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SAFE WORKING PRACTICES

Safe Systems of Work

It is Barleybeat Production Services' duty and intention to operate safe systems of work policy for each event. The following document gives full details of the handling, storage, transportation, erection, and technical data where required of all temporary and permanent structures within the event site. It also contains a comprehensive list of all contractors working for the company.

Much of what follows constitutes legal requirements, while some factors are merely common sense.

All are of equal importance.

Statement of Intent

Our policy is to provide and maintain safe and healthy working conditions, equipment, and work systems for all our employees and to provide them with information, training, and supervision as they need it. We also accept responsibility for the health and safety of other people who may be affected by our activities, including members of the public who will attend the event.

Reporting Structure

This document contains full details of the event organisation team, supervisors of contracted companies working as part of the event team, and emergency planning structures.

The Event Manager and Health and Safety Manager are responsible for bringing this document to the attention of all company employees and contractors working on the event.

Duties of Employees and Contractors

All employees and contractors are responsible for cooperating with supervisors and managers to achieve a healthy workplace and take reasonable care of themselves and others. It is the company's responsibility to ensure the following:

An adequate first aid kit must be provided and properly provisioned to meet minimum statutory requirements.

Electrical installations must be checked and serviced to ensure their safety and adequate protection circuitry should be provided.

Staff should not operate plant, machinery or electrical equipment without proper training or qualification. All equipment shall be safely stored; particularly, we will ensure that dangerous and/or flammable substances are securely and properly stored. An adequate number of staff shall carry out all equipment handling (lifting, stacking, transporting) to ensure optimum safety levels.

It is the responsibility of BPS to ensure that all applicable legislation regarding health and safety at work is conformed with. It is the responsibility of BPS to inform all employees of the safety policy.

The cost of training and the provision of safety garments, e.g. ear protection, shall be borne entirely by BPS.

All employees and contractors will ensure the site is kept as clean and tidy as possible. All equipment and storage units will be secured so that they will not collapse or pose any danger later to company employees, contractors, or the public. All gangways and fire exit signs will remain free from obstructions.

Training and Equipment

No contractor employees will carry out duties or use any equipment for which they have not received relevant training. All equipment will be kept in good working order, and defects will be immediately acted upon. All tools will only be used for operations for which they have been designed and in conjunction with the appropriate personal protective equipment.

Security

All contractor employees will display relevant security passes as requested by the event organiser and respect any levels of security or area access restrictions. Any breach of security must be reported to the relevant supervisor immediately. The security company will agree on the levels of security personnel required for each event in accordance with the Guide to Health and Safety at Pop Concerts.

This will only be compromised if the security pass creates a risk for the person wearing it. An example is wearing lanyards while loading in or working at height.

Lifting of Materials or Equipment

No company or contractor employee will be allowed to operate mechanical lifting gear such as forklift trucks unless they have undergone relevant training. Correct manual handling procedures and any relevant personal protective equipment will be used for manual lifting.

Arrival at site

Locate the production manager or named contact for the event and advise him/her of your arrival. Be aware of the emergency procedures. If you are delayed for any reason, ensure that the Site Manager is informed of the situation and your estimated arrival time.

Vehicle movements

When moving vehicles in an enclosed area, like in a public precinct, ensure a responsible person is marshalling the truck and that all other personnel and the public are standing clear. Use hazard lights.

Observe any potential hazards or pitfalls that might hinder the safe manoeuvring of the vehicle.

If you are assisting the driver, ensure he can always see you directly or via his mirrors.

If you see any obstacle or unsafe situation developing, shout out, STOP! Loudly and bang hard with your fist on the side of the vehicle's body.

Unloading

When opening vehicle doors, check that the load has not moved and nothing falls out.

Make sure the area is adequately lit.

Use sufficient personnel to lift down boxes. 'Sufficient' means that there are enough people to

Perform a safe team lift.

Observe correct lifting practices as outlined in Lifting guidelines & Manual Handling.

NEVER undertake a loading or lifting task in unsafe circumstances or with insufficient personnel. Do not seek assistance from members of the public or untrained employees in lifting operations.

Equipment handling

Use correct lifting practices. For large/tall items, use the appropriate number of personnel and assess the item carefully before attempting to move it. When equipment is stacked, stack on level surfaces. Always check staging platforms, podiums and risers for stability before using them.

Equipment Placement

Leave clear pathways and observe access to emergency exits. When setting up branding and stationing technical equipment, be aware of hazards you may create for others around you. Consider whether you need to use signage or a marshal to help.

Power distribution and cabling

Plug in RCD protection devices to be used with all portable electrical equipment at all times.

Run cables in areas where interference or damage by others or by machinery cannot occur. Locate the power distribution system in a dry area and label it accordingly if the venue has not done so. Cables travelling through walkways or public areas need to be covered with matting. Matting is to be marked with white tape. Cables are to be laid in parallel to each other.

On no account be persuaded to tamper with or to service any electrical appliance or supplies.

Overhead Construction

All company and contractor employees will be competent in the tasks relating to the safe erection and dismantling of such structures and will understand such components. Suitable access equipment such as ladders and scaffold access towers will be used, and all personnel working above a height of 2 metres wear safety harnesses when safe to do so.

Communications/Event Control

The event organisers will situate an event control unit within the site to relay messages via landline, mobile telephone, or 2-Way Radio. From this position, information and messages will be relayed to key production team members, security and first aid supervisors, and the Health and safety Manager. Event control will also hold copies of all site plans and emergency evacuation details.

Site Inspection

The event manager and security supervisor will conduct a full site inspection before the start of the event to evaluate the level of safety and security within the site. BPS will fully comply with any findings. Additional inspections will be conducted throughout the event, and any identified breaches of this policy will be recorded.

General Conduct.

To ensure a safe working environment, certain guidelines regarding staff conduct will be actively enforced.

No company agent, employee, or self-employed subcontractor will be allowed to represent BPS in a work environment while under the influence of drink or drugs. Any staff member discovered in such a debilitating state will be relieved of their duties and sent from the workplace immediately.

Any staff member found using any piece of equipment in any way other than the prescribed manner or found tampering with equipment to render it unsafe will be relieved of their duties and sent from the workplace immediately – they may also face disciplinary action from BPS.

No staff member will work on plant, machinery, or electrical equipment alone in any part of the premises. There must always be another person to render assistance or call for help in an accident or emergency.

Do not work on or with damaged plant or equipment. Ensure, beyond all reasonable doubt, that the equipment you are working on is in proper condition and safe. Report any damage discovered immediately and clearly mark the plant or equipment as unsafe.

If you should inadvertently damage equipment, do not be afraid of a reprimand. Damage caused by incorrect use may result in a verbal or written warning, BUT to damage equipment and leave it in a potentially hazardous state may lead to the injury of others and, therefore, far more serious consequences to the perpetrator.

The workplace can be a dangerous place, so ALWAYS consider the real potential for accidents. Conduct yourself with deference to the safety of yourself and those around you.

Do not play practical jokes.

Do not indulge in any form of "horse-play".