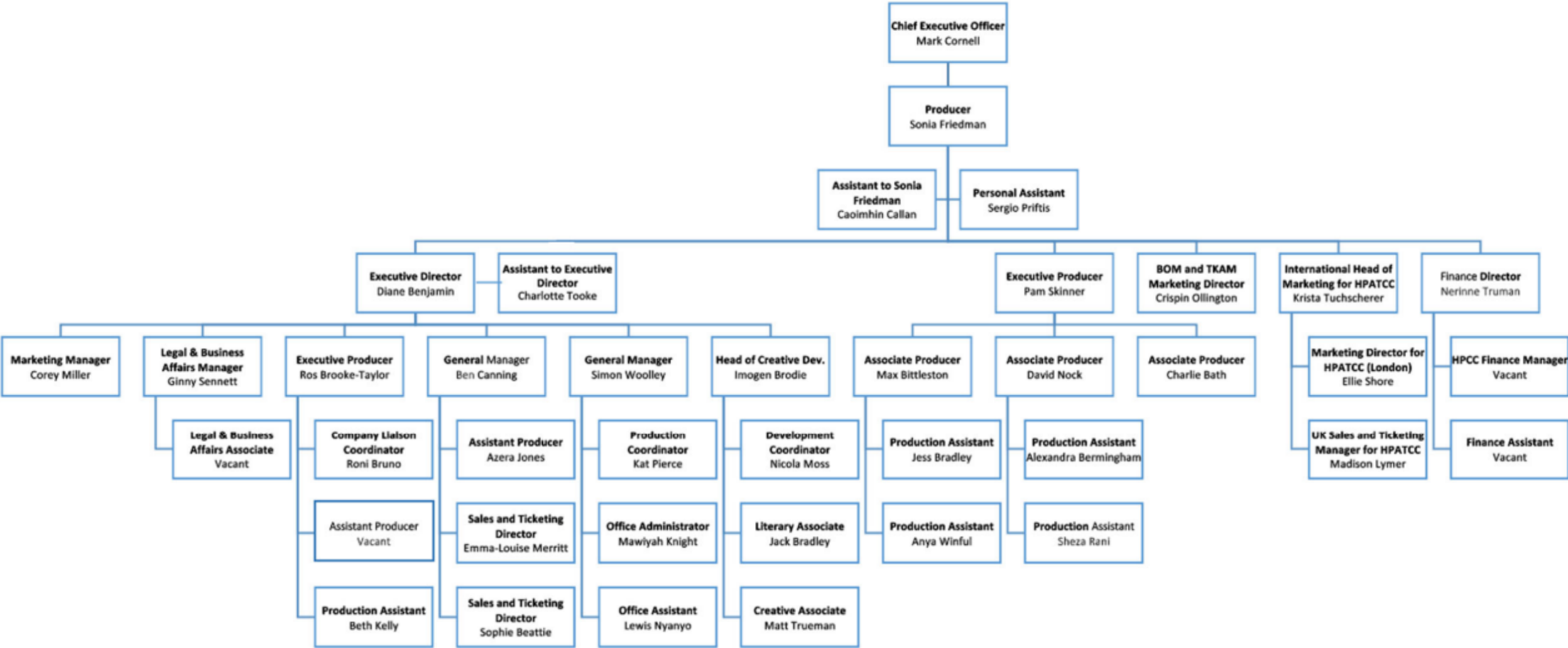
# Sonia Friedman Productions – Organisation Chart

March 2024





# Prior Org Chart for Comparison



## **2.0 General Duties and Responsibilities**

### **Producer**

The Producer is committed to visible and active leadership integrating the management of health and safety with its business decisions.

In doing so, it also recognises the need for a sensible and proportionate approach to risk management, ensuring that paperwork does not get in the way of doing the job, but maintaining attention on the significant risks and the implementation of adequate control measures.

The Producer will ensure that there is an effective policy for the Health, Safety and Welfare of all persons employed by Sonia Friedman Productions Ltd; for all persons entering the main offices premises; all those working on productions managed by SFP including Performers and Technical staff, self-employed persons, Contractors, and Members of the Public

The Producer will, through delegated, employees:

- Monitor the implementation and effectiveness of the Health and Safety Policy.
- Annually review the policy and ensure that any necessary changes, due to updated legislation or changes in working practices, are communicated to all appropriate levels.
- Ensure that time, resources, and budgetary considerations are given to Health and Safety requirements.
- Ensure that arrangements are made for all staff to receive adequate and appropriate training, to enable them to undertake their duties in a safe and healthy manner.
- Ensure that there are adequate reporting procedures covering accidents, hazards, damage to buildings and equipment, and to ensure any such incidents are properly investigated.

### **Executive Directors**

The Executive Directors are given specific responsibility for coordinating Health and Safety for the main office and all Productions, ensuring that the policy is implemented and communicated at all levels.

They will lead Health and Safety to ensure that the organisation meets its statutory Health and Safety obligations and make certain that time and resource is allocated to enable the arrangements and procedures to be implemented in a satisfactory manner.

The Executive Directors will make Sonia Friedman Productions Ltd, Senior Management aware of any health, safety or environmental significant issue that may result in adverse implications for the organisation.

The Executive Directors will report progress on the safety, health, and environment management system to the Producer of SFP.

## **General Manager**

The General Manager is given specific responsibility for coordinating production Health and Safety, ensuring that the policy is implemented and communicated at all levels.

They will lead Health and Safety to ensure that the organisation meets its statutory Health and Safety obligations and make certain that time and resource is allocated to enable the arrangements and procedures to be implemented in a satisfactory manner.

The General Manager will make the Senior Management at Sonia Friedman Productions Ltd, aware of any health, safety or environmentally significant issues that may result in adverse implications for the organisation.

The General Manager will report on the progress of the Health, Safety, and environment management system to Sonia Friedman Productions Ltd.

## **Production Managers**

All Productions managed by SFP, have a designated Production Manager, who is delegated responsibility to manage the health and safety policy on a day-to-day basis.

The responsibilities include:

- To ensure that the policy is readily available and communicated to all employees, ensuring that the procedures are read and understood.
- To manage the pre-production and production build phases in Line with the Construction (Design Management) Regulations (CDM) 2015.
- To take on any roles and responsibilities as assigned by SFP (The Client) with regards to CDM 2015.
- To co-ordinate others with regards to CDM 2015, on behave of SFP (The Client).
- To delegate the procedural arrangements where appropriate and ensuring that all duty holders fully understand their role in making sure that the policy arrangements are effectively employed.
- Ensuring any contractors working on the production are aware of all safety precautions, by inductions and suppling Risk Assessment and Method Statement documentation.
- To implement a training plan to ensure all staff are given sufficient training so that they are competent to carry out their tasks in a safe manner.
- To introduce, where required, Health Surveillance such as Audiometry and Spirometry testing for staff.

## **Production Company Managers**

All Productions managed by SFP, will have a designated SFP Production Company Manager who is delegated responsibility to manage the health and safety policy on a day-to-day basis.

The responsibilities include.

- To ensure that the policy is readily available and communicated to all employees, ensuring that the procedures are read and understood.
- To delegate the procedural arrangements where appropriate and ensuring that all duty holders fully understand their role in making sure that the policy arrangements are effectively employed.
- To keep a record of accidents and incidents, investigating where necessary and taking action to prevent re-occurrence.
- To keep records and assist with documenting and reviewing staff sickness, with support from the SFP General Manager, to highlight any possible trends of Occupational Ill-Health.
- In the absence of a Production Manager, ensuring any contractors working on the production are aware of all safety precautions.
- To assist with the implementation of the organisational training plan, to ensure all staff are given sufficient training so that they are competent to carry out their tasks in a safe manner.
- To support the mental-health and wellbeing needs of both cast and crew for the Production.
- To assist the Production Manager where required for Health Surveillance, such as Audiometry and Spirometry testing for staff.
- Communicate with cast and crew the venue's Fire Emergency Plan and help staff familiarise themselves with their workplace, potential hazards, and safety precautions.

### **Production Heads of Department (HOD)**

Heads of Departments (HODs) are responsible for ensuring that health, safety, and environmental issues are managed within their area of responsibility, and that the health and safety policy and procedures are implemented.

The responsibilities include:

- Conducting risk assessments, including manual handling, CoSHH, DSE, and other control measures to reflect the risks under their control.
- Ensuring all staff, visitors (Dep's) or anyone else in the work area receive adequate Health and Safety information, instruction and, where necessary, training.
- Ensuring that all staff under their control understand their Health and Safety responsibilities.
- Report all accidents and incidents to the Production Company Manager.
- Inspection of all areas under their control, to ensure safety measures are being maintained and all safety instructions and safe systems of work are being followed.
- Ensuring all equipment is maintained, and safe to use.
- Provision of suitable Personal Protective Equipment (PPE) and ensuring that it is used effectively.
- Maintaining all areas under their control in a safe manner, to protect all employees and others in the area as far as is reasonably practicable.
- Advise the Production Company Manager and Production Manager of any appropriate training for their staff that may be required.
- Maintenance of safety records, to demonstrate compliance with procedures such as Method Statements and Safe Systems of Work.

## **Employees**

All employees have specific duties under Sections 7 and 8 of the Health and Safety at Work, etc Act 1974 and Regulation 14 of the Management of Health and Safety at Work Regulations 1999.

Specifically, these are to:

- Take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.
- Ensure that any potential work situation which might present a serious and imminent danger to health and safety is reported immediately to their Line Manager.
- Make themselves familiar with their workplace, potential hazards and safety precautions e.g. fire emergency plan.
- Co-operate with SFP, to enable it to comply with any legal duty or requirement placed upon it or its employees.
- Not intentionally interfere with or misuse anything provided in the interests of health and safety.
- Work in a safe manner, using and maintaining equipment (for which they are trained) in line with manufacturer's guidance and not taking unnecessary risks, which could endanger themselves or others. Where possible employees should remove hazards or protect persons, as far as is reasonably practicable.
- Follow laid-down procedures and report any unsafe conditions e.g. damage or defect to equipment, machinery etc. to their HOD.
- Communicate with their HOD ways of improving SFP's Health and Safety Policy or working methods.
- Work in a safe manner always and not to take risks while working or indulge in "horseplay", practical jokes etc.
- Ensure that any young or inexperienced person working on the premises is not put at risk.
- Take care of visitors and others when having meetings on the premises, ensuring that they are not put at risk, are aware of any hazards on the premises and follow the emergency procedures if necessary.
- Notify SFP of any shortcomings in the Health & Safety arrangements, even when no immediate danger exists, so that SFP can take remedial action if needed.
- Report all accidents, incidents, or cases of occupational ill health to their HOD in a timely manner and to participate in any investigations.

## **Contractors and Freelance Staff**

All contractors and other persons will be expected to comply with SFP's Health and Safety Policy, and any Codes of Practice issued from time to time and will be issued with a copy of SFP's Health and Safety Policy Statement.

Contractors and freelance staff will be required to present, where required by the regulations, to the General Manager, Production Manager or Production Company Manager their Health and Safety Policy, CoSHH Assessments, Risk Assessments, and other documentation. These are to be provided before tendering for the work. If those documents are unacceptable, they will not be considered.

Contractors and freelance staff will be made aware that they are expected to comply with all relevant legislation. They will also consider when carrying out work, the health and safety of not only SFP Ltd employees, but the venue's own employees and that of visitors.

All plant, equipment and machinery brought onto the premises will conform to the relevant British or European Standard. The contractor may at any time be required to produce evidence that the plant, equipment, or machinery has been inspected and tested and that certificates are available for inspection by the Production Manager.

All plant, equipment or machinery will be in good working order, safe to use, fitted with any guard or other necessary safety devices. Information on the noise levels produced by that plant, equipment or machinery might be requested by the Production Manager.

Consideration should be given to the use of all power tools or electrical equipment of greater voltage than 110 volts without prior permission of the Production Manager. All power tools will be battery operated where possible. All transformers, generators, extension leads, plugs and sockets must conform to British or European Standards and be in good condition.

Contractors and Freelance staff must conform to workplace instructions, report any incidents to the person in charge of the workplace and co-operate with SFP to ensure compliance with legislation.

Suitable welfare facilities, including first aid facilities, will be provided for Contractors and Freelance staff when required.

All materials, substances, and those (dusts, fumes etc) produced in the course of the work must be assessed. All risks will be assessed as necessary. All contractors and freelance staff will wear personal protective clothing and equipment, as identified by the Assessments, and will be monitored by the Production Manager, HOD or as appropriate.

Freelance staff are expected to have suitable personal and public liability insurance, they must attend any site induction and complete any documentation required by SFP.

## **Visitors**

All other persons visiting the Production (Producer's representatives, Local Authority Inspectors etc.) are to sign in the log provided by the Venue, showing the date and time on the premises.

They will read any safety notices or instructions given to them by the venue or the Production Company Manager and obey any instructions.

They shall always observe and obey all SFP rules and instructions. Failure to do so will mean that they will be asked to leave the location.

They shall report to the production Company Manager any hazards or risks which they encounter or cause - ensuring that they safely leave the location.

### 3.0 Arrangements and Procedures

To meet its statutory obligations and to implement the aims of this policy, the following procedures outlined below will be adopted to ensure compliance.

Where more detailed information is required relating to specific arrangements for Health and Safety issues, these are outlined in specific Risk Assessments, Method Statements and, where appropriate, supplementary individual Policies.

Sonia Friedman Production Ltd (SFP) recognises its duties and obligations imposed by the Management of Health & Safety at Work Regulations 1999.

This section of the Policy describes arrangements and procedures in place to enable the organisation to fulfil the aims and objectives of the SFP's Health & Safety Policy.

Effective leadership is a key driver in promoting health and safety in the workplace and ensuring that SFP protects its employees, members of the public and anyone else who may be affected by its activities.

The following principles are intended to underpin its actions and so lead to good health and safety performance. The approach is based upon the core elements of the Plan, Do, Check, Act system as detailed in the HSE document HSG 65 (2013).

**PLAN:** The Producer will set the direction for effective health and safety management by establishing a policy that is an integral part of the organisation's culture, its values and performance standards. The Executive Director and General Manager will take the lead in ensuring the communication through the Production Manager and Production Company Manager of health and safety duties and benefits throughout the organisation.

**DO:** This policy is intended to ensure, so far as is reasonably practicable, the health and safety of employees, Freelancers, Contractors, and members of the public. The management systems and practices will ensure that risks are dealt with sensibly, responsibly, and proportionately.

**Organisation:** SFP has involved and will continue to involve employees and their representatives in the preparation of its risk assessments, decisions about appropriate preventative and protective measures and written procedures. To continue to oversee the effective means of communication and consultation through the Health & Safety Committee on each production and development of overlapping individual responsibilities described in Section 2 of this Policy.

**Control:** SFP believes, through its Management Structure, that they have clarified Health & Safety responsibilities to ensure the activities of everyone are well coordinated. Measures are in place to ensure duty holders have the time and resources to discharge their responsibilities, set standards and ensure adequate and appropriate supervision.

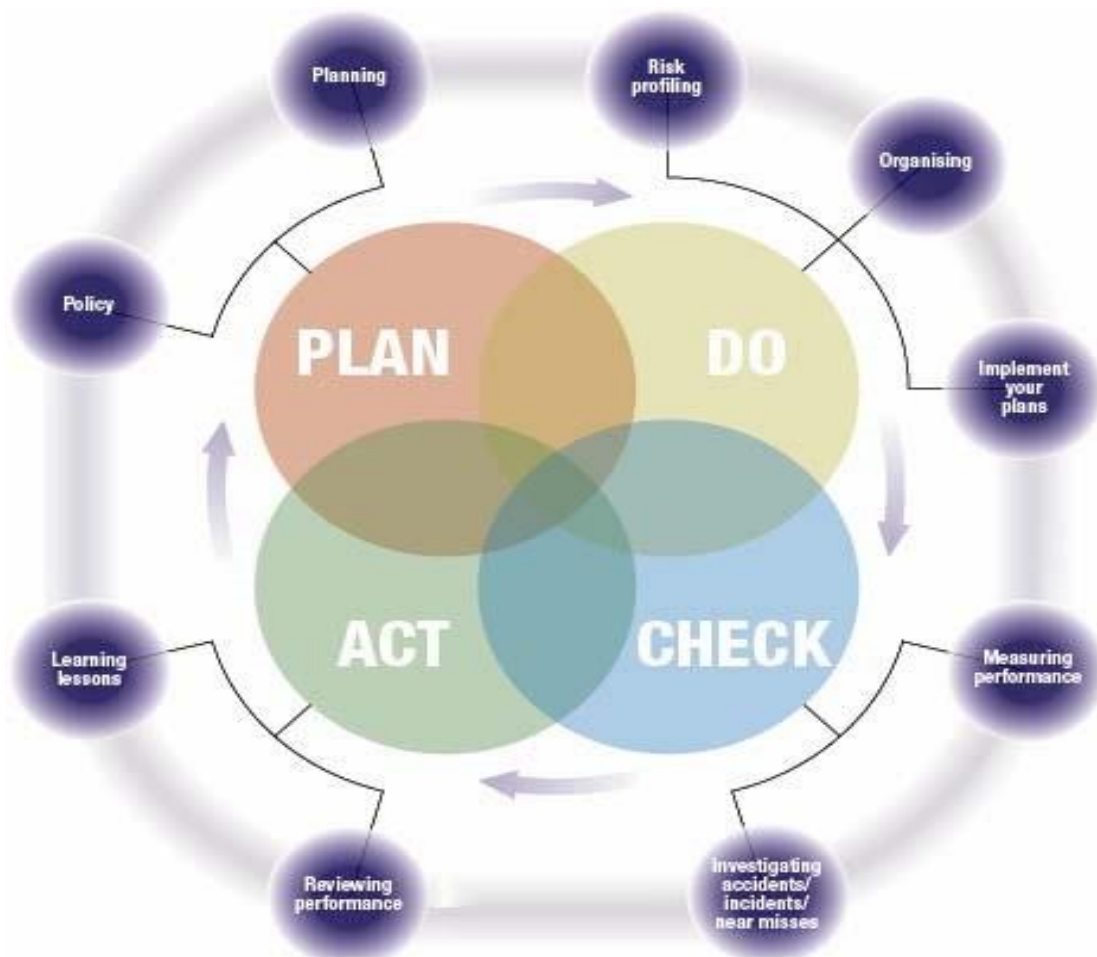
**CHECK:** Monitoring and reporting are vital parts of a positive health and safety culture, and management systems must ensure that both the Producer and Executive Director receive specific (accident reporting) and routine reports on the performance of the health and safety policy.

Monitoring: Active monitoring will be carried out in accordance with the principles set out in the ACOP of the Management of Health and Safety at Work Regulations (Regulation 5).

**ACT:** A formal review of health and safety performance will allow the organisation to establish whether the strong and active leadership, worker involvement, and assessment and review have been embedded in the organisation and if the system is effective in managing risk and protecting people. SFP will review the whole of the Health & Safety Management system, to ensure it remains effective, on an annual basis.

Each Production will have a numbered copy of the policy manual, which must be available to all staff. This can be electronically given to staff with employment contract or access via an organisation hub system.

Where appropriate, reference is made to official guidance literature such as HSE Guidance Notes and Booklets, Approved Codes of Practice, trade association literature and SFP's codes of safe practice/safe systems of work and risk assessments.





### **3.1 ACCIDENT and INCIDENT REPORTING and INVESTIGATION**

Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013

Sonia Friedman Production Ltd continually strives to reduce potential accidents. All accidents, incidents or dangerous occurrences must be recorded. In addition, for the more significant incidents, ensure that the accident is thoroughly investigated to determine the immediate, underlying and root causes.

Each production will undertake the recording of accidents and incidents and then they will be report them back to head office who will use the information to review trends in accidents and Occupational ill health.

Where appropriate the lessons learnt will be communicated to employees to prevent recurrence.

The following definitions will be used:

Accident = an unplanned, undesired event that results in harm, injury, ill health and / or property damage.

Incident/ Near Miss = an undesired event that does not result in harm, ill health, or damage but has the potential to do so.

First Aid Attendance = any situation that involves a First Aider attending and giving treatment.

#### **Procedure:**

All incidents should be recorded on the appropriate form.

#### **Minor Accidents:**

For minor accidents, the Production Company Manager will detail the findings of their investigation on the accident reporting form stating what action has been taken to rectify any hazards.

An immediate inspection of the area and/or equipment will be made noting anything relevant to the accident or incident. (Wet-Dry Floor / Stairs in good condition / Guards in/not in place, if First Aid was administered and by whom and when).

The nominated responsible person for Health and Safety (usually the Production Manager) will make or review any recommendations made, to prevent reoccurrence.

The General Manager will review all accidents to confirm that they are satisfied that sufficient detail has been recorded on the accident form, and any relevant risk assessments have been reviewed.

#### **Major / Significant Accidents:**

Any major injury/accident should immediately be brought to the attention of the Production Manager or General Manager, and/or the Venue Management and then reported to the Executive Team responsible for Health and Safety who will give instructions on the action to be taken.

All accidents resulting in major injuries and/or injuries causing absence of more than seven days will require the HSE to be notified using a Form 2508 (this can be done online at <http://www.hse.gov.uk/riddor>.)

Should the accident be regarded as significant, a detailed investigation will be undertaken, and the appropriate report will be completed, ensuring appropriate witness statements are obtained and evidence gathered on the physical conditions and supporting paperwork such as risk assessments and training records.

Should the Production Manager or General Manager feel that external assistance is required to fully investigate, they should contact the Producer or Executive Directors who will make the decision on the level of investigation required.

All significant accidents will be investigated by the Production Manager or General Manager, with the results of the investigation passed to the Executive Directors within 7 days.

The Executive Team will review the accident confirming that they are satisfied a sufficient investigation has been conducted, recommendations to prevent reoccurrence have been made and relevant risk assessments have been reviewed.

All accidents will be discussed as part of the Executive Directors meetings to ensure actions have been communicated to all relevant staff.

## **RIDDOR**

RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) require employers to notify the HSE of certain incidents (details overleaf). A detailed explanation can be found on the HSE website; here is a brief list to give guidance.

### **Reportable Injury**

The death of any person.

All deaths to workers and non-workers, except for suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

Specified injuries to workers.

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are (regulation 4):

- Fractures, other than to fingers, thumbs, and toes.
- Amputations.
- Any injury likely to lead to permanent loss of sight or reduction in sight.
- Any crush injury to the head or torso causing damage to the brain or internal organs.
- Serious burns (including scalding) which:
  - Covers more than 10% of the body.
  - Causes significant damage to the eyes, respiratory system, or other vital organs.
- Any scalping requiring hospital treatment.
- Any loss of consciousness caused by head injury or asphyxia.
- Any other injury arising from working in an enclosed space which:

- Leads to hypothermia or heat-induced illness.
- Requires resuscitation or admittance to hospital for more than 24 hours.

Further guidance on specified injuries is available.

### **Over-seven-day incapacitation of a worker**

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven-day period does not include the day of the accident but does include weekends and rest days. The report must be made within 15 days of the accident.

### **Over-three-day incapacitation**

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days. This will meet the requirements under the Social Security (Claims and Payments) Regulations 1979.

### **Non-fatal accidents to non-workers (e.g., members of the public)**

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

### **Occupational diseases**

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include (regulations 8 and 9):

- Carpal tunnel syndrome.
- Severe cramp of the hand or forearm.
- Occupational dermatitis.
- Hand-arm vibration syndrome.
- Occupational asthma.
- Tendonitis or tenosynovitis of the hand or forearm.
- Any occupational cancer.
- Any disease attributed to an occupational exposure to a biological agent.

Further guidance on occupational diseases is available.

Specific guidance is also available for:

- Occupational Cancers;
- Diseases Associated with Biological Agents.

## **Dangerous occurrences**

Dangerous occurrences are certain, specified near-miss events. Not all such events require reporting.

There are 27 categories of dangerous occurrences that are relevant to most workplaces, for example:

- The collapse, overturning or failure of load-bearing parts of lifts and lifting equipment.
- Plant or equipment encountering overhead power lines.
- The accidental release of any substance which could cause injury to any person.

Further guidance on these dangerous occurrences is available.

## **3.2 ASBESTOS**

Control of Asbestos Regulations 2012

It is the responsibility of the Venue to inform Sonia Freidman Productions Ltd ('SFP') of any Asbestos within the building that their staff may encounter during the Construction phase get-in and fit-up, the running of the shows and the de-rig of the production.

The Production Manager must request this information as part of the Pre-production Phase meeting. This information must be documented and passed to the Production Company Manager for future records while the production is situated in the venue.

SFP's main office space is a rented area and as such, the management of asbestos falls onto the Owner/Landlord. SFP should be supplied with any information as part of their Tenants Agreement if there is cause for concern with regards to Asbestos.

## **3.3 AUDIT REVIEW**

Management of Health and Safety at Work Regulations 1999 / Managing for Health and Safety HSG65 2013

Reviewing performance allows the organisation to establish whether essential health and safety principles such as effective leadership and management, competence, worker consultation, and involvement, have been embedded in day-to-day risk management.

Audits should be perceived as a positive management tool.

It is seen as good practice to have all SFP shows, especially those that are long running, audited annually to help form an effective business plan for Health and Safety Management.

### **Procedure:**

#### Requirements of the Audit System

To be effective the audit must:

- Be planned and systematic.
- Have full support from the Management Team.
- Have clearly defined objectives.
- Carry sufficient authority within the company.
- Produce clear results.
- Result in action plans being drawn up.

#### Audit Format

- 1) Audits will be scheduled annually.
- 2) The provisional extent and scope of the Audit will be established by the Producer.
- 3) The Audit Team will be appointed.
- 4) An audit plan will be prepared, and the documentation required will be identified.
- 5) The audit will be conducted.
- 6) The main findings presented at a closing meeting.
- 7) The final report will be prepared.
- 8) An action plan will be produced by local Management and the Health and Safety Committee.
- 9) A follow up will be arranged within 12 months after the Audit to verify implementation of corrective actions.

### **3.4 CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015**

The Construction (Design and Management) Regulations 2015 (CDM 2015) apply to all construction projects, including those undertaken in the entertainment industry. A project includes all the planning, design and management tasks associated with construction work. For example, the building, fitting out and taking down of temporary structures for TV, film and theatre productions and live events.

CDM 2015 is not about creating unnecessary bureaucracy. It is about securing the health, safety, and welfare of those carrying out construction work and protecting others who the work may affect, from harm.

This guidance should be read in conjunction with HSE's L153: Managing health and safety in construction.

The Construction (Design and Management) Regulations 2015:

CDM 2015 makes the general duties of the Health and Safety at Work etc Act 1974 more specific. They complement the Management of Health and Safety at Work Regulations 1999 and integrate health and safety into the management of construction projects.

The aim is for construction health and safety considerations to be treated as a normal part of an event/production's management and development, not an afterthought or bolt-on extra. The objective of CDM 2015 is to reduce the risk of harm to those that must build, fit out, use, maintain and take down structures.

The key principles are:

- Eliminate or control risks so far as reasonably practicable.  
(This means balancing the level of risk against the measures needed to control the real risk in terms of money, time, or trouble. However, you do not need to act if it would be grossly disproportionate to the level of risk).
- Ensure work is effectively planned.
- Appoint the right people and organisations at the right time.
- Make sure everyone has the information, instruction, training, and supervision they need to carry out their jobs safely and without damaging health.
- Have systems in place to help parties cooperate and communicate with each other and coordinate their work and
- Consult workers with a view to securing effective health, safety, and welfare measures.

Any actions you take to comply with CDM 2015 should always be proportionate to the risks involved.

CDM 2015 defines a number of roles with different duties within construction projects.

The three main CDM roles are:

- Client,
- Designer and
- Contractor.

For projects involving more than one contractor, the additional roles of principal designer (PD) and principal contractor (PC) are required to plan, manage, monitor and coordinate the work.

These roles and their duties can be integrated into the overall safety management process for an event/production.

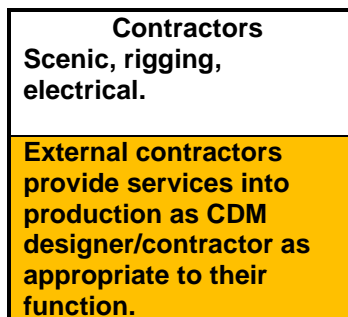
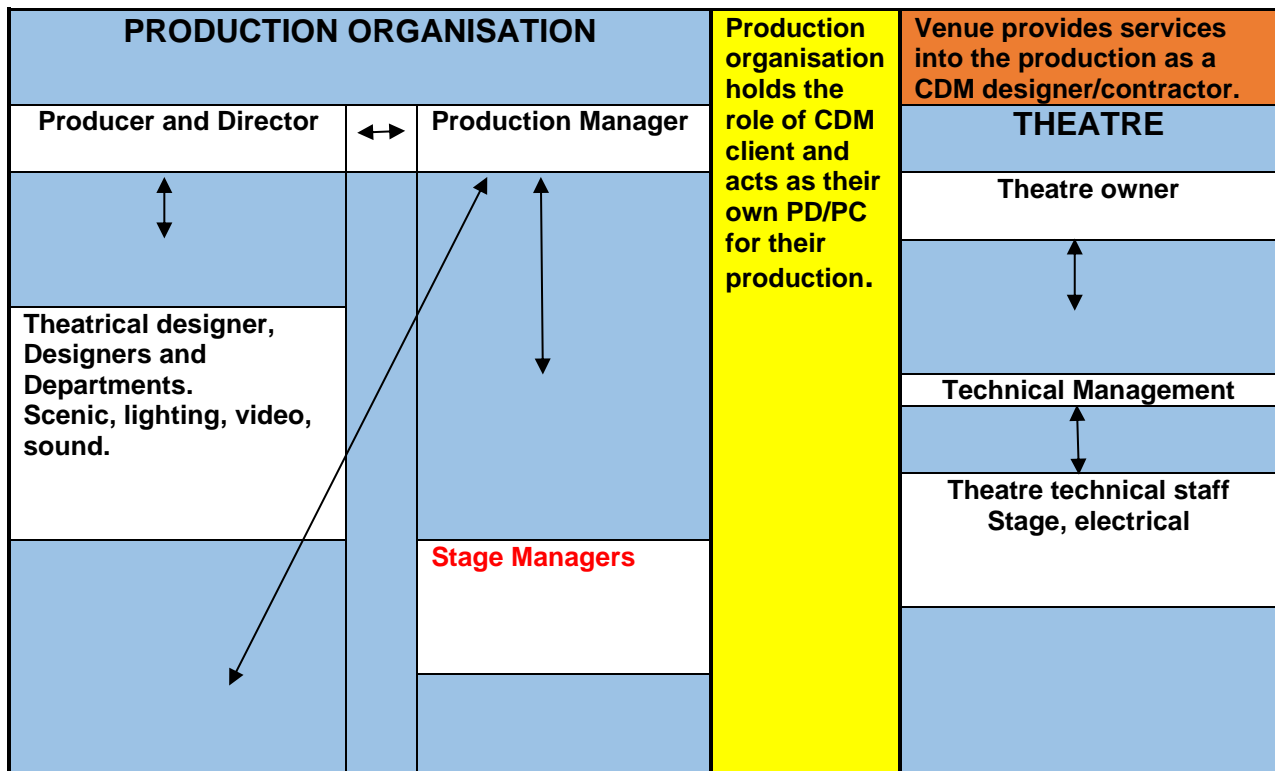
Organisations and/or individuals may hold more than one role. For example, by being both a designer and a contractor.

**Procedure:**

A safety file will be held for each production which will hold;

- Risk Assessments and/or Show Riders.
- Production Risk Assessment.
- Production Method statements.
- Production scheduling, Construction Phase Plan.
- Technical detail on rigging and loadings.
- Electrical inspection under BS 7909.
- Proof of fire rating for set structure, fabric cloths, and props.
- Production inductions – site attendance registers.
- Safety Instructions and Evacuation procedure signed toolbox talks.

**CDM role allocation for a typical touring production taking place at a receiving house.**



**Co-production**

There may be occasions where the venue would jointly hold the role of CDM client. Principal Contractor and Principal Designer with the Production Organisation for a typical theatre co-production.

In either of these situations further advice should be sought before commencement of the project.

For notifiable projects (where planned construction work will last longer than 30 working days and involves more than 20 workers at any one time; or where the work exceeds 500 individual worker days), SFP must:

- Notify HSE in writing with details of the project.
- Ensure a copy of the notification is displayed in the construction site office.

### **3.5 CONSULTATION WITH EMPLOYEES**

Health and Safety at Work, etc ACT 1974 / Health and Safety (Consultation with Employees) Regulations 1996.

Sonia Friedman Production Ltd is committed to consult with employees and their safety representatives, on health, safety and welfare matters in accordance with Section 2 of the Health and Safety at Work, etc Act 1974.

SFP recognises that communication and consultation is paramount in the management of health and safety and the SFP ensures that all issues are fully communicated, and all staff have access to health & safety information via notice boards and communications which are regularly updated.

Each Production will form a Health and Safety Committee (HSC) with Heads of Departments and the Company Manager.

The HSC will meet a minimum quarterly and discuss agenda items producing minutes and action points arising from those meetings. All agreed actions should be allocated to a responsible person with timescales.

Toolbox talks will be used to reinforce the safety message including updates in any changes in regulations, SFP procedures, risk assessments and method statements.

### **3.6 CONTROL OF CONTRACTORS**

Health and Safety at Work, etc Act 1974 / Construction Design and Management (CDM) Regulations 2015

Sonia Friedman Production Ltd recognises the importance of controlling the activities of contractors who may from time to time be required to undertake specialist work at its premises.

The Production Manager and Production Company Manager are responsible for engaging contractors and are expected to:

- Ensure that the contractor has been vetted.
- Take steps to ensure that employees or venues own staff are not exposed to any risks created by the contractor's work; and
- Ensure that contractors are not exposed to any risks from our activities.

#### **Procedure:**

#### **Contractor Vetting pre-production:**

Where practicable the contractors selected will have undergone an approval process ensuring that they can demonstrate good health and safety.

- Policy and Procedures.
- Accident Performance.
- Employee Training Records.
- Plant and Equipment Inspection Procedures.



- Personal Protective Equipment Policy.
- Sub-Contractor Assessment.
- Insurance arrangements.
- Previous work undertaken.

A standard pro forma (Contractor Questionnaire) will be used to collect all relevant data. A copy of the contractor documentation will be kept on file for reference and updated as necessary. Contractor performance will be continually monitored, and any breaches of safety will be dealt with as appropriate.

Depending on the size and nature of the contractor, there are 3 methods of contractor vetting:

- 1) Larger contractor - Contractors that are likely to have 5 or more employees, or undertaking high-risk works (e.g., statutory inspections) should be vetted.
- 2) Medium sized contractor - From time to time, work may be resourced from smaller local contractors who provide a more tailor-made service (or have local knowledge pertaining to the job in hand). These contractors could potentially go through the central vetting procedure, but if this is not possible, at a minimum the contract manager must obtain the following:
  - a) A copy of the health and safety statement/policy from the contractor (if they employ over 5 persons.)
  - b) A copy of the current employment liability and public liability certificate.
  - c) Any applicable risk assessments or safe systems of work pertaining to their overall work (if applicable.)

A record of these documents must be kept on file locally at the venue for auditing purposes.

- 3) Small Contractor - From time to time, individual freelance workers or 'one-man bands' may be employed (for example, specialist contractors with experience in the local operation). In many circumstances these contractors will have worked in the area for several years and fallen outside any contractor management procedures. At the very least, public liability certification must be obtained.

With small and medium contractors, a central document containing references to all certification on file for these contractors must be maintained. In the case of small contractors, a statement from the local venue as to their suitability must be recorded as to why the contractor is selected.

### **Managing Contractors on site:**

The degree of control exercised over contractors will inevitably vary considerably and will largely depend on the nature of the work. However, where practicable, the following points should be considered:

- a) The Production Manager should use the contractor guidance to ensure suitable control of contractors.
- b) Engage contractors who, from previous experience on other productions and have demonstrated good health and safety performance.

- c) Establish if the Production Manager or Production Company Manager has overall responsibility for health and safety.
- d) Appoint a HOD to liaise with the contractor's employees whilst they are on site, to ensure that the Company's' Health and Safety policy is being fulfilled.
- e) Make sure the contractors are register when entering the Venue.
- f) Ensure that contractors' activities are periodically monitored.

### **Contractor Induction**

All contractors must receive an appropriate site induction. This should encompass the following elements:

- 1) Signing in and out procedures.
- 2) Onsite communications (including who is the contract supervisor.)
- 3) Details of any site-specific permits (e.g., Working at Height, Hot Works.)
- 4) Details of any dangerous areas (including Asbestos and site-specific risks.)
- 5) Evacuation Procedure.
- 6) Accident and Incident reporting.
- 7) Public Area Working Procedures.
- 8) Waste Disposal and Site Management Procedures.

### **Permits to Work**

There are several areas of work that require permission or permits to work. In general, these will be discussed prior to arrival on site. When arranging contractors, show commitments must be considered to both limit impact operations of the production and the venue, and to ensure that work can be completed in a timely and safe manner.

Permits must be obtained prior to the following works (each venue may have different ones):

- a) Confined Spaces.
- b) High Voltage.
- c) Work at Height.
- d) Roof Access.
- e) Hot Works. (Welding/cutting)

The above permits all include a sign on and off procedure to ensure the safe compliance. Each permit sheet contains the relevant safe systems of work, PPE requirements and any checklist relevant for the permit. Each venue will manage these on behalf of SFP, but in the event a venue does not undertake this, SFP must be preprepared to arrange for a Permit to Work to be completed.

All work at the SFP Office will be managed by the landlord, who will be responsible for the management of contractors, Permits-to-work, and vetting.

### **Other Visitors**

All persons visiting the theatres, who receive authorisation to go on stage during a fit-up and build phase, must be initially accompanied, and informed of SFP's rules affecting their Health and Safety.

## **Public Safety**

At all times, members of the public will be safeguarded and SFP will take reasonably practicable steps to ensure their health and safety during the conduct of its undertakings. SFP will make ensure that any activities or technical operations do not and cannot cause harm to the public.

### **Temporary Workers on fixed duration Indirect Contracts**

SFP will provide the temporary worker's employer with information about any special occupational qualifications or skills required to carry out the work safely and whether the job is subject to statutory health surveillance.

### **Venues:**

The Management of Health and Safety at Work Regulations apply when theatres are hired by external producers. Where the activities of different employers and self-employed share the workplace they need to co-operate to meet their respective obligations.

SFP will on occasion use staff employed by Theatres e.g., stage crew, follow spot operators, carpenters, and electricians. It is therefore essential that SFP will affords the same level of protection, irrespective of the persons in control.

The SFP will request a copy of the Venue's Health and Safety Policy.

The SFP must provide a copy of the show Risk Assessment together with any drawings, designs, and calculations relevant to the building of the production, prior to the first public performance.

## **3.7 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH**

Control of Substances Hazardous to Health Regulations (COSHH) 2002 as amended

The CoSHH Regulations ensure that the employer continues to review the hazardous substances used within the workplace and, wherever possible, eliminate, reduce, or substitute harmful substances with those less harmful.

SFP will ensure that all substances with the potential to cause injury to health for use within the workplace will have up-to-date information available and that information will be communicated to all those employees likely to be affected using the substance.

All HODs will ensure that all processes under their control have been adequately assessed and any control measures identified are properly implemented, maintained, and periodically reviewed.

The key areas which are covered in COSHH are.

- Legionella
- Dust and fumes
- Chemicals substances.

### **Procedure:**

A Material Safety Data Sheet (MSDS) will be requested from the supplier for each substance purchased. These will be kept either in a paper or an electronic file.

An inventory of all substances used will be created and maintained, each being allocated an internal reference number. Each production must have an inventory list, this can be as a whole or each department.

Substances will always be kept in labelled containers even when decanted.

All substances identified as hazardous to health under the CoSHH regulations will be assessed and evaluated for risk.

The assessment will be conducted on a standard CoSHH Assessment form (Appendix D) and will identify the:

- Substance name.
- Persons likely to be affected by the substance.
- Risk to health.
- Control measures including information, instruction, and training.

At each point of storage and as close to the point of usage as practical there should be:

- An inventory of products stored in the cabinet or cupboard.
- A copy of the Safety Data Sheet.
- A copy of the CoSHH Assessment.

First Aiders should familiarise themselves with the location of the CoSHH Folders.

Where users of hazardous substances are identified as requiring health surveillance, SFP, where appropriate, will arrange a health surveillance programme to comply with its legal requirements.

**Examples of the effects of hazardous substances include:**

- Skin irritation, dermatitis or burns because of skin contact.
- Asthma because of developing an allergy to substances used at work.
- Losing consciousness because of being overcome by toxic fumes.
- Cancer, which may appear long after exposure to the chemical that caused it.
- Infection from bacteria and other microorganisms (biological agents).

**Examples of when you may come across hazardous substances include:**

- Substances used directly in work activities (adhesives, paints, cleaning agents)
- Substances generated during work activities (fumes from soldering / welding, sanding, and grinding)
- Naturally occurring substances (wood dust)
- Biological agents such as bacteria and other micro-organisms (contaminated water if using water effects in a show like rain curtains)

The Production Manager and Production Company Manager will prohibit the use of any hazardous substance unless the Risk Assessment can justify its use and appropriate controls are in place to prevent the risk of harm.

**Implement control measures.**

Control measures must be considered carefully, and no measures, however practical, can work unless they are used properly.

The hierarchy of the priority control measures for COSHH is outlined below and should be considered when completing your COSHH risk assessment.

1. Eliminate the use of a harmful product or substance and use a safer one
2. Use a safer form of the product e.g., paste rather than powder
3. Change the process to emit less of the substance
4. Enclose the process so that the product does not escape
5. Extract emissions of the substance near the source
6. Have as few workers in harm's way as possible
7. Provide personal protective equipment (PPE) such as gloves, coveralls, and a respirator. PPE must fit the wearer.

If elimination or substitution for a less hazardous material is not possible then control measures other than personal protective equipment (P.P.E.) will be sought.

However, P.P.E. may be necessary as an interim measure whilst other control measures are being developed, or to supplement engineering controls.

P.P.E. will only be the principal control measure if other controls are not reasonably practicable.

P.P.E. is to be carefully selected to ensure it offers adequate protection. (Refer to section P.P.E.)

### **Dust and Fumes**

#### **Exposure by breathing in gases, fumes, mist, or dust:**

Some substances can attack the nose, throat, or lungs while others get into the body through the lungs and harm other parts of the body such as the liver.

#### **Exposure to the eyes:**

Some vapours, gases and dusts are irritating to eyes.

### **Processes:**

CoSHH Assessments should not be limited to substances labelled as hazardous. HOD's should identify any processes which may cause harm to health, assess risk, and adopt appropriate control measures.

Example of processes may include wood dust from sawing and sanding, fumes from soldering or welding, gases used for atmospheric effects, Hairspray and other chemicals used in the Wigs and Wardrobe work.

## **3.8 DISPLAY SCREEN EQUIPMENT**

Health and Safety (Display Screen Equipment) Regulations 1992 (as amended)

THE DSE regulations and supporting guidance (L26) are designed to eliminate or minimise risk associated with the use of display screen equipment (DSE) such as musculoskeletal disorders (repetitive strain injury or RSI, visual fatigue, and mental stress).

Regulation definitions: -

- "Display screen equipment" means any alpha numeric or graphic display screen regardless of the display process involved.
- "User" means an employee who habitually uses display screen equipment as a significant part of his / her normal work (daily, for continuous periods of an hour or more.)

- “Workstation” means an assembly comprising: DSE, any optional accessories to the DSE, any disk drive, modem, printer, document holder, work chair, work desk, work surface, or other item peripheral to the DSE, and the immediate work environment around the DSE.

### **Scope of the Display Screen Regulations (DSE):**

The DSE regulations set the standards for the following:

1. Analysis of workstations to assess and reduce risks.
2. Requirements for Workstations.
3. Daily Work Routine of Users.
4. Eyes and Eyesight testing arrangements.
5. Provision of training and information.

For productions the focus will be on work areas, such as DSM positions, lighting and sound control, the Wigs and Wardrobe environments.

For DSM, Lighting and Sound the aspect is seating, space, and general environment such as temperature and noise. For Wigs and Wardrobe, it is about seating, tables, and lighting. If their tasks require intricate needle work or standing for periods of time to dress a wig.

For example, a Deputy Stage Manager could encounter many DSE-associated hazards during their working day.

- The seat
- The design of the desk,
- Low lighting levels
- Their environment can be busy, noisy and, at times, hot.
- Space in the working environment

In the technical area, the Lighting and sound staff spend a lot of time looking at monitors or computer screens while either seated or standing at their relevant consoles to operate the shows or program them.

General Hazards.

- Lighting may be causing glare on the screen.
- Seating is not suitably set up.
- Keyboards, mouse, and screen that aren't set up in the correct space or distance due to space.
- Posture due to length of time working, using phones, bacterial spread due to different persons using equipment.

### **Procedure:**

SFP will ensure that all workstations comply with the legislation and that all users are subject to a DSE risk assessment.

A user is defined as anyone who uses D.S.E. more than approximately one hour continuously each

day.

All employees who use D.S.E. will be required to undertake an annual self-assessment.

The assessment will be reviewed by a competent (trained) person who will make suitable adjustments or seek additional advice from a specialist source.

If any risk is highlighted by the assessment, it should be reduced to the greatest extent that is “reasonably practicable.”

Employees must ensure they actively control their working activities and ensure they do not use the DSE equipment for excessive periods without a change in posture, a rest break, or a change of activity to prevent fatigue and to vary visual and mental demands.

Employees who have been identified on the assessment as “users” are entitled to have an eyesight test at the expense of SFP if requested.

If the tests indicate that special corrective appliances are required by the user, then SFP will meet the cost of a basic appliance. “Special corrective appliances” are spectacles or contact lenses designed specifically to correct vision defects at the normal display screen viewing distance.

Before any person becomes a user, they should be provided with appropriate health and safety training in the use of the workstation. Also, training should be provided when there is any substantial modification to the workstation. “Users” should be instructed to promptly report any symptoms they may develop in their upper limbs or eyes, so that medical advice can be sought before symptoms progress.

### **3.9 DRUGS and ALCOHOL**

Alcohol and drug abuse damages health and causes absenteeism and reduced productivity. Both forms of abuse can lead to serious accidents particularly when working at height or driving a vehicle.

Sonia Freidman Production Ltd has a policy of zero tolerance regarding alcohol and non-prescription drugs.

This is particularly relevant in the use of company vehicles and equipment but refers equally to consumption on the premises and in the workplace.

Non-compliance with these requirements may lead to instant dismissal and anyone deemed to be under the influence of alcohol and/or non-prescription drugs on arrival at work will be sent home without pay.

A separate Company policy will detail the procedure to follow in the case of suspected drug or alcohol abuse.

### **3.10 ELECTRICAL SAFETY**

Electricity at Work Regulations 1989

The purpose of these regulations is to require precautions to be taken against the risk of death or personal injury from electricity in work activities.

Sonia Friedman Production Ltd will ensure that the Electricity at Work Regulations are complied with, in respect of the electrical system installed at all locations and portable electrical apparatus.

**Procedure:**

All fixed wiring inspections and tests will be carried out by the venue who will use a qualified electrician at suitable intervals to ensure the safety and integrity of the installation.

Each Venue will keep a register of all examinations, tests and any necessary repairs carried out on installation, SFP may request proof of this before the Production is installed into the venue. The Production Manager will need information with regards to Fixed Wiring supplies for the Lighting, Sound and Automation distribution for the production.

BS 7671 is concerned with 'electrical installations. It calls any assembly of electrical equipment an 'installation', whether temporary or permanent. If it is temporary, it is designed for a particular purpose and will be removed when no longer required for that purpose. That purpose may be a one-off gig, a theatre production, or a summer festival. There is no defined period of how long temporary may be. It is better to consider it as not being permanent.

BS 7909 applies to systems of a 'plug and play' nature, where all the distribution equipment and cables are ready made and the whole system can (largely) be assembled without the use of tools.

**Temporary Electrical Installation BS 7909-**

BS 7909 requires productions to design their systems in accordance with the Wiring Regulations, i.e., to ensure systems work effectively and protect against the risks of shock and fire. A focus is on management of the production and its requirements of the Management of Health and Safety at Work Regulations 1999. It requires the Production Manager to appoint someone electrically competent to oversee the electrical system. This will be a Head of Lighting, or Senior Production Lighting Person. Under BS 7909, this person is called the 'Senior Person Responsible' (SPR).

The testing needs to be completed before the system is handed over to the rest of an event crew for general use and the test results noted. The certification would normally be completed when everything is operational and the SPR has satisfied himself that the system is safe and works effectively.

Temporary systems need re-testing and re-certification (or amended certificates) when substantial changes in the distribution occur. Each event is different, but examples may be:

- New locations – each time a system is put together in a new location or venue.
- Significant additions of equipment, e.g., a new multiple channel dimmer and lighting circuits or a dining bus, rather than a couple of individual light fittings or an extension lead to power a kettle. Changes of supply – e.g., going from using a building or venue supply.
- Damage or interference to the equipment, including unforeseen environmental effects (flood, fire etc).

**PAT Testing**

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 using Portable Appliance Testing in line with the HSE guidance INDG 236 (Rev 3) 2013 and HSG107 (3<sup>RD</sup> Edition) and Appendix F for frequency and type of test.



Main considerations will be:

1. Selection and procurement – suitable and sufficient for the task, tested and logged onto the local inventory system.
2. Hired and leased equipment – ensure that records are available for equipment brought in or hired to the Production.
3. Equipment out of service date – clear local procedure and understanding of the action to be taken.
4. User checks – the user is responsible for visually checking equipment before use, and for reporting any visual defects or operational faults found.

#### Personal Chargers and Equipment (E.G. Mobile Phones/Laptops)

It is vitally important that any low voltage equipment for personal use is safe to use. A simple visual check prior to use is sufficient, along with adhering to some key pointers.

##### 1. Plug Pins

- Check that there is at least 9.5 mm between the edge of the pins and the edge of the charger (9.5 mm is about the width of a ballpoint pen). If the distance between the edge of the pins and the edge of the charger is less than 9.5 mm, there is a risk of electric shock when plugging in and unplugging the charger from a socket.
- Plug the charger into a socket but don't switch it on or connect it to your appliance.
- Does it plug in easily? If the charger does not easily plug into a socket, the pins may be the wrong size or length, or the distance between the pins may be wrong. If pins do not fit properly into the socket, overheating, arcing and mechanical damage can occur to both the socket and the charger, which can be dangerous.

##### 2. Markings

- Look for a manufacturer's brand name or logo, model, and batch number.
- Check for a CE mark.
- Check that the output voltage and current ratings marked on the charger and your electrical device are the same.
- Do not rely on a CE mark alone as a guarantee of safety – it is simply a declaration by the manufacturer that the product meets all the safety requirements of European law, but they can be easily forged.

##### 3. Warnings and instructions

- Adequate warnings and instructions must be provided. As a minimum, user instructions should provide information on conditions and limitations of use, how to operate the charger safely, basic electrical safety guidance and details of how to safely dispose of the charger when it is no longer required.

##### Training

- Inspections and Tests will be carried out by a qualified electrician (usually a contractor).
- Portable Appliance Testing will be conducted by an authorised, trained, and competent person.
- Staff will be advised of the risks of working with or near electrical equipment at their induction.

### 3.11 ENVIRONMENTAL PROTECTION

The organisation strives to be environmentally friendly and recognises its environmental responsibilities and will encourage its staff to ensure we minimise the impact we have on the environment.

Our Environmental aims:

- To reduce the use of energy (gas and electricity), water and other natural and raw materials, ensuring all usage is as efficient as possible.
- To reduce pollution and waste by reusing and recycling as much as possible.
- To reduce all SFP Production's carbon footprint.
- To monitor and measure our actions and continually improve our working practices.
- To raise awareness and to encourage and support staff with new initiatives.
- To benchmark our actions and achievements against industry standards where available.

### 3.12 FIRE and EMERGENCY PROCEDURES

Regulatory Reform (Fire Safety) Order 2005

To meet the requirements of the Regulatory Reform (Fire Safety) Order 2005, SFP must adhere to any venue rules and requirements. They will ensure the means of escape are kept clear, fire detection is not covered or disabled without due diligence, warning systems and fire-fighting equipment are not blocked or miss used.

The Fire safety risk assessment for theatres, cinemas and similar premises will also be used for guidance on managing fire safety within the theatre environment.

#### **Procedure:**

Each venue will have their own Fire Risk Assessments. The venue will have a fully operational automatic fire-fighting systems including sprinklers and fire extinguishers.

Each Production will have general fire precautions, including storage of flammable liquids and combustible materials which will conform to the Production Risk Assessment and Method Statement to reduce the risk from fire.

Each production will require a venue induction from venue management where fire emergency plans and evacuation routes must be communicated.

Venues will usually hold weekly Fire Alarms tests. This may affect the production operations and should be discussed with the Company Manager.

The Production should make sure all staff will be trained annually in Fire Awareness, fire safety and the evacuation process. Most venues will usually practise an Emergency Evacuation at least twice a year.

SFP's main office will have its own evacuation plan in place and will annually practice the evacuation process with all office staff.

All Fire detection and suppression systems and equipment in the main office will be the responsibility of the Landlord to maintain and inspect.

### **Fire Retardancy**

It is SFP policy to retain retardancy certification on purchasing new stock, and when old stock is untraceable, our policy is to carry out retardancy works to provide certification to keep on file for each production.

Occasional use materials of unknown origin will be subject to flame retardant treatment, in accordance with the retardancy product manufacturer's instructions. This should be part of the CDM 2015 Health and safety File that is created during the Construction phase.

### **3.13 FIREARMS and WEAPONS PROCEDURES**

Entertainment Information Sheet No 1 (Rev 1)

There are also legal requirements concerning the health, safety, and welfare of those involved in the use of firearms and weapons in film, TV and theatre. These are the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 as amended, (the Management Regulations).

#### **Definitions:**

For the purposes of this guidance, the following terms are used:

- Firearm(s) includes live weapons, air weapons, blank firing weapons, imitation firearms, replica firearms and deactivated firearms.
- Weapon includes any object which is designed for the purpose of inflicting bodily harm such as crossbows, catapults, any sharp-edged instruments used in a fight sequence (swords and knives) or martial arts weapons (such as rice flails) and batons, battering rams, swords, spears, longbows. This guidance also covers articles such as replica weapons and props which are not designed specifically for the purpose of inflicting bodily harm, but which may pose such a risk when used as a weapon.
- weapons expert or competent person is someone who has the necessary knowledge, experience, and training to advise on the use of the weapon. These may include armourers, sword masters, fight arrangers or martial arts experts.
- 

#### **Responsibilities:**

It is the producer who has overall control of the production and who must make sure that there are arrangements to:

- coordinate safety.
- direct action sequences safely.

- exchange information with others including the person in control of the weapon and other contractors, premises managers, freelancers and the self-employed.

The producer should make sure that the person directing the action:

- is competent.
- has assessed the risks of the sequence to be filmed and agreed any controls needed with the stunt coordinator, the weapons expert, the actors and the crew (as appropriate).
- knows which filming methods to use to reduce the risk to people involved (using correct lens, angles and camera height).
- has scheduled time for rehearsals, safety briefings and reassessment of the hazards and risks if any changes are proposed.

The producer should make sure that the person in control of any weapon:

- is competent and holds the necessary licences.
- is provided with adequate information about the sequence to be recorded.
- has provided a written assessment of the risks and identified the controls needed; and
- has agreed to specify and/or supply the protective measures identified in the assessment.

The producer should also make sure that:

- the controls identified in the assessment are put in place and communicated to those who may be affected.
- there is cooperation and communication with the owners of the premises or location being used.
- there are adequate arrangements for emergencies.

### **Competence:**

The person in control of weapons in the production must be competent. The level of expertise required will depend on the weapon to be used and the circumstances. Advice may be sought from:

- an armourer.
- a sword master.
- a fight director.
- stunt coordinator, (see the Joint Industry Stunt Committee (JISC) register for details of required qualifications/experience);
- props wrangler or stage manager.

## **3.14 FIRST AID**

Health and Safety (First Aid) Regulations 1981

The Health and Safety (First Aid) regulations set out the essential aspects of first aid that employers must address.

The definition of "first aid" is.

- Treatment for the purpose of preserving life and minimising the consequences of injury and illness until help is obtained from a medical practitioner or nurse.
- Treatment of minor injuries which would otherwise receive no treatment, or which do not need treatment by a medical practitioner or nurse.

**Procedure:**

SFP will ensure that First Aid facilities are provided on all productions in accordance with practical guidance set out in the Approved Code of Practice (L74 - 2013).

The venues will also provide First Aid care too, but this should be as an extra on top of the production's own care.

Each production will undertake a site specific First Aid Needs Analysis / Risk Assessment which will indicate the number and location of first aid stations, together with numbers of trained staff and the level of training required for each Production.

Provision will be made for easily identifiable first aid stations where suitable and sufficient equipment will be housed e.g. First Aid boxes and/or other emergency equipment e.g., Eye wash stations. They should not contain medication of any kind. Standard positioning is either side of the stage, or one on stage and one with Productions Company Manager.

The ACOP recommends the provision of at least one suitably trained First Aider for every 50 employees, however this figure is only a guide, and the actual number will depend on the degree of hazard in the working environment. SFP expects each production to have access to at least two persons who are trained in first aid and on duty ensuring provision is made to cover sick leave, holidays, and overtime. The appointed First Aider must have undertaken training and obtained qualifications and must undergo the necessary refresher training.

First Aid provisions will depend upon the hazards and risks identified in each work area; this will also be designated as two boxes.

First Aid kits will be inspected monthly to ensure that all first aid kits are kept clean and adequately stocked.

Checks will be recorded and signed by the person responsible.

All employees are to be informed of the First Aid arrangements, as part of their induction, including location of equipment and personnel.

SFP's main office will have at least one first aider available and this person will only require, as a minimum, an Emergency First aid training level. The main office will also have a single First aid box suitable to treat up to 10 persons, and this box will be the responsibility of the first aider to monitor stock levels and replace stock when required.

**Automated External Defibrillators (AEDs)**

Where AEDs are provided at the venue, they will ensure that an appropriate number of staff are trained in the use of AEDs.

### 3.15 HIRING OF REHEARSAL SPACES

Sonia Friedman Productions Ltd will hire spaces to undertake their production rehearsals. When doing so SFP will request copies of Health and safety documentation from the organisations who are hiring those space.

The documentation will be the hire rules, induction information, especially with regards to emergency procedures. Access and egress routes and capacity numbers, welfare facilities.

SFP will request in advance any information of possible hazards that may cause harm to their employees, such as presence of asbestos.

SFP may also request prove of electrical safety, Water management such as Legionella sampling and that the fire detection system is being tested.

SFP will either supply a trained emergency first aider and first aid box or will arrange for this support from the hire space.

SFP will supply all persons who require to attend these premises for work, information of nearest transport routes and recommendation with regards to the safety pf the area.

If using large props or set pieces, SFP will arrange for a full risk assessment to be created for the rehearsals process.

All large props and set items must be suitably made and structurally sound, if support or weighting is required this must be planned and supplied.

All electrical equipment to be used at a rehearsal space must be up to date with its Portable appliance testing and be safe to use.

### 3.16 INSPECTIONS, MONITORING & REVIEW

Sonia Friedman Productions Ltd will carry out regular workplace inspections to assist with the measurement of health and safety performance and meet its commitment to attain high standards within the Productions.

#### **Procedure:**

The Production inspections will be departmental and some like automation are requirements from the manufacture/supplier or as part of compliance for PUWER or LOLER.

#### **Safety Inspections**

- Automation – Weekly.
- Stage Management (Trucks, props, and Set Structure) - Weekly
- LOLER and PUWER (Automation and Rigging) – Quarterly.

Areas of inspection would be guided by any specific factors that may have been brought to the attention of management by:

- Health and Safety Committee.
- Show Reports.
- Near Miss / Incident reports.
- Accident investigation follow- up.
- Reported to Manufacture/supplier.

### **Health and Safety Policy Review**

The policy will be reviewed annually, considering any changes or updates of legislation, best practices, industry guidance plus feedback from audits and inspections.

### **3.17 LEGIONNAIRES DISEASE**

Health and Safety at Work, etc Act 1974 / Control of Substances Hazardous to Health Regulations (COSHH) 2002 as amended

Legionella is an airborne bacterium and is found in a variety of water sources which produces a form of pneumonia caused by the bacteria penetrating to the alveoli in the lungs.

The HSE Approved Code of Practice (ACOP) L8 covers the requirements of where plant is at risk of the development of legionella exists.

Legionella bacteria may contaminate and grow in water systems such as hot and cold-water services and showers.

Venues are responsible for the management of the water systems. A logbook will be kept, recording checks to ensure the control measures are effective. In most cases actions will be managed by a contractor appointed as the competent person.

SFP's main office's water management systems will be the responsibility of the Landlord.

### **3.18 LIFTING EQUIPMENT**

Lifting Operations and Lifting Equipment Regulations (LOLER) 1998

Lifting equipment includes any equipment used at work for lifting and lowering loads.

The regulations cover a wide range of equipment including cranes, forklift trucks, lifts, hoists, and mobile elevating platforms.

Lifting equipment includes any equipment used at work for lifting and lowering loads, such as chain hoists, counterweight systems or even hemp sets. It can also cover stage lifts, orchestra lifts and some dock doors.

Sonia Friedman Productions Ltd accepts its responsibilities for ensuring that all lifting machinery and equipment is maintained regularly by a competent person and records will be kept in accordance with the Lifting Operations and Lifting Equipment Regulations 1998.

This will cover the build phase of the production and continue with regards to the shows and inspections of any Hoist or Automation moving parts and lifts.

**Procedure:**

Any SFP-owned equipment will be tested and inspected in accordance with the relevant statutory examination for lifting equipment and associated attachments / tackle as required by the regulations and a record of thorough examination will be kept.

The Production when hiring in equipment will be responsible for ensuring that it is certified and tested, and this testing and certification is continued throughout the period of the production at the venue.

The Production will ensure that the equipment is the subject of a “Declaration of Conformity” and is CE marked. The requirement for a “Declaration of conformity” is not retrospective but does apply to all new equipment.

A detailed and thorough examination of lifting equipment and safety-critical parts must be carried out at specified intervals by the Competent Person, who must then complete a written report. These examinations must be carried out before use for the first time, after assembly and before use at each location, and regularly, while in service, as follows:

- 6 months for lifting equipment and any associated accessories used to lift people.
- 6 months for all lifting accessories
- 12 months for all other lifting equipment

All persons installing the equipment during the build phase of the production will be qualified and skilled to undertake the task and well undertake a complete hand over to the production, including safety features and operation.

Training is to include operator checks and instruction on what to do in the event of faulty equipment.

All personnel who use lifting equipment will be adequately trained in the use of that equipment. It is the duty of all employees to correctly use such equipment in accordance with the instruction and training that has been given.

### **3.19 LONE WORKING**

The HSE guidance defines lone workers as those who “work by themselves without close or direct supervision” and for this may include any of the following.

- Working in areas where only one person is present, e.g., workshops.
- People who work outside normal hours.
- Working in isolated areas, e.g.: roof voids and grid or substage areas.

SFP recognises its responsibility to ensure all employees are not put at risk of injury while at work including lone workers.



**Procedure:**

All potential Lone Working situations will be identified, with in venues this could be in a roof void.

A risk assessment will be carried out on all employees who are likely to work alone within the venue. Radios will be used as the first point; mobile phones will be a back-up.

**3.20 MANUAL HANDLING**

Manual Handling Regulations 1992

The Regulations apply to the manual handling (any transporting or supporting) of loads where human effort is involved including lifting, putting down, pushing, pulling, carrying, or moving.

Sonia Friedman Productions Ltd recognises the importance of developing and maintaining arrangements for preventing, as far as reasonably practicable, injury from handling heavy or awkward loads.

There is a clear hierarchy of measures:

- Avoid hazardous manual handling operations as far as reasonably practicable.
- Assess any hazardous manual handling operations that cannot be avoided, and
- Reduce the risk of injury so far as is reasonably practicable.

**Procedure:**

The Production Manager or Health and Safety representative creating the Production Risk Assessment is expected to conduct a Manual Handling risk assessment to identify what action may be required to prevent injury from manual handling operations and what training may be appropriate.

Movement of set and set trucks will be designed and built to make sure ergonomic and ease of movement is incorporated within the process. All aspects must prevent possible injury or long-term issues from the process such as back pains (due to stooping to move a set truck). This process will be part of the design and build phase under the CDM 2015 regulations.

An assessment will be made using the following guidance:

**The Task**

Can the task be avoided?

Can mechanical aids be used such as trolleys, trucks, or conveyors?

Is PPE required and available?

Can the task be changed to prevent bending, twisting, stretching, carrying distance, and frequency?

Can the job be rotated to avoid repetition, are rest periods possible?

Can handles be provided, and sharp edges avoided?

### **The Individual**

Has allowance been made for the individuals carrying out the task?

Is instruction or training required?

Is there a review of accidents and ill health records to identify any trends in absence because of handling?

### **The Load**

What is the weight of the load?

Can the load be improved by reducing the size, the weight, the portability?

### **The Environment**

Can the working area be improved by widening walkways, removing obstructions, keeping floors clean and free from slips and trip hazards?

Is the lighting adequate, and is the working temperature comfortable?

Where practicable SFP will take the following actions:

- To avoid the manual handling activity.
- To introduce automation or mechanical aids.
- To introduce smaller or lighter loads.
- To alter the system of work to reduce the frequency of manual effort where movements are required.
- To consider use of personal protective equipment.

All employees will be required to:

- Follow all safe systems of work and use the handling aids provided.
- Not take on handling tasks where excessive twisting, stretching, or stooping is involved.
- Report any work activity that may give rise to manual handling problems or any mechanised handling aid shortcomings.
- All employees will receive training in manual handling techniques and refreshed periodically in line with the Training Needs Analysis.

No member of staff should attempt to carry out any manual handling operation beyond their own individual capabilities.

## **3.21 NEW and EXPECTANT MOTHERS**

The new and expectant mothers' regulations are designed to ensure a mother and her unborn child are protected from unwanted hazards within the workplace, (during pregnancy and one year following birth, miscarriage or still birth) therefore, when a manager receives the written notification from the

employee, they must conduct a specific risk assessment with the employee as soon as practicable. The assessment must consider any advice provided by the employee's GP or Midwife regarding their health.

**Procedure:**

A risk assessment will be carried out jointly by the Production Company Manager and the pregnant member of staff.

Each section of the risk assessment form will be discussed with the pregnant worker to identify:

- Is she at risk? Yes / No (i.e., will continuation of that task endanger her or the child)
- If the answer is **yes**, agree with the member of staff measures that should be taken to safeguard the employee, and how soon they should be implemented. Always consider any control measures already in place.
- Add any relevant comments.
- Manager and Employee to sign to agree all actions.
- Arrange review dates. These should be throughout the pregnancy and upon return to work (remembering the employee is protected up to one year from birth or miscarriage.)

If any risks are identified action will be taken to remove, reduce or control the risk.

If the risk cannot be removed the Production Company Manager should consult with the General Manager for advice on the following:

- **Action 1**  
Temporarily adjust working conditions and/or hours of work; or if that is not possible.
- **Action 2**  
Offer suitable alternative work (at the same rate of pay) if available; or if that is not feasible.
- **Action 3**  
Suspend from work on paid leave for as long as necessary to protect their health and safety and that of their child.

**Night Working**

Where a new or expectant mother works at night or late unsocial hours and has been issued with a certificate from a registered Doctor or Midwife stating that night work would affect the health and safety of them or that of the child, suitable alternative daytime work must be offered, or the person should be suspended, if no suitable alternative employment can be found.

**Rest Facilities and Working Conditions**

Suitable facilities for the welfare of new and expectant mothers must be provided; this includes arrangements for an employee who returns to work following her allotted maternity leave who may be continuing with breast feeding and needs to express milk during the working day e.g., a private rest area (see below) and a clean, lockable container to enable her to store her milk which then must be kept in a fridge.

New and expectant mothers who do not receive sufficient rest are in danger of putting both their unborn child and them at risk. These rest facilities should be conveniently situated in relation to sanitary facilities and, where possible, include the facility to lie down. This may be a 'medical room' or a staff / rest room.

When considering working arrangements for pregnant and breast-feeding employees, the Company Manager will need to consider aspects of pregnancy such as morning sickness, varicose veins, increasing size, backache, haemorrhoids, frequent visits to the toilet, tiredness, balance, comfort, dexterity, agility, coordination, speed of movement and reach, etc. that may affect the work which the employee undertakes.

### 3.22 NOISE

Noise at Work Regulations 2005

Prolonged exposure to high noise levels can cause serious and irreversible hearing damage.

The Noise at Work Regulations require employers to prevent or reduce risks to health and safety from exposure to noise at work. The company recognises its duty to reduce the risk of hearing damage to the lowest level reasonably practicable and comply with the provisions of the regulations and the guidance issued in HSG260 "Sound Advice."

Noise which is defined as unwanted sound can emanate from equipment, people and entertainment sources and is measured in decibels often expressed as dB (A).

The regulations require specific action to be taken at certain action levels:

Lower exposure action level

- daily or weekly exposure of 80 dB (A)
- peak sound pressure of 135 dB.

Upper exposure limit

- daily or weekly exposure of 85 dB (A)
- peak sound pressure of 137 dB.

Exposure limit value

- daily or weekly exposure of 87 dB (A)
- peak sound pressure of 140 dB.

The table below gives an example of how long it takes to reach a particular noise dose:

Average noise level	Time taken to receive a dose equivalent to the upper exposure action value (85dB)
85dB	8 hours
95dB	45 minutes
100dB	15 minutes
105dB	5 minutes
110dB	Under 2 minutes
115dB	Under 30 seconds

## **Procedure:**

### **Production**

Noise monitoring will be undertaken for each SFP production where it has been highlighted that the level of noise may cause harm to staff.

- Monitoring is undertaken before opening night of each SFP production.
- Measurements are taken in key areas of the venue. (I.e., areas where staff are likely to be working and exposed to production noise such as Orchestra Pits, on stage, fly floors and Follow Spot positions)
- Measurements are taken at the times of the production where noise is expected to be at its highest levels. This may also incorporate Dose meter badges for prolonged noise monitoring.
- Where noise levels exceed the levels identified above then appropriate controls are put in place to protect staff. (I.e., reducing noise levels or identifying hearing protection areas)
- Those taking measurements are suitably trained on appropriate use of the noise measurement equipment.

### **General Procedures (including non-production times such as maintenance periods)**

An evaluation of whether there is a noise problem at work will be conducted by asking the following.

- Is the noise intrusive for most of the working day?
- Do employees have to raise their voices to carry out a normal conversation when about 2 metres apart for at least part of the day?
- Are employees exposed to noisy equipment for more than 30 minutes each day?
- Are employees exposed to impacts such as hammering, or explosive sources such as pyrotechnics?

Where a risk of exposure to noise in the workplace has been identified, this will be the subject of an assessment and evaluation by a Competent Person.

The noise assessment will identify what needs to be done to control the risks.

- Who is at risk and under what circumstances?
- Daily personal exposure considering the level of the sound and how long it lasts.
- Prepare an action plan setting out what needs to be done to control the risks.
- Who is responsible for the actions and a timetable for implementation?

### **Responsibilities**

#### **Production:**

- Must ensure that all employees are aware of the potential harmful effects of noise exposure. Staff with any pre-existing medical conditions should co-operate with management to ensure their work will not adversely affect their hearing.
- Must ensure that employees wear hearing protection in Mandatory Hearing Protection Zones such as an Orchestra pit.

### Heads of Departments:

- Must monitor the wearing of hearing protection within their department.
- Must consider whether the time that any employee is exposed to noise can be reduced.

### Controls

Collective protective measures should always be used in preference to individual protective measures. The approach for the control of noise will be, in order of preference, to:

- Eliminate the hazard or risk altogether (if it is reasonably practicable to do this, it should be done);
- Control the risk at source (for example reduce the volume, substitute quieter sources);
- Reduce the noise as it travels to the people exposed (for example physical barriers, distance, absorptive materials);
- Reduce exposure (for example by rotating ushers so that no individual is in the auditorium for an entire show).

If these measures are not adequate to reduce the exposure enough, then hearing protection must be provided (see 'personal hearing protection').

### Personal Hearing Protection

Hearing protection will be provided if the noise level cannot be reduced sufficiently by other methods. Hearing protection is provided with a single number rating (SNR) value. The table below will be used as a guide to which SNR rating will be appropriate:

Noise level in dB	Select a protector with an SNR of:
85-90	20 or less
90-95	20-30
95-100	25-35
100 - 105	30 or more

A hearing protection spreadsheet is available on the HSE website with further details [www.hse.gov.uk/noise](http://www.hse.gov.uk/noise)

Users of hearing protection will be provided with suitable training on how to correctly fit and use hearing protection using the guidance table below:

Areas covered on hearing protection training.	Tick
Why hearing protectors are provided and where they must be used.	
The need to follow manufacturer's instructions.	
How to avoid items such as spectacles, long hair, earrings, costume accessories and any other personal protection, interfering with the effectiveness of the hearing protection.	
The need for full acclimatisation.	
Importance of always wearing hearing protection in a noisy environment.	
Cleanliness and hygiene (inc not sharing earplugs).	
Storage and care (inc regular checks to ensure they remain in good condition).	
Where to report damage and how to obtain replacements.	

## Health Surveillance

Health surveillance involving hearing checks will be carried out where employees are likely to be frequently exposed at or above either the upper action value or are at risk for any other reason.

### 3.23 OFFICE SAFETY

Workplace (Health Safety and Welfare) Regulations 1992.

The following matters shall be incorporated in health and safety arrangements for office work:

- Adequate standards of heating, ventilation and lighting shall be maintained in accordance with the requirements of the Workplace (Health Safety and Welfare) Regulations 1992.
- Particular attention will be paid to lighting and ergonomic arrangements in situations where visual display units are frequently used. (Refer to Display Screen Equipment.)
- To ensure safe access, the layout will be planned in such a way as to provide suitably dimensioned gangways and obstructions such as trailing cables will be avoided by sensible location and/or protection to prevent possible tripping hazards.
- All electrical equipment is subject to periodic examination and test by a competent, to ensure its safety and integrity.
- Floors and stairs will be constructed and maintained to minimise tripping and slipping hazards.
- Fire escapes and routes must always be kept free from obstruction.
- Manual handling operations will be assessed by the appropriate Manager and remedial action taken to prevent or minimise the risk of injury. (Refer to '*Manual Handling*')
- Control of Substances Hazardous to Health (CoSHH) all substances must be managed in line with the regulations. (Refer to *CoSHH*)

### 3.24 PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment (Amendment) Regulations 2022 (PPER 2022)

It is the policy of Sonia Friedman Productions Ltd to protect, as far as is reasonably practicable, all its employees from unnecessary risks to health and safety at work and to comply with the requirements of the Personal Protective Equipment at Work (Amendment) Regulations 2022 (PPER 2022).

Under PPER 2022, the types of duties and responsibilities of employers and employees under PPER 1992 remain unchanged but are extended to limb (b) workers, as defined in PPER 2022.

If PPE is required, employers must ensure their workers have sufficient information, instruction, and training on the use of PPE.

A limb (b) worker now has a duty to use the PPE in accordance with their training and instruction, and ensure it is returned to the storage area provided by their employer.

PPER 2022 extends this duty to limb (b) workers and came into force on 6 April 2022. Employers need to carefully consider whether the changes to UK law apply to them and their workforce and make the necessary preparations to comply.

### **What this means for limb (b) workers**

If a risk assessment indicates that a limb (b) worker requires PPE to carry out their work activities, the employer must carry out a PPE suitability assessment and provide the PPE free of charge as they do for employees.

The employer is responsible for the maintenance, storage, and replacement of any PPE they provide. As a worker, you are required to use the PPE properly following training and instructions from your employer. If the PPE you provide is lost or becomes defective, you should report that to your employer.

Personal Protective Equipment (PPE) will only be used as a last resort, after all other means of controlling the risks safely have been examined, and it is acknowledged that additional protection is required. This should be designed to protect eyes, feet, head, skin, body and will include harnesses and hi visibility clothing.

#### **Procedure:**

Where the risks associated in the workplace cannot be controlled by other means SFP will provide Personal Protective Equipment (P.P.E.) to employees.

PPE will be provided free of charge and will be purchased from a reputable supplier ensuring that the equipment is suitable for the user and the hazard it is designed to protect it against.

All equipment issued will be signed for and a register of issue will be maintained detailing the date, type and specification.

Employees have a duty to not misuse the equipment issued and it is their responsibility to use it all at times when a possible hazard has been identified.

Employees must also ensure the equipment is maintained in a clean and serviceable condition and request a replacement as necessary.

#### **Head Protection**

To be worn on stage during a fit up when there is a risk of falling objects, plus when work is taking place on the grid, or above the stage.

All operatives, visitors and contractors should wear an approved safety helmet in the specified situations.

When work is taking place on the grid, each venue will have their own procedure and systems such as warning signs or a warning light being displayed indicating that helmets must be worn by all personnel entering the hazardous area.

#### **Fall Arrest Systems**

The risk assessment for working at height on the production will identify the control measures to be taken which may include the use of fall arrest systems. There will also be a rescue plan in place with adequate equipment and trained staff to undertake this. Some venues may already have a system in place and will be happy to work with the production.

Where such systems are required, employees will be given suitable training and equipment. The equipment used must be serviced and maintained in accordance with the manufacturers' guidance.



### **Ear Defenders**

The risk assessment will have identified the areas where noise levels require controls which may include ear protection. Areas where ear protection must be worn will be clearly signed and supervisors will ensure that any person entering such an area will use protection.

### **Other PPE**

Gloves, goggles, footwear, or any other PPE specified within the risk assessments will be worn at all times.

For further guidance on the selection, use and maintenance of PPE refer to HSE guidance L25.

## **3.25 PYROTECHNICS**

Pyrotechnics are potentially dangerous and should be supplied specifically for stage use and used strictly in accordance with the manufacturer's instructions.

### **Procedure:**

Before Pyrotechnics or Special Effects can be used on stage approval must be obtained from the Local Authority. If such approval has not been given the effect must not be used.

Pyrotechnics must be sited well away from the public, staff, and performers and away from any fabrics or other flammable materials. As a rule, no adult should be within 2m of the device when fired and a distance of 3m should be maintained for children. Check manufacture guidance for all pyrotechnic productions being used on the production.

The operator must have a direct line of sight from the firing position, this could be via CCTV system or direct visual observation. The operator will make the final decision whether it is safe to fire the device.

Pyrotechnics should not be stored in the same store as any flammable substances, such as gas cylinders, white spirit, paper, or wood. Pyrotechnics should be stored in their UN certified transport boxes and not transferred to other containers, specifically not steel containments such as filing cabinets or drawers. Boxes are to be securely closed after removing the daily show supply and returned to the store and relocked.

Storage area will need to be monitored to make sure the temperature is within Manufactures guidance, to hot or cold can affect pyrotechnics operational ability, for example Confetti can clump together causing it to become a solid ball when fired.

Each storage box should carry the explosive symbol together with a sign reading Danger – No Smoking – No Naked Flames in letters no less than 25mm high.

## **3.26 RISK ASSESSMENT**

Management of Health and Safety at Work Regulations 1999

Sonia Friedman Productions Ltd recognises its legal requirement to carry out Risk Assessments for hazardous operations involving a risk of injury to anyone affected by its work activities. It will record

any significant findings and take remedial action to ensure the area and work practices are safe, either by eliminating, reducing and /or controlling any identified risks.

Risk assessments will be conducted for its work activities and in addition specifically for those required under the:

- CoSHH Regulations
- Work at Height Regulations
- First Aid Regulations
- Manual Handling Regulations
- Noise at Work Regulations
- Display Screen Regulations, plus
- New and Expectant Mothers
- Lone Working.

Each Production will have a set of Production personalised Risk assessments and Method statements, the SFP main office will have a separate individual risk assessment covering office operations. Any specific building rules and regulations will be provided to SFP to assist them with the risk assessment for the Productions.

The Production Risk assessments must be reviewed annually due to changes in staff and cast, method statements should be created for high-risk tasks such as automation, maintenance work and performance flying systems.

To conduct Risk Assessments, SFP will use the following definitions:

- Hazard = something with the potential of a substance, activity, or process to cause harm.
- Risk = the likelihood of a substance, activity or process to cause harm and the consequence.
- Risk Assessment = a careful examination of the workplace.

**Procedure:**

Task Lists will be produced to identify tasks that need to be covered by a risk assessment.

Suitable and sufficient risk assessments will be conducted by, or under the direct supervision of a competent trained person, who has sufficient understanding of the task being assessed.

The principles of the risk assessment process will follow a standard procedure:

- An inspection of the workplace will be made to identify potential hazards.
- Significant hazards which could result in serious harm will be recorded.
- Persons at risk from the hazards will be identified and recorded.
- The risk will be estimated and evaluated by a standard simple process.
- Risk controls will be implemented were reasonably practicable.
- Actions taken will be recorded.
- Assessments will be reviewed annually (or sooner in the event of any significant changes.)

Sonia Friedman Productions Ltd recognises the importance of providing adequate information, instruction, and training so that employees exposed to potential risks are made aware of the appropriate control measures.

Risk Assessments will be used to review work processes and to induct and train new employees.

A copy of all risk assessments will be kept on file either in electronic or paper format or both and be made available to any employee to consult.

### **3.27 SAFE ACCESS & SAFE PLACE OF WORK**

Sonia Friedman Productions Ltd recognises its duty to provide a safe place of work including lighting, temperature, toilets and washing facilities. This will be in partnership with the hire venue.

#### **Procedure:**

Workplaces will be maintained in a clean, orderly, and safe condition.

Suitable and sufficient safe access to, and egress from, every place of work will be provided and maintained.

Where work cannot be safely done on or from floor level, or from a temporary or permanent structure, then access equipment will be provided and made available.

These comprise of lightweight aluminium tower scaffolds, genies, zarges, tallescopes, ladders, stepladders, and trestles.

Collective protection measures will be given priority over personal protection measures.

When ladders are used, initially they should be footed and then tied off at the upper resting place, or otherwise secured against both outwards and sideways slipping. Ladders should be inspected for any defects on each occasion before use.

Lightweight aluminium tower scaffolds must be constructed by a competent person and strictly in accordance with the supplier's instructions.

Tallescopes and zarges, when used on sloping stages should, wherever possible, be in line with the slope and not across the slope when extended. Outriggers must be fitted and deployed on the tallescope.

Safety harnesses and 2 metre lanyards will be supplied and should be used where improvised access is the only means available, for example, work on balconies, at edge of the circle and on flying walkways between lighting bars.

All access equipment will be inspected, and the results logged in the Equipment Inspection Register. Any defects identified which require remedial work must be reported to the Production Manager or Production Company Manager.

Where there is a risk of a person falling a distance likely to cause personal injury, barriers of adequate height and strength will be provided.

On open edges of high-level storage platforms sections of barriers may be removable but should always remain in place except when loading and unloading is taking place.

Secure handholds will be provided where workers must position themselves at an unfenced opening or edge, such as an opening or similar doorway used for the purpose of hoisting or lowering goods.

Openings in floors through which a person may fall a distance likely to cause injury should be avoided. Trap door covers must be in place when access through the opening is not required. Temporary fences may be used if it is necessary to keep a trap door open.

Sufficient and suitable steps should be made to prevent injury from the fall of any material or object, for example hand or power tools. Where this cannot be guaranteed, a clearly delineated 'danger area' should be set up preventing unauthorised persons from entering the area.

### **3.28 SAFE SYSTEMS OF WORK**

Safe Systems of Work (SSOW) will be developed for all tasks and the use of equipment, as identified as a control measure within the Risk Assessment.

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, or unusual use of plant, is reported to their Head of Department who will arrange for appropriate action to be taken.

Where modifications or changes to machines, guard systems and plant are made which may affect the safety of the unit, the matter should be notified to the Production Manager who may seek professional advice before authorising the change.

Sonia Friedman Productions Ltd 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.

### **3.29 SECURITY**

The Health & Safety at Work Act 1974 and the Regulatory Reform Order 2005 (Fire Safety)

Sonia Friedman Productions Limited will follow the Health & Safety at Work (etc) Act 1974 and the Regulatory Reform Order 2005 (Fire Safety) to help the organisation achieve its duties in security of its staff.

This section supplies a corporate direction to SFP who work within many west end theatre businesses. It aids those who are seeking to reduce the risk of a terrorist or criminal attack and limit the damage an attack may cause within our London based theatres.

It is recognised that there is a need to maintain a friendly and welcoming atmosphere within the theatre environments. This document is not intended to create a 'fortress mentality'. A balance must be struck, between a welcoming atmosphere and the need to provide robust protective security measures to mitigate the risk of terrorism and criminality.

Terror can come in many forms, namely physical attacks on people and buildings as well as an attack on vital information or communication systems. But also, through protestors who ever prevent access to the venue for our staff or disrupt the show in the auditorium or by accessing the stage.

SFP will purchase adequate insurance against damage to our production. This includes loss of revenue and business interruption during a rebuild or any decontamination because of an incident.

The producer and senior managers must ensure that the venues we are working in have suitable Security Policy and site-specific Security Plans are readily available.

Security of the head office is managed by the landlord, via security gates, access control and reception staff. Our won section also is managed by access control for staff and visitor.

### **Production Co-Representatives**

This list is non exhaustive and may include.

Resident production staff, artists, musicians, producers' representatives, local authority inspectors.

- All persons are to sign the log provided by the Venue, showing the date and time they arrive on the premises (normally at Stage Door).
- They will read any safety notices or instructions given to them by the Venue Manager or other employees and obey any instructions.
- They shall always observe and obey all venue rules and instructions.
- SFP staff agree to comply with all venue specific security rules and instructions.
- SFP staff will report any security hazards or risks which they encounter or cause - ensuring that they leave the location secure when they leave.
- SFP staff will make sure they have identification present and clearly visible.

### **3.30 SMOKE & VAPOUR EFFECTS**

Health and Safety at Work Act 1974 / Control of Substances Hazardous to Health Regulations (COSHH) 2002 as amended

Smoke and vapour effects are used for a range of purposes within the entertainment industry and can give rise to a variety of hazards depending upon the substances and how they are used.

#### **Procedure:**

If smoke and vapour effects are to be used in a production, SFP will liaise with production staff at the pre-production meeting 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 the local authority.

The Production 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.

### **3.31 STRESS (Work Related)**

Health and Safety at Work Act 1974 / Management of Health and Safety at Work Regulations 1999

Workplace stress has no specific health and safety regulations but is covered by the duties imposed by the Health and Safety Act and the Management of Health and Safety at Work Regulations.

Under these regulations, employers are required to assess the health & safety risks to which employees are exposed and this is recognised as including stress.

Risk Assessments will include an evaluation of the potential stress to which employees could be exposed whilst at work. Causes of stress could include time pressures, work overload, interpersonal relationships and working environment.

Where a member of staff has been shown to be suffering from a stress related problem action will be taken to alleviate the situation and will be strictly monitored.

### **3.32 STUNT FIGHTS**

Entertainment Information Sheet No 17 (Rev 1)

#### **Hazards:**

The hazards which may be present will depend on the nature of the proposed stunt. Typical hazards may include but are not limited to.

- fire, heat, explosion, or pyrotechnics.
- noise.
- animals.
- weapons.
- water.
- projectiles and other flying debris.
- falls from height.
- weather.

#### **Competence:**

Stunt sequences should only be choreographed and performed by competent persons. Consideration should be given to the following:

- Only those having the necessary competence, knowledge, experience, and training should be involved in stunt work. Different levels of competence and supervision may be needed for simple or complex stunts.

- Seeking advice on competence from recognised industry bodies such as the JISC (Joint Industry Stunt Committee). The JIGS Stunt Register places stunt performers into three experience levels and defines the limitations of that experience:
- Probationary – members may only work as stunt performers under the supervision of a full member of the register.
- Intermediate – members will have successfully completed the probationary period and may work on their own without supervision where they are the only person involved in the stunt. However, they may not supervise other stunt performers or actors.
- Full – members will have successfully completed the intermediate stage of the register and are experienced stunt performers who may act as stunt coordinators.
- Stunts should normally be conducted by a stunt performer competent for the stunt to be performed. In exceptional circumstances and where the requirements for competence and experience are satisfied, they can be performed by an actor or other specialist.
- A competent stunt coordinator who is not participating in the stunt should normally be engaged to monitor and supervise the activity.
- The stunt coordinator (or competent stunt performer in the case of solo stunts), should assess the risks entailed in the stunt and make sure adequate controls are identified and implemented.
- Stunt coordinators are to ensure that those involved in stunts are competent for the work being done.
- Sufficient time must be allowed to ensure adequate rehearsal can be conducted.
- Adequate communications must be in place.

### **Responsibility:**

Responsibility for health and safety rests with the employer, which, in normal circumstances will be the producer/production company.

The producer retains overall health and safety responsibility for all parts of the production, including stunt work. For stunt work, the producer should make sure that:

- Suitable and sufficient risk assessments are conducted and are reviewed as necessary when changes are required.
- Arrangements are in place for the communication of risk and safety arrangements to all involved.
- The stunt coordinator is competent to supervise the work required.
- The stunt coordinator is provided with the necessary information required to allow him to work safely.
- The stunt coordinators advice is sought on the necessary time and resource allocation to allow sufficient time to rehearse and produce the stunt.
- Extra resource and time is allocated as necessary to accommodate changes;
- Actors taking part in any stunt are competent to do so, are medically fit for the activity and their involvement is approved by the stunt coordinator.

While the producer remains responsible for health and safety throughout the production, the stunt coordinator should make sure the producer is advised fully on the planning and execution of the stunt sequence. They should also make sure that:

- The stunt is adequately resourced and planned.
- A suitable and sufficient assessment of the risks has been conducted and that appropriate controls are in place. The assessment should include all the factors relevant to the stunt.
- The significant findings of the assessment should be communicated to the producer.
- The necessary clothing, equipment and other materials are procured, are fit for purpose and have been subject to any examination and testing, as required by specific legislation, loler etc.
- The measures in place for firefighting, first aid etc are adequate for the stunt being worked on.

**Execution:**

The safety arrangements during the execution of the action sequence should be closely monitored by the stunt coordinator and should be changed as necessary.

Before commencing any stunt or fight action, checks should be made by the producer and the stunt coordinator to make sure control measures such as exclusion zones, emergency arrangements, PPE etc are in place and are effective.

The stunt supervisor should always have best sight of the action and its immediate area and is able to communicate with all key personnel.

**3.33 TRAINING**

Health and Safety at Work, etc Act 1974 / Management of Health and Safety at Work Regulations 1999

Sonia Friedman Productions Ltd is committed to maintaining the highest standards and therefore all persons employed will receive suitable and sufficient health and safety training in accordance with the Health and Safety at Work, etc Act 1974 and the Management of Health and Safety at Work Regulations 1999.

The aims of the health and safety training programmes are:

- To ensure all employees work in a safe manner.
- To ensure employees correctly use and maintain PPE required for their work.
- To assist management to arrange and organise effective work operations.
- To minimise workplace incidents, accidents, delays in work programmes and damage to property.
- To ensure a safe and healthy working environment.
- To ensure compliance with all relevant health and safety legislation.
- To ensure employees are familiar with emergency procedures.

**Procedure:**

It is SFP Policy to provide ongoing training for all employees to refresh knowledge and update on safe working practices and new equipment.



Training needs will be identified in relation to the job function and job description, using the Company Training Needs Analysis (TNA). This will cover all job roles within the SFP productions, creating a list of expected Health and Safety training course as a core, then job specific Health and safety training required, such as Work at height/Rescue at Height.

Individual training needs will be identified at induction for new employees, at the annual appraisal system for existing employees, and as identified within Risk Assessment control measures.

A training plan will be produced for each Production and prioritised in relation to risk.

Training courses will be arranged across the Production's to ensure maximum take up.

All training will be recorded and retained in employees' personal training files.

If any employees are uncertain of the safe working practices for any equipment they must contact their immediate Head of Department who will be responsible for ensuring adequate training is provided. Any staff wishing to add to their training record in matters of Health and Safety should notify their Head of Department, and appropriate training will be considered at the next available opportunity.

### **Induction**

All new employees will undertake Health and Safety Induction prior to release into the workplace, this will incorporate an Induction in SFP such as policies and procedures, induction into the Production, including risk assessments and method statements, and venue specific induction especially highlighting emergency procedures.

Induction training shall include:

- An introduction to the Health and Safety Policy and Procedures.
- An awareness of the duties of Duty Holders, including Fire Marshals and First Aiders.
- Fire and Evacuation procedures.
- Risk Assessment and Safe Systems of work as applicable.
- The issue, use and maintenance of Personal Protective Equipment and work equipment.
- A familiarisation tour of the venue.
- An introduction to work colleagues.

### **3.34 VIBRATION**

Control of Vibration at Work Regulations 2005

Hand-arm vibration comes from the use of hand-held power tools and is the cause of significant ill-health.

The risk will be during the production build and dismantle but would be expected to be very low due to the amount of work required onsite when adjust set structures.

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:

- a. Hand-held grinders (pneumatic and electric)
- b. Disc cutters.
- c. Power saws.
- d. Jigsaws and drills (particularly those with a hammer action)

### **3.35 VIOLENCE and AGGRESSION**

The Company will not tolerate its staff being subjected to any form of violence or unacceptable behaviour at work and will ensure that any allegations are investigated, and that appropriate action is taken.

Unacceptable behaviour could include verbal abuse, threatening postures, or physical violence.

Violence at work or the fear of it happening can affect the performance of individuals and/or teams at work.

All staff are encouraged to report incidents which cause them harm or anxiety, in confidence to the Production Company Manager.

### **3.36 WELFARE**

Workplace (Health, Safety and Welfare) Regulations 1992

Sonia Friedman Productions Ltd will aim to achieve and maintain, so far as is reasonably practicable, those statutory required standards imposed by The Workplace (Health, Safety and Welfare) Regulations 1992 to avoid ill health and promote good health and employee welfare.

Adequate welfare facilities will be provided for employees, wherever reasonably practicable, at all venues occupied by the Production.

'Welfare facilities' are those that are necessary for employee well-being, such as washing, toilet, rest and changing facilities, and somewhere clean to eat and drink during breaks.

### **3.37 WELDING**

Control of Substances Hazardous to Health Regulations (COSHH) 2002 as amended.

There are several hazards associated with the incorrect or careless use of welding equipment which can cause injury and/or damage to property and the process needs to be carefully managed.

#### **Procedure**

Flame cutting and welding operations will only be undertaken by fully trained and competent employees.

Principles of safety contained in HSE Guidance HSG139 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 persons 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.

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

### **Training**

Anyone involved in welding or flame cutting operations should be authorised and deemed competent via suitable training on the risks and health effects, and what control measures should be in place, including permits.

## **3.38 WORKING AT HEIGHT**

Work at Height Regulations 2005

Work at Height means any place where, if there were no precautions in place, a person could fall a distance liable to cause them personal injury.

The Work regulations have clear expectations to be considered when carrying out working at height activities including: -

The Responsibilities for the Duty Holder (Head of Department or Production Manager in control of the activity)

- Ensuring all work at height is properly planned and organised.
- Those involved in work at height are competent.
- The risks from work at height are assessed and appropriate work equipment is selected and used.
- The risks from fragile surfaces are properly controlled; and
- Equipment for work at height is properly inspected and maintained.

There is a simple hierarchy for managing and selecting equipment for work at height:

- Avoid work at height where it is possible to do so.
- Use work equipment or other measures to prevent falls where working at height cannot be avoided and where the risk of falling cannot be eliminated, work equipment or other measures should be used to minimise the distance and consequences of a fall should one occur.
- The Regulations include schedules giving requirements for existing places of work and means of access for work at height, collective fall prevention (e.g., guardrails and working platforms), collective fall arrest (e.g., nets, airbags etc), personal fall protection (e.g., work restraints, fall arrest and rope access) and ladders.

**Procedure:**

All work at height will be planned, appropriately supervised, and carried out in a manner which is, so far as is reasonably practicable, safe.

Each production will have a train a competent person to coordinate, risk assess, organise, plan and supervise work at height or work equipment for use in such work. This will be the production rigger who will install any rigging equipment during the build. During the Production run any work at height will be undertaken by trained production staff.

A robust rescue plan which must be in place and communicated to all staff or persons within the vicinity. The rescue plan must be practised including ensuring any rescue equipment is inspected in line with manufacturer's guidance.

**Ladders and Stepladders**

The company will ensure that only approved access equipment will be supplied for use at work (including ladders, stepladders, tallescopes and Genie lifts). The equipment will comply with the Provision and Use of Work Equipment Regulations 1998.

- An inventory of all Ladders / Stepladders will be kept and maintained.
- All Ladders / Stepladders will be allocated a unique identification number.
- All employees will be informed, instructed, and trained in the safe use and in user checks.
- All equipment will be subject to a "pre-use" user check.
- All Ladders will be inspected annually by a competent person.
- Employees will be encouraged to promptly report any defects and to co-operate with management in all aspects of equipment used at work.
- All reasonable steps will be taken to rectify any deficiencies noted, with records being kept of maintenance schedules and reports.

Ladders should only be used for a short duration where more suitable work equipment is not justified because of low risk. If three-point contact (both feet and one hand, or both feet and leaning torso) cannot be maintained, for example drilling with two hands, more suitable equipment with a guarded platform should be substituted.

Note: A revised set of new EN131 ladder standards have been released from 1<sup>st</sup> January 2018. Ladders are classified as "EN131 Professional (intended for use in the workplace) and EN131 (intended for use by domestic users). Product standards do not apply retrospectively.

**Mobile Access Towers / Elevated Work Platforms**

The company will ensure that all equipment that it hires, or is directly responsible for, is adequately maintained by a competent person as required by the Provision and Use of Work Equipment Regulations 1998 and the Lifting Operations and Lifting Equipment Regulations 1998 as appropriate.

Persons using Mobile Access Towers will receive training in the safe erection, dismantling, moving and use of equipment prior to first use to ensure competence.

Persons operating/using Mobile Elevated Working Platforms will receive formal training such as the Powered Access Licence (PAL) card before they are authorised to operate or work with such plant.

### 3.39 WORK EQUIPMENT

#### Provision and Use of Work Equipment Regulations (PUWER) 1992

The scope of 'work equipment' is extremely wide. It covers almost any equipment used at work, regardless of whether it is owned, leased, or provided by the employee for use at work.

Works equipment includes: -

- 'Small hand tools' such as hammers, knives, handsaws, etc.
- Single machines such as drilling machines, circular saws, or automation equipment etc.
- Lifting equipment such as hoists, lift trucks, elevating work platforms, lifting slings, automation lifting platforms, Performance flying systems etc.
- Other equipment such as ladders, Genie lifts.

The use of work equipment means any activity involving work equipment including starting, stopping, programming, setting, transporting, repairing, modifying, maintaining, servicing, or cleaning.

All power tools supplied by SFP will be registered on a Work Equipment Register and will be checked monthly to ensure they are in good working order, guards are in place, and not damaged.

All work equipment will have a risk assessment that shows the controls for its use, and many will have safe working procedures for them. Below are the hazards and controls that would be considered for these risk assessments.

- **Suitable** - for use and the purpose and conditions in which it is used.
- **Maintained** - in a safe condition for use so that people's health and safety are not at risk and
- **Inspected** - to ensure it is and continues to be safe for use.

#### **Procedure:**

Sonia Friedman Productions Ltd will ensure that all authorised persons who use work equipment have available to them adequate health and safety information and where appropriate written information pertaining to the use of the work equipment.

SFP will ensure that the work equipment is maintained in an efficient state, in working order and in good repair and that all protective guards are fit for purpose, securely fitted, and are regularly inspected.

All hired or leased equipment will be checked so that it meets satisfactory safety standards. All Production equipment that is hired by SFP, will ensure that Certificates of Thorough Inspection, Portable Appliance Testing, Calibration, and compliance to LOLER and PUWER regulations are met as necessary, prior to release. Defective, or non-compliant items, will not be used.

#### **Selection of Equipment**

When selecting work equipment either new or existing, SFP will ensure that it is suitable for the task. For simple tasks using 'toolbox tools' such as hammers, employees will be expected to use common sense in selecting the appropriate tool. For more complex tasks and use of either powered or fixed equipment, such as workshop machinery, Supervisors should undertake a risk assessment of the task,

including the selection of work equipment to be used.

All SFP Employees, when provided with equipment, are required to:

- Check that it is the equipment as identified in the risk assessment or task-specific method statement.
- Check that any equipment with a specified life is in-date.
- Comply with the manufacturer's instructions and follow any training given. Raise any concerns with the Supervisor before use.
- Report any deficiencies or losses to their supervisor.

SFP will ensure that risks created using the equipment are eliminated where possible or controlled by:

- Provision and maintenance of suitable guards and other protection devices; markings and warning devices; system control devices (such as emergency stop buttons) and, as a last resort, personal protective equipment; and by
- Following safe systems of work and providing adequate information, instruction, and training.

### **Small Tools:**

Small tools are the personal responsibility of the user and must be kept in good condition and properly maintained. In the use of knives and 'Stanley' blades, care must be taken to always retract blades when not in use.

It is a collective responsibility to ensure that NO blade is left open at ANY time.

### **Mechanical / Electrical Equipment:**

All mechanically or electrically driven portable tools issued by SFP, or hired for use by operatives, should be examined before use and any defects reported to the appropriate HOD. Defective equipment should not be used. Electrically driven portable tools must be properly installed, insulated, connected, earthed, and maintained. Where practicable, 110-volt equipment in combination with a transformer with a centre tapping to earth is to be preferred to 240-volt portable equipment.

### **Hired-In Equipment**

Plant or equipment on hire will be obtained from approved suppliers who certify their equipment and keep it maintained. Where the hire period extends beyond planned preventative maintenance schedules, either arrangements should be made with the supplier to carry out maintenance or it should be included in SFP's own programme of planned preventative maintenance. If there are any defects which affect the safety of the equipment, then it should not be used, and the defect drawn to the attention of the HOD who will arrange for the supplier to carry out repairs or supply a replacement.

**Maintenance of Equipment** - SFP will have a program of planned preventative maintenance (PPM) activities at required intervals to ensure that equipment is maintained in a safe and efficient working order. The program includes inspection, testing, cleaning, repair, and replacement by a competent person. Maintenance of Equipment is recorded on the equipment inventory. Defective Equipment must

be reported to the Production Company Manager or Production Manager, who will withdraw it from service and label it to prevent its inadvertent use.

**Portable electrical equipment** - As part of any PPM arrangements for and record of regular maintenance by a competent electrical contractor (NICEIC Approved Electrician or equivalent) for each item of portable electrical equipment

Supervisors shall inform employees that they should not attempt to repair or maintain electrical equipment unless trained and certified to do so and that any defective equipment must be reported.

Private electrical equipment should not be used in the workplace unless the supervisor has approved it and the equipment has been checked and passed by a competent electrical contractor.

**Maintenance of Personal Protective Equipment** – Must be carried out in accordance with the PPE at work (Amended) Regulations 2022, as per 'Instructions for Selection, Use and Storage of PPE.

### **Woodworking Machines:**

SFP recognises the specific risks associated with the operation and use of woodworking machines. Both practical and safety training will be given to all operatives. Only authorised persons are allowed to use woodworking machines. The only exception to this rule is for those persons undergoing training under immediate supervision of a competent person.

Cutters (including saw blades, chain cutters, knives, boring tools, detachable and solid cutters) must be enclosed by a guard to the greatest extent practicable, having regard to the work being done. No adjustments should be made to any guard or woodworking machine whilst the cutters are in motion except where adjustment can be made without danger. Sufficient, clear, and unobstructed space must be provided around every woodworking machine to enable work to be done without risk of injury.

### **Abrasive Wheels:**

Only operatives trained and certified to change abrasive wheels should do so. At all times, fixed and portable grinding machines should be fitted with a properly maintained guard. In the case of bench-mounted machines, the tool must be correctly adjusted. Operators must wear eye protection which meets the requirements of the Personal Protective Equipment at Work Regulations 1992, conforming to BSEN166, and dust protection (face masks) to BSEN149.

### **Training:**

Appropriate training will be given for all work equipment which will be way of Toolbox Talks, Internal Training or Accredited Training depending on the equipment.

## **3.40 YOUNG PERSONS**

Health and Safety at Work, etc Act 1974/Management of Health and Safety at Work Regulations 1999

Sonia Friedman Productions Ltd will not formally employ a young person under the age of 18 but may have under 18s as part of a registered work experience placement or participating in an apprentice scheme. SFP are responsible for their health, safety, and welfare as we do for other employees.

**Procedure:**

Management will conduct a risk assessment ensuring that young persons are not exposed to risk due to:

- Lack of experience.
- Being unaware of existing or potential risks.
- Lack of maturity.

The risk assessment will consider:

- The layout of the work area.
- Any physical, biological, and chemical agents to which they could be exposed.
- How they will handle any work equipment.
- Training requirements.
- Risks from processes and work.

Factors considered will include specific risks such as exposure to noise, vibration, hazardous substances, and working in the dark, and these will be assessed in conjunction with the instruction, training and supervisory arrangements put into place. Working hours are not governed by health and safety law but young persons have different employment rights from adult workers and are subject to protection in relation to the hours they work.

**APPENDICES**

A	Accident Report	<b>P63</b>
B	Incident / Near Miss Report	<b>P64</b>
C	Accident and Incident Investigation Form	<b>P66</b>
D	CoSHH Assessment	<b>P76</b>
E	DSE Assessment	<b>P78</b>
F	Staff Information Sheet	<b>P86</b>



# Appendix A Accident Report

## Accident Report

Production. ....

Reference No.

.....

<b>1. About the person who had the accident.</b>		
Name:		
Address:		
		Postcode:
Occupation:		
<b>2. About you, the person filling in this record (if different to the above).</b>		
Name:		
Address:		
		Postcode:
Occupation:		
<b>3. About the accident.</b>		
Date of accident:		Time of accident:
Location of accident:		
Brief Description of accident (state the cause if known) – continue on the back if you need to. What was the person doing? Why did the accident occur?		
Relevant Notes: Condition of the equipment/the area/any medical history.		
If the person who had the accident suffered any injury state what it was:		
Was First Aid administered? If YES provide details:		
First Aider's Name:		
Were Paramedics called? YES / NO	Was the injured person advised to seek medical attention? YES / NO	Was the injured person taken to hospital? YES / NO
Signature: Print name:		Date:
Recommended Actions to prevent recurrence:		
Employees Only: By signing this box I give my consent to my employer to disclose my personal information and details of the accident which appear on this form to safety representatives and representatives of employee safety for them to carry out the health and safety functions given to them by law.		
Signature:		Date:
If accident is RIDDOR reportable state how it was reported: PHONE / ONLINE / EMAIL / OTHER		
Signature:		Date:

# Accident Report

Brief Description of Accident (cont'd from page 1)

## 4. Review of Accident

Company Manager's comments:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Production or General Manager's comments:

Reportable under RIDDOR? YES / NO                      A Near Miss?                      YES / NO  
Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed at Health and Safety Meeting on: \_\_\_\_\_  
Comments:

Signed: \_\_\_\_\_

## Appendix B: **Incident/Near Miss Report**

**Reference Number:** .....

About the incident.	
Date of incident:	Time of incident:
Location of incident:	
Description of incident/near miss (state the cause if known) – continue on the back if you need to. What was the person doing? Why and how did the incident occur?	
Relevant Notes: Condition of the equipment/area.	
If any person affected by the incident suffered any injury fill in the accident report form.	
Must be completed - Recommended Actions to prevent recurrence:	
If the incident is RIDDOR reportable (Dangerous Occurrence / Occupational Disease), state how it was reported: PHONE / ONLINE / EMAIL / OTHER	
Person filling in this form or affected person: Name: _____ Date: _____	

***Please save + email completed incident reports to the relevant people within SFP.***

## Appendix C Accident and Incident Investigation Form

Initial Assessment (to be carried out by person responsible for health and safety)

### Overview

Reported by:	Date/time of event:
Name of Injured Person:	

Incident	Ill Health	Minor Injury	Serious Injury	Major Injury
----------	------------	--------------	----------------	--------------

Brief details (What, where, when, who and emergency measures taken):

## Accident and Incident Investigation Form

Initial Assessment (to be carried out by person responsible for health and safety)

Name of Injured Person:

Type of event

Actual/potential for harm

Accident		Fatal or Major	
Ill health		Serious	
Near-miss		Minor	
Dangerous Occurrence		Damage Only	

RIDDOR reportable?	Y/N	Date/time reported.
Entry in accident book	Y/N	Date entered/reference.

Investigation Level

High level	Low level
Medium level	Minimal

Initial assessment carried out by:		Date:
Further investigation required?	Y/N	Priority
For investigation by:		

# Accident and Incident Investigation Form

## Step 1 Investigation information gathering

1. Where and when did the accident / incident happen?

2. Who was injured/suffered ill health or was otherwise involved with the accident / Incident?

3. How did the accident / incident happen? (Note any equipment involved).

4. What activities were being carried out at the time?

# Accident and Incident Investigation Form

## Step 1 Investigation information gathering

5. Was there anything unusual or different about the working conditions?

6. Were there adequate safe working procedures and were they followed?

7. What injuries or ill effects, if any, were caused?

# Accident and Incident Investigation Form

## Step 1 Investigation information gathering

8. If there was an injury, how did it occur and what caused it?

9. Was the risk known? If so, why wasn't it controlled? If not known, why not?

10. Did the organisation and arrangement of the work influence the accident / incident?

11. Was maintenance and cleaning sufficient? If not, explain why not.



# Accident and Incident Investigation Form

## Step 1 Investigation information gathering

12. Were the people involved competent and suitable?

13. Did the workplace layout influence the accident / incident?

14. Did the nature or shape of the materials influence the accident / incident?

15. Did difficulties using the equipment influence the accident / incident?

16. Was the safety equipment sufficient?

17. Did other conditions influence the accident / incident?

# Accident and Incident Investigation Form

## Step 2 Analysis and further Action

18. What were the immediate and underlying causes?

**ANALYSIS**

Empty space for analysis.

## Accident and Incident Investigation Form

### Step 3 Identifying suitable risk control measures.

19. What risk control measures are needed / recommended?

1

2

3

4

5

6

7

20. Do similar risks exist elsewhere? If so, what and where are they?

21. Have similar accidents / incidents occurred before? Give details.

# Accident and Incident Investigation Form

## Step 4 The risk control action plan

22. Which risk control measures should be implemented in the long and short term?

Control Measure	Completion Date	Person Responsible
1		
2		
3		
4		

23. Which risk assessments and safe working procedures need to be reviewed and updated?

Name of risk assessment safe working procedure	Completion Date	Person Responsible
1		
2		
3		
4		

## Accident and Incident Investigation Form

### Step 4 The risk control action plan

24. Have the details of the accident / incident and the investigation findings been recorded and analysed? Are there any trends or common causes which suggest the need for further investigation? Were there any costs associated with the accident / incident?

25. Signed by the investigator:

Name:

Signature:

Date:

26. Names of others used as part of an Investigation Team:





















Name	Position

27. Signed by Executive Team Member:

Name:









Date:

## Appendix D CoSHH Assessment

		<b>COSHH Risk Assessment No:</b>			<b>RA Ref:</b>			
<b>Venue:</b>			<b>Department:</b>					
<b>Product / Substance Name</b> involved in the process and its manufacturer. <i>(A copy of a current safety data sheet for this substance should accompany this assessment)</i>								
<b>Supplier / Manufacturer:</b>								
<b>Describe the activity or work process.</b> <i>(Include how long and how often this is carried out and the quantity of substance used)</i>								
<b>Location of process being carried out?</b>								
<b>Identify the persons at risk:</b>		Employees <input type="checkbox"/> <i>(including trainees)</i>	Contractors <input type="checkbox"/>	Public <input type="checkbox"/>				
<b>Classification</b> <i>(click in the relevant box to indicate the category of danger)</i>								
 <input type="checkbox"/>	 <input type="checkbox"/>	Very Toxic/Toxic	 <input type="checkbox"/>	 <input type="checkbox"/>	Irritant	 <input type="checkbox"/>	 <input type="checkbox"/>	Flammable
 <input type="checkbox"/>	 <input type="checkbox"/>	Carcinogen	 <input type="checkbox"/>	 <input type="checkbox"/>	Oxidising	 <input type="checkbox"/>	 <input type="checkbox"/>	Environmental
 <input type="checkbox"/>	 <input type="checkbox"/>	Corrosive	 <input type="checkbox"/>	 <input type="checkbox"/>	Extremely Flammable			
 <input type="checkbox"/>	<input type="checkbox"/> Harmful		 <input type="checkbox"/>	 <input type="checkbox"/>	Highly Flammable			
<b>Hazard Type</b>								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gas	Vapour	Mist	Fume	Dust	Liquid	Solid	Other (state)	
<b>Route of Exposure</b>								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Inhalation	Skin	Eyes	Ingestion	Other (state)				
<b>Workplace Exposure Limits (WELs)</b> <i>please indicate n/a where not applicable</i>								
Long-term exposure level (8hrTWA):					Short-term exposure level (15 mins):			
<b>State the Risks to Health from Identified Hazards</b>								
<b>Control Measures:</b> <i>(for example extraction, ventilation, training, supervision). Include special measures for vulnerable groups, such as disabled people and pregnant workers. Take account of those substances that are produced from activities undertaken by another employer's employees.</i>								

Is health surveillance or monitoring required? Yes  No

**Personal Protective Equipment** (state type and standard)

 <input type="checkbox"/>		 <input type="checkbox"/>	
Dust mask		Visor	
 <input type="checkbox"/>		 <input type="checkbox"/>	
Respirator		Goggles	
 <input type="checkbox"/>		 <input type="checkbox"/>	
Gloves		Overalls	
 <input type="checkbox"/>		 <input type="checkbox"/>	
Footwear		Other	

**First Aid Measures** : what actions should be taken if substance is:

Swallowed:	In contact with Eyes:
In contact with Skin:	Inhaled:

**Fire Fighting Precautions** (What actions should be taken in the event of a fire involving this substance)

**Storage:** How should the substance be stored

**Disposal of Substances & Contaminated Containers**

Hazardous Waste  Skip  Return to Supplier  Other .....

Is exposure adequately controlled? Yes  No

**Risk Rating Following Control Measures**

High  Medium  Low

**Training:** Have persons using this substance received training and instruction on the risks and controls: YES / NO

Assessed by: \_\_\_\_\_ Date: \_\_\_\_\_ Review Date: \_\_\_\_\_

## Appendix E DSE Workstation Assessment

### Ref MAN 03

Sections 1 to 6 of this DSE Workstation Assessment should be completed for all workstations, whether or not they are used by DSE Users. Section 7 must be completed for each defined DSE User.

Where workstations are used infrequently by employees who are not DSE Users, the standards required of the workstation will be less than one that is.



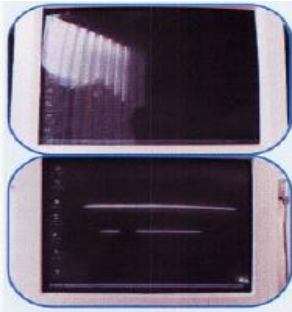
Consider each of the risk factors and answer each question either Yes or No. Where a No answer is given, consider the possible management actions suggested and record what action is taken in the Action/Comments column.

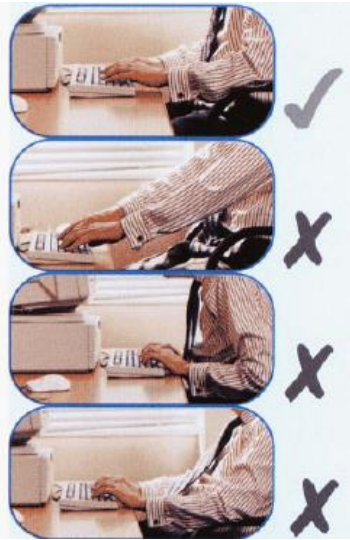
Review the assessment annually or sooner if there are significant changes to the workplace, workstation or in working arrangements, following a relevant workstation-related incident or ill health related to the use of DSE.


<b>Unit Name: XXX</b>	<b>Unit No: 1111</b>
<b>Assessed By:</b>	<b>Date of Assessment:</b>
<b>Production:</b>	

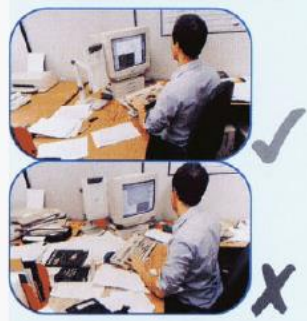

<b>CONTENTS</b>		
<b>Section Number</b>	<b>DSE Workstation Risk Assessment Section</b>	<b>Page Number</b>
1	Display screens	2
2	Keyboards	3
3	Mouse, Trackball etc	4
4	Software	4
5	Furniture	5 & 6
6	Environment	7
7	The User	8
	DSE User Questionnaire	9




Risk Factors	Y/N	Possible Management Action if “No”	Actions/Comments
<p><b>1. Display Screens</b></p> <p>Are the characters clear and readable?</p>  <p>Is the text size comfortable to read?</p> <p>Is the image stable i.e. clear of flicker?</p> <p>Is the screen’s specification suitable for its intended use?</p> <p>Are the brightness and/or contrast adjustable?</p> <p>Does the screen swivel &amp; tilt?</p>  <p>Is the screen free from glare and reflections?</p>  <p>Are adjustable window coverings provided and in good condition?</p>		<p>Make sure the screen is clean &amp; that cleaning materials are available.</p> <p>Check that text and background colours work well together.</p> <p>Software settings may need adjusting to alter text size.</p> <p>Adjust text &amp; background colours. If problems persist, arrange for repair.</p> <p>Intensive graphic work or fine attention to detail may require a larger screen size</p> <p>Separate adjustment controls are not essential if the user can read the screen at all times</p> <p>Swivel &amp; tilt mechanisms may not be fitted but can be added. The screen may need replacing if the mechanism is absent/unsatisfactory, work is intensive or the user has problems getting a comfortable position</p> <p>The screen or desk may need to be moved and/or the screen may need shielding. Screens that use dark characters on a light background are less prone to glare &amp; reflections.</p> <p>Check that blinds work. Vertical blinds can be better than horizontal ones.</p> <p>If this does not work, consider anti-glare screen filters as a last resort.</p>	

Risk Factors	Y/N or NA	Possible Management Action if “No”	Actions/ Comments
<p><b>2. Keyboards</b></p> <p>Is the keyboard separate from the screen?</p> <p>Does the keyboard tilt?</p> <p>Is it possible to find a comfortable keying position?</p>  <p>Does the user have good keyboard technique?</p> <p>Are the characters on the keys easily readable?</p>		<p>This is a requirement, unless the task makes it impracticable (e.g. when there is a need to use a laptop computer)</p> <p>Provide a keyboard that tilts.</p> <p>Ensure the users arms are bent at the elbow &amp; forearms and wrists horizontal.</p> <p>Try pushing the keyboard further back to create more room for the keyboard, hands and wrists. Users of thick keyboards may need a wrist rest.</p> <p>Provide training to prevent users:</p> <ul style="list-style-type: none"> <li>• hands being bent at the wrist.</li> <li>• hitting the keys too hard</li> <li>• overstretching the fingers.</li> </ul> <p>Keyboards should be kept clean. If characters still cannot be read, the keyboard may need modifying or replacing.</p> <p>Use a keyboard with a matt finish to reduce glare and/or reflection</p>	

Matters to Consider	Y/N or NA	Possible Management Action if "No"	Actions/ Comments
<p><b>3. Mouse, Trackball etc.</b></p> <p>Is the device suitable for the tasks it is used for?</p> <p>Is the device positioned close to the user?</p>  <p>Is there support for the device user's wrist and forearm?</p> <p>Does the device work smoothly at a speed that suits the user?</p> <p>Can the speed and accuracy of the pointer be adjusted by software settings?</p>		<p>If the user is having problems, try a different device – they are available in a variety of shapes and sizes. Touch screens may be better for some tasks but can be worse for others.</p> <p>Most devices are placed as close as possible i.e. right beside the keyboard. Training may help prevent:</p> <ul style="list-style-type: none"> <li>• arm overreaching</li> <li>• the user leaving their hand on the device when it is not being used.</li> <li>• a relaxed arm and straight wrist</li> </ul> <p>Support may be gained from the desk or chair arm. If not, a separate supporting device may help the user find a comfortable working position.</p> <p>See if cleaning is required e.g. the mouse ball or rollers. Check the work surface is suitable. A mouse mat may be needed.</p> <p>Train users to be able to adjust software settings.</p>	
<p><b>4. Software</b></p> <p>Is the software suitable for the task?</p>		<p>Ensure that the software enables the user to carry out the task required, minimises stress and is user-friendly. It should respond quickly &amp; clearly to user input, with adequate help facilities such as clear help messages.</p> <p>Train users how to use the software efficiently.</p>	

Matters to Consider	Y/N or NA	Possible Management Action if “No”	Actions/ Comments
<p><b>5. Furniture</b></p> <p>Is the work surface large enough for all the necessary equipment, papers etc?</p>  <p>Can the user comfortably reach all the equipment &amp; papers they need to use?</p> <p>Are surfaces free from glare &amp; reflection?</p> <p>Is the chair suitable and stable?</p> <p>Does the chair have a working:</p> <ul style="list-style-type: none"> <li>• Seat back height and tilt adjustment?</li> <li>• Seat height adjustment?</li> <li>• Swivel mechanism?</li> <li>• Castors or glides?</li> </ul> <p>Is the chair adjusted correctly?</p> 		<p>Create more room by moving printers, reference material etc. elsewhere.</p> <p>If necessary, consider providing new power and telecom sockets so equipment can be moved.</p> <p>There should be some scope for flexible arrangement.</p> <p>Rearrange equipment, papers etc. to bring frequently used things within easy reach.</p> <p>A document holder may be needed, positioned to minimise uncomfortable head &amp; eye movements.</p> <p>Consider mats or blotters to reduce reflections.</p> <p>The chair may need repairing or replacing if the user is uncomfortable or cannot use the adjustment mechanisms.</p> <p>Ensure that the user can carry out their work sitting comfortably.</p> <p>Train the user in how to adopt suitable postures whilst working.</p> <p>Ensure that the arms of chairs do not stop the user getting close enough to use the equipment comfortably.</p> <p>Move any obstructions from under the desk.</p>	

Matters to Consider	Y/N or NA	Possible Management Action if “No”	Actions/ Comments
<b>5. Furniture (continued)</b>			
<p>Is the small of the back supported by the chair's backrest?</p> <p>Are forearms horizontal and eyes at roughly the same height as the display screen?</p> <p>Are feet flat on the floor without too much pressure from the seat on the backs of the legs?</p>		<p>Adjust the backrest so that the user can sit with a straight back, supported by the chair, with relaxed shoulders.</p> <p>Adjust the chair height to get the user's arms in the right position, and then adjust the screen height, if necessary.</p> <p>Provide a footrest if required</p>	

Matters to Consider	Y/N or NA	Possible Management Action if “No”	Actions/ Comments
<p><b>6. Environment</b></p> <p>Is there enough room to change position and vary movement?</p> <p>Is the lighting suitable i.e. not too bright or too dim to work comfortably?</p>  <p>Does the air feel comfortable?</p> <p>Is the room temperature comfortable?</p> <p>Are noise levels comfortable?</p>		<p>Space is needed to move, stretch and fidget. Consider reorganising the office layout and check for obstructions. Cables should be organised so that they are not a trip or snagging hazard.</p> <p>Adjust light sources e.g. by adjusting window blinds or light switches.</p> <p>Consider shading or repositioning light sources or providing local lighting e.g. desk lamps, but ensure that they do not cause glare.</p> <p>Display screens may dry the air. Circulate fresh air if possible. Consider a humidifier if discomfort is severe.</p> <p>Adjust the room temperature. More ventilation or air-conditioning may be required if there is a lot of electrical equipment in the room. Move users away from heat sources.</p> <p>Consider moving sources of noise e.g. printers, photocopiers away from the user. If not, consider the use of dividers or screen around workstations to reduce noise.</p>	

This section must be completed for each defined DSE User.  
(See DSE User Questionnaire on next page)

Matters to Consider	Y/N or NA	Possible Management Action if “No”	Actions/ Comments
<b>7. The User</b>			
<p>Does the user take regular breaks working away from DSE?</p> <p>Has the user been advised of their entitlement to eye and eyesight tests?</p> <p>Where telephone headsets are worn can volume levels be reduced by the user?</p> <p>Is the telephone headset fitted with an acoustic shock limiter, which protects against uncontrolled peaks of noise? (e.g. electronic interference or deliberate loud noises through the telephone call)</p> <p>Has the checklist covered all the problems that the user may have with their DSE including any symptoms of discomfort?</p>		<p>Ensure users take frequent short breaks from the screen and keyboard by carrying out other work tasks. This is more beneficial than taking longer less frequent breaks.</p> <p>Advise the user of current arrangements for eye and eyesight tests. Human Resources Dept. can advise you.</p> <p>Replace telephone headsets with those fitted with suitable volume controls.</p> <p>Replace telephone headsets with those fitted with suitable acoustic shock limiters.</p> <p>List below any other problems raised by the user and agree on suitable actions to resolve the problems:</p>	

DSE User's Name:	Company Manager's Name:
Signature:	Signature:
Date:	Date:

## Appendix F Staff Information Sheet

Changes to Policy and Other Documentation

<b>POLICY CHANGES</b>		
Page	Section	Brief Description
7	1.0	Updated Organisational chart.
11-12	2.0	New wording added to section.
13	3.0	New wording added to section.
20	3.4	Extra information added to CDM – Safety file requirements.
25-27	3.7	Extra details added to enhance Hazardous substances information and controls required.
28	3.8	Enhanced guidance information.
31	3.10	Enhanced guidance information.
32	3.12	Enhanced guidance information.
45	3.24	Update regulation information, including new guidance on workers' rights to PPE supplied by organisation.
50-51	3.29	New section around security added.
56	3.37	New section around welding added.
59-60	3.39	Enhanced guidance information.