Mayadeen Venue

Health & Safety Policy and Procedure

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General Policy Statement

This policy covers both, all activities taking place in Mayadeen venue premises.

This includes, but is not limited to, construction of stalls at festivals or events, on-site productions or rehearsals, and open-air productions.

We provide a safe & healthy environment and working conditions to our employees.

We ensure the safety of our visitors and guests through our guest management systems.

We ensure the equipment and systems are safe to work with regular inspections and maintenance.

We provide necessary training and information as is necessary within the framework of our organizational needs.

We ensure that this policy is reviewed each calendar year and that, as a result of that review, improvements are made to procedures and our overall health and safety Department to take into account the items identified as needing change in that review.

A. Purpose of Procedure

Mayadeen Venue is committed to working together to protect the health and safety of all users of Mayadeen Venue including guests, employees, contractors, volunteers, visitors, people hiring and using community spaces, and all others with whom our work brings us into contact.

Our procedure is to provide and maintain safe systems of work for all those working for or on behalf of Mayadeen Venue or hiring space within the building and to provide such information, training and supervision as the different users need in order to maintain these safe systems. We recognize our responsibilities towards HSE under the Health and Safety at Work Act and other related legislations. We seek to satisfy our obligations by adopting this Health and Safety Procedure. This Procedure will be reviewed annually and additionally in the event of significant changes to our work practice. We believe that co-operation and consultation with all employees, volunteers and hirers is essential, and all are made aware of their responsibilities.

This procedure will be available on the Mayadeen venue website. Action may be taken by Mayadeen Venue or the Venue Director for failure to comply with Health and Safety procedures.

B. Who It Applies To

This health and safety policy and procedure applies to all users of the building. Any concerns about health, safety and security relating to the building or individuals within the organization, including employees, contractors, third parties and visitors, who are expected to comply with the established health and safety protocols and procedures within should be reported immediately to the Venue Manager/ Director.

C. Accountability

1. Mayadeen Venue Director

Mayadeen Venue holds overall responsibility for the safety of the building and all theatre-related activities within the premises.

2. Venue Manager

The Venue Manager shall be responsible and accountable for the effective implementation and maintenance of the HS&E policy/procedure and safe practices. He/she should be aware and informed of all incidents or accidents related to Mayadeen venue. It shall be his/her responsibility to Develop Incident/Accident reports, follow up, and close any accident or incident reports. He/she shall also be responsible for ensuring the corrective action has been taken and preventive measures to be put in place to avoid future accidents or incidents.

The Venue Manager is responsible for informing, instructing, and ensuring that all users of Mayadeen venue are aware of their duties and responsibilities according to HS&E and in compliance with this HS&E policy. They shall be readily available to discuss Health and Safety issues with anyone involved in the day-to-day running and administration of the Venue.

He/she will inform the Mayadeen Venue Management and the Facility Manager of any incidents or accidents or other matters that require attention in a timely manner. Mayadeen Venue Management meet on a regular basis and will ensure such matters are discussed, actions agreed on and noted. They shall liaise with the local authority over all Health and Safety issues and report any accidents under the conditions of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

3. Front of House (FoH) Operations Manager

On performance days the FoH Operations Manager shall be responsible for the effective implementation of the Health and Safety Policy within all Front of House areas. They shall be responsible for the public's health and safety whilst they are in the foyer and auditorium. The FoH staff and/or volunteers will be responsible for the public safety when people are in the food & beverage (F&B) areas, and after the show has finished.

4. Client and Staff

The Client and his staff must make themselves fully aware of the Health and Safety Policy and, to this end shall:

- Observe and promote all safety rules at all times.
- Familiarize themselves with the evacuation procedure and nearest emergency exits.
- Familiarize themselves with the safe operating procedures and instructions applying to their roles.
- Report any defect or health hazard to the operation supervisor or the Facility Manager.
- Report any accident or dangerous occurrence to the operation supervisor or the Facility Manager.
- Shall not make any repairs or carry out maintenance work of any description unless authorized to do so by the facility Manager or Venue Director
- Shall comply with all hazard warning signs and notices displayed on the premises.
- Must not obstruct any fire escape route, fire equipment or fire doors.

- Must report to the operation supervisor or the Facility Manager any medical condition, which could affect the safety of themselves or others.

D.Regulations

We will do all we can to ensure that our employees and volunteers are working in a safe environment and minimize activities that could potentially put anyone at risk. Working with power tools and some chemical-based materials (e.g. paint and strippers) will have some specific risks. The Venue Director is responsible for ensuring a safe environment relating to events productions. This includes ensuring the safety of the general space for hires. The Facility Manager is responsible for a safe environment for general activity around the building.

Personal Protective Equipment (PPE)

PPE is equipment that will protect the user against health or safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. It also includes respiratory protective equipment (RPE). Client and all users of the venue are responsible for bringing their own PPE as needed. No one will be allowed to carry out any risk-related activity (i.e. welding, rigging, etc.) without the proper PPE and risk assessment checklist.

Control of Substances Hazardous to Health (COSHH)

COSHH is the law that requires employers to control substances that are hazardous to health. Most organizations use substances, or products that are mixtures of substances. Some processes create substances. Any of these could cause harm to employees, contractors and other people.
Sometimes substances are easily recognized as harmful. Common substances such as paint, bleach or dust from natural materials can also be harmful.

A risk assessment should be undertaken before use of any potentially harmful substances to mitigate any risks, including provision of PPE.

Provision and Use of Work Equipment

Equipment provided for use at work shall be:

- Suitable for the intended use.
- Safe for use, maintained in a safe condition and inspected to ensure it is correctly installed and does not subsequently deteriorate.
- Used only by people who have received adequate information, instruction, and training.
- Accompanied by suitable health and safety measures, such as protective devices and controls. These will normally include emergency stop devices, adequate means of isolation from sources of energy, clearly visible markings and warning devices.
- Used in accordance with specific requirements, for mobile work equipment and power presses.

Electricity at Work Regulations: Portable Appliance Testing (PAT)

Electrical safety is very important and poorly maintained equipment can cause fires as well as give shocks to users. Mayadeen Venue will ensure that PAT testing is undertaken on a regular basis (at least every two

years). Members should ensure that any personal equipment they bring into the building (e.g. power tools) is safe and may submit it for PAT testing when this occurs.

Lifting Operations and Lifting Equipment Regulations (LOLER)

These Regulations place duties on people and companies who own, operate or have control over lifting equipment. This includes all businesses and organizations whose employees use lifting equipment, whether owned by them or not.

All required certifications by operators of lifting equipment (i.e. forklift, boom lift, genie lift etc.) should be reviewed by the Head of Rigging or the Facility Manager

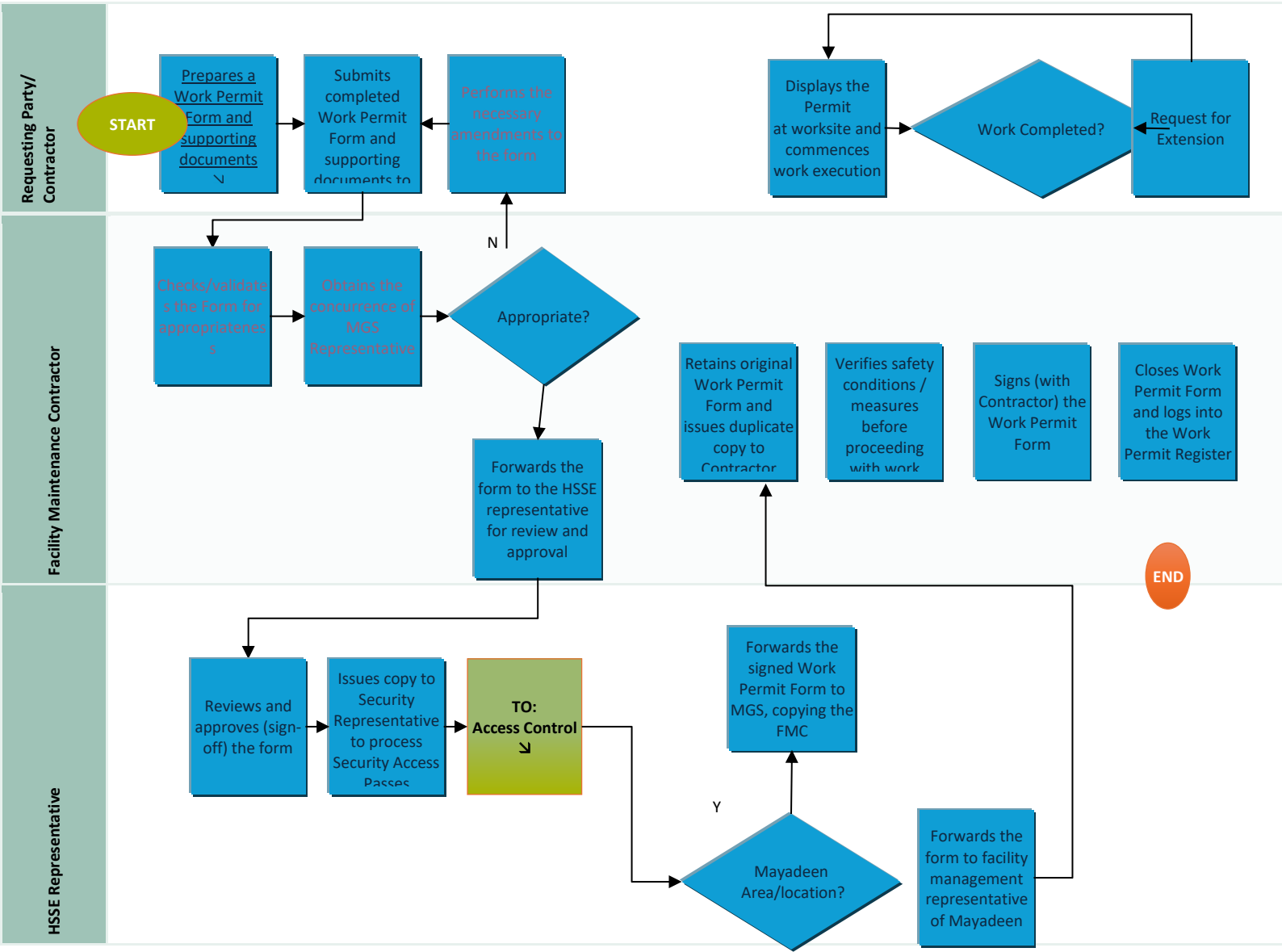
The Works at Heights Regulation

Any work by the Client at height activity, e.g. use of Scaff tower, harnesses, covering both venue rigging & clearing gutters etc. must be properly planned, supervised and carried out by competent people. This includes using the right type of equipment for working at height. Low-risk, relatively straightforward tasks will require less effort when it comes to planning.

E. Health and Safety Requirements

1. Permit To Work:

LEGEND:
FMC = Facility Maintenance Contractor
MGS = Mayadeen General Services



This PTW procedure covers all COMPANY Projects and locations under the control of COMPANY. A COMPANY is defined as the organization with responsibility for management of safety at the Mayadeen site.

HAZARD/ ASPECT/IMPACT
Something with the potential to cause harm, this can include substances, workplaces, machines, tools, etc and includes the potential to harm/damage the environment including the potential of causing a statutory nuisance.

RISK

Is the likelihood that the potential harm from a particular hazard is realized.

Risk = consequence x probability

And is classed as either Acceptable or Unacceptable, depending on the results of the quantifying matrix.

HOT WORK PERMITS

The Authorized Person shall ensure that conditions are safe for work to be carried out, and where necessary, carry out, or arrange for atmospheric tests to ensure safety. Additionally, the authorized Person shall ascertain the presence, nature and properties of any flammable, combustible, or explosive agent involved in the work (e.g. LEL, UEL, WEL, Flash Point, Density, Threshold of Smell, etc).

In addition, the Authorized Person shall consider the possible sources of ignition such as

1. Matches, lighters, cigarettes, etc.,
2. Oxyacetylene and other gas welding, cutting and burning, Electrical arc welding
3. Electrical sparks from electric motors, circuit breakers, capacitors etc.
4. Static Electricity
5. Percussive Sparks from metal tools etc.
6. Solar refraction
7. Any other source of ignition

Method Statements

A method statement must be produced for each task in the show operation to include handling of show stops and emergency procedures such as rescues.

2. Fire & Evacuation

The Facility Manager is responsible for ensuring that fire alarms are tested regularly in compliance with the civil defense regulations and in good working order.

Fire: The Facility Manager is in charge of the event of a fire. If the fire alarm sounds treat it as real unless there is very clear evidence that it has been accidentally triggered. Instruct people to evacuate by the nearest safe exit. Do not use lifts; always use the stairwells. If a performance is underway, the Front of House will escort the audience out and meet in the designated assembly points. The Facility Manager will take out the signing in book together with the FoH report to check that all people can be accounted for. If it is safe to do so, the Facility Manager will check the building.

Front of House duties: Front of House are responsible for the safe evacuation of audiences during performances. Ensure a database is maintained of all the employees with their contact details.

Fire Extinguishers: The Facility Manager will check that the fire extinguishers are fit for purpose. Never move a fire extinguisher from its designated station unless it is being used to put out a fire. Never use a fire extinguisher to prop open doors.

Keeping exits clear. Never block a fire exit even temporarily. Anything blocking a fire exit will be removed and disposed of.

Fire Doors: Keep fire doors shut. Never prop them open.

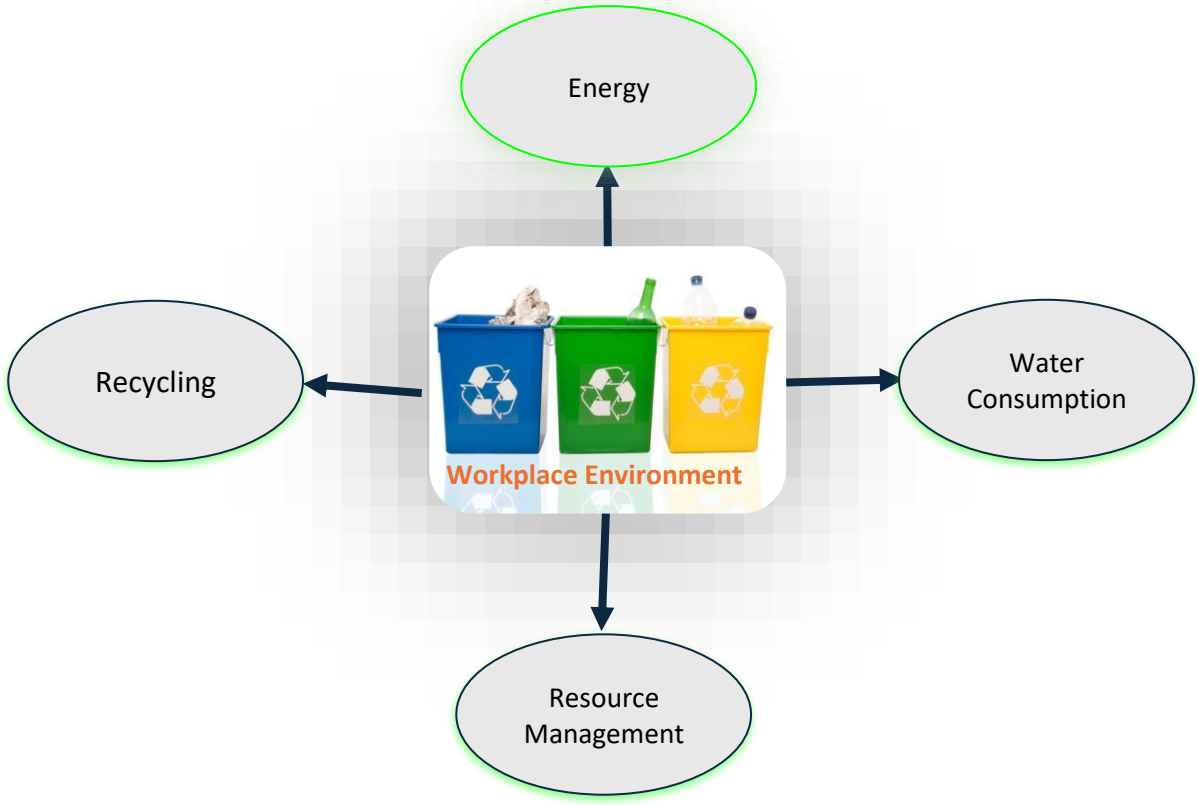
Evacuation:

An evacuation plan is implemented to ensure safe evacuation of our employees, guests and visitors during an emergency. Muster points are implemented at 2 different locations of Mayadeen.

1. First Aid

The Facility Manager and FoH Operations Manager should be trained in basic first aid. Other members of staff, volunteers, front-of-house staff, stage management, etc. will be offered opportunities for first aid training at periodic intervals. First Aid Training is provided by a certified third-party organization.

2. Environment and Sustainability



Energy Saving:

1. Switch off lights when not in use.
2. Put your PC's and monitors in sleep mode when not in use.
3. Unplug cell phones and laptops once they are charged, along with the battery chargers or power adapters.
4. Energy efficient bulbs to be used.
5. Hot water facilities will

Water Saving:

1. Report and repair all water leaks.
2. Shut off the water supply equipment where it is unused
3. Discontinue water circulation pumping in areas not in use.
4. The water pressure in the washrooms shall be kept at a reduced level to minimize water wastage.
5. The water usage in

Recycling:

1. Paper recycle bins are available on all floors.
2. Employees shall endeavor to prevent waste by reusing and reducing materials used through operations and purchasing practices.
3. Any unused papers are to be shredded in the shredder.
4. Recycling bins to segregate paper, plastic and general waste which should be placed in all designated areas.
5. All ink toners will be collected by IT for Facility Management to send to recycling company.

Resource Management:

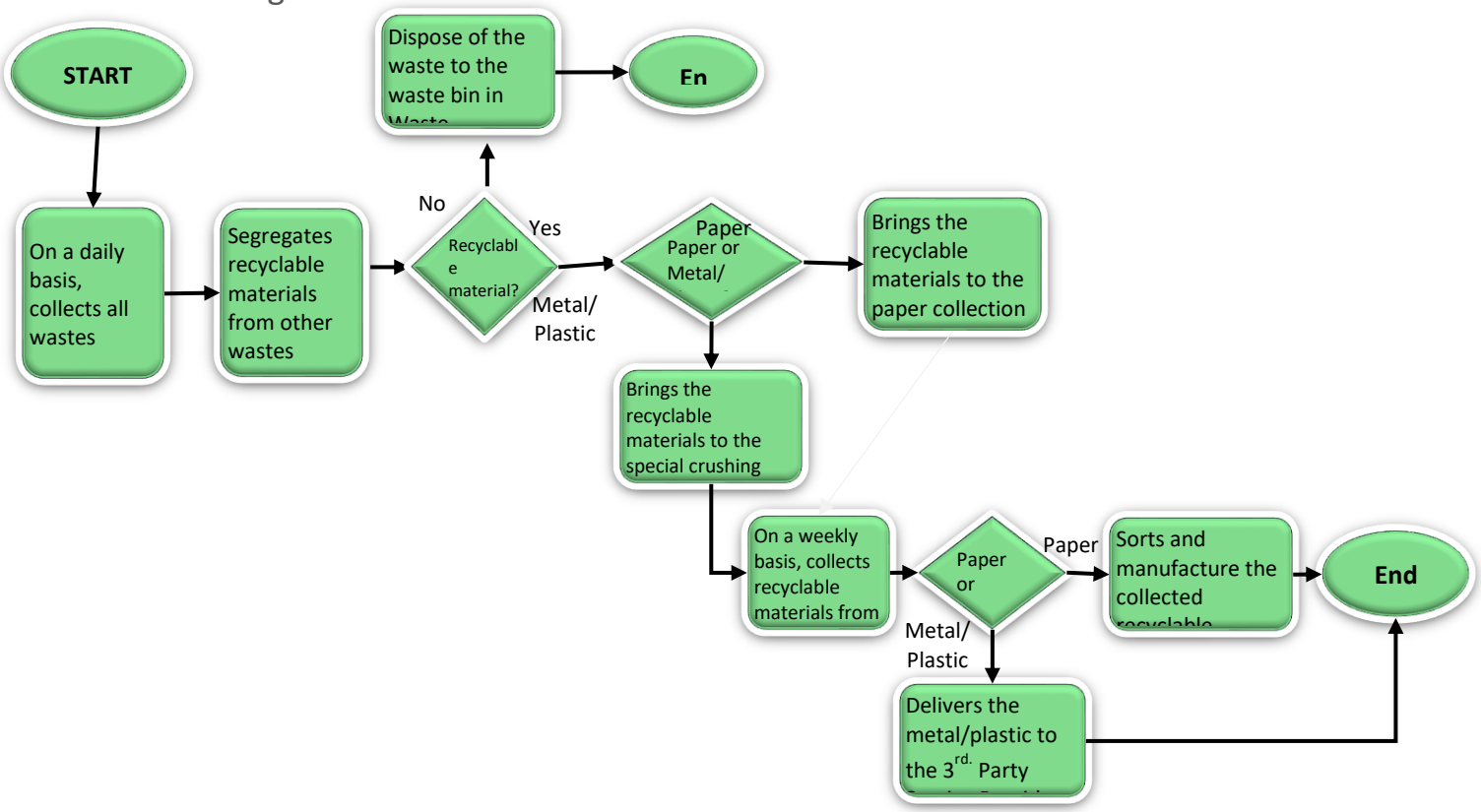
1. Emails, faxes and documents shall only be printed if absolutely necessary.
2.Employees are strongly encouraged to make every effort to eliminate excessive or unnecessary use of paper.
3.Environmentally conscious paper, paper products, cleaning materials and toiletry products shall be procured where possible.
4. Wherever applicable all bins will be replaced with biodegradable alternatives – color codes of the disposable

2.1

2.2

2.3

Waste Management



Access

Certain areas of the building have limited access. The backstage area and the technical gallery should not be accessed by visitors / hires unless a member of the technical department is present and has given permission.

Technical building equipment, e.g. water pumps, air ducts, etc. should not be accessed without authority from the Venue Director.

2.4 Personal belongings

All clients and users (employees, contractors, visitors, guests, third parties etc.) of the Mayadeen venue are responsible for the safety of their personal belongings and/or special equipment.

Mayadeen venue is not responsible for loss or theft of any personal belongings and/or special equipment within the premises, including the parking areas.

2.5 Slips & Trips

Notices must be used when floor cleaning is taking place to alert building users to potential slippery floors.

If there is spillage anywhere for any reason it must be wiped up immediately and made dry. Front of House staff to check foyer and auditorium for spillages during the interval and at the end of each production.

Client shall never leave wires trailing. This includes technical equipment (computers, phones, lighting, sound, etc.) as well as kettles, etc. If wires cannot be kept tight, they should be secured and highlighted as a potential hazard, e.g. with cable ramps.

2.6 Standing on chairs

Do not stand on chairs to reach anything at height or undertake any repairs, including changing light bulbs. Always use a ladder and ideally have a second person present.

2.7 Building temperature

Temperatures in the indoor workplace are covered by the Workplace (Health, Safety and Welfare) Regulations 1992, which place a legal obligation on employers to provide a 'reasonable' temperature in the workplace. The minimum temperature in a workplace should normally be at least 18 degrees Celsius.

A meaningful legal figure is not given at the upper end of the scale, but we will aim to maintain a reasonable temperature wherever possible. If the air ducts are not functioning properly, we will provide heaters or air conditioners/fans.

2.8 Food storage

All food must be stored in sealed containers. This is to reduce the attraction of mice or other rodents and to ensure basic hygiene is maintained.

Anyone using other rooms in the building should ensure they place any empty food packets or containers in the bins provided and seal any unfinished food packets if leaving them. This includes sweets in dressing rooms or backstage during shows.

2.9 Broken glass

Always sweep up broken glass immediately and place safely (wrapped) in the rubbish bin. Do not place it in the recycling bin or empty bottle repository in the bar. Do not handle broken glass directly.

2.10 Cleanliness & tidiness

Always clean up after yourself and ensure that items are stored safely in the specified place in the building. If there is a large mess that requires additional or specialist cleaning, please notify the Venue Manager immediately.

If personal property is left behind and not claimed within 2 weeks, we reserve the right to dispose of it as appropriately as possible.

2.11 Infestations

In the event of infestations, e.g. mice, moths in wardrobe, etc. the Venue Director should be notified so that remedial action can be taken.

3. Manual Handling

Manual handling is a significant cause of all workplace injuries. These include work-related musculoskeletal disorders (MSDs) such as pain and injuries to arms, back, legs and joints, and repetitive strain injuries of various sorts.

The term manual handling covers a wide variety of activities including lifting, lowering, pushing, pulling and carrying. If any of these tasks are not carried out appropriately there is a risk of injury.

Main areas of risk will be in building or moving heavy objects through processes including set construction and deconstruction; moving scenery, furniture and props; and restocking and barreling within the bar.

All should be careful when undertaking any manual handling activity and follow tips outlines in Appendix 01.

4. Lone-working & Workplace Security

Wherever possible, people should avoid working on their own within the building. Where they are on their own, they must not undertake any activity that is deemed a particular risk, e.g. working at height or with power tools. If on your own keep a mobile to hand in case of an incident so you can call for help.

If anyone is undertaking an offsite activity on behalf of the venue always let someone know where you are going and when you are due back. Let them know you have returned safely.

5. Reporting of accidents and incidents

All accidents or incidents, however minor, must be recorded in the Accident / Incident Reporting Book which is kept in the Facility Manager office. For any serious accidents or incidents, including any incidents with visitors, please also notify the Venue Director

6. Alcohol, smoking & drugs.

No one may consume alcohol or take illegal drugs on the premises. Smoking is allowed only in the designated smoking areas.

7. Activity related stress

Before undertaking any activity that may cause undue stress, mentally or physically, undertake an assessment and try and eliminate or mitigate any likely triggers. If the trigger cannot be mitigated, consider whether you should undertake the activity.

If anyone is concerned that any activity, they are undertaking is causing them undue stress, stop undertaking the activity and notify the relevant person immediately.

8. Noise & noise restrictions

The Control of Noise at Work requires employers to prevent or reduce risks to health and safety from exposure to noise at work. do not apply to:

- members of the public exposed to noise from their non-work activities or making an informed choice to go to noisy places.
- low-level noise that is a nuisance but causes no risk of hearing damage. It is not anticipated that anyone will be exposed to significant noise, but where there may be any loud noises on stage, e.g. gunshots, a warning notice will always be given.

9. Special persons at risk

The following categories of people may be at particular risk under health and safety.

- Youth
- Vulnerable / Elderly
- Expectant mothers

Whilst all people are responsible for their part in maintaining a safe and healthy environment the following people have additional responsibility.

The Facility Manager will ensure that the building is maintained to a good standard, and hazards are minimized.

Always undertake a risk assessment before any vulnerable person undertakes an activity which may have specific risks.

F. HSE Training

When a new employee, worker, contractor, FoH staff or volunteer (as people with specific responsibilities) starts they must be given notice of the Health & Safety Policy and procedure, or relevant section and sign to say they have read and understand their responsibilities. The person or committee with responsibility for the area of activity must ensure that the person has sufficient training to undertake the activities required of them. This will include inductions, fire, safety and evacuation, reporting accidents or incidents and reporting issues or concerns.

Theatre & Event Productions

In addition to the many day-to-day health and safety considerations there are many separate and distinct considerations when putting on a theatre or event production.

The Client has overall responsibility for ensuring the safety of the venue. To ensure this happens, Mayadeen Venue Management will discuss the shows in with the Client or the visiting company Technical and Production Directors to ensure that set designs and special effects can be safely delivered.

The Client will ensure that safety standards are clearly set out in the Stage Manager's Handbook and that Stage Managers understand their responsibilities. The Client, or a designated technical officer, will advise on particular technical aspects, e.g. safe rigging, fight scenes, guns, etc.

The Client and the stage management, technical and backstage team are responsible for ensuring that the production is safe, including set build, rigging, auditorium seating, props, special effects and that the backstage area is clear for fire exits.

G.Electrical Safety

At no point within the Mayadeen Venue premises are bare ends acceptable.

Lock Out Tag Out (LOTO) is practiced to ensure safe working conditions for our workers.
All cables must be terminated with the correct connector.

Any power cables which are showing signs of damage to be removed from service until they are repaired. This included where the outer sheath is no longer being gripped and the cores are exposed.

Before any three-phase power is switched on, the operator must ensure that phases, live and neutral have been connected correctly.

Any electrical connection to the venue or show power distribution panels is not allowed without the approval of the Power Technician & the Facility Manager.

Ideally voltage to be checked before energizing any production equipment (Approx. 220V between Lives 1, 2, 3 & Neutral & approx. 380V between Lives 1, 2 & 3).

Appropriate cable management is maintained. The contractors are responsible for providing a cable management layout to ensure the safe laying of cables. Cable trays are a mandate in the premises.

H.Rigging & Stage Works Practices

General

Rigging is strictly handled by the venue in-house rigging company.
No rigging will take place before approval of all the layouts submitted by the production company by the head of Rigging.
No one should be allowed to handle any rigging or an automated fly system equipment unless they are properly trained and certified.

Anyone who is going to use moving equipment of any kind within the backstage area must be trained to understand the purpose of the equipment and the proper methods of operation.

All temporary rigging installations must be preplanned by a competent person.

Accurate drawings depicting the rigging design of all shows must be submitted to and approved by the enforcing authority and the venue prior to the commencement of any site work.

In cases where the rigging installation exceeds or is not covered by pre-determined limits, the design must be reviewed and approved by a qualified structural engineer with proven experience in entertainment rigging.

House rigging rules must be complied with and incorporated into the rigging design.

Rigging plans and documents must include sufficient information to convey the location, magnitude and effect of all rigging forces. Peak dynamic loads must be identified.

All forces, including dynamic loads, must be within the pre-determined limits of the supporting structure or, in non-conforming cases, approved by a qualified structural engineer.

Methods of access for work at height, fall protection systems and rescue must be designed by a qualified person and deemed to be adequate for the proposed work.

A risk management plan that mitigates risks to acceptable levels must be authorized by a qualified person prior to commencement of any site work.

A rescue plan must be developed and documented prior to commencement of any sitework.

All rigging work must be carried out in accordance with the approved drawings.

All rigging drawings must indicate the following:

- All rigging points must be indicated by a symbol and a unique alphanumeric designation.
- A key or legend to symbols used in drawings.
- Rigging point symbols should convey information that is essential to the execution of the rigging (e.g., hoist type, capacity, speed, chain length, etc.).
- The datum point (i.e. a defined position that measurements are taken from).

- For point location purposes, the drawing should utilize cartesian coordinates which reference the datum point. The datum axis lines on the drawing must be labeled for clarity.
- Units of measurement used in association with dimensions, weights and forces on drawings must be clearly identified.
- A scale bar (i.e. a graphic representation of the scale used).
- Required hook height (i.e. distance from venue floor to upper hook).
- Location of electrical power supply required for a rigging system including voltage, frequency, single or three phase, amperage, and connection.

All equipment must be fit for purpose and comply with applicable standards or be professionally engineered for its intended use.

All equipment must be used in accordance with the manufacturers' instructions and recommendations.

Load Capacity
The selection process for all equipment must consider the highest anticipated load or combination of loads, including dynamic loads.

Risk Management
The equipment selection process must consider all foreseeable hazards to which the equipment may be subject.

All selected equipment must comply with applicable regulations and/or standards.

Non-Standard Equipment
In the absence of manufacturers' load ratings and specifications, or applicable regulations and/or standards, a qualified person must review and approve the selection of equipment for its intended use to ensure safety.

Non-standard equipment must be provided with necessary markings and documentation to ensure safe use.

Custom Built Equipment.
All custom-built equipment selected for a project must be reviewed and approved by a qualified person.

Custom-built equipment must be provided with necessary markings and documentation to ensure safe use.

Traceability all equipment must be identifiable and traceable to the manufacturer.

All equipment must be marked to indicate compliance with applicable regulations and/or standards.

Maintenance
All equipment must have current compliance with maintenance schedules per manufacturer’s requirements and applicable regulations and/or standards at its time of use and for the duration of the event.

Maintenance records for equipment must be readily available at the time of selection and for the duration of the event.

On Site Rigging Work

Risk Management

A risk assessment must be carried out and a risk management plan prepared for each task in the show operation.

A risk assessment must consider the cast, crew, venue staff, and audience.

Communications Requirements

The communications protocol and systems must be designed to ensure safety and smooth show operations:

- The communications system must accommodate the specific tasks to be performed.
- The communications system must be capable of allowing specific teams to work independently of the main production.
- A clearly defined communications vocabulary must be established to ensure safe operations in the vicinity of moving loads or performers.

Safety Protocols

Stage scene changes:

- Scene changes must be rehearsed methodically, progressively adding elements such as show lighting, audio, effects, and cast only when proficiency is achieved.
- Scene changes must be rehearsed periodically on longer runs to ensure actual work matches documentation and understanding.

Performer flying rigging:

- Must be operated only by trained crew.
- Must include a pre-performance check of all systems and components.
- Pre-performance checks must be logged.
- Rescue methods for all flying effects must be planned and tested prior to first rehearsal.
- Rescue methods for all flying effects must be periodically rehearsed.

Scenic automation and computer-controlled effects must have the following safety features:

- A press and hold to operate device (dead man handle).
- Emergency stop systems (E-stops) as specified by risk assessment.
- An operator must always be able to override and stop a system regardless of what initiates motion.
- The operator must maintain good visual contact with the effect. Alternatively, this could be achieved with a direct camera and monitor system.
- A pre-performance check of all systems and components.
- Pre-performance checks must be logged.
- Potential hazards to safe rigging operation caused by special effects such as pyrotechnics, lasers, stunts, etc., must be considered in the risk assessment.

De-Rigging & Dismantle Works

De Rigging is strictly handled by the venue.
The client must coordinate with all departments to ensure safe operation.

Responsibilities
A chain of command must be established and clearly understood by all crew.

The tasks and responsibilities of each crew member must be clearly defined and documented.

Prior to the Start of Work
New crew orientation must take place prior to the start of work.

Supervisors must verify working conditions and identify new hazards.

Briefings - A toolbox talk must be held per shift and address the following topics:

- General workplace safety and housekeeping.
- Hazards.
- Identify hazards, including any specific production hazards, and explain how to manage them.
- Identify specific preparatory tasks that must be completed prior to any de-rigging.
- Identify supervisors, crew, and specific tasks.
- Communicate how the work is to be accomplished and in what order.
- Communicate the schedule and end of shift goals and handover procedures.
- Check that all crew have personal protective equipment (PPE) appropriate to the tasks.
- Coordination required between teams.
- Overview of communication and radio use.
- Emergency procedures including rescue.
- Malfunctioning equipment must be clearly marked.

On-Going Supervision

- Supervisors must monitor changing circumstances and conditions and take appropriate action when needed.
- Supervisors must monitor the physical and mental condition of their crew.
- Supervisors must compensate for and report deviations from the de-rigging plan or schedule.

All crew must:

- Visually check equipment for proper condition.
- Ensure clear communications.
- Monitor the environment for changes and new hazards and react accordingly.
- Wear personal protective equipment (PPE) as instructed.
- Verify safe condition of work at each stage before proceeding.

Ground riggers must:

- Safeguard the area below the riggers.
- Verify that suspended equipment can be lowered safely, and equipment is operating correctly.

- Guide the rigging assembly during lowering and landing.
- Disassemble and remove equipment as soon as possible to keep the work area clear.

Up riggers must:

- Visually check their fall protection systems before use.
- Verify that suspended equipment can be lowered safely.
- Communicate when each point is ready to be de-rigged.
- Persons responsible for rigging power must:
- Verify the power supply is appropriate for the equipment being used.
- Check all electrical connections for proper functioning, and repair or change equipment as necessary.
- Monitor hoist connections, cables, multicores, etc.

Truss crew must:

- Disassemble trusses and prepare for safe transport according to instructions.
- Collect connecting hardware during disassembly.
- Ensure good housekeeping is maintained.

Appendix 1: Good Practice in Manual Handling

For any lifting activity

Always take into account:

- individual capability
- the nature of the load
- environmental conditions
- training
- work organization

If you need to lift something manually

- Reduce the amount of twisting, stooping and reaching
- Avoid lifting from floor level or above shoulder height, especially heavy loads.
- Adjust storage areas to minimize the need to carry out such movements.
- Consider how you can minimize carrying distances.
- Assess the weight to be carried and whether the worker can move the load safely or needs any help – maybe the load can be broken down to smaller, lighter components.

If you need to move heavy items or equipment

- Consider whether you can use a lifting aid,
- Think about storage.
- Reduce carrying distances where possible.

Good handling technique for lifting

There are some simple things to do before and during the lift/carry:

Remove obstructions from the route.

- For a long lift, plan to rest the load midway on a table or bench to change grip.
- Keep the load close to the waist. The load should be kept close to the body for as long as possible while lifting.
- Keep the heaviest side of the load next to the body.
- Adopt a stable position and make sure your feet are apart, with one leg slightly forward to maintain balance.

Think before lifting/handling. Plan the lift. Can handling aids be used? Where is the load going to be placed? Will help be needed with the load? Remove obstructions such as discarded wrapping materials. For a long lift, consider resting the load midway on a table or bench to change grip.

Adopt a stable position. The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground). Be prepared to move your feet during the lift to maintain your stability. Avoid tight clothing or unsuitable footwear, which may make this difficult.

Get a good hold. Where possible, the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.

Start in a good posture. At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).

Don't flex the back any further while lifting. This can happen if the legs begin to straighten before starting to raise the load.

Keep the load close to the waist. Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.

Avoid twisting the back or leaning sideways, especially while the back is bent. Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.

Keep the head up when handling. Look ahead, not down at the load, once it has been held securely.

Move smoothly. The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.

Don't lift or handle more than can be easily managed. There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.

Put down, then adjust. If precise positioning of the load is necessary, put it down first, then slide it into the desired position.

Appendix 2: Risk Assessments

Our approach to risk assessment is based on a simple process that examines the hazards and risks associated with our activities, be they in rehearsal, in the theatre or elsewhere in the building.

Firstly, we distinguish between a hazard and a risk by using and applying the definitions given below.

Hazard
A hazard is its potential to cause harm. It may cause you to cough, feel heat, kill you etc.

Risk

A risk is the likelihood that it will harm you in the actual circumstances presented by the hazard. This depends on:

- the hazard(s) that have been identified.
- how it (they) is (are) controlled
- who is exposed?
- their involvement at the time

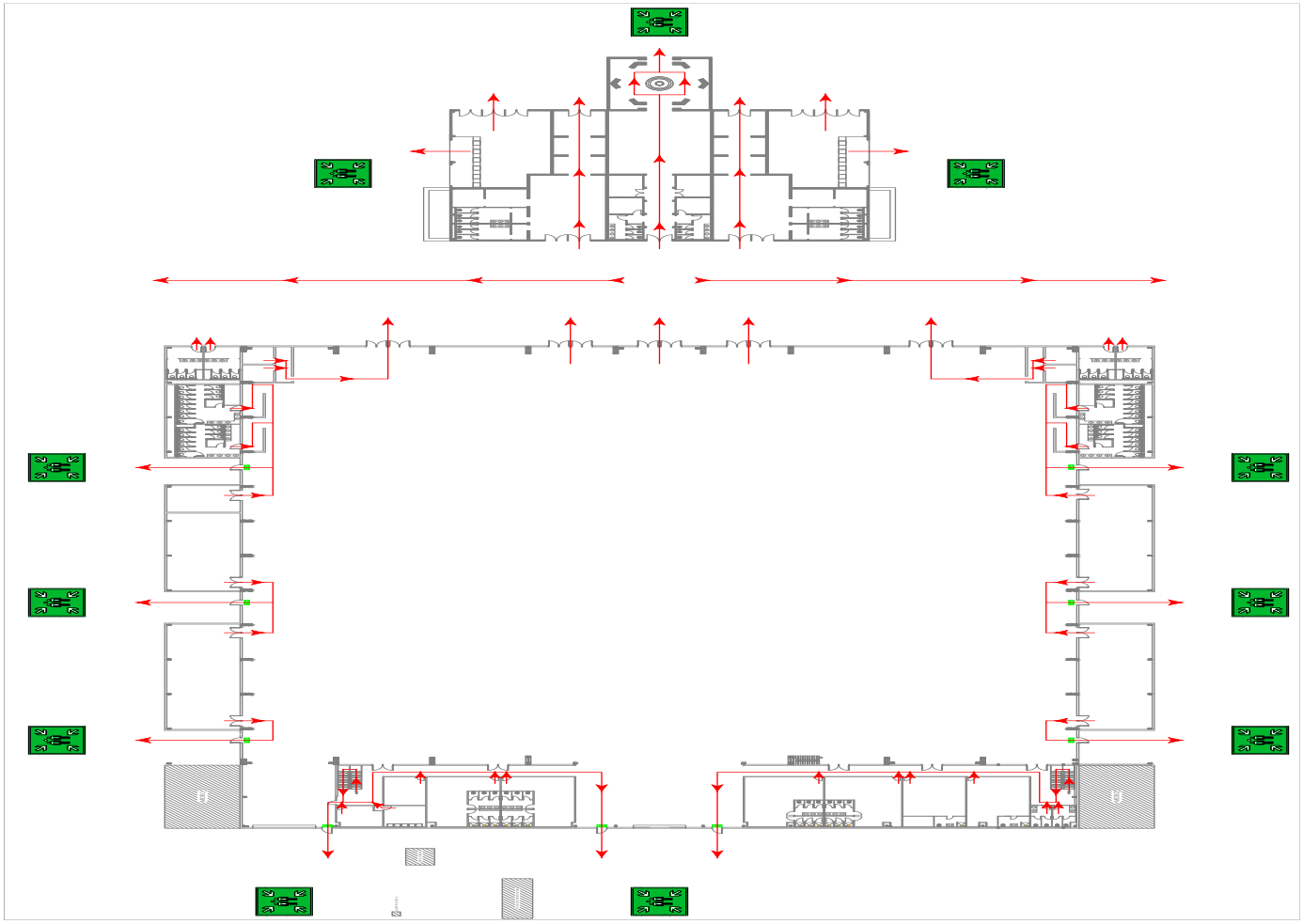
Risk assessment

The examination of a series of situations to determine each situation's potential to do harm. We look at the hazard/risk situations in terms of probability and severity. Any risk has a **probability** and a **severity**. Clearly what is meant by the terms used is subjective, but the intention is to give a series of yardsticks that can be used to further the investigation.

Wherever a potential hazard is identified that causes more than minor risk, we should put in additional controls to minimize that risk or consider stopping the activity.

Risk assessments should be reviewed if you think it might no longer be valid (e.g. following an accident or incident or if there are any significant changes to hazards, such as new work equipment or work activities.

Appendix 3: Emergency Evacuation Plan



Appendix 4: PTW Form

Attached

Appendix 5: Risk Assessment Form

Attached

Appendix 6: Method Statement

Attached

COMMITMENT

I …….. behalf of …… Company/Owner name), read the Mayadeen Health and Safety Policy and understood fully the terms and conditions. And I agreed to follow the procedures and all other terms and conditions that were mentioned. If I fail to follow the Policy, Mayadeen has the right to stop me from using the venue till receiving the justification rectifies all the points.

Client Name: ……

Name: ……..

Signature: ……

Company Stamp: ……..

Contact details

Client Details

Name: ……..

Position in Company:……..

Contact Number: ……..

Email Address: ……

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