



This document sets out the SLAMMIN EVENTS policies and procedures to promote Safe Systems of Work when working on producing, staging and operating the **COGO** event a being staged on **17th June 2023**. It is based on general and specific hazards that have been indicated by our risk assessments, and sets out safe working practices for workers and contractors to follow.

The core business of SLAMMIN EVENTS is the production, staging and operating of the show. Work activity is extremely diverse and variable and includes a broad range of activities and processes, as well as operation and use of staging and technical installations and infrastructure.

Terms Used:

Company – SLAMMIN EVENTS.

Manager – Person responsible for Company Health and Safety matters in SLAMMIN operations: Director, Site Manager, Production Manager, Technical Manager.

Supervisor – Person in charge of particular activities as part of SLAMMIN/PLE operations. This may be one of the above Managers or a delegated worker.

Worker(s) – Employees, full and part time; and freelance, casual or contract workers.

The Company recognises a duty of care to self-employed and freelance persons to be considered in the same manner as employees for Health and Safety purposes.

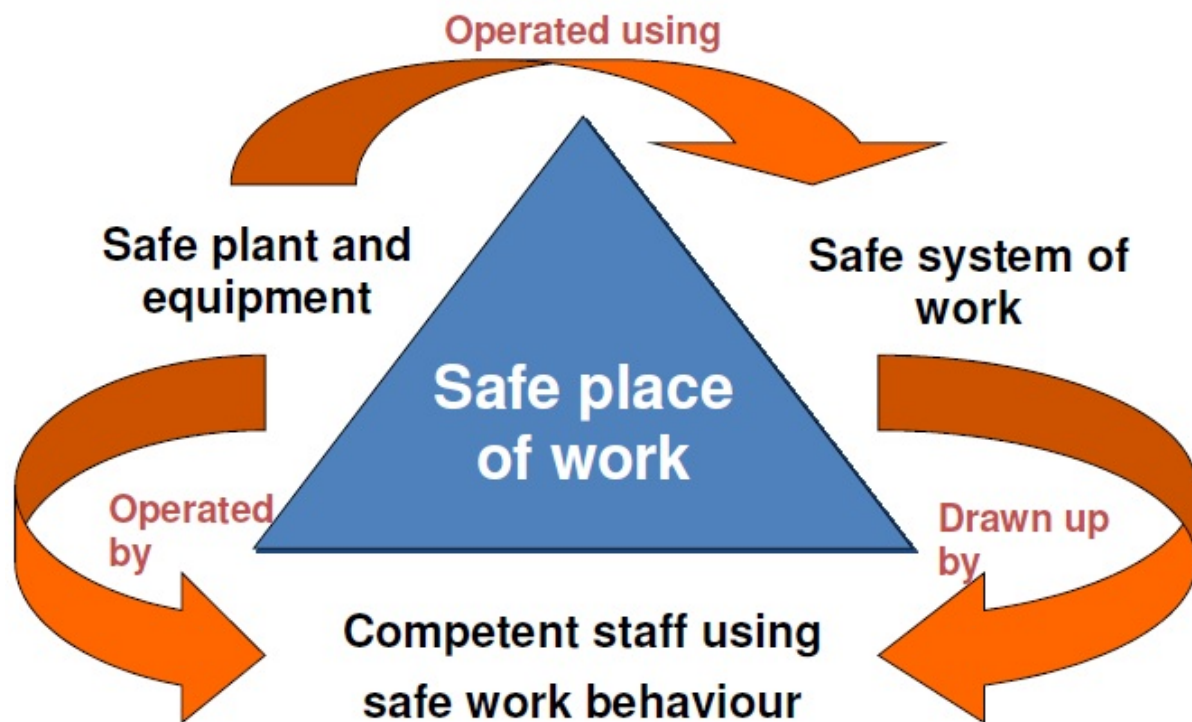
This category includes all staff and contractors.

This review of safety documentation has been carried out to ensure that the company procedures reflect the latest best practice in the industry. We believe that H&S documents and policies should be accessible to all and should form a relevant and useable part of working for Slammin Events. We have worked hard to reduce the size of these documents and hope that you will find them less cumbersome and yet still helpful and comprehensive.

We have left out many of the references to the Laws and Regulations which govern and dictate how we should approach safe working in favour of a common sense approach which recognises the professionalism of the staff and contractors involved and the good safety record enjoyed by the company.

The Directors of Slammin Events recognise that they have a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions that are safe, healthy and comply with all statutory requirements and codes of practice. This is reflected in our H&S Policy (separate document) and in this our method statement for providing a safe place of work.

The route to a safe place of work is illustrated well through the image below:



The Safe Place of Work is derived from the risk assessment carried out for all work activities and by ensuring that work is planned and organised as described below.

Slammin Events management therefore need to ensure they provide and employ:

A: Competent Staff

B: Safe Plant & Equipment

C: Safe System of Work

D: The 4Cs

A: Competent Staff

If all employees are to make a maximum contribution to health and safety, there must be proper arrangements in place to ensure that they are competent. This means more than

simply training them. Experience of applying skills and knowledge is another important ingredient and needs to be gained under adequate supervision.

All employees need to be able to work in a safe and healthy manner. It may also be necessary to examine the abilities of contractors where they work close to, or in collaboration with, direct employees.

Good arrangements will include:

- recruitment and placement procedures which ensure that employees (including managers) have the necessary physical and mental abilities to do their jobs or can acquire them through training and experience. This may require assessments of individual fitness by medical examination and tests of physical fitness or aptitudes and abilities;
- systems to identify health and safety training needs arising from recruitment, changes in staff, plant, substances, technology, processes or working practices;
- the need to maintain or enhance competence by refresher training; and the presence of contractors' employees, self-employed people or temporary workers;
- systems and resources to provide the information, instruction, training and supporting communications effort to meet these needs;
- arrangements to ensure competent cover for staff absences, particularly those with critical health and safety responsibilities;
- general health promotion and surveillance schemes which contribute to the maintenance of general health and fitness (this may include assessments of fitness for work, rehabilitation, job adaptation following injury or ill health or our policy on drugs or alcohol).

Proper supervision helps to ensure the development and maintenance of competence and is particularly necessary for those new to a job or undergoing training. Similarly a competent person who supervises controls or takes responsibility for an operation is perhaps best defined as a person:

- Who has the training and experience to function safely in the specific area.
- Has the experience to predict and eliminate hazards.
- Is able to operate and demonstrate safe working practices and systems.
- Has the maturity to appreciate their own limitations.
- Is willing to seek advice or assistance of others (and to be a judge of their advice).
- Is able to maintain public safety and safe systems of work

Where employees for different employers work together in the work place, such as the SLAMMIN EVENTS team, contractors and the local crew (and in certain circumstances, the local site crew), respective employers shall co-ordinate their risk assessments. It is the **Production Manager's** responsibility (as they are in the best position to assess the majority

of the risks in the work place) to ensure that the SLAMMIN EVENTS risk assessment is recognised and worked to throughout the production process.

Where the contractors' management has identified further risks (such as working outdoors or additional measures for working at height) the SLAMMIN EVENTS production manager shall include these assessments and measures in the overall SLAMMIN EVENTS risk assessment for that venue.

The SLAMMIN EVENTS Production Manager shall work with the contractors and with enough lead in time to allow them to adhere to the system requirements and therefore to minimise risks. This shall be enforced by SLAMMIN EVENTS under contract to the organisation responsible to the working personnel and working areas.

The Production Manager and Site Manager shall work together to ensure that the staffing levels shall be agreed and maintained at all times. They are set to ensure there is maximum safety for employees and the public. The level of staffing shall not intentionally fall below the agreed level.

For a load in/build, the minimum core staffing requirements shall be: Production Manager, Site Manager, Stage Manager, Sound/Lighting Contractor, local crew and drivers of relevant production transport vehicles for the first day. At least one person shall be trained fully in First Aid.

For a load out/break, the minimum core staffing requirements shall be the same.

Before starting the build or break the Production Manager should call all staff together, including venue staff and casual crew, and carry out an induction briefing. These induction briefings are also known as toolbox talks or safety briefings and the intention is to ensure that all working on the event receive critical safety information regarding the work that they are about to carry out and also act as reminder of duties and welfare information including actions in emergencies, specific dangers, schedule, breaks, etc. It is also an opportunity for all staff to meet each other and explain their roles – this should be the first action of the induction.

The induction briefing should last no more than 10 minutes, should include input from the venue and should be appropriate and sufficient for the level of risk perceived.

B: Safe Plant and Equipment

Provision and Use of Work Equipment Regulations 1998

Every piece of equipment used for work is covered at least **POWER regardless of ownership**. From computers to printers, from circular saws to truss bolts, from truss to motor controllers, fork lifts to buggies. It covers elements of equipment that when put together form the whole piece – so fork extensions and man-cages should be considered as part of the safety system.

Equipment selected for use must be suitable for the job; risk assessment carried out will help select work equipment and assess its suitability for particular tasks. It must be suitable in its integrity; equipment must be designed and constructed so that it is safe to use. An easy way to check this is to find a 'CE Mark' on the equipment which recognises that it is in conformity with relevant CE Regulations regarding its construction and design; also BS Kite marks and BS/EN numbers. For plant, it should come with a test certificate and a log book that should be checked and filled in accordingly – every day.

In practice, equipment should be accompanied with adequate operating instructions, information about residual hazards such as noise and vibration, and most important of all, equipment should not have any obvious faults. Appropriate safety guards must be in place and must be used in accordance with the manufacturers' instructions.

Equipment must be used in a **suitable place**. Assessment should look at the location in which work equipment is to be used and to take into account risks that may arise from a particular location. Work equipment should be installed, located and used in such a way as to reduce risks to the users of the equipment and to others around the area. Some factors can invalidate the use of particular work equipment for example electrically powered equipment in a wet area.

Equipment must be used for the **purpose it was intended** and be suitable by design, constructed for the actual work it is provided to do. Equipment must be used in accordance with the manufacturer's specifications and instructions. If work equipment is adapted, it must be designed so it is suitable for its intended use.

Aside from formal SLAMMIN EVENTS risk assessments (see separate document) which should be adhered to where practicable, every user has further dynamic risk assessment to carry out at all times with work equipment. The following considerations should be taken before any work equipment is used. Staff must assess the risks and ensure that safety is maintained at all times. Staff and others using work equipment should be made aware of the risks and dangers of using such equipment.

This should be done in three ways; information, instruction and training.

There is a duty for employers to make available all relevant health and safety information and where appropriate, written instructions on the use of work equipment to their work force. This can include information provided by manufacturers or designers, instruction sheets or manuals, instruction placards, warning labels and training manuals.

In the case of modified equipment, it can also include in house instructions and design drawings to enable the correct installation, safe operation and maintenance of the work equipment.

The information should cover all health and safety aspects arising from the use of the work equipment, any limitations on these uses, any foreseeable difficulties that could arise, the methods to deal with these difficulties and conclusions drawn from previous use of the equipment.

The Site/Production Manager should identify training needs of the core production staff for using work equipment. Most of this training can be “on the job” but the training should be formalised by making a note in personnel forms of the date and detail of any such training. Training on equipment should also be arranged when equipment changes, when there is a change of personnel or when there is an incident that points to a lack of understanding or training on particular equipment.

There are four main types of examination that should be made on equipment. The frequency and intensity of such checks shall be defined by how severe the risk if the equipment fails, the frequency and intensity of use of the equipment and the operating environment of the equipment.

The four checks that equipment may be subject to are:

Thorough Examination: These are the most intense form of checks and shall only apply to equipment which will cause a seriously elevated risk if there is a malfunction. This check shall look to check the working parts of machines, the structural integrity of equipment and the overall prevention of malfunction and failure.

Inspection: This should be carried out by a competent person and shall look to check equipment in position once set up. The intensity of the inspection shall be defined by the intensity and frequency of use, the environment in which it operates and the risk to health and safety from malfunction or failure. Legislation requires this check to be documented.

Maintenance: This should be carried out by a competent person and shall look to check equipment in a passive satiation (when it is not being used). This check should be carried out in accordance to the manufacturer’s instructions. Maintenance shall look at the general upkeep of the equipment and shall look to check consumable elements to the equipment, the overall condition of the equipment and the prevention of malfunction or breakdown. For the purposes of SLAMMIN EVENTS and due to the high volume and variety of equipment used, maintenance checks shall be documented by contractors and made available on request.

Operator Checks: These are the most basic of checks, yet are very important. The first element of the operator check should be that it is covered by a current Maintenance and Inspection test. If it is subject to either of these and the equipment has not covered in the times scale of the last check, it shall be the operators responsibility to ensure the equipment is not get until the Inspection and Maintenance schedule has been satisfied.

The operator check shall then carry out a visual check of the equipment to ensure the risk to the operator and the surrounding people is minimised. Once the equipment has been put to use, the operator should check that it is functioning properly.

Staging, AV, Lighting & Sound Equipment

Much of the technical equipment on the event is on hire from reputable companies. Maintenance, other than day to day, of this equipment is the responsibility of the hire companies and there should be an agreement with them as to when and how frequently equipment is taken out of service for maintenance.

Any indication to Slammin Events staff that hired in equipment is not performing correctly or is dangerous, should be reported to the Production Manager who can arrange for spares to be used and for the hire company to replace dangerous or poorly performing equipment.

C: Safe Systems of Work

A safe system of work is a procedure that results from a systematic examination of a working process, that identifies hazards and specifies work methods designed either to eliminate the hazards or controls to minimise the relevant risks.

The legal background to this is the requirement, within the Health and Safety at Work Etc Act (1974), that:

It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees and to provide and maintain systems of work that are, so far as is reasonably practicable, safe and without risks to health.

The phrase “reasonably practicable” means a balance between the level of risk and the resources necessary to control it. Further regulations make specific requirements in respect of safe systems of work and these are noted in our separate policies and procedures.

Our policies are derived from our risk assessments and from our knowledge of the risks likely to be experienced by staff on similar shows to MADE – but a specific look at risks is needed for every event. Staff who are actively involved with carrying out the work also have a valuable role to play in the development of the systems to ensure they are of practical benefit and that they will consequently be applied diligently.

See policies and guidance on Manual Handling, Work at Height, Electricity, Fire, COSHH, Noise, First Aid and Actions in Emergency.

D: The 4 Cs

The activities necessary to promote a positive health and safety culture are split into:

- methods of **control** within the organisation;
- means of securing **co-operation** between individuals, safety representatives and groups;
- methods of **communication** throughout the organisation;
- **competence** of individuals.

The four components are interrelated and interdependent so that **consistent** activity in each area is needed to promote a climate in which a positive health and safety culture can develop. Taken together, they provide the organisational framework needed to manage health and safety effectively.

CONTROL

Control is achieved by getting the commitment of employees to clear health and safety objectives. It begins with Directors and Managers taking full responsibility for controlling factors that could lead to ill health, injury or loss. Health and safety responsibilities are allocated to line managers, with specialists appointed to act as advisers. If managers provide clear direction and take responsibility for the working environment, it helps create a positive atmosphere and encourages a creative and learning culture. External safety representatives can also make an important contribution. The emphasis is on a collective effort to develop and maintain systems of control **before** incidents occur - not on blaming individuals for failures afterwards.

Key functions for successful health and safety management can be classified into three broad areas:

- Formulating and developing policy. This includes identifying key objectives and reviewing of progress against them.
- Planning, measuring, reviewing and auditing health and safety activities to meet legal requirements and minimise risks.
- Ensuring effective implementation of plans and reporting on performance.

Clear responsibilities and co-ordination are particularly important when two or more organisations work together, for example, when SLAMMIN EVENTS are working in another organisations venue.

There needs to be emphasis on the reinforcement of the positive behaviour which contributes to risk control and the promotion of a positive health and safety culture; effective supervision is also of critical importance.

Co-operation

Participation by employees supports risk control by encouraging their 'ownership' of health and safety policies. SLAMMIN EVENTS wishes to establish an understanding that the organisation as a whole, and people working in it, benefit from good health and safety performance. Pooling knowledge and experience through participation, commitment and involvement means that health and safety really becomes 'everybody's business'.

It is a legal requirement for all employees in the UK to be consulted, not just informed, about those health and safety issues in the workplace that affect them. Where trade unions are recognised, consultation must occur via the safety representatives they appoint under the Safety Representatives and Safety Committees Regulations 1977. All other employees not represented in this way must be consulted, either directly or via representatives elected by those employees that they represent, under the Health and Safety (Consultation with Employees) Regulations 1996. All representatives must be provided with paid time off to carry out their duties and to undertake appropriate training; they must also be given adequate facilities on site.

SLAMMIN EVENTS wishes to go further than strictly required by law and **actively encourage and support consultation** in different ways. SLAMMIN EVENTS staff should enjoy the positive benefits of an open communications policy and are to be closely involved in directing the health and safety effort through the issues discussed and by review and revision of these documents. Employees at all levels can also be involved individually or in groups in a range of activities.

They may, for example, help set performance standards, devise operating systems, procedures and instructions for risk control and help in monitoring and auditing. Although we have consulted with a H&S Advisor specializing in our industry, we are always open to suggestions from the staff at the sharp-end of operations.

Supervisors and others with direct knowledge of how work is done can make important contributions to the preparation of procedures which will work in practice. Other examples of good co-operation include forming *ad hoc* problem-solving teams from different parts of the organisation to help solve specific problems - such as issues arising from an accident or a case of ill health. Such initiatives are supported by management and there is access to advice from our H&S Advisors.

Communication

Communication challenges organisations generally - not just on health and safety issues. It is often seen as the single most important area requiring improvement. The messages senior management wish to communicate are often not the ones employees receive. Two central elements are clear visible leadership and a common appreciation of how and why the organisation is trying to improve health and safety.

Effective communication about health and safety relies on information:

- coming **into** the organisation;
- flowing **within** the organisation;
- going **out** from the organisation.

Information inputs

Good sources of health and safety intelligence are as important in developing health and safety policy and performance as market information is for business development.

SLAMMIN EVENTS will monitor:

- legal developments to ensure they can comply with the law;
- technical developments relevant to risk control;
- developments in health and safety management practice.

Information flows within the organisation

If the health and safety policy is to be understood and consistently implemented, the following key information needs to be communicated effectively:

- the meaning and purpose of the policy;
- the vision, values and beliefs which underlie it;
- the commitment of senior management to its implementation;
- plans, standards, procedures and systems relating to implementation and measurement of performance;
- factual information to help secure the involvement and commitment of employees;
- comments and ideas for improvement;
- performance reports;
- lessons learned from accidents and other incidents.

Three interrelated methods can be used to provide an adequate flow of information up, down and across the organisation. They use both formal and informal means, but they need to be consistent with each other, especially where key messages can be reinforced by more than one method.

Visible behaviour

Managers can communicate powerful signals about the importance and significance of health and safety objectives if they lead by example. Staff will then recognise what the management regard as important and act accordingly.

Written communication

Among the most important written communications are:

- health and safety policy statements;
- organisation statements showing health and safety roles and responsibilities;
- documented performance standards;
- supporting organisational and risk control information and procedures;
- significant findings from risk assessments.

Face-to-face discussion

- Opportunities for employees to have face-to-face discussion support other communication activities and enable them to make a more personal contribution.:
- planned meetings (or team briefings) at which information can be cascaded. These can include targeting particular groups of workers for safety critical tasks and the safety inductions
- health and safety issues on the agenda at all routine management meetings
- safety inductions or briefings at the start of load-in or load-out.

Information flow from the organisation

Organisations may need to pass health and safety information to others, including:

- accident or ill health information to enforcing authorities;
- information about the safety of articles and substances supplied for use at work;
- emergency planning information.

The format for such information is sometimes specified in, for instance, an accident report form, a data sheet or a prescribed layout.

Competence *(see also A above)*

If all SLAMMIN EVENTS staff are to make a maximum contribution to health and safety, there must be proper arrangements in place to ensure that they are competent. This means more than simply training them. Experience of applying skills and knowledge is another important ingredient and needs to be gained under adequate supervision. Managers need to be aware of relevant legislation and how to manage health and safety effectively. All employees need to be able to work in a safe and healthy manner. It may also be necessary to examine the abilities of contractors where they work close to, or in collaboration with, direct employees.