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## 1.1 APPLICATION

This Safety Statement has been developed to assist ABC Company comply with relevant H&S standards and to ensure that clients are fully aware of ABC Company' commitment to high standards in H&S.

## 1.2 OBJECTIVES OF THE SAFETY STATEMENT

To provide a reference for the policies and procedures used in house and at any Client premises or events. It is also used to assess and audit the levels of health and safety being achieved.

To provide evidence that the policies and procedures to ensure health and safety objectives are met and have been thought out and documented in order to help those who must execute them.

To provide a control document to record the pertinent changes to the Company Safety Statement, which become necessary due to the changing business environment.

To help identify training requirements that needs to be fulfilled in order to generate suitably qualified personnel to carry out the policies and procedures contained within the document.

To provide assurance that compliance with legal requirements for health and safety are being met or exceeded.

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### 1.3 SAFETY STATEMENT

The general Statement on this page sets out the Safety Policy of ABC Company.

It is this Company's intention that its work will be carried out in accordance with the relevant statutory provisions of the Safety, Health & Welfare at Work Act 2005, the Safety, Health & Welfare at Work (General Application) Regulations, the Construction Regulations and any other applicable regulations from those implemented in 2007. All reasonable practicable measures will be taken to minimise risk to Employees or others who may be affected by company activities.

Manager 2 has appointed him/herself as having responsibility for managing Health, Safety & Welfare. Reference should be made to Manager 2, in the event of any difficulty arising in the implementation of this policy. Manager 2 will have ultimate responsibility for ensuring that the provisions of this Safety Statement are implemented.

The Success of the policy will depend on the co-operation of all Contractors' and Employees. It is therefore important that you acquaint yourself with all areas of the Safety Statement. You should ensure that you understand your role and the overall arrangements for Health & Safety within the Company and within your individual area. You should also be aware that you have an obligation to take care of your own safety and that of others that might be affected by your actions.

**Signed:** \_\_\_\_\_  
Manager 2

**Date:** \_\_\_\_\_

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## 2.2 Manager 2

- ❑ Manager 2 will be responsible for implementation of the procedures within the Safety Statement.
- ❑ Manager 2 bears the ultimate responsibility for ensuring that staff (incl. temporary Event Staff) are given correct information and training for them to do their job effectively.
- ❑ Manager 2 is also responsible for ensuring that staff reporting to her are supported in enabling them to reach the correct decisions in respect of health and safety matters.
- ❑ Prepare the Safety Plan and needs for upcoming performances.
- ❑ Carry out a review after a performance to ensure any lessons are taken on board.
- ❑ Supervise the Company Health and Safety programme.
- ❑ Review all safety rules bi-annually and, when necessary, recommend suitable changes.
- ❑ Investigate all major accidents and damage to Company property and recommend action.
- ❑ Investigate any accidents involving members of the public at events where ABC Company were the organiser.
- ❑ Ensure that accident records are maintained.
- ❑ Ensure that records of hazards/near miss reports are maintained.
- ❑ Ensure that the systems for ensuring that fire precautions are adequate.

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### 2.3 SUPERVISORS (if and when hired for specific events)

All supervisors will be responsible for planned implementation of effective health and safety standards within their area of operation.

The Supervisors bear the responsibility for ensuring that staff are given correct information and training for them to do their job effectively and that their work targets are realistic and do not compromise health and safety requirements.

They are also responsible for ensuring that staff reporting to them are supported in enabling them to reach the correct decisions in respect of health and safety matters.

#### SPECIFIC RESPONSIBILITIES OF ALL SUPERVISORS

- ❑ Ensure that all procedures are complied with for all new employees.
- ❑ Implement an efficient communication procedure so that all Personnel are aware of workplace standards as measured against the Company's Safety Policy and are provided with information on accidents and other safety, health and welfare information.
- ❑ Plan and co-ordinate safety training as necessary.
- ❑ Plan and supervise all work processes in a safe manner and in accordance with the standards set out in the Safety Statement.
- ❑ Ensure that all employees directly under your control are aware of their specific responsibilities.
- ❑ Provide assistance to staff in carrying out their responsibilities, particularly in determining the most appropriate order and methods of working.
- ❑ Allocate work in such a way that health and safety standards are not compromised.
- ❑ Know the location of the First Aid Box.
- ❑ Ensure that you know the procedure in the event of a fire.
- ❑ Report any accident or damage, however minor, to senior management.
- ❑ Commend Employees who by action or initiative eliminate hazards.

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### 3.6 FIRST AID

#### CONTROL MEASURES

##### NOTE:

ABC Company **DO NOT** provide first aid response at performances or on client premises. Clients will have their own first aid response facilities that ABC Company employees may actually make use of from time to time. At performances the local management will engage organisations such as the Red Cross, Order of Malta, etc. to provide First Aid response.

##### Within ABC Company

The first aid box should be suitably marked and easily accessible.

The exact location of the First Aid box must be known by all employees and a specific notice, identifying its whereabouts, must be posted to include names of qualified First Aiders.

The first aid boxes are suitably marked and easily accessible. The location is follows;

- **Office**
- The First Aid Boxes is inspected on a weekly basis by Manager 2. This check and replenishment is recorded and kept on file.
- When employees are appointed to a Client premises, they shall seek the advice and assistance of the Client First Aider if necessary.
- It should be noted that First Aiders are not empowered to dispense analgesics, pills, or medications. Supplies of such items will not be in first aid boxes. Individual employees who believe they might have a need of these items must be responsible for their own supplies.

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### 3.11 SMOKING POLICY

The Public Health (Tobacco) (Amendment) Act 2004 became law on Monday 29th March 2004. This means that smoking will not be permitted in any enclosed workplace.

In order to comply with the above legislation and for other Safety and Health reasons, it is the policy of ABC Company that all of our work areas are smoke free.

Smoking is prohibited throughout the workplace with no exceptions. This policy applies to all employees, trainees, consultants, contractors, customers and visitors who enter the premises.

When on client premises ABC Company Staff shall abide by the rules relating to smoking in that premises.

### 3.12 DRUGS AND ALCOHOL POLICY STATEMENT

ABC Company recognises that alcohol, drugs, or other substance abuse by individuals can have an adverse effect on their ability to perform work and consequently put themselves, the Company and others at significant risk.

All Employees, Contractors, Sub - Contractors and Visitors must be able to perform their duties whilst on company business, or when they are in Company premises/ work areas in such a manner that will not affect their safety or the safety of others by acts or omissions.

If the Company has reasonable grounds to suspect that an Employee or Contractor or Sub Contractor is under the influence of alcohol or drugs (illegal or misused legal substances), they will be removed from the premises.

The possession, distribution or sale of drugs or any associated materials whilst you are on a ABC Company Event location, will lead to removal from the location and possible other sanctions.

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### 4.3 ACCESS AND EGRESS

#### HAZARDS

ABC Company will adhere to all rules regarding access and egress on the Client site. However, set out below are the general arrangements for the company. At a performance, Manager 2 or an employee of ABC Company will make every effort to ensure safe access and egress to and from the premises.

Inadequate access and egress facilities can result in:

- Restriction of an orderly evacuation of the premises
- Trips and falls
- Obstruction of emergency exits

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score = 3	Score = 6	Result = 18

#### CONTROL MEASURES

- All doors and access points shall be kept clear and maintained.
- All passageways shall be kept clear of obstruction.
- Approved occupancy numbers shall not be exceeded at performances where this is under our control.
- All floor covering and surfaces shall be kept clean and in good condition.
- Adequate lighting shall be provided at all entry, exit points and along corridor and passageways.
- Waste shall be removed regularly and systematically stored in a secure place until collected for disposal.
- It is vital that all fire escape routes are not obstructed at any time.

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### 4.5 MANUAL HANDLING

#### HAZARDS

- Incorrect method of lifting
- Attempting to lift something which is too heavy
- Lifting sharp/awkward shapes

The main injuries associated with manual handling and lifting are:

- Back strain, slipped disc.
- Hernias.
- Lacerations, crushing of hands or fingers.
- R.S.I.
- Bruised or broken toes or feet.
- Various sprains, strains, etc.

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score = 2	Score = 4	Result = 8

#### CONTROL MEASURES

- Loads which must be manually handled shall be assessed on the basis of their risk to health and safety and due caution exercised where there is a risk of back injury etc. The method of handling shall take account of the size, weight, shape, condition and position of the load to be handled.
- Where possible measures shall be taken to reduce the amount of manual handling to a minimum and mechanical handling devices supplied and used in so far as is reasonably practicable.
- We supply a range of handling equipment within the premises.
- All appropriate staff shall be trained in safe manual handling techniques.
- Where loads have to be manually handled, safe access shall be assured.

Stage pieces are often awkward, heavy, or unusually shaped, which impedes proper lifting techniques. Some general lifting techniques include:

- Perform warm-up exercises prior to lifting – Warming up your back muscles can help increase blood flow and reduce the stress of an initial lift.
- Use the right personal protective equipment – Some work gloves offer non-slip grips to handle a load easier. Wear non-slip shoes to avoid a fall while carrying a load.

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### 4.6 ELECTRICITY

ABC Company' Employees do not engage in general electrical work. Set out below are the general controls for the company.

#### HAZARDS

- Electric Shock
- Fire
- Trips or falls from loose cables

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score = 2	Score = 6	Result = 12

To ensure that all electrical equipment used by the company is in safe condition.

#### GENERAL CONTROL MEASURES

Dangerous or defective cabling should be replaced or remedied in accordance with the E.T.C.I.'s (Electrical Trade Council of Ireland) rules. It is important that all extensions, alterations and repairs to electrical circuits are carried out in a proper manner in accordance with E.T.C.I.'s rules.

#### Lighting and Sound Control Measures

- **Equipment:** All fixed wiring and temporary wiring should be grounded or double-insulated. All dimmers and light boards should have a dead (non-conducting) front.
- **Repairs:** Employees should not attempt electrical repairs without proper training. Equipment that malfunctions or causes shocks should be removed from service, clearly marked and repaired by a qualified individual.
- **Extension Cords:** Extension cords are only designed for temporary use. Use only three-wire heavy duty extension cords. Never use domestic reel cords or other light duty cords. Use of thin, light duty extension cords can increase the risk of fire and shock. Make sure extension cords have adequate current capacity for the equipment being used. Do not pull an electrical cord out of a socket by the cord. This breaks interior wires and can cause a short and, possibly, a fire. Inspect for frayed or split cords or plugs before use.
- **Electrical Cords:** Electrical cords can also be a tripping hazard. It is a good practice to route cords away from traffic areas to prevent trips and falls.

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### 4.9 HAZARDOUS SUBSTANCES

#### HAZARDS

Health hazards from substances can be divided into the following categories:

- External contact - corrosive, skin absorption, dermatitis.
- Inhalation - gases, fumes, vapours.
- Ingestion - swallowing.

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

**These are general points of information only as ABC Company do not use Hazardous Substances. Manager 2 will address the issue of Hazardous Substances when devising the Performance Plan for any performance where Hazardous Substances are likely to be present. This will be ascertained from the Client.**

#### CONTROL MEASURES

#### SUPERVISION WHEN NECESSARY

- The Workplace Supervisor will ensure that:
  - All substances are listed in a safety file.
  - All substances have an up to date Material Safety Data Sheet (MSDS) on file.
  - The control measures listed in the MSDS are followed.
  - A written assessment, control measures and other information are on site.
  - All substances are stored in an appropriate unit that is fire retardant and can contain spillages.
  - Procedures planned to handle or use any hazardous substance or process are carried out fully.

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### 4.11 Event Safety, Security and Fire Risk Assessment

**NOTE – This assessment is only relevant where ABC Company is the Lead Company or Producer/Director for an Event or Performance. In the majority of cases ABC Company will be engaged as a specialist provider and will follow the controls set out in the Event/Performance Safety Plan.**

#### HAZARDS

- Access and egress
- Poor weather
- Fire
- Members of the public
- Multi Hazard

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### CONTROL MEASURES

**The Event Safety Review Plan found in the Appendix will be used to devise the specific controls for every event. However, the general points below will be used to help devise the plan where applicable.**

- Ensure all event staff have clear roles and responsibilities, adequate training, and that communications are clear on the ground.
- All stage dressings are specifically designed for events and are controlled as follows:
  - Only staff trained in the use of equipment (smoke machines, etc.) shall be allowed to use them.
  - All cloths, dressings, etc. are fire proofed.
  - Staff remain on site throughout the venue to monitor progress.
  - All lighting (Up Lighters, Star Cloths, etc.) are low powered where possible and fire safe.
  - No flammable paints, glues or solvents are used.

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### 4.14 Event/Performance Equipment

#### HAZARDS

- Electrical
- Fire

#### Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### Control Measures

- All owned equipment is stored safely in our own premises.
- All owned equipment is stored in ergonomically convenient boxes on wheels.
- All owned electrical equipment is serviced and checked as necessary.
- All owned portable electrical equipment is subject to the annual Portable Appliance Test (PAT) where necessary.
- No hazardous equipment or materials are stored or used.
- All rented equipment is from reputable suppliers and should arrive at the venue in good condition. Where necessary items will be tested before use.

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### 4.15 Props and Set Decoration/Design

#### HAZARDS

- Electrical
- Fire
- Manual handling

#### Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### Control Measures

- Decorative materials include curtains, draperies, streamers, fabrics, cotton batting, straw, hay, vines, leaves, stalks, tress and moss. Decorative materials may be used only if they are non-combustible or flame resistant or have been rendered so with commercially available products.
- Structural Issues for Set Design  
Any set design which includes steps, ladders, traps or other specialty devices must have a specific risk assessment before use.
- Mark changes in elevation on the stage with phosphorescent tape. Pits, traps and other hazards should be marked with signs or barricaded when not in use.
- In so far as is reasonably practicable all sets and staging pieces will be designed and constructed so as to provide easy handling and movement.

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### 4.16 Rigging

#### HAZARDS

- Electrical
- Fire
- Manual handling

#### Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### Control Measures

- Anything attached to a flybar must have a safety cable attached as well.
- Check that everything attached to a light, including barn doors, gel cases and safety cables, is secure before it is raised.
- Make sure the rope or cord is strong enough for what you are lifting and that the rope or cord is not frayed or damaged in any way.
- Empty all pockets before going onto the grid to ensure that nothing could fall to the stage. Secure all tools to workers with safety lines.
- Wear hard hats whenever overhead rigging is in process
- Never drop anything from the grid to the floor.
- Do not use equipment whose load-bearing capacity is not known.
- Warn people on the stage or grid before moving any rigged scenery or other objects.
- Maintain visual contact with a moving piece at all times.

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### 4.18 Ladders

#### HAZARDS

Note: Ladders must only be used for short periods and only where there is no suitable alternative.

- Items falling from ladders
- Working from ladders
- Throwing waste material from ladders
- Overreaching
- Overbalancing
- Ladders Falling
- Falls from Ladders
- Electrocution
- Defective Ladders

#### Person at risk:

Employees / Sub-Contractors / Visitors / Others

#### RISK ASSESSMENT

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### CONTROL MEASURES

- Ladders must be in good condition, free from defects and to be inspected by a competent person before ladder is to be used.
- Ladder must be positioned on solid ground - if metal check that caps on the feet are in place and in good condition.
- Ladders to be used the correct way up - strengtheners to be on the underside of rungs.
- Ladders should not be painted as this hides defects.
- The ladder must be sited on a level surface and securely tied on both sides near its upper resting place. If it cannot be tied at the top, it must be held by a person stationed at the foot of the ladder.
- Ladders must extend at least 1m over landing stage and set at a slope of 1 out to 4 up (75°)
- Workers to climb ladders with both hands free (i.e. not carrying materials)
- Move ladder along with work to prevent overreaching.
- If working near overhead cables, do not use metal ladders.
- Only one person at a time on a ladder
- If a ladder cannot be properly repaired, it must be scrapped
- Do not stand on top 2 rungs of step ladder
- Extension ladders > 6m long, overlap of 4 rungs required

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#### 4.20.1 Scaffolding in Staging

Poorly designed, manufactured and built sets can present hazards to those working or performing on and around them. Priority should be given to design considerations and through design to manufacture and build. Safety of the overall production design is paramount and especially with any relationship to associated visual or special effects.

Responsibility for the safety of a production set or scenery rests between the producer and the designer and construction team.

Working scaffoldings and supporting trusses, whatever their intended purpose, will only be built by competent contractors or riggers to an approved design. Each structure will be built to ensure it is safe for its intended purpose. Regular inspection of long-standing structures should be carried out by a competent person, especially in external locations.

Scaffolding used as props does not require regular inspection once it has been safely erected but where scaffolding is to be accessed by crew or artists it should be subject to regular inspection.

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### 4.22 Special effects

#### Hazards

- Various

The basic control measures for various special effect are set out below. Before each one is used a Venue specific Risk assessment will be carried out.

Person at risk:

Employees / Sub-Contractors / Visitors / Others

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### STANDARD CONTROL MEASURES

##### 4.22.1 Use of Pyrotechnics

All use of pyrotechnic devices before a proximate audience must meet the requirements of ROI legislation. The following steps shall be followed to obtain the proper permits and approval for the use pyrotechnics:

- Submit a plan for the use of pyrotechnics. The plan must contain the following information:
  - Name of the person, group, or organization sponsoring the production
  - Date and time of day of the production
  - Exact location of the production
  - Name of the person actually in charge of firing the pyrotechnics (i.e., the pyrotechnic operator)
  - Number, names, and ages of all assistants who are to be present
  - Qualifications of the pyrotechnic operator
  - Pyrotechnic experience of the operator
  - Confirmation of any applicable licenses held by the operator or assistant(s)
  - Evidence of the insurance carrier
  - Number and types of pyrotechnic devices and materials to be used, the operator's experience with those devices and effects, and a definition of the general responsibilities of assistants
  - Diagram of the grounds or facilities where the production is to be held. This diagram shall show the point at which

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### 4.23 Light and Sound Equipment

#### Hazards

- Electricity
- Slips and Falls
- Items falling from work area

Person at risk:

Employees / Sub-Contractors / Visitors / Others

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### CONTROL MEASURES

- Only suitably trained and qualified staff may use lighting and sound equipment.
- Lighting boards/dimmers/packs have limits to the lamp loads they can handle. Overloading boards/dimmers can cause a fire hazard. The wattage of the bulbs MAY NOT exceed that of the boards/dimmers/packs they are plugged into.
- Several methods exist for changing the colour of light projected, most commonly, the placement of colour media, such as gels, tinted glass, or dichroic filters, in front of the instrument. Several companies sell colour media and only those materials intended for such use should be employed. Common materials may not withstand the intense heat and light of stage lighting and may be a fire hazard.
- Projected light patterns can be achieved by placing a pattern, template or gobo in a holder and inserting it into the slot at the gate of an ellipsoidal. Many of the same companies that sell colour media also sell a wide range of off-the-shelf patterns. Short lived custom patterns can be cut out of several layers of black aluminium foil (commonly known as the trade name Cinefoil) using a razor blade. For the ETC SourceFour ellipsoidals (due to their lower gate temperature), short lived custom patterns can also be cut from aluminium foil oven liner trays cut to holder size.
- Just as boards/dimmers/packs must not be overloaded with too many lamps, power amplifiers must not be overloaded with too much load. Power ratings for amplifiers is usually specified in load capacity, while speakers (or other loads) are assigned an impedance (typically 4 or 8 ohms). Damage to an amplifier can occur if it is not rated for the load being driven.

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### 4.25 Noise in the Entertainment Industry

#### Hazards

- Hearing loss

Person at risk:

Employees / Sub-Contractors / Visitors / Others

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### CONTROL MEASURES

Each event, performance, venue will need to be assessed on an individual basis to ascertain if there could be a noise hazard for the employees who are working the venue.

The general guidelines set out below from the HSA publication "Noise of Music" will be followed as necessary.

When necessary assessment will consider:

- The nature of the event and the sound.
- The site/venue layout.
- The noise footprint/map (the area covered by the sound).
- Where there may be a risk from noise and who will be affected.
- A reliable estimate of expected noise levels and expected durations.
- Selection of loudspeaker types.
- Suitable control measures available for noise hazards.

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## **8.2 ABC Company Equality Policy**

ABC Company are an equal opportunities Employer & thus, as laid out in this policy, seek to comply with all legal regulations & directives with regard to dealing with individuals or groups in a fair & legal way.

It is the policy of ABC Company to deal (employ, pay, consult, interview, speak to, and write to etc.) with any person/s equally & with dignity Regardless of disposition:

- Gender
- Race
- Colour
- Creed (Religious Persuasion)
- Nationality
- Disability or Physical Impairment
- Financial Status

ABC Company, its Management and Staff must uphold & comply with this policy. Failure to comply with this policy could result in immediate disciplinary action & possible dismissal.

Should any person cause harm, harass, sexually harass or disadvantage any of the above because of their disposition, that person/s will be reported to the Authorities & will be dealt with on a legal basis.

It is the overall policy of this company to practice equality & to be fair to all.

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