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RISK ASSESSMENT

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

Severity:

- 0 No injury or damage to property.
- 1 Very minor injury or damage to property.
- 2 Minor injury or moderate damage to property.
- 3 Serious injury or serious damage to property.
- 4 Major injury or major damage to property.
- 5 Disabling injury/fatality or permanent damage to or loss of property.

Probability:

- 0 Extremely unlikely.
- 1 Very unlikely.
- 2 Unlikely.
- 3 Possible.
- 4 Likely.
- 5 Almost certain.

Equipment Detail/Task: Loudspeakers flown.

Risks:

Speakers falling from supports. Strain from lifting/dragging.

Who or what is at risk?

Riggers, performers, crew, public and property.

Details of risk control or elimination:

- All crew to be supervised by a competent person.
- All crew to be competent in the task they are required to perform.
- Floor working area to be kept clear as far as possible whilst overhead work is carried out.
- Adequate number of personnel and correct equipment to be used to manoeuvre large/heavy equipment.
- Emergency exits and gangways to be kept clear at all times.
- Speakers to be secured to bar by proprietary clamp and proprietary flying hardware with secondary support by way of suitable strength safety wire.

Severity Rating: 4 Probability Rating: 1

Equipment Detail/Task: Loudspeakers on stands.

Risks:

Speaker and stand knocked over. Tripping on stand legs.

Who or what is at risk?

Riggers, performers, crew, public and property.

Details of risk control or elimination:

- All crew to be supervised by a competent person.
- All crew to be competent in the task they are required to perform.
- Floor working area to be kept clear as far as possible whilst overhead work is carried out.
- Adequate number of personnel and correct equipment to be used to manoeuvre large/heavy equipment.
- Emergency exits and gangways to be kept clear at all times.
- Cabinets fixed to stands with proprietary brackets.
- Speaker stands to be of a suitable capability for the environment and load.
- Speaker stands to be highlighted with clearly visible tape on surrounding floor and stand legs as appropriate.

Severity rating: 1 Probability rating: 3

Equipment Detail/Task: Audio and electric cables.

Risks:

Trip hazard. Electrocution hazard.

Who or what is at risk?

Crew, performers and public.

Details of risk control or elimination:

- All crew to be supervised by a competent person.
- All crew to be competent in the task they are required to perform.
- Floor working area to be kept clear as far as possible whilst overhead work is carried out.
- Emergency exits and gangways to be kept clear at all times.
- All cables bundled neatly and fixed together or down with sticky tape as appropriate.
- All cables traversing gangways or doorways either under dedicated cable walkovers or secured to surface with adhesive tape and indicated by either white, yellow or hazard striped tape.

Severity rating: 3 Probability rating: 2

Equipment Detail/Task: Loudspeakers ground or stage stacked

Risks:

Stack knocked over. Upper cabinets separating from lower cabinet.

Who is at risk?

Crew, public and property

Details of risk control or elimination:

- All crew to be supervised by a competent person.
- All crew to be competent in the task they are required to perform.
- Floor working area to be kept clear as far as possible whilst overhead work is carried out.
- Adequate number of personnel and correct equipment to be used to manoeuvre large/heavy equipment.
- Emergency exits and gangways to be kept clear at all times.
- Stage or performance area must be solid and stable and surface must be flat and level. If this is not the case Prime Time Audio will discuss the increased risk with all relevant and responsible parties before a decision to proceed is taken.
- Correct fall distance provided between public and stack where possible.
- If necessary cabinets to be strapped together for added safety.
- No member of public allowed on stage (or performance area) unless approved by performers and Prime Time Audio at any time before during or after the event.

Severity rating: 4 Probability rating: 1

Equipment Detail/Task: Microphones.

Risks:

Earth leakage, electrocution.

Who is at risk?

Performers and crew

Details of risk control or elimination:

- All crew to be supervised by a competent person.
- All crew to be competent in the task they are required to perform.
- Wired microphones to be connected to the control equipment via a screened cable. All screening is connected to ground at the control source. All equipment both electronically and electromagnetically grounded to earth. This is not applicable to the use of radio microphones used user is not connected to PA source and cannot be grounded.

Severity rating: 5 Probability rating: 1

Equipment Detail/Task: A/C Power And Mains Distribution Units.

Risks:

Electrocution. Tripping over cables. Fire.

Who is at risk?

Performers, crew and property

Details of risk control or elimination:

- All crew to be supervised by a competent person.
- All crew to be competent in the task they are required to perform.
- All units fitted with MCB's or status displays for visible warning.
- All working areas to be kept clear as possible of all other working personnel and equipment during production.
- The use of RCCD and suitable fuse protection
- All equipment to be PAT certified as required by UK regulations/recommendations.
- Use of the correct size and capacity cabling.
- All exposed cables to be covered in public areas.

Severity rating: 5 Probability rating: 2

Equipment Detail/Task: Loading & unloading of equipment.

Risks:

Strain from lifting/moving of heavy objects. Damage to property from careless carrying or moving of equipment.

Who is at risk?

Riggers, crew, property

Details of risk control or elimination:

- All crew to be supervised by a competent person.
- All crew to be competent in the task they are required to perform
- Access areas to be kept clear where possible when necessary.
- Adequate number of personnel and equipment used to manoeuvre large/heavy equipment. - Loading ramps and trolleys to be used where appropriate and possible.

Severity rating: 1 Probability rating: 2

Equipment Detail/Task: Flightcase storage.

Risks:

Strain from lifting heavy loads. Dropping onto toes, catching fingers. Knocking and damaging property.

Who is at risk?

Crew & property.

Details of risk control or elimination:

- All crew to be supervised by a competent person.
- All crew to be competent in the task they are required to perform
- Adequate number of personnel and equipment used to manoeuvre large/heavy equipment. - Any items over 50kgs should be lifted or carried by two or more persons.

Severity rating: 1 Probability rating: 3

Equipment Detail/Task: Use of PA equipment during event.

Risks:

High sound pressure levels.

Who is at risk?

Performers, riggers, crew and public

Details of risk control or elimination:

- All crew to be supervised by a competent person.
- All crew to be competent in the task they are required to perform
- Exposure to high pressure sound levels kept to a minimum.
- Ear defenders provided for all Prime Time Audio staff and contractors in line with regulation 8:1 of the Noise at Work Regulations 1989.
- All Prime Time Audio equipment to be properly maintained and tested.
- The noise exposure to all parties to be within the limits set by the Home Office, local authorities or venue.
- Regular breaks in less noisy areas are taken so as to keep within the first action level of noise at work regulations.

Severity rating: 3 Probability rating: 4

Access to Venue

Any vehicles used by Prime Time Audio will be driven with the utmost caution and shall not exceed any speed limits imposed on site. Hazard and/or warning lights will be used whenever necessary.

Rigging the Equipment

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

Staffing and Supervision During the Event

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

Sound Exposure Levels

The noise exposure to guests will remain safely within the limit of 107dB LAeq as specified by the Home Office for Health, Safety and welfare at Pop Concerts and similar events. In addition, the level will remain within the limit of the Home Office Research No. 35/1991, which recommends a limit of 104dB LAeq. All Prime Time Audio staff are provided, if they wish, with ear protection in the form of ear-plugs. Regular breaks in less noisy areas are taken so as to keep within the first action level of noise at work regulations.

De-rigging of Installation

The equipment will be de-rigged at the end of the event. All equipment will be loaded into the same vehicles used for delivery and removed from the site. Again all driving restrictions will be observed.

Manual Handling

All Prime Time Audio employees will be advised on PPE's and where an item is deemed too heavy for manhandling mechanical equipment will be deployed.

SAFETY POLICY

Introduction

This Health & Safety Policy has been written with the intention of minimising hazards and preventing accidents within the scope of the operation of Prime Time Audio. Its value depends upon it being read, understood and adhered to by every person working for Prime Time Audio. All employees and sub contractors must be issued with a copy of this document and declare that they have read it fully and will comply with the Codes of Practise herein.

Responsibilities

The persons named below are responsible for specific areas of Health & Safety including:

- Prime Time Audio Premises including carrying out safety inspections - Safety Training
- Investigation of accidents
- Monitoring of on-site Risk Assessment
- Monitoring & maintenance of equipment

Mr Jonathan Bird, Mr. Lee Charles Wickens & Mr Bradley Forrest.

General Policies for All Employees & Sub Contractors

- Employees and sub contractors will be made familiar with the Company's Safety Policy.
- All staff & contractors to know where First Aid equipment is kept.
- All staff & contractors to know where fire-fighting equipment is located and have been trained in the use of fire extinguishers.
- Safety devices will be well maintained.
- All staff & contractors will be made aware of potential hazards.
- Any persons affected by medicine, drugs or alcohol will not be permitted to work for Prime Time Audio or use any Prime Time Audio equipment.
- All accidents will be reported in the accident book at the earliest opportunity.
- All equipment will be properly maintained and tested/certified if necessary at required intervals.
- All relevant signs regarding health & safety will be prominently displayed.
- Prime Time Audio will undertake a full review of this on a regular basis.

General Statement of Policy on Health & Safety at Work

This policy relates to Prime Time Audio at 10 Lichfield Court, Claremont Road, Surbiton, KT6 4RN.

- The Company will abide by the Health & Safety at Work Act 1974 so far as it is reasonably practical in order to provide a healthy and safe environment in which to work. This applies to employees, sub contractors and trainees alike.
- We will endeavour to provide such information and training as required, together with adequate safety equipment as appropriate.
- We will ensure that all employees and sub contractors have received a copy of our policy and codes of practise.
- We will review our procedures on a regular basis as set out in our policy particularly if the business changes in its nature and size.
- All Prime Time Audio employees and subcontractors have responsibility to co-operate with Prime Time Audio and venue management to achieve a healthy and safe work place, to take responsible care of themselves and others and to consider the safety of all persons who may be effected by our activities.

- Whenever a Prime Time Audio employee or contractor notices a health and safety problem which they are unable to remedy immediately they will report it at once to the appropriate person on the premises.
- Prime Time Audio employees and sub contractors will make themselves familiar with this policy and Codes of Practise and will abide by them at all times.

General Risk Assessment

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

Potential Injury

Head and Neck

Hazards: Impact from falling or flying objects, risk of bumping head, hair entanglement, chemical drips, adverse climate/temperatures.

Protection: Safety helmets when necessary, warm clothing, persons with long hair will tie it back.

Back and Neck

Hazards: Lifting of equipment causing strain, falling from a structure or elevated platform, carrying heavy objects.

Protection: Minimise the work of person or persons lifting by using the appropriate number of persons, use lifting gear, ramps, forklift truck etc where necessary to ease action. Work at a correct pace - not hurried. Wear recommended safety equipment or clothing as and when it is proper to do so according to regulations.

Hearing

Hazards: Impact noises, high sound pressure levels.

Protection: Wear ear plugs or ear-defenders. Control noise at source if possible. Avoid exposure to high sound pressure levels and issue warnings of imminent high SPLs. See further guidance on control of noise.

Eyes

Hazards: Chemicals, vapour, sawdust, projectiles, sunlight glare.

Protection: Safety goggles/glasses, spectacles, force screen, and helmets where necessary

Hands and Arms

Hazards: Abrasions, cuts, and punctures, electric shock, chemicals.

Protection: Wear protective gloves where appropriate. DO NOT WEAR GLOVES WHEN OPERATING MACHINERY (i.e. drills). Follow the code of practise for working with electricity.

Feet and Legs

Hazards: Slipping, falling, cuts and punctures, abrasions, twisting and strains.

Protection: Wear safety footwear and ankle supports. Take extra care when working on bumpy, slippery or uneven surfaces.

HAZARD

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

- Slipping or tripping hazards (e.g. poorly maintained floors or stairs). - Fire (e.g. from flammable materials).
- Chemicals (e.g. smoke machine fluid).
- Moving parts of machinery (e.g. blades).
- Work at height (e.g. from mezzanine floors). - Vehicles (e.g. fork-lift trucks).
- Electricity (e.g. poor wiring).
- Dust (e.g. from grinding/sawing).
- Fumes (e.g. painting/spraying/soldering). - Manual handling.
- Noise.
- Poor lighting.
- Low or high temperature.

Who might be harmed?

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

- Office staff
- Maintenance personnel
- Contractors
- People sharing your workplace - Operators
- Cleaners
- Members of the public

Because of increased vulnerability pay particular attention to:

- Staff with disabilities
- Visitors
- Inexperienced staff
- Lone workers

Evaluation - Is More Needed To Control Risk?

For the hazards listed, do the precautions already taken meet the standards set by a legal requirement, comply with a recognised industry standard, represent good practice and reduce risk as far as reasonably practicable?

Where the risk is not adequately controlled indicate what more needs to be done to all relevant persons.

Review And Revision

Set a date for complete review of the assessment and record all findings

Policy for Site Working

General Working Practices

- On site, responsibility for Health & Safety matters rests with the Crew Supervisor/Production Manager or the appointed Prime Time Audio representative.
- The crew supervisor must always consider and refer to the relevant Risk assessment for that particular job for which a separate document may be available.
- All employees and sub contractors of The Company must make themselves familiar with the Codes of Practise and Risk Assessments as detailed with this policy, and abide by them at all times.
- All hazards must be reported to the Crew supervisor, who has the authority to halt work should a safety problem arise.
- Before arrival on site, the Crew supervisor must make himself familiar with the proposed working environment in order to identify any special considerations regarding Health & Safety.

On Arrival On Site

- The crew supervisor will discuss the following points with all crewmembers. He will issue relevant safety clothing or equipment and give clear instruction as to its use.
- With regard to safety. It is proposed that the following procedures be used.
- Check who is in overall charge of the particular project/job? (Client/Production Company etc.) - Are other trades and contractors involved in this job?
- Are there areas of the production that no-one is responsible for?
- Are there any special identified hazards in the working environment?
- First Aid provisions on site.
- Check details of facilities including toilets, telephones, refreshments and washing facilities.
- Check outline of work to be completed. Ensure that everyone has access to diagrams/plans and Code of Practice.
- Ensure all safety clothing and equipment has been issued where necessary. Ensure that equipment is satisfactory for the intended use and not damaged or faulty.
- Discuss any likely problems or special requirements of the Client.
- Check if emergency services gain speedy access to the site.
- Issue reminders to consider safety of crew and others at all times to all parties concerned.

Designated Working Areas

The Client will have a duty to ensure that so far as it is reasonably practicable the on site or premises are safe and without risks to health and safety for those who work there. It is the Client's responsibility to mark out or identify designated areas for the set-up and de-rig phases of the job, and to prevent unauthorised personnel from entering at all times. However, Prime Time Audio must decide if the designated area and precautions are adequate. Should a problem occur Prime Time Audio will try to resolve it with the client but must not allow work to proceed until the matter has been resolved satisfactorily.

Designated areas are:

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

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

Loading and Unloading

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