

AVM **create**

AUDIO VISUAL HIRE CONFERENCE EVENTS

HEALTH AND SAFETY MANUAL

AVM Create Ltd

HEAD OFFICE

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Section A

Company Information and Policies

AVM Create Ltd Company History

Established in 2021, the company are specialists in the sales, hire and installation of sound, lighting and video equipment.

AVM Create Ltd

AVM Create Ltd operates a nationwide Conference Presentation and AV Hire service. This includes stage-set design and build services plus professional lighting, sound and projection systems with 24-hour emergency back-up.

Service

The company conference and event presentation division have established an excellent reputation for the quality of its work, reliability, attention to detail, close personal supervision.

The company believes in establishing open and long term partnerships with its customers to the benefit of both parties. Our philosophy is simple. We want to provide the customer with stunning presentations that meet their expectations and enhances their reputation.

Our products and services

Conference & Hire

When you need audio visual hire and presentation services, backed by a growing pool of resources and personnel, AVM Create Ltd should be your first choice. We are very proud of the reputation we have built up over the past 3 years and strive to protect it by constantly delivering quality products and services.

Digital Display Solutions

As an independent audio visual specialist, AVM Create Ltd is a premier source for LCD projectors, digital display equipment and systems. We offer experienced advice, the very best of current technology and a network of support services around the country.

AVM Create Ltd, Presentation Systems

AVM Create Ltd represent a range of permanent and temporary audio visual solutions. Combining the very latest in multimedia display techniques, digital control technology and bespoke furniture craftsmanship, every AVM Create Ltd installation provides the power to present easily and professionally - all at the touch of a button.

AVM Create Ltd, Videoconferencing Solutions

If you are considering the benefits of videoconferencing – talk to AVM Create Ltd first. In partnership with the worlds leading manufacturers, we'll recommend the best system for your needs, including group conferencing with large screen projection facilities.

Avmcreate.co.uk

www.avmcreate.co.uk is a premier source for audio visual equipment, materials and electronic interactive presentation systems. Our aim is to deliver total satisfaction in meeting the specific needs of business and public sector users. We promise you the best advice, competitive prices and customer support wherever you are in the UK.

Consultation with Employees

Company procedures will comply with The Health and Safety Consultation with Employees Regulations 1996.

Employees will be consulted either via an open door policy, directly through Management staff, or at staff meetings and training.

Consultation will take place through meetings, toolbox talks, email and HSE noticeboards.

HSE notice boards will be used to display HSE relevant information.

'Safety Representatives', for the purposes of this policy are defined as:

1. The company representative who, in the absence of suitable volunteers/nominees or a mutually agreeable or elected representative will consult employees directly on health and safety matters.

Covid-19 Prevention

The company will comply with the latest Government Advice.

A suitable and sufficient safe system of working to:

- identify what work activity or situations might cause transmission of the virus
- think about who could be at risk
- decide how likely it is that someone could be exposed
- act to remove the activity or situation, or if this isn't possible, control the risk

Young Persons at Work

The company will comply with the Management of Health and Safety at Work Regulations

A suitable and sufficient risk assessment to workers, volunteers and work experience placements under 18 years of age must be carried out by a competent person.

The risk assessment must be communicated to the young person, their parent(s) parents or carer(s), and education provider as applicable, understood by all and complied with.

Working hours will be limited to 40 per week between the hours of 6am and 10pm.

Limit working hours to 40 hours between 6am and 10pm.

All work must be directly supervised.

Use of some machinery and equipment will be limited and others prohibited as defined in the risk assessment.

Expectant and New Mothers

The company will comply with the Management of Health and Safety at Work Regulations.

Expectant mothers should notify their employer as soon as they are aware they are pregnant when dealing with certain chemicals.

A suitable and sufficient risk assessment will be carried out for all expectant and new mothers for their return to work by a competent person.

The risk assessment must be communicated, understood and complied with.

New and expectant mothers will be prohibited from heavy manual handling activities requiring a risk assessment.

New and expectant mothers will be prohibited from using hazardous substances subject to the findings of risk assessments.

Display Screen Equipment

The company will comply with the Display Screen Equipment Regulations.

This includes computers, laptops, tablets and smartphones

A suitable and sufficient workplace risk assessment/inspection must be carried by each user and further assessed and actioned by a competent person.

The risk assessment will be communicated, understood and complied with.

There must be controls in place to prevent eye strain and musculoskeletal disorders

Provide eye tests should users ask for one

Maintain a Safe and Healthy Workplace

The company will comply with the Workplace (Health, Safety & Welfare) Regulations.

A suitable and sufficient workplace risk assessment/inspection must be carried by a competent person.

The risk assessment will be communicated, understood and complied with.

There must be controls in place to prevent slips, trips, falls and exposure to other risks.

There must be adequate lighting, heating, ventilation and workspace.

There must be safe means of access from the entrance including car parks.

There must be staff facilities, including toilets, washing facilities, a place to rest, heat food and eat.

There will be clear yellow routes from the office to toilets/Kitchen

Prevention of Loss

The company will comply with The Social Security (Claims & Payments) Regulations to ensure that all accidents involving employees, contractors & visitors causing personal injury are entered in the Site Accident Register.

The company will comply with the Data Protection Act to ensure First aid treatment, accident records and investigation records are kept securely and confidentially.

The company will comply with the Reporting of Injuries, Ill-health and Dangerous Occurrences Regulations 2013 to ensure that all reportable injuries, ill-health and dangerous occurrences will be reported to the appropriate enforcing authority, within the specified timescales and appropriate records are kept.

The company will encourage the reporting of all unsafe acts, unsafe conditions, near misses and accidents with impunity.

The company will investigate all accidents and near misses where there has or could have been injury or ill-health to ensure root causes are identified and prompt remedial action taken to prevent recurrence.

Injuries and Ill-health

The company will comply with the First Aid at Work Regulations.

The company will appoint a person to undertake duties of 'Responsible Person for First Aid' whose delegated responsibilities are:

Ensure a first aid risk assessment is carried out by a competent person.

Ensure there are an adequate number of first aiders (1:50 first aiders to employees)

Ensure adequate first aid equipment is provided and maintained:

- Appropriate number and location of first aid boxes
- An Automatic External Defibrillator (AED) is also recommended.
- Ensure first aid boxes are appropriately stocked:
 - No medication allowed (medicines, pain relief, cold remedies etc. prohibited).
 - No out-of-date items
 - Suitable for all foreseeable accidents

Ensure any specialist training or equipment is provided and adequately maintained e.g. for employees with diabetes, epilepsy, allergies and other existing medical conditions.

Ensure first aiders maintain valid training certificates (renewal every 3 years) for both first aid provision and the use of any specialist first aid equipment.

Replace or otherwise order replacement of deficient, expired or defective first aid equipment.

Carry out documented checks on all first aid equipment and replace as necessary.

Inform and instruct employees on how to contact first aiders and the whereabouts of first aid equipment.

The 'Responsible Person for First Aid' will appoint sufficient 'first aiders' whose responsibilities are:

- a. Respond immediately to first aid and medical emergencies.
- b. To provide first aid to employees, contractors or visitors as required.
- c. To manage medical emergencies until professional medical assistance arrives.
- d. To formally record all first aid treatment and equipment used.
- e. Reorder/replace missing and out-of-date first aid supplies.

Fire (and explosion)

The company will comply with the requirements of the Regulatory Reform Fire Safety Order.

The company will appoint a person to undertake duties of 'Responsible Person for Fire Safety' whose delegated responsibilities are:

- a. Ensure a suitable and sufficient fire risk assessment is carried out by a competent person.
- b. Ensure the risk assessment is reviewed at least annually, after a fire related incident, from recommendations in fire drills, tests or inspections or if the risks change.
- c. Ensure the requirements of the risk assessment are carried out.
- d. Ensure the fire risk assessment is communicated, understood and complied with by all personnel on site, and as necessary, those in adjoining or adjacent buildings.
- e. Nominate and ensure the training of sufficient Fire Officer(s) & Fire Marshalls for each area of the premises, including business, holiday and absence cover.
- f. Organise training and maintain records for fire safety training for all employees and for NCP.
- g. Ensure fire evacuation routes and fire-fighting equipment inspections are carried out monthly.
- h. Ensure fire evacuation drills are carried out bi-annually.
- i. Ensure fire detection, alarm and protective systems are inspected and serviced annually.
- j. Keep records of all tests, inspections and evacuation drills and appropriate remedial actions.
- k. Liaise with Landlords at shared or occupied premises to achieve these fire safety requirements.

- I. Ensure that all employees are aware of their responsibilities with regard to fire safety and emergency.

The 'Responsible Person for Fire Safety' will appoint sufficient persons to undertake duties of 'Fire Warden' whose delegated responsibilities are:

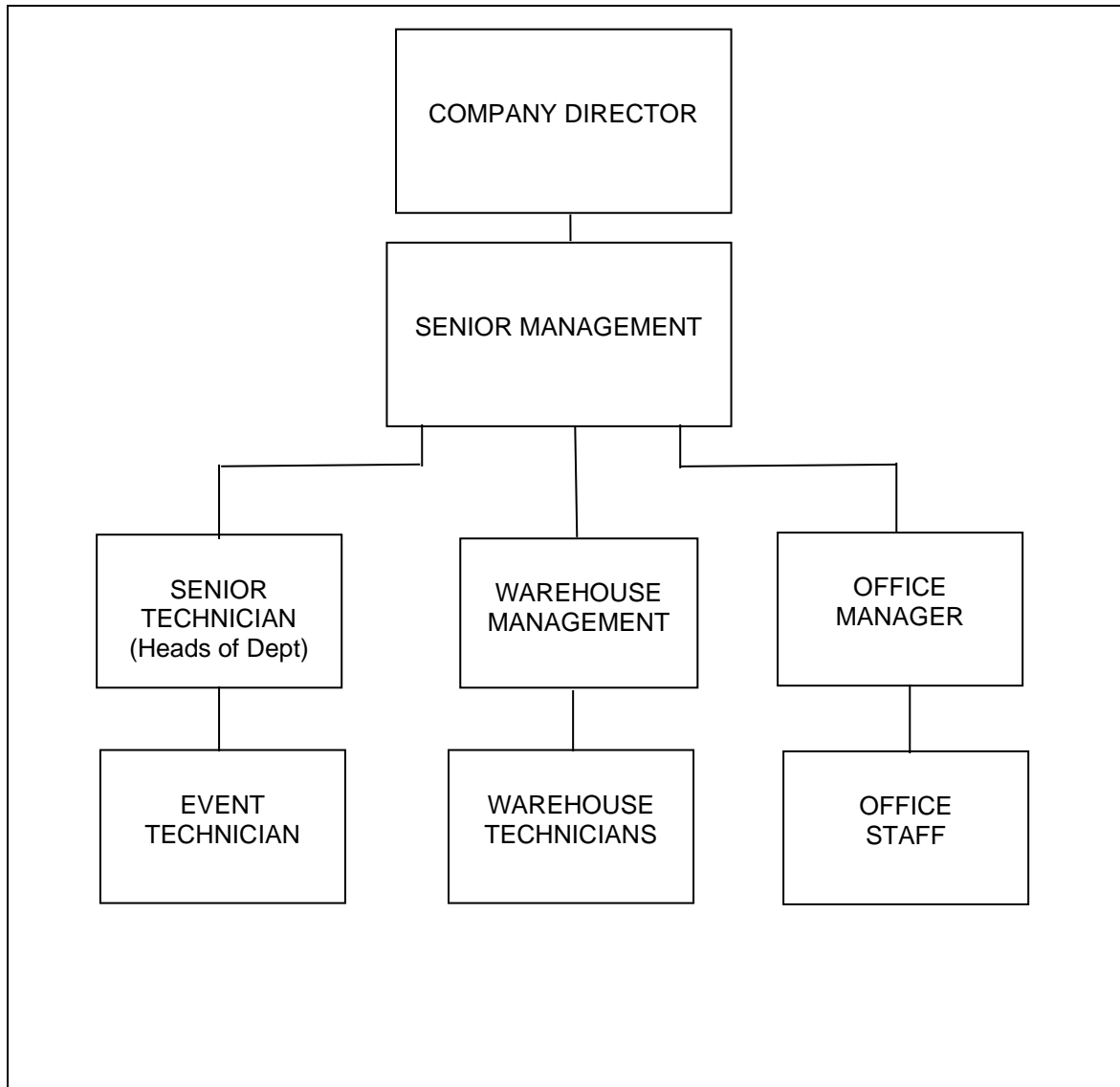
- a. Respond immediately to fire alarms.
- b. Check their area of responsibility and evacuate all persons to the correct assembly point.
- c. Take attendance register to assembly point and conduct roll-call or a building sweep.
- d. Provide the Fire Service with information regarding persons unaccounted for.
- e. Carry out inspections, checks tests as required in Fire Wardens responsibilities.
- f. Carry out first line fireman duties as required in Fire Warden responsibilities.

Crisis Management

The company will ensure contingency plans are in place for all other credible emergencies.

- a. Major injury or fatality.
- b. Terror threat.
 - When on site – liaise with client to discuss plans and communicate with others on site
- c. Vandalism or Arson.
- d. Threat of or actual violence.
- e. Incident media management.
- f. Business continuity after utilities failure

Organisation for the implementation of health and safety



Company Commitment to Quality, Health and Safety and Environment

We take great pride in our reputation

This is built on customer care, staff involvement, commitment to staff training and a good recruitment policy.

We have a pro-active approach to all aspects of quality, health, safety and the environment and have a continuous improvement monitoring system in place to ensure the company continues to develop and improve the services it provides to our customers.

The Company is aware of its legal and moral obligations to the environment. We approach any job with the objective of using the least harmful, bio-degradable products available to successfully complete the task.

At all times when on site we ensure the health, safety and welfare of company personnel and implement as far as is practicable the necessary measures to meet our obligations under current statutory and regulatory requirements. In particular:

- Health and Safety at Work Act Etc.
- Management of Health and Safety at Work Regulations
- Provision and Use of Work Equipment Regulations
- Manual Handling Regulations
- Lifting Operations and Lifting Equipment Regulations
- Personal Protective Equipment Regulations
- Electricity at Work Regulations and IET Regulations
- Working at Height Regulations

Integrated Quality, Health and Safety and Environment Policy statement

AVM Create Ltd (hereinafter known as the Company) is an independent private company, engaged in the sale, distribution, hire and service of audiovisual equipment and accessories. In addition to the above the Company also designs and installs audiovisual equipment at customer's premises.

The Company's aim is to be the leading company in the audiovisual communications industry in terms of quality, health and safety and respect for the environment, for the continued benefit of our customers, staff and suppliers.

The Company is very conscious of the need to provide the required level of quality and service to its customers while meeting statutory and regulatory obligations.

In order to achieve this level of service the Company's policy is to demonstrate compliance with statutory requirements and best practice applicable to its commercial activities where relevant by showing commitment to:

- Compliance with the Health and Safety at Work Act and its associated Regulations and Approved Codes of Practice where relevant
- Compliance with the Environmental Protection Act, the Pollution Prevention and Control Regulations, the Hazardous Waste Regulations and the Waste Regulations.
- Use ISO standards as the basis for company working standards to demonstrate compliance with statutory and regulatory requirements
- A zero harm policy for accidents by identifying, investigating and remedying unsafe acts, unsafe conditions and near misses.

Our commitment to and compliance with all relevant legislation and our integrated policy is fundamental to achieving these objectives.

The integrated Quality, Health and Safety and Environment Policy will be subject to continuous improvements; it will be reviewed annually and updated to take account of changes within the Company and any new legislation.

Arrangements for carrying out this integrated Quality, Health and Safety and Environment Policy is laid down in detail in the Quality, Health and Safety and Environment Manual.

It is the duty of all staff members to carry out their responsibilities as detailed in this policy and associated documentation. Staff members with specific responsibility for quality, health and safety and environment issues must properly delegate these responsibilities when they plan to be absent.

All staff members who authorise work must ensure the health and safety of all persons involved, directly or indirectly. Health and Safety must not be compromised by any “priorities” imposed on or by the Company. The Managing Director of the Company is responsible for all Quality, Health and Safety and Environment matters. The Company actively supports ongoing training and, where this cannot be provided in-house, outside specialist contractors and training agencies possessing suitable and sufficient qualifications to carry out this training will be engaged.

The implementation of the integrated Quality, Health and Safety and Environment Policy is a function of management and supervisors at all levels. It follows the normal chains of responsibility and authority within the company. All senior members of the company should ensure they are familiar with the company’s policy to ensure their subordinates (if any) comply with all relevant Health and Safety legislation, regulations and the contents of codes of practice.

Information on the effective implementation of this policy is to be communicated through the pages of this manual, bulletin boards, the company intranet, internal memos, formal and informal meetings, debriefings together with the results of accident investigations and consequential remedial and preventative measures taken. To ensure effective operation of this policy regular auditing of the Company’s quality, health and safety and environment procedures etc., will be carried out by appointed management representatives who will be responsible for updating the company procedures when legislation, regulations or codes of practice change.

Subcontractors, their employees and all temporary workers are also required to comply with the objectives of this policy document.

The Board of Directors has adopted this policy.

Section B

Training

The hire division of AVM Create Ltd Audio Visual has 20 full time employees. We are committed to ensuring that all our staff receives training of the highest possible standard as it is only through their ongoing development that we are able to offer our customers the service that we promise and deliver. All our Hire Technicians and Hire Desk Co-ordinators undergo basic AV training at the commencement of their employment with AVM Create Ltd. Further training courses are continually identified to allow staff to constantly develop their skills and knowledge.

The following training recently undertaken by members of the hire division is managed via training matrix and includes:

Manual Handling	PowerPoint Training
Lighting Desk	Steps & Ladders
Fire Extinguisher User	PASMA Mobile Tower
Lighting Course	Rigging
Driver Training	IPAF access equipment
Working at Height	Use and Inspection of Safety Harnesses
Specialist Courses	
	<ul style="list-style-type: none">▪ Conference Staging & Lighting▪ How to Electrically Test Equipment▪ Audio Equipment in more depth▪ Video Equipment in more depth

Section C

Document Templates

1. **Dry Hire Method Statement**
2. **Wet Hire Method Statement**
3. **General Risk Assessment**
4. **COSHH Assessment**
5. **Site Inspection Report**
6. **Site Incident Report**

Dry Hire Method Statement

A “Dry Hire” is a rental transaction that involves no installation or operation of equipment by AVM Create Ltd personnel.

Examples of this include customer collection from a Hire Centre and Technician drop off to a venue or customers site.

All equipment available for hire will be:

Subject to regular preventative maintenance
Regularly examined for safety
Relevant Safety Certificates and Instruction manuals are available upon request
Inspected before it goes out

All equipment returned or collected will be:

Checked in upon return or collection
Maintained as required before being used again

There will be no significant risk to the customer.

Wet Hire Method Statement

Key Personnel

1. An event team will normally consist of a designated supervisor and a number of event technicians. (The number will vary dependent on the size of the event). The designated supervisor is responsible on site for:
 - all company operations
 - the health, safety and welfare of company personnel
 - the safety of others within his sphere of influence
 - adherence to site regulations
 - liaising with venue management

Training Requirements

The following training will have been undertaken where applicable.

- Manual Handling
- Driver's assessment / HGVC courses
- Working at height
- Operation of access / Lifting equipment
- Basic rigging principles
- Basic site electrical training

Access Requirements

1. Where applicable a venue site survey is carried out after which the following requirements are decided:
 - a. vehicle/equipment access and security
 - b. electrical supply (mains/3phase/single phase)
 - c. health and safety equipment and documentation
2. The designated supervisor will ensure that all staff are briefed on the site rules including site emergency arrangements (if in doubt consult the Site Safety Officer on arrival). Meeting place to be discussed verbally or included in the job Method Statement
3. On arrival at site the team will report to reception and/or the site contact and obtain a permit to work (if applicable) and request unloading details.

Equipment Requirements

A review of the maximum power requirement will be carried out by the Manager/designated supervisor. Any electrical equipment will be tested by competent persons before being brought on to site. PAT test certification for all venue electrical equipment is held at the hire centre and is available to venue on request.

Site Requirements

Where applicable the designated person will take into consideration. Site rules and regulations appertaining to Health and Safety will prevail and will be followed at all times.

Where applicable, arrangements will be made for unloading, storage and security of materials with the site management.

Any necessary COSHH risk assessment sheets will be supplied.

Other materials used may be:

1. Stage Sets/Flats: (softwood base, covered with fabric, flame retardant, Metal fixtures and fittings)
2. Lamps and luminaries
3. Electrical Equipment
4. Electrical cables and connectors

COSHH

From time to time it may be we use hazardous materials, in these circumstances relevant COSHH materials risk assessments will be supplied

Work sequence (may differ dependent upon venue/site requirements).

1. Team brief of all technicians as to the scope of works required and familiarisation with any venue rules, regulations and evacuation procedures
2. Load all equipment into venue and organise accordingly into the work spaces
3. Set up all equipment specific to the event following all rigging, hanging and cable plans including Lighting, Sound, AV, Staging and sets
4. Test all equipment is working
5. Clear away all empties and clear the space of all equipment not required
6. Tape cables down and make sure all entrances and exits are clear of obstructions
7. After the event removal of all equipment is in the reverse order of the above

Personal Protective Equipment (PPE)

When identified in the assessment, PPE will be provided and worn by Company employees.

PPE may include:

- safety footwear (EN ISO 20345 - hard toe capped boots or shoes; EN 61340 – anti-static)
- safety harnesses (BS EN 361)
- hard hats (BS EN 398)
- eye protection (BS EN 166)
- gloves (industrial – BS EN 388; abrasive hazards – BS EN 407; EN 60903 – electrical insulation, BS EN 1149 – anti-static)

Other Precautions

Any equipment hired or leased by the company will only be operated by competent persons.

AVM Create Method Statement Installation of Equipment at (Venue) for (Event)

SITE:

PREPARED BY:

DATE:

SITE CONTACT:

All works shall be carried out in accordance with AVM Create Ltd, Health & Safety Policy.

1.0 Supervision

The Works shall be supervised and carried out by: -

And Carried out by –

2.0 Work Sequence

- a) Ensure clients Covid Risk Assessment has been read
- b) Inform client of work intentions.
- c) Inquire about any site specific regulation e.g. hazardous areas.
- d) Carry out installation as per method of Execution below
- e) Run the Event
- f) De Rig of Equipment

3.0 Method of Execution

- 3.1 Obtain permission to undertake works from:- Site Agent
- 3.2 Ensure space is available
- 3.3 Install equipment as per method statement

4.0 Equipment/Plan

- 4.1 Cable as needed.
- 4.2

5.0 Radio Frequencies

- 5.1 No specific limitations from the venue

6.0 Risk Assessment

- a) The installation work may be considered as presenting a **low** risk to personnel. This includes injuries resulting from electrical shock.
- b) The use of combination ladders / combination ladders may be necessary and will be used within the design specifications, as issued by the manufacturer.
- c) All Audio Visual equipment will be used within the design specifications, as issued by the manufacturers
- d) Suitable equipment defined as PPE will be used. To include masks, hand sanitiser for Covid
- e) Approved personnel will isolate electrical supplies, should it be necessary, prior to commencing work.
- f) All equipment will PAT (portable appliance test) certified.
- g) Communication between workers will be by normal speech only as distances will not necessitate intercom systems.
- h) Thorough cleaning of the equipment pre and post event

7.0 PPE

a) Face masks, Safety helmets, safety boots and gloves

8.0 Training

N/A

9.0 Welfare

9.1 Contact between AVM Create Ltd Technicians and the emergency services will be by mobile telephone.

9.2 First aid kits and relevant PPE are carried in company vehicles.

9.3 Emergency services are located within 8 miles of site and will be contactable in the event of an emergency.

This document is subject to a continual update process and should therefore be considered 'live'.
This document is issued to and made available to all AVM Create Ltd personnel involved with the scheme.

AVM Create GENERIC RISK ASSESSMENT

Location: Activity: As Quotation	Persons Directly Involved: Employees: Site personnel: 0
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Hazard Potential	Risk Evaluation (Who, how, likelihood and severity)	Safe System of Work Reference	Initial Risk Rating High (H) Medium (M) Low (L)	Controls	Final Rating Achieved
Covid – 19	Company employees, clients	Company Quality/Health, Safety, Environment Manual 11	H	Follow Safe system of workings Follow Government Guideline Wash hands, avoid touching face, give space - 2m where possible Use PPE, Perspex screens Sanitise equipment	L
Job preparation Carried out before arriving on site	Injury to company employees Damage to company property	Company Quality/Health, Safety, Environment Manual	-	All equipment and material prepared All electrical tools and equipment tested before being brought on to site. Appropriate PPE Staff appropriately trained and supervised	L
Faulty Equipment Unchecked equipment causing falling or injury (i.e. ladders/step ladders/scaffold/safety harnesses/tools)	Serious injury to company employees/ site workers. Damage to company/customer property.	Company Quality/Health, Safety, Environment Manual	-	Check equipment prior to commencement. Any faulty equipment is appropriately marked and removed from use. Purchase only ISO/EN/BS standard equipment.	L
Access to Site Vehicle impacts. Other manoeuvring vehicles. Site pedestrians.	Injury to company employees/ site workers. Damage to company/customer property.	N/A	M	Vehicle load weight checked before departure. Follow site guidance rules. All drivers carry current valid vehicle licences and are given additional training in defensive driving.	L
Manual Handling Twisting Lifting Stooping Carrying	Serious injury to company employees/ site workers from heavy and awkward loads. Back strain/crush injury/muscular skeletal injury.	1	H	Company staff trained in handling techniques. PPE in the form of safety boots and Gloves. Weights are available to staff. Mechanical lifting devices are used where practicable.	L
Setting Up Slips, trips, falls, crush injuries	Injury to company employees/ site workers.	1	M	Set up as directed by customer or site supervisor/H&S Officer. Only use tested equipment. Company staff trained in handling techniques. Ensure cables do not cause trip hazards.	L
Independent Mobile Towers Staff falling from height. Objects falling on persons below. Tower toppling.	Death/serious injury to company employees/ site workers. Damage to company/customer property.	4	H	Scaffold erected/tested by a competent person and checked before use. All guard rails and toe boards will be in place, with safe access to platform. All users received appropriate training.	L
Ladders/Step Ladders Persons falling.	Injury to company employees/ site workers. Damage to company/customer property.	3	H	Purchase only ISO/EN/BS standard equipment. Equipment inspected before use.	L
Rigging at Height Staff falling from height. Persons at ground level.	Serious injury to company employees/ site workers. Damage to company/customer property.	4	H	All safety devices will be fitted. All will be correctly rated/loaded. Equipment will be inspected before use. Safety harnesses will be worn as directed by the manager or competent person. Only trained competent persons will use equipment.	L

<u>Lifting Equipment</u>	Serious injury to company employees/ site workers. Damage to company/customer property.	5	H	Purchase to relevant BS/EN/ISO standard. Only certificated persons to use Manufacturer's instructions followed for loads.	L
<u>System 'Power Up'</u> Electric Shock. Electrocution. Overloading	Death/Serious injury to company employees.	6	H	Ensure power requirements are less than available. Fire extinguisher to be available at all times (Co2) Only trained/certificated persons to complete work on live electrics If in doubt consult the building manager	L
<u>Pyrotechnics</u> Possible risk of fire	Serious injury to company employees/ site workers Damage to company/customer property	7	H	Specific assessment required for each site. Fire extinguisher to be available at all times (Co2) Only operated by authorised persons Only operated in accordance with the manufacturers instructions	L
<u>Laser Equipment</u> Short and long term eye injuries	Serious injury to company employees/ site workers/members of the public	8	H	Only operated by authorised competent persons Only operated in accordance with the manufacturers instructions	L
<u>Control of Substances Hazardous to Health</u>	Injury to company employees Short or long term effects from exposure	Pages	L	Any substance taken on site is assessed before use No significant risk involved	L
<u>Environment</u> To ensure company meet environmental obligations	Not applicable	-	L	All waste is removed from site	L
				Final Risk Rating	3L
Assessment Completed By:		Position:		Date:	
Responsible Manager:		Position:		Date:	
Assessment to be reviewed by:		Position:		Date:	

AVM Create COSHH RISK ASSESSMENT

On events from time to time we will use substances that are subject to COSHH regulations

In this case all substances used will be listed in the specific method statement

Please use the link below to view the specific COSHH data sheets for substances listed in the risk assessment as appropriate

<https://www.dropbox.com/sh/h3rissm24cnum6/AAAGrfSVH-cO9kl9PAwseI5qa?dl=0>

AVM Create SITE MONITORING INSPECTION

Site Name:		Job Number:	
Inspection by:		Inspection date:	Previous

If the answer to any of the questions below is 'NO' take remedial action before work commences

Has the customer received their Health & Safety package?	YES
Does the method statement thoroughly and safely cover your task	YES

If 'NO' what needs to be done by whom and by when

Action	By Who	Completion date

What risk assessments apply:

a. Access to site	YES	h. Lifting Equipment	NO
b. Manual Handling	YES	i. Power Up System	YES
c. Setting Up	YES	j. Pyrotechnics	NO
d. Independent Mobile Towers	NO	k. Laser Equipment	NO
e. Ladders / Stepladders	NO	l. COSHH	NO
f. Rigging at Height	NO	m. Environment	YES
g. Maximum Electrical Load	YES	n. Other	YES
Are all assessments suitable and sufficient?			YES

If 'NO' what needs to be done by whom and by when

Action	By Who	Completion date

Name:	Signature	Inspection date
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AVM Create SITE INCIDENT REPORT

Site Name:		Job Number:	
Reported by:		Report date:	

Unsafe Act <input type="checkbox"/>	Unsafe Condition <input type="checkbox"/>	Near Miss <input type="checkbox"/>	Accident <input type="checkbox"/>	RIDDOR <input type="checkbox"/>
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For Unsafe Acts, unsafe conditions and near misses enter details below:

Action	By Whom	Completion date

For accidents enter details of incident below:

Action	By whom	Completion date

Investigated by:		Investigation date:	
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For RIDDOR's complete below:

Date Reported :		By Whom:	
Time Reported :		F2508 Reference:	

Section D

Safe Systems of Work

- 1. Manual Handling**
- 2. Independent mobile towers**
- 3. Ladders and step ladders**
- 4. Rigging**
- 5. Lifting equipment**
- 6. Hydraulic Hoists / Platforms**
- 7. Electrical Safety**
- 8. Pyrotechnics**
- 9. Working at Height**
- 10. Manual Handling**
- 11. Covid-19**

SAFE SYSTEM OF WORK

1. Manual Handling

All manual handling activities will be in accordance with the Manual Handling Regulations:

- Where possible manual handling activities should be avoided
- Where unavoidable, automate the task
- Where it is not possible to automate then mechanise the task (e.g. wheels, straps or other lifting aids)
- A suitable and sufficient risk assessment will be carried out
- People will receive appropriate information, instructions and training

Poor lifting and carrying techniques and poor posture can result in discomfort and increase the risk of injury. In extreme circumstances, these injuries can have permanent effects. These risks can be reduced by adopting some simple precautions

Assessment

The following factors must be taken into account before manual handling:

- The load to be moved
- The capabilities and limitations of each individual
- The task to be carried out
- The working environment

Planning

The following preparation must be taken:

- Where alternatives to manual handling are available these must be used (i.e. can the van be moved closer to the venue).
- Wherever possible, loads should be split into smaller loads to reduce the likelihood of injury.
- All work areas must be kept in good condition, free from slipping and trip hazards with clear access to the load.
- The distance loads have to be carried will be kept to a minimum.

Selection of equipment

- For the lifting of heavy or awkward shaped materials, equipment or loads, mechanical assistance (including fork lift, sack trolleys, vacuum lifts, hoists etc) will be provided wherever practicable.
- Gloves and safety footwear will be provided by the company where necessary.

Selection of competent personnel

- Where lifting teams are working, a competent person will coordinate the effort.
- All personnel employed in manual handling will be appropriately trained in the correct lifting techniques and also in the using of lifting aids.
- Employees who are not employed for manual handling operations will not be allowed to carry them out without suitable and sufficient training.

Work Task

- Make full and proper use of aids to lifting and carrying such as trolleys, chutes and access equipment.
- Use the legs and knees to bend and lift – do not stoop or bend the back. Avoid tasks which require stretching or twisting.
- Ensure that regular rest breaks are taken where manual handling activities are repetitive or to prevent the onset of fatigue.

Review

- On completion of a manual handling operation, the process must be reviewed to identify potential problems for future projects.

SAFE SYSTEM OF WORK

2. Independent Mobile Towers

All Independent Mobile Towers will be used in accordance with the Working at Height Regulations, the Provision and Use of Work Equipment Regulations and BS EN 1004:

- Erected and dismantled only by competent persons
- Inspected by competent persons
- Working at height training provided to all users

Assessment

The following factors must be taken into account when using mobile work towers:

- The location that the tower is being used in.
- The type of tower that is being used.
- The working height that is required.
- The staff involved in using the tower.

Planning

The following preparation must be taken:

- The surface that the tower is being erected on must be clear, level and capable of supporting the weight of tower and the staff and materials on it.
- The correct size and type of tower must be used for the task.
- The height of the tower must not exceed 3.5 times the smaller base dimension, and in any case must not exceed 10.5m.

Selection of equipment

- All mobile towers must be complete with all necessary safety accessories (i.e. braces, 'toe boards' etc) and with assembly instructions

Selection of competent personnel

- Only trained and competent personnel can erect or use mobile work towers.

Equipment Inspection

- Equipment should be inspected during erection and before every daily use if left erected
- Equipment should have a thorough inspection every 6 months by a competent person
- Inspection records should be kept

Work Task

- All components must be inspected before use for damage which might impair their load carrying abilities.
- Towers must always be erected and used in accordance with the manufacturers instructions.
- Connections should be properly tightened, latching hooks correctly seated and fittings correctly applied.
- Wheel braces must always be fitted to the first lift of scaffold towers to offset the bending stresses imposed on the tower by the castor wheels.
- Castors on mobile towers should be at least 125mm in diameter and should have the maximum permitted load stamped on them and they must be capable of being braked so that the tower cannot be moved whilst in use.
- Staff and materials must be removed from the working platform before the tower is moved. Mobile towers must only be moved by pushing or pulling at the base.
- When at rest, the castor wheels must be turned diagonally outwards to give the maximum base dimensions.

Review

- After the use of mobile work towers, the process must be reviewed to identify potential problems for future projects.

SAFE SYSTEM OF WORK

3. Ladders and Step Ladders

All Ladders and Step Ladders will be used in accordance with the Working at Height Regulations, the Provision and Use of Work Equipment Regulations and BS EN 131:

- Erected and dismantled only by competent persons
- Inspected by competent persons
- Working at height training provided to all users

Assessment

The following factors must be taken into account when using ladders and step ladders:

- The location that the ladders/step ladders are being used in.
- The type of ladders/step ladders that are being used.
- That working height that is required.
- If a working platform could be used instead
- The staff involved in using the ladders / step ladders.

Planning

The following preparation must be taken:

- Ladders should only be used where it is not reasonably practicable to use a safe working platform.
- Ladders should only be used where there is sufficient space position them at the correct angle (about 75 degrees, or 1m out for every 4m up), and to allow space to provide a proper footing.
- Ladders should only be used on a level surface unless they are specifically designed to be used in other ways (for example on stairs).
- Metal ladders and wet ladders must not be used where any electrical hazard exists.

Selection of equipment

- Ladders/step ladders should be used only for the load and purpose for which they were designed.
- When ladders become damaged they should be taken out of service and replaced or repaired.

Selection of competent personnel

- Only trained and competent personnel can use ladders and step ladders.

Equipment Inspection

- Equipment should be thoroughly inspected before use by the user
- Equipment should have a thorough inspection every 6 months by a competent person, evidence of inspection attached to the equipment and records kept

Work Task

- Only one person at a time should climb a ladder.
- Ensure mud, grease etc. is cleaned off footwear before climbing a ladder.
- The user should face the ladder when climbing or descending.
- Step ladders should be spread to their fullest extent and properly levelled for stability and should be placed at right angles to the work wherever possible.
- Work should never be carried out on the top platform of step ladders, nor should overhead work entail overreaching.
- Navel must never be above the top rung/step and never outside of the rails of a ladder or step-ladder.
- Rear parts of step ladders must not be used as foot supports.
- If necessary, have a person at the base of the ladder or step ladder as a look-out or safety man or to 'foot' the ladder.
- Whenever possible, carry ladders at knee to waist height using a carrying strap or otherwise high enough to clear people's heads, and remember the amount of 'over-hang' in front and behind (take care when turning or swinging around).
- If not secured at the top, lay down flat. If leaving unattended they should be secured to prevent unauthorised or unsafe use.
- Secure if stored vertically.
- Ropes, pulleys and rung locks etc.
- Extension ladders must overlap by a minimum of 1m during use for strength and stability

Review

- After the use of ladders and step ladders, the process must be reviewed to identify potential problems for future projects

SAFE SYSTEM OF WORK

4. Rigging

'Rigging' covers the process of hanging equipment (e.g. lighting, sound equipment etc) in a given venue for a conference or event. The equipment may be hung from hanging points specifically designed for the purpose (e.g. lighting bars in a theatre or conference centre) or may be attached to the structure of the building.

All Rigging will be carried out in accordance with the Lifting Operations and Lifting Equipment Regulations and associated BS, BS EN and BS ISO standards:

- Rigging only by competent persons
- Inspected by competent persons
- Working at height training provided to all users

Assessment

The following factors must be taken into account when rigging:

- The size and weight of the equipment to be hung.
- The safe working load of the structure to be hung from
- Working area
- Access / Lifting equipment
- Competency of people

Planning

The following preparation must be taken:

- The 'Safe Working Load' of the structure must be confirmed, if necessary a qualified engineer (whom, where possible, is familiar with the venue) should be commissioned to provide this information.
- The weight of the equipment to be hung should be confirmed.
- Ensure that the equipment to be hung is within the 'Safe Working Load' of the structure, taking into account the number of 'hanging points' and the 'fixings' to be used.

Selection of equipment

- All equipment and fixings must be regularly maintained and checked prior to every use.
- All equipment must be suitable for the purpose that it is being used for.
- Equipment and 'fixings' must have suitable 'weight loading' capacity.

Selection of competent personnel

- Only technicians who have been specifically trained and have the necessary skill and knowledge should be allowed to perform the tasks involved in 'rigging at height'.

Equipment Inspection

- Equipment should be thoroughly inspected before and after every use by the user
- Equipment should have a thorough inspection every 6 months by a competent person
- Inspection records should be kept

Work Task

- PPE and fall protection equipment must be worn at all times when necessary.
- The working at height 'safe system of work' must be followed where applicable.
- All fixings should be double checked.
- Safety chains or other back-up systems should be used where necessary.

Review

- On completion of a rigging operation, the process must be reviewed to identify potential problems for future projects.

SAFE SYSTEM OF WORK

5. Lifting Equipment

Lifting equipment includes such things as studio winches, chain winches, blocks and tackle, wire and fibre ropes, slings and lifting bonds and related lifting mechanisms.

All lifting equipment will be used in accordance with the Lifting Operations and Lifting Equipment Regulations and associated BS, BS EN and BS ISO standards:

- Rigging only by competent persons
- Inspected by competent persons
- Working at height training provided to all users

Assessment

The following factors must be taken into account when using lifting equipment:

- The weight of the loads to be lifted.
- The load carrying capacity of the structure the lifting equipment is to be fastened to.
- The skills and training of the personnel operating the lifting equipment.
- The condition and type of the lifting equipment being used.
- Competency

Planning

The following preparation must be taken:

- Lifting equipment should only be used following manufactures guidelines for the tasks for which it was designed for.
- Both the lifting equipment and the structure it is attached to must be capable of handling the load.

Selection of equipment

- Lifting equipment must be provided with physical evidence of conformity to EC Directives on machinery safety.
- It must be shown that current tests and thorough examinations have been carried out which show the lifting equipment is safe to use.
- Lifting equipment must have its Safe Working Load (SWL) clearly marked on the equipment or on a permanently fixed adjacent position.

Selection of competent personnel

- Only personnel whom have received specific training should use lifting equipment.

Equipment Inspection

- Equipment should be thoroughly inspected before and after every use by the user
- Equipment should have a thorough inspection every 6 months by a competent person
- Inspection records should be kept

Work Task

- The lifting equipment must be visually inspected prior to installation.
- Where possible all fastenings between the lifting equipment and structure and the lifting equipment and the load should be checked by another member of staff.
- Where regulations advise, safety bonds must be used.
- When raising the load, it is necessary to ensure only necessary personnel are in the vicinity of the load.

Review

- After using lifting equipment, the process must be reviewed to identify potential problems for future projects.

SAFE SYSTEM OF WORK

6. Hydraulic Hoists / Platforms

All lifting equipment will be used in accordance with the Lifting Operations and Lifting Equipment Regulations and associated BS, BS EN and BS ISO standards:

- Rigging only by competent persons
- Inspected by competent persons
- Working at height training provided to all users

Assessment

The following factors must be taken into account when using hydraulic hoist and platforms:

- The suitability of the equipment for the task.
- The skills and training of both the operator and the personnel in the cage.
- The condition of the area of work.
- Competency

Planning

The following preparation must be taken:

- There must be an effective method of communication between the operator and the cage.
- There must be adequate provision to prevent unauthorised access to the base of the platform.
- Ensure that the surface on which the hoist is to be used is stable, level and clear of any obstruction.
- Ensure that the platform is suitable and capable of reaching the necessary working height.

Selection of equipment

- Equipment must only be used where there is evidence of a current report of thorough examination.

Selection of competent personnel

- Hydraulic hoists and platforms must only be operated by personnel who are trained and competent to do so.
- There must be a named operator responsible for all hoist activities and they must not leave the ground in the cage.

Equipment Inspection

- Equipment should be thoroughly inspected before and after every use by the user
- Equipment should have a thorough inspection every 6 months by a competent person
- Inspection records should be kept

Work Task

- The operator is responsible to ensure the safe operation of the platform and the work area
- The operator must confirm that they regard the position of the machine as safe
- The number of people in the cage must be kept to a minimum.

Review

- After using hydraulic hoists / platforms, the process must be reviewed to identify potential problems for future projects.

SAFE SYSTEM OF WORK

7. Electrical Safety

Assessment

The following factors must be taken into account when working with electrical supply:

- The electrical requirements of the equipment that is being used.
- The available sources of power.
- The location of the power source in relation to the equipment, and any hazards this may cause.
- Appropriate circuit protection

Planning

The following preparation must be taken:

- Check that the electrical supply at the venue has enough capacity for the equipment that is being supplied.

Selection of equipment

- Ensure that all equipment has had a full PAT test within the last year.
- Ensure that all equipment has been visually checked before the hire (e.g. look for damaged mains cables etc)
- Ensure that the selected cables are rated higher than the required supply.

Selection of competent personnel

- For small events, all AVM Create Ltd technicians have a basic understanding of the risk involved in working safely with electricity.
- For medium to large events, a senior technician or project manager with the necessary skills and training will ensure that the correct procedures are followed when working with electricity.

Equipment Inspection

- Equipment should be inspected before powering up.
- Equipment should have a thorough PAT inspection every 12 months by a competent person and have a valid test certificate
- Inspection records should be kept

Work Task

- Wherever possible, the mains supply should be isolated whilst equipment is being set-up.
- Whilst laying cables care must be taken to avoid any hazards including water, physical damage (e.g. cable wedged under doors) and potential trip hazards.
- Prior to switching on the power, a further check should be made to ensure that the equipment has been distributed correctly over the available supply and there is no overloading.
- All staff on site should be informed when the power is to be switched on.

Review

- On completion of any events involving working with electricity, the process must be reviewed to identify potential problems for future projects

SAFE SYSTEM OF WORK

8. Pyrotechnics

All pyrotechnics must be stored, transported, set-up and used in accordance with the Dangerous Substances and Explosive Atmospheres Regulations and the Manufacture and storage of explosives regulations (MSER)

- Storage
- Transport
- Setting Up
- Security

Explosives and flammable materials are used in pyrotechnic work to create the impression of a dramatic event. The aim should be to minimise the quantity of the explosive or flammable material used in order to create the desired effect.

Assessment

The following factors must be taken into account when working with pyrotechnics:

- The hazards that could arise from using pyrotechnics, these include flash or radiated heat; noise, blast effects, projectiles and other debris, unplanned spread of fire, toxic effects, misfires and poor transportation, storage and handling.
- The experience and skills of the staff involved.
- The suitability and 'site rules' of the venue.

Planning

The following preparation must be taken:

- Control measures must be in place to counter the hazards mentioned above.
- All involved should be fully briefed about the effect, the risks and required controls prior to any rehearsal.
- There should be effective means to warn and exclude people from any danger area.

Selection of equipment

- All equipment and materials must conform to the necessary regulations.
- No home-made pyrotechnics or firing equipment must be used.
- All equipment must be maintained on a regular basis and visually checked before each use.

Selection of competent personnel

- Levels of technical knowledge, skills and experience are taken into account when deciding which members of staff take charge of pyrotechnic shows:
 - Hire Managers/Technicians with specific training – competent to plan, supervise control and execute pyrotechnics
 - Technicians – competent to conduct pyrotechnic shows under the supervision of a member of staff with specific training. They would not usually plan and execute effects without such supervision.
 - Trainees – can assist other grades in the preparation of effects when adequately supervised.
- The senior AVM Create Ltd employee on site is responsible for ensuring adequate arrangements for managing and policing the controls (e.g. any exclusion zone).

Work Task

- Safety can be improved by rehearsing the action. Only essential personnel should be in the area. All those involved in the sequence should be present at rehearsal or re-rehearsal and should be made fully aware of the action intended, the risks, control measures and emergency arrangements.
- The technician in charge of an explosive, pyrotechnic or fire effect should have absolute authority over the safety arrangements during the execution of the effect.
- Before commencing any effect, checks should be made to ensure exclusion zones are in place, emergency plans are in place and that all the appropriate PPE is worn.
- The person supervising the effect should have unambiguous confirmation that danger areas are clear (e.g. line of sight) and be in direct communication with all key personnel.
- Firing circuits should not be connected or armed until the last possible moment to minimise the risks of accidental firing.
- In the event of a misfire no one should approach the area until an adequate time has passed (defined by the pyrotechnics and firing circuit in use). The staff required to make the area safe should wear full PPE. The required steps to deal with a misfire will be determined at the planning stage, but should include:
 - PPE required
 - Exclusion zones required
 - Steps to make the effects safe
 - Steps for disposing of explosives

Review

- On completion of any events involving working with pyrotechnics, the process must be reviewed to identify potential problems for future projects.

SAFE SYSTEM OF WORK

Working at Heights

All work at height will be in accordance with the Working at Height Regulations

- Erected and dismantled only by competent persons
- Inspected by competent persons
- Working at height training provided to all users

There are three main hazards associated with working at heights in the entertainment/conference industry, all with potential to cause major injury. The main three hazards are: falls, falling objects and falls from collapsing structures. This system of work is designed to highlight and take into account the hazards and put measures in place to help prevent such an occurrence.

Site specific risk assessments may be required in addition to the following where unusual conditions are present

Assessment

The following factors must be taken into account when undertaking working at heights:

- Height to be worked at
- The condition and stability of the work area/surfaces
- The environment e.g. Weather, lighting, temperature
- Who else has or needs access to the same working area
- Duration of the work
- The staff involved e.g. age, fitness, acrophobia
- Equipment to be used

Planning

The following preparation must be taken:

- Identify maximum height. Any heights over 2m require precautionary measures
- Is there the ability to maintain a safe distance from an edge
- Are safety nets applicable to the task and purpose
- Is an exclusion zone necessary (are there ground personnel underneath the task?)
- Identify working loads e.g. how many personnel are working on the same task at height, does the task involve rigging heavy equipment
- Identify any load or mobility restrictions of any equipment to be used

Selection of equipment

- Once loads are calculated, select the appropriate access equipment e.g. Scaffold, Mobile Tower, ladders
- Ensure that all equipment has undergone a safety check and has been certified as fit for purpose by a competent person/s before use
- Ensure that the correct PPE is selected for the task e.g. Hard Hats. Fall Arrest, safety harnesses etc.

Selection of competent personnel

- Ensure that only staff who are trained and competent are allowed to work at heights

Equipment Inspection

- All access equipment, working platforms and other places of work at height will be inspected before use
- All fall restraint/arrest equipment will be inspected before and after every use by the user
- All fall restraint/arrest equipment will be inspected by a competent person at least every 6 months, evidence of inspection attached to the equipment and records kept
- Equipment should have a thorough PAT inspection every 12 months by a competent person and have a valid test label affixed
- Inspection records should be kept

Work Task









- Create an exclusion zone below the area of work (if ground personnel present)
- Ensure that there is a supervisor at ground level monitoring the work and maintaining a safe area
- Provide necessary PPE and ensure that it is being used by all relevant personnel
- Ensure that edge protection for towers e.g. toe boards, guard rails are in place
- Ensure all tools or loose objects are securely lashed or secured to a lanyard


- Ensure everyone in the area is aware that work is going on overhead

Review

- On completion of a working at height operation, the process will be reviewed to ensure the precautions taken were satisfactory and identify any areas for improvement.

Manual Handling

Location:	AVM Create, Manchester and at work locations	Area	Truck Loading	Manual Handling Assessment No.:	MHRA 01
Equipment description:	Loading and unloading trucks with equipment, wheeled boxes and trusses				
Number and description of persons at risk:	All staff lifting, supporting or carrying equipment. Others in the area who may affect or be affected by work activities.				
Frequency and duration of task:	Variable dependent on size of event. Loading, unloading, dismantling and packing.				
Consider	What can be reasonably practicably done to avoid part or all of the manual handling?	Answer	Action		
1. Avoid	Can the task be fully automated?	Site visit required to establish	If 'YES' obtain and train staff in the use of suitable risk assessed equipment If 'NO' go to step 2.		
2. Reduce	Can significant risks be eliminated by use of lifting aids/equipment?	Site visit required to establish	If 'YES' obtain and train staff in the use of suitable risk assessed equipment. If 'NO' go to step 3.		
3. Assess	Risks	Controls	Residual Risk		
 Is it:	L1 awkwardly stacked or positioned? L2 too heavy, awkwardly shaped, bulky, or unwieldy? L3 difficult to see over or under or greater than your arm span? L4 weight unevenly distributed, insecure, unstable, with it or it's contents likely to shift? L5 slippery, sharp, abrasive, hot, cold, chemically hazardous or otherwise hazardous to hold? L6 able to be lightened by splitting or reappportioning it? L7 provided with or have handles/grabs attached? L8 able to be lifted with harness and/or straps?	L4: Equipment and trusses must not be left unsecured as they may roll or fall. Equipment should only be set down if it cannot roll or fall. Ensure those not involved in the work keep clear of the area by erecting barriers.			
 Are you:	I1: suitably trained? !2: strong or fit enough, aching, feeling ill or likely to tire? I2 restricted by any past or present injuries? I3 pregnant, young person or otherwise vulnerable? I4 familiar with any handling equipment provided? I5 going to need any particular strength or height? I6 likely to need or be hindered by clothing or PPE? I7 going to need help from another person?	I1: All persons must be trained in manual handling I2 - I5: Only persons capable of lifting should be involved. Suitable breaks and rest periods need to be taken. I7: Long and bulky items should be team lifted. I6 Suitable safety footwear			
 Is there:	T1 holding or manipulating loads more away from the body? T2 twisting or turning without the feet moving? T3 reaching or stretching with hands at or above shoulder height? T4 bending or stooping with hands at or below knee height? T5 excessive lifting and/or lowering distances? T6 need to walk up staircases and the need to use hand-rails? T7 need to use step ladders or straight ladders? T8 likelihood of feet being too close together? T9 likelihood of body weight being unevenly distributed? T10 precision actions needed to manipulate the load into place? T11 handling while seated? T12 excessive carrying distances? T13 strenuous or excessive pushing or pulling? T14 dynamic handling such as throwing or catching? T15 boring, repetitive, frequent or prolonged physical effort? T16 holding of the load to one side of the body with one hand? T17 need to change grip or hold in one hand to open doors, turn on lights or hold hand-rails? T18 somewhere safe and secure to set the load down at finish, rest, open door, switch on light? T19 insufficient rest or recovery time due to work-rate or deadline? T20 need to get help from others?	T1 – T3, T20: Minimise awkward and strenuous movements by team lifting. Team members should be of similar height and capability. T10: Never let go of any load that is not secure i.e. cannot roll or fall. T10 & T20: Always get help where there is a risk of sudden or fine movements from heavy items.			
 Are there:	E1 space constraints affecting good posture and free movement? E2 uneven, slippery, unstable or obstructed floors and routes? E3 variations in floor and work surface levels e.g. stairs, slopes, ramps, fields? E4 extremes of temperature or humidity? E5 strong air movements or ventilation problems? E6 poor or variable lighting e.g. light to dark or vice versa? E7 doors to open/lights to turn on; a free hand; to be left open/on or someone to help? E8 noise levels that would impair hazard warnings or communication when team handling? E9 other hazards in the area that would impinge on manual handling? E10 layouts, work surface heights or stacking storing/arrangements to be re-designed?	E3: Get help from others in guiding your movements or assistance. Get help from others with similar capability and height. E4: Ensure lighting is sufficient or obtain extra lighting.			

6. Residual risk / actions / recommendations			
Overall residual risk:		Comments, actions, further assessment:	If controls cannot be complied with doubt stop work and consult your supervisor or manager.
Name of person carrying out assessment:		Date:	Review before:

Task statement			
Loading of audio visual equipment into and out of vehicles.			
Task method	Equipment / materials required	Actions to be taken	PPE required
Wheeling flight boxes. Lifting trusses.	Suitable means of securing equipment in vehicle Suitable lifting aids for heavy, large and long objects. Suitable and sufficient lighting. Barriers and exclusion zone to prevent access by and injury to other persons.	Ensure nothing is left unsecured when loading into or removing from vehicle. Suitably trained and capable persons for manual handling. Team lifting for heavy, large or long objects with people of similar height and capability. Be aware of wet, soft, slippery and uneven ground.	Safety footwear with steel toe cap and good grip. Suitable gripping gloves.
Issued by:		Date:	

SAFE SYSTEM OF WORK

8. Hazardous Substances

The company will comply with the Control of Substances Hazardous to Health Regulations. No substance hazardous to health shall be used unless a suitable and sufficient risk assessment has been carried out by a competent person and reviewed at least annually.

The risk assessment must be communicated along with the safety data sheet (SDS) and safety data sheet, understood and complied with.

Wherever possible, hazardous substances will be eliminated, substituted for a less hazardous alternative or otherwise their use be enclosed or local exhaust ventilation used where there is a risk of dispersion or accumulation of dust vapour or fumes.

Where flammable vapours are released additional fire precaution measures will need to be taken PPE and RPE is the final control measure and must never be used as the first or only precaution.

SAFE SYSTEM OF WORK

9. Noise

The company will comply with The Noise at Work Regulations .

Where noise levels reach 80dB(A) the company will offer, or provide hearing protection to employees who ask for it.

Where noise levels reach 85dB(A), a suitable and sufficient risk assessment must be carried out by a competent person and reviewed at least annually.

The risk assessment must be communicated, understood and complied with.

Where reasonably practicable noise should be eliminated, or otherwise exposure reduced by hierarchal controls.

SAFE SYSTEM OF WORK

10. Vibration

The company will comply with The Vibration at Work Regulations.

No hand held vibrating tools or machinery may be used before a suitable and sufficient risk assessment has been carried out by a competent person and reviewed at least annually.

The risk assessment must be communicated, understood and complied with.

Where reasonably practicable vibration should be eliminated, or otherwise exposure reduced by hierarchal controls

11.COVID – 19

Hazard	Who	Controls	Actions
Getting or spreading coronavirus	Workers Customers Contractors Drivers Visitors	Follow Government guidance on cleaning, hygiene and hand sanitiser Provide water, soap and hand sanitiser Ensure everyone aware of hand washing procedure Ensure other sites we are visiting provide hand washing facilities / hand sanitiser	Check all are familiar and abiding with guidance Provide info on washing facilities and hand sanitiser Ensure supplies are replenished Lateral flow tests to be taken every 3 rd day where possible Temperature checks to be undertaken at the start of each day Encourage the use of reusable mugs / water bottles that are named
Getting or spreading coronavirus in common use high traffic areas such as canteens, corridors, toilets, entry / exit points and other communal areas	Workers Customers Contractors Drivers Visitors	Follow Government guidance on welfare facilities, canteens Identify: Areas where people congregate, pinch points, touch same surfaces Client's offices / warehouses Control desks / area	Canteen furniture removed Reduction of people on site reduced to minimum Sanitising products available When on site, reduce use of canteen, beware of pinch points Greet deliveries at the door where possible to prevent them from entering the building Strict cleaning of toilet and kitchen areas Follow all Government & AVM Create Ltd advice. The client will be contacted for a copy of their guidelines prior to visit Take own drinks to site If food & drinks are provided consider where empties are left, if disposable please place in bin Ensure all rubbish is placed in bins – including tape Ensure control is set up in a well naturally ventilated area if possible Keep 2 metres apart from other contractors, where possible remain in own bubble Wear masks Use Perspex dividers if considered necessary for the environment. Request air extraction where possible Hand sanitise
Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	Workers Customers Contractors Drivers Visitors	Use Government guidance on cleaning and hygiene during coronavirus Identify frequently touched surfaces Reduce the need for people to move around your site as far as possible, to reduce potential spread Avoid sharing work equipment by allocating it on personal issue and put cleaning regimes in place to clean between users	Equipment to be sanitised between users and events if reused within 48 hours Provide instruction and training to people who need to clean. Include information on: the products they need to use, precautions they need to follow, the areas they need to clean

		<p>Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects</p> <p>Empty bins frequently</p> <p>Clean flight cases regularly</p>	<p>Microphones / radios rotated to prevent mixed use. Encourage use of personalised headsets</p>
Mental health and wellbeing		<p>Follow Government guidance on stress and mental health</p> <p>Talk openly to talk through concerns</p> <p>Keep workers updated on what is happening so they feel involved and reassured</p> <p>Discuss working at home, ensuring breaks and leave are taken</p>	<p>Keep talking to each other</p> <p>Make use of e-mails, slack and other communication channels</p> <p>Seek professional advice if needed</p>