



GARSINGTON OPERA
AT WORMSLEY

HEALTH & SAFETY POLICY

2025

Document control

Document owner	Executive Director
Date of this version	April 2025
Applies to	The policy applies to all contingent staff and artists, paid or unpaid at Garsington Opera, as well as partner organisations and their staff engaged in Garsington Opera activities.

Amendment history:

Version and Approval History			
Version No	Version Date	Version Comments	Approved By
	April 2025	Updated job titles	
	May 2012	3.06.02 Statutory Reporting – revised follow revisions to RIDDOR Procedures and Information 1 Accident Reporting: Statutory Requirements Reporting: RIDDOR changes	
	May 2011	Minor revisions throughout to update with the move to Wormsley Workplace – fully revised Working at height – revised to take account of the new structure	
	January 2010	Policy revised and updated: Work related stress – new section	
	March 2006	Policy fully revised to take account of changes to legislation including the Work at Height Regulations 2005	
Future review			
Next review due		March 2026	

Contents

Introduction.....	7
Section 1: Statement of Intent	8
Section 2: Organisational Responsibilities for Health and Safety.....	9
All employees.....	9
Specific Responsibilities.....	9
Executive Director	10
Director of Operations	10
Technical Director.....	11
Chief Financial Officer.....	11
Competent Advice.....	11
Section 3: Organisational Arrangements for Health and Safety.....	12
Risk Assessments	12
Fire Risk Assessments.....	13
Training	14
Induction Training	14
Specialist Training.....	15
First Aid Training	15
Information for Employees	15
Health and Safety Policy.....	15
Method Statements.....	15
Emergency Instructions.....	16
Signs	16
Consultation with Employees.....	16
Accidents	16
Accident Recording.....	17
Statutory Reporting of Accidents.....	17
Accident Investigation.....	18
Record Keeping.....	18
Risk Assessments	18
Temporary installations.....	19
Fire Precautions.....	19
Employer's Liability Insurance Certificates.....	19
Auditing of Health and Safety.....	19
Health and Safety Policy.....	20

Section 4: Compliance Arrangements.....	21
Work Equipment.....	21
Workplace.....	22
Permanent Premises.....	22
Temporary Workplaces.....	22
Working at Height.....	23
Fire Precautions.....	23
Permanent Premises.....	23
Temporary Workplaces.....	24
Electrical Systems.....	24
Permanent Wiring Installations.....	24
Temporary Installations.....	24
Portable Equipment.....	25
Hazardous Substances.....	25
Flammable Substances.....	26
Manual Handling.....	26
Display Screen Equipment.....	27
Working Time.....	27
Personal Protective Equipment.....	28
Working with Contractors.....	28
Occupational Health.....	29
Noise at Work.....	29
First Aid.....	29
Eye Tests for Display Screen Equipment.....	29
Work related stress.....	30
Accident Reporting – Statutory Requirements.....	31
Summary.....	31
Responsibilities for reporting.....	31
Reporting.....	31
Telephone Reporting.....	32
What needs to be reported.....	32
Death.....	32
Major Injury.....	32
Any other injury.....	32
Accidents to Members of the Public.....	33
Dangerous Occurrences.....	33

Cases of disease.....	34
Further information.....	34
Working with Contractors.....	35
Introduction.....	35
Selection of Contractors.....	35
Risk Assessments and Method Statements.....	36
Information Exchange.....	36
Management and Supervision.....	36
Completion Certification.....	38
Structures.....	38
Services.....	38
Electrical distribution.....	38
Liquified Petroleum Gas.....	39
Documentation Checklist.....	39
Structures.....	39
Working at Height.....	40
Introduction.....	40
What is “Working at Height”.....	40
Duty Holders.....	40
The Overriding Principal.....	41
Hierarchy.....	41
Planning.....	42
Competence.....	42
Selection of Work Equipment.....	42
Inspection.....	42
Fragile Surfaces.....	43
Falling Objects.....	43
Working at Height: Basic Rules.....	43
Working at Height: Mobile Elevated Work Platforms.....	43
Operators.....	43
Examination.....	44
Daily Checks.....	44
PPE.....	44
Risks.....	44
Information.....	45
Working at Height ~ Tower Scaffolds.....	45

Introduction.....	45
Competence.....	45
Equipment.....	46
Hired Towers.....	46
Construction.....	46
Outriggers and Stabilisers.....	46
Operation.....	47
Working at Height ~ Ladders and Stepladders.....	47
Introduction.....	47
Specification.....	48
Inspection.....	48
Ladder Users.....	49
Ladders used for Access.....	49
Work Carried out from a Ladder.....	49
Working on Stepladders.....	50

Introduction

This Health and Safety Policy has been prepared for Garsington Opera Ltd. The approach adopted by the policy is systematic and draws on the principals set out in the Health and Safety Executive's publication HSG65, Successful Health and Safety Management.

The four principal sections are:

Section 1

The Statement of Intent which sets out the company's objectives in the management of health and safety

Section 2

Sets out the organisational responsibilities for health and safety identifying the common responsibilities of everyone working for Garsington Opera and those duties which are specific to individual post holders.

Section 3

Identifies how the company will organise systems to manage health and safety, for example the approach which will be adopted towards risk assessments.

Section 4

Explains the arrangements which are in place to manage the company's duties under specific health and safety regulation, for example display screen equipment or use of work equipment.

The Safety Information Sheets provide more detailed technical information about the measures to be taken to implement sections of the policy. They can either be read as part of the Policy or as 'stand alone' documents.

Section 1: Statement of Intent

Garsington Opera runs for a month each summer and presents a repertoire of well and lesser known operas in a purpose built auditorium set in the gardens adjoining Garsington Manor. Additionally Garsington Opera has an expanding education programme to encourage an appreciation of opera by young people.

In managing health and safety Garsington Opera has the following objectives:

- Compliance with The Health and Safety at Work etc Act 1974, secondary Regulations and Approved Codes of Practice.
- Compliance with the Regulatory Reform (Fire Safety) Order 2005
- The provision and maintenance of safe workplaces without risks to health and with safe access to and from these places.
- The provision and maintenance of systems of work which are safe and without risks to safety or health.
- The provision of first aid and welfare facilities.
- The provision of such information, instruction, training and supervision as is necessary to promote the health and safety of employees and subcontractors working under the direction of the Opera.
- The effective management and coordination of contractors to encourage their compliance with safe working practices.

Signed

Date

Section 2: Organisational Responsibilities for Health and Safety

All employees

LEGAL REFERENCE

Health and Safety at Work Act 1974 - Sections 7 & 8

Management of Health and Safety at Work Regulations 1999 - Regulation 14

Garsington Opera expects that all employees, whether full time or temporary, to exercise their responsibilities for both their own health and safety and for others which includes members of the cast, crew and the audience.

Accordingly, it is the duty of all members of staff to:

- Be familiar with the company's Health and Safety Policy and to comply with any reasonable safety instructions or procedures
- Cooperate with the company to enable it to comply with its statutory obligations or any other reasonable health and safety requirements.
- Use properly and not to interfere with any equipment, materials or facilities provided for use at work and in the interests of health or safety.
- Ensure they have received training or know how to operate any equipment, if not they should consult their supervisor for instruction before attempting to use it.
- Be familiar with the first aid arrangements at Garsington and ensure that any accidents, however trivial are reported to their supervisor.
- Be familiar with the fire procedures, particularly with regard to evacuation when guests are present.
- Ensure that any hazards or dangerous practices which may affect their health and safety, or the safety of others is brought to the attention of their supervisor.
- Ensure that any personal equipment brought into the workplace is suitable for its intended use, well maintained and in full working order.

Specific Responsibilities

LEGAL REFERENCE

Management of Health and Safety at Work Regulations 1999 - Regulation 5.

In addition to the responsibilities of all employees other specified post holders have specific responsibilities for the management of health and safety.

Executive Director

The Executive Director is responsible for ensuring that Garsington Opera Ltd fulfils its statutory duties for the health and safety of its staff, performers and audience and is accountable to the Board of Directors of Garsington Opera.

The Executive Director is responsible for

- Ensuring that staff have sufficient time and resources to ensure the objectives of this policy can be achieved
- Ensuring that the company has access to competent advice either through the development of internal competence or through the appointment of external advisors
- Ensuring that staff are aware of, and fulfil their health and safety responsibilities
- Ensuring that systems for the management of health and safety are devised and implemented consistently.
- Ensuring that record keeping systems are devised and implemented consistently.
- Ensuring that staff receive induction and specialist training appropriate to their work and that they have access to any relevant health and safety information or instructions.
- Ensuring that staff when appointed have the capabilities to carry out the duties they will be asked to perform.
- Ensuring the provider of competent advice is properly resourced and kept informed about the work activities of the company.
- Setting an example for others to follow by adopting safe working practices and when appropriate using personal protective equipment.
- The Executive Director will delegate the detailed operational responsibility for achieving the company's health and safety objectives to individual members of staff as set out below.

Director of Operations

The Director of Operations is responsible for

- The supervision and monitoring of staff, including agency or temporary staff working under their direction
- The coordination of contractors working on infrastructure, including auditorium, stage, electrics and lights, sound screens etc.
- Ensuring that staff have the necessary training and competence for the work they will be expected to undertake.

- Ensuring that staff and contractors are properly briefed and instructed about the work they are to undertake, are informed of the emergency procedures and any venue rules which apply to the workplace.
- Working with and monitoring the work and working practices of contractors
- Ensuring that completion certificates are provided for structures, electrical systems and where appropriate for gas installations
- Ensuring that any accidents are properly recorded and immediate assistance is provided in the event of injury.

Technical Director

The Production Manager is responsible for the stage and related activities connected with each production and performance. Specifically, the Production Manager is responsible for:

- Ensuring that designers are aware of their obligations to design productions which are structurally sound and meet current standards for safety
- The supervision and monitoring of staff, including agency or temporary staff working under their direction
- The coordination of contractors, including freelance contractors, working on stage infrastructure, including sets, electrics lighting and sound.
- Ensuring that staff have the necessary training and competence for the work they will be expected to undertake on stage
- Ensuring that stages and sets are properly constructed and remain safe for use each time they are re-assembled

Chief Financial Officer

The Chief Financial Officer is responsible for:

- Ensuring the allocation of sufficient financial resources to ensure the objectives of this policy can be achieved
- Ensuring that adequate public and employers' liability insurance policies are in place

Competent Advice

LEGAL REFERENCE - Management of Health and Safety at Work Regulations 1999 Regulation 7

Garsington Opera has engaged the services of John Sursham Associates to undertake the role of provider of competent advice and guidance to the company on matters relating to health and safety, including the preparation of risk assessments.

Section 3: Organisational Arrangements for Health and Safety

Risk Assessments

LEGAL REFERENCE

Management of Health and Safety at Work Regulations 1999 - Regulations 3,4, and Schedule 1

Risk assessments are central to any system of managing health and safety. The assessment process enables anything which has the potential to cause harm to be identified and the likelihood of this harm occurring to be considered, taking into account the measures which Garsington Opera has, or plans to have in place to control the risk.

For the annual season of opera there is a mix between those elements which are routinely carried out with little variation, auditorium seating or car parking for example, and those where there can be significant changes principally in the sets and staging of the performances.

The system for risk assessment addresses these two elements, for those routine activities which are carried out year on year standard assessments which consider the risks in depth are used. Provided they are checked on an annual basis to ensure that any deviations or changes are incorporated once written they are fit for purpose whilst the work is carried out.

The second element is for those operations which change on an annual basis, principally these relate to the staging of the operas and the design of sets. A performance specific risk assessment will be produced using information supplied by the designers and contractors creating the sets and staging.

In addition to risk assessments prepared for the opera season, assessments there are some routine work activities carried out at Garsington in connection with the operation of the offices which require hazards to be identified and risks considered.

Information about the risks connected with any particular work activity will be sought from HSE and industry publications, British Standards, manufacturer's instructions and from suppliers providing the services. The views of staff who have experience of the work activity being assessed will be sought.

The assessment process follows a logical sequence, firstly the hazard is identified, along with persons who may be harmed and what the nature of that harm might be, e.g. serious injury.

In the assessment procedure there is no attempt to use a risk rating for the uncontrolled risk. There is no reliable data to enable this to be objectively established.

Control measures required to manage the risk are stated, these are not limited to the physical precautions eg guarding of machinery, but also include organisational measures such as planning of the work, competence of staff and any training required.

An evaluation of the residual risk remaining is made, the question which is at the centre of the whole assessment process is "Have we done enough to prevent harm, or should we do more?".

These residual risks are categorised at three levels, low, medium and high. Where the assessment identifies that a moderate or high level of risk remains, i.e. that the control measures are insufficient, then further actions to control the risk should be identified or the activity discontinued. For a low level of risk further controls may be identified but any decision as to whether they are introduced is subjected to a cost benefit analysis.

In identifying the control measures required to manage risks Garsington Opera will follow the well established 'principals of prevention' placing risk avoidance, or substituting the less hazardous for the more hazardous activity ahead of personal protective equipment or provision of information such as a sign.

The findings of the risk assessment will be used to:

- for complex activities develop a safe system of work (Method Statement) which will describe the work activity and the procedures which will be adopted to carry it out along with specifying the measures which will be applied to ensure it is carried out safely
- identify any requirements for the training of staff
- identify any requirement for the provision of information
- identify any requirements for regular inspection or maintenance
- identify any requirements for personal protective equipment and the standards which it should conform to.

Staff will be briefed on the findings of the risk assessment and method statements, copies will be available for inspection or supply.

Copies of the risk assessment will be available for inspection by the local authority.

The standard risk assessments will be checked annually to ensure their currency.

Fire Risk Assessments

LEGAL REFERENCE [Regulatory Reform \(Fire Safety\) Order 2005 Article 9](#)

Fire risk assessments must, by law, be carried out on all workplaces. At Garsington Opera fire risk assessments will be carried out on the fixed buildings and additionally on the auditorium and stage.

The purpose of the fire risk assessments is to determine whether sufficient has been done to reduce the likelihood of fires starting or to stop their spread. In addition the risk assessment is required to ensure that any means for extinguishing the fire, or for the evacuation of the workplace are suitable and sufficient.

Training

LEGAL REFERENCE

*Management of Health and Safety at Work Regulations 1998 Regulation 13
Additionally most health and safety regulation contains requirements for training*

To enable Garsington Opera to maintain high standards of presentation and production the company will ensure that staff have received appropriate training so they can work safely and effectively.

Training will be provided initially on appointment and subsequently to ensure that skills are maintained and new practices or procedures are properly explained. Where staff take on additional or different roles they will receive further training appropriate to these duties.

All training will take place during working hours and will be paid for by the Company.

Training needs can be identified from legal obligations, operational experience and from the findings of a risk assessment which may identify the requirement to have trained staff as one of the control measures.

The company will maintain records of any training provided to staff, these will be retained for a minimum of three years after the member of staff ceases to work with Garsington Opera.

Induction Training

LEGAL REFERENCE

Management of Health and Safety at Work Regulations 1999 Regulation 13

All new members of staff, both established and casual, will receive training in health and safety appropriate to the work they will be expected to undertake.

Training in safe working practices and procedures will be integrated with the Opera's general training in practices and procedures. Training will include -

- Common rules and procedures
- Equipment use and procedures for defect reporting and remedial work
- Safe working practices associated with their work
- Emergency procedures for the workplace and worksites
- Where to find safety information and guidance
- Accident reporting arrangements
- Supply and use of personal protective equipment

Specialist Training

LEGAL REFERENCE

Required by many regulations, examples

Provision and Use of Work Equipment Regulations 1998 & Regulation 9

Working at Height Regulations 2005, Regulation 5

Regulatory Reform (Fire Safety) 2005 Article 21

Where specialist items of equipment are used any requirements for externally provided training will be identified from the risk assessment and appropriate training will be arranged. Where practicable training will be to a recognised standard and competence certificated.

Certification will be maintained and refresher training organised at regular intervals as required by the awarding body.

First Aid Training

LEGAL REFERENCE

First Aid at Work Regulations 1981 - Regulation 3

The requirements for first aid training will be identified and the company will ensure that staff selected for first aid duties are trained to a recognised standard by an approved training organisation.

Information for Employees

LEGAL REFERENCE

Management of Health and Safety at Work Regulations 1998 - Reg 10

Health and Safety (Consultation with Employees) Regulations 1996

Reference to information for employees can be found in most sets of regulation, for example the Provision and Use of Work Equipment 1998, First Aid at Work Regulations 1981

Garsington Opera recognises the importance of ensuring that staff are properly informed about the work activities they will be undertaking, any hazards, risks and control measures associated with the work, and have access to general safety related information.

Health and Safety Policy

LEGAL REFERENCE

Health and Safety at Work Act 1974 - Section 2(3)

Copies of the policy will be freely available to staff on request.

Any revisions to the policy will be drawn to the attention of staff.

Method Statements

Method statements set out safe systems of work which will be adopted when the operation is undertaken. Contained in the method statement will be a description of how the work will be carried out step by step, they will also describe the control measures which are required and have been identified in a risk assessment.

The method statement will be the principal mechanism for disseminating the findings of risk assessments to staff and identifying the measures which should be taken to control any risks.

Where required method statements normally form part of the introduction to risk assessments.

Emergency Instructions

LEGAL REFERENCE

Management of Health and Safety at Work Regulations 1998 - Reg 8

Emergency and evacuation procedures for Garsington Opera are simple to describe and instigate. In the fixed areas of the workplace fire procedures will be posted at key locations identified from a fire risk assessment. To ensure that staff are familiar with the actions to be taken practice evacuations will be staged annually before the season commences.

All staff working in the auditorium will be instructed on the measures to be taken and a practice evacuation held each year at a convenient time to ensure that staff are familiar with the procedures for the evacuation of the audience.

Signs

LEGAL REFERENCE

Safety Signs and Signals Regulations 1996

Where the need for warning or safety signs has been identified by a risk assessment or from a workplace inspection they will be provided which comply with appropriate standards and format.

Signs provided for safety purposes will display appropriate pictograms and be coloured according to established convention.

Consultation with Employees

LEGAL REFERENCE

Health and Safety (Consultation with Employees) Regulations 1996

Employees of the company will be involved with the development, implementation and continuing development of good health and safety practice.

Informal team meetings are regularly held and these provide the means by which staff can be consulted on safety issues.

Operational staff are closely involved in the risk assessment procedures and have an opportunity to contribute to the development of safe working practices and method statements.

Accidents

Arrangements will be developed to ensure that in the event of an accident appropriate first aid is provided to any injured persons and that the details are properly recorded, the circumstances investigated and any remedial actions identified.

Accident Recording

LEGAL REFERENCE

Social Security Act 1975

All accidents to members of staff will be recorded in the accident book for the company. From May 2003 it became a requirement for the company to record accidents using the revised Accident Book (B150). All former accident books will be numbered and retained.

The revised format of the Accident Book requires that information is entered onto a form which when completed will be detached from the pad and passed to the office for secure filing. On the counterfoil of the form a reference for the accident report will be made so that in the event of any investigation an audit trail will have been established.

At the time of the accident the person with responsibility for the workplace will ensure that details are properly recorded, in particular the name of any injured person and any witnesses to the incident along with a note of what appeared to have occurred. If possible photographs should also be taken.

Any accident to a member of the audience which is notified to Garsington Opera staff will be recorded.

Accidents which result in injuries to contractors staff will be recorded in the Accident Book, this is for information purposes only and is not a substitute for their employers' responsibilities to record accidents.

Statutory Reporting of Accidents

LEGAL REFERENCE

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

Legal requirements, set out in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 certain categories of accident have to be reported to the enforcing authorities.

In summary all accidents which involve death, major injuries (including fractures) and accidents at work where the injured person is incapacitated for seven or more days. Incapacitation includes time off work, or where the injured person is unable to undertake their normal duties.

In addition any accident which involves a member of the public who is taken directly from the scene to hospital must be reported.

Responsibility for reporting accidents and liaison with the enforcing authorities is a duty of the Director, Administration.

Accident Investigation

LEGAL REFERENCE

Management of Health and Safety at Work Regulations 1999 Regulation 5

For many minor accidents the compiling the information to complete an accident report form is sufficient investigation to enable the causes to be identified. Further investigation will be carried out into the factors which contributed to more significant accidents and whether there are lessons which could be learned to prevent a recurrence. In determining the significance of an accident not only is the extent of the injury a factor, but the potential for greater harm may be considered.

An accident may be an indication that the control measures specified in a risk assessment may have failed and therefore the assessment should be reviewed in accordance with best practice to identify whether additional precautions are required.

Responsibility for determining those accidents which are investigated in detail will be taken by Director, Administration in consultation with the company's competent Advisor.

Record Keeping

Good record keeping systems will be maintained for the following reasons:

- compliance with statutory requirements
- to demonstrate that the conditions of the Premises Licence have been complied with
- to facilitate effective planning and allocation of resources
- to enable the demonstration in civil matters that the company had discharged its duty of care
- to enable effective monitoring and auditing of the safety management system

Garsington Opera will devise and maintain a record keeping system compatible with their operational requirements. A master file of operational documents will be held at Wormsley and updated annually.

Risk Assessments

LEGAL REFERENCE

Management of Health and Safety at Work Regulations 1999 Regulation 3

The findings of the risk assessments will be recorded in writing.

Assessments will be reviewed and revised when there is a reason to suspect that they may no longer be applicable. This may be the case in the event of changes to the equipment or working methods, accident data, or changes to regulation which affects the assessment. Risk assessments will be retained on file for a period of three years from the time of their revision.

Temporary installations

LEGAL REFERENCE

Provision and Use of Work Equipment Regulations 1998 Regulation 6

Good practice as set out in Temporary Demountable Structures, Guidance on design, procurement and use. 2nd Edition 1999 Institute of Structural Engineers

Before the auditorium and other temporary installations are brought into use they will be checked by the installer to ensure that they have been properly installed. A record will be made of this inspection.

Temporary electrical installations and gas installations in the kitchens will be signed off and copies of the completion certificates retained as part of the site records.

If installations are in place for extended periods additional inspections will be made to ensure that it is still safe to use.

Records of inspections will be retained.

Fire Precautions

LEGAL REFERENCE

Regulatory Reform (Fire Safety) Order 2005

To demonstrate that regular testing and inspection procedures are in place and working, records will be maintained for the following:

- Workplace fire inspections
- Practice evacuations
- Staff training records

Employer's Liability Insurance Certificates

Employers Liability Insurance is in effect for all the work activities of the company. Copies of the current years certificates are displayed at all workplaces and renewed annually.

Auditing of Health and Safety

External auditing of the health and safety system will be undertaken on a two yearly cycle. The purpose of ascertaining information on the efficiency, effectiveness and reliability of the health and safety management system.

Health and Safety Policy

LEGAL REFERENCE

Section 2(3) of the Health and Safety at Work Act 1974

In accordance with the requirements of Section 2(3) of the Health and Safety at Work Act 1974 the Health and Safety Policy for Garsington Opera will be revised from time to time. These revisions will be undertaken when –

- there are substantial changes in regulation which affects the company's operations
- if new businesses operations are developed
- and if the findings of a future health and safety audit identifies weaknesses in the existing policy.

Section 4: Compliance Arrangements

Work Equipment

LEGAL REFERENCE Provision and Use of Work Equipment Regulations 1998

Safe use of Work Equipment Approved Code of Practice L22 1998

Safe use of Woodworking Machinery Approved Code of Practice L114 1998

The company will ensure that any equipment used in the workplace is suitable for the purpose for which it is to be used, this applies equally to equipment owned by Garsington Opera, hired in for use by their staff, or brought into the workplace by employees.

Tools, plant and other work equipment are not to be used for operations for which it was not designed without first undertaking a full risk assessment to ensure that this use does not compromise safety or introduce new risks.

As part of the arrangements for purchasing equipment an assessment will be made to ensure that any new or second hand items can be used safely. The assessment should also identify whether there are any additional requirements by way of training, instruction, maintenance or personal protective equipment which need to be put in place so the equipment can be used safely. The assessment will also identify any requirements for information for staff by way of operating instructions or method statements.

All work equipment will be maintained in good repair and that any items which are supplied in the interests of safety are not disabled or removed, for example overriding emergency stops. Controls and emergency stops will be clearly marked and their operation checked regularly. The requirement for maintenance and inspection will be identified during the assessment process.

Equipment which if damaged could present a significant risk of injury, for example ladders, will be regularly inspected and a record maintained.

Equipment use will be restricted to those employees who have been trained in its correct operation, for much of the equipment used by Garsington Opera this will be covered during induction training.

On occasion when work equipment is brought into the workplace by employees, the company is none the less still responsible for ensuring it can be used safely, i.e. that it is suitable for its intended use, in good condition and used properly. There is a similar duty on the employee to maintain their own equipment and ensure it is in kept in good working order.

Workplace

LEGAL REFERENCE

The Workplace (Health Safety and Welfare) Regulations 1992 (as amended)

The Workplace (Health Safety and Welfare) Regulations 1992 (as amended)

Approved Code of Practice L24 1998 (HSE Books)

Garsington Opera will ensure that all workplaces which are under their control are managed safely with safe access and egress.

Permanent Premises

The company is based in permanent offices in Great Milton and these are used throughout the year for the administration of the Opera. These workplaces are maintained in sound condition, cleaned regularly and waste materials removed.

Adequate heating is provided to ensure that temperatures are maintained at a comfortable level and appropriate for the work being done. The offices are well lit and safe egress and access provided. Lighting for areas where display screen equipment is used will be suitable and positioned to reduce problems associated with glare.

Toilets, hand washing and other facilities are provided, and these are kept in a clean condition and kept stocked with disposable items. Drinking water and facilities for heating food are also provided.

Temporary Workplaces

For a season of approximately two months the Opera occupies a temporary site at Wormsley where there is a mix of converted permanent buildings, temporary cabins and the Auditorium used for performances.

The Auditorium is constructed annually and is classed as a temporary demountable structure, however it has been designed and constructed in compliance with the Building Regulations and with access in compliance with Approved Document M. The building has an adequate level of lighting and radiant heating is provided for the audience. Toilets are provided close by and maintained when the audience is present.

Two buildings have been converted for use by the company, the first is used as a Green Room, the second as dressing rooms. In addition portable cabins are brought to site for offices and for wardrobes. Additionally marquees are erected to provide restaurant and catering facilities.

On site there are toilets for staff which are kept stocked with disposable items, the Green Room has catering facilities and an area where crew and cast may sit and relax. The dressing rooms are screened and provide privacy for the users.

Working at Height

LEGAL REFERENCE

Work at Height Regulations 2005

Garsington Opera Ltd will ensure that arrangements for working at height meet the requirements of the Work at Height Regulations 2005.

The design of the new Auditorium has designed out many of the requirements to work at height, the roof frames are suitable for the suspension of lighting trusses which enables lamps to be rigged at ground level. Where it is necessary to undertake work at height then the company will ensure that the measures which are adopted follow the hierarchy of measures set out in the Regulations.

In many instances equipment (stage elements, trussing, lamps suspensions etc) can be assembled on the ground and then lifted into position.

If work cannot be avoided then measures will be put in place to reduce the likelihood of a fall by specifying mobile elevated work platforms where reasonably practical, if they are not available or cannot get to the areas where long term work is to be carried out then a mobile tower scaffold may be erected.

For short duration work where there is no practical alternative available work will be done from ladders or step ladders.

All personnel who are engaged to work aloft will be trained, and where mechanical plant is involved be holders of appropriate licences, Powered Access Licence for Mobile Elevated Work Platforms.

Towers will only be erected by personnel who have been trained in the particular type of tower being used.

Appropriate Personal Protective Equipment including harnesses will be supplied to all personnel working aloft.

The design of the structure enables work at height to be carried out without requiring free climbing.

Fire Precautions

LEGAL REFERENCE

Regulatory Reform (Fire Safety) Order 2005

Permanent Premises

Fire precautions, including, as appropriate the provision of fire extinguishers, signs, alarms, and escape lighting will be provided and maintained in good working order. Where required regular maintenance will be undertaken by competent contractors.

Emergency procedures will be devised so that in the event of a fire the premises can be evacuated safely and quickly. Arrangements will also be made to ensure the summoning of the Fire Service.

For the offices a fire risk assessment will be conducted to ensure that the arrangements which are in place are appropriate to the location and that procedures are working satisfactorily.

Temporary Workplaces

A fire risk assessment for the Wormsley site will be carried out and reviewed annually.

The fire risk assessment will identify the measures which will be required to prevent an outbreak of fire and the measures required to ensure that any fire is identified quickly and persons evacuated from the building. Measures will also be identified to enable a small fire to be extinguished before it can develop further.

Electrical Systems

LEGAL REFERENCE

The Electricity at Work Regulations 1989

Electrical systems present a potential risk from fire and shock. All electrical systems (including equipment) will be selected so that they are fit for their intended purpose, properly constructed and maintained.

All electrical systems can deteriorate over time and through fair wear and tear, good inspection and test procedures enables an employer to identify any degradation before it presents a significant hazard to people using the system.

Permanent Wiring Installations

Fixed wiring installations in permanent buildings will be maintained in a safe condition and damaged equipment etc repaired or replaced. Any modifications or additional circuits will be properly designed and installed in accordance with the current (17th Edition) of the Requirements for Electrical Installations (BS7671:2008). On completion the installation will be inspected and tested by a qualified electrical contractor.

Permanent wiring in all buildings will be subject to testing and inspection in compliance with the requirements of the Institution of Electrical Engineers in their guidance note 'Electrical Maintenance'. Routine checks should be conducted annually to identify any obvious defects and that switchgear is operational, and every five years the system should be subjected to more detailed scrutiny possibly supplemented by testing.

Temporary Installations

Extensive use is made of temporary electrical distribution systems for the stage, auditorium and marquees.

The Temporary electrical systems are made up from pre-wired plug and socket components. Such temporary installations will be designed in accordance with accepted electrical principals and installations will conform to The Requirements for Electrical Installations (BS7671:2008) and in particular to the Code of Practice for Temporary Electrical Systems for Entertainment and Related Purposes (BS7909:2008)

On completion temporary installations will be checked and where necessary tested to ensure its integrity, safety and that protective devices including Residual Current Devices and connections to earth are operational. A certificate of electrical safety will be issued by the installation company.

Portable Equipment

The routine inspection and testing of portable electrical appliances is undertaken to ensure that the equipment is safe and any requirements for maintenance can be identified. Testing will follow the requirements of the Institution of Electrical Engineers guidance 'Code of Practice for the in-service inspection and testing of electrical equipment' .

Testing routines and the frequency of testing will be identified according to the type of equipment and its usage and will follow the guidance contained in the current version of the Health and Safety Executives Guidance "Maintaining Portable and Transportable Electrical Equipment" (HSG107).

Portable appliance testing for equipment which is under the control of the company will be tested in accordance with the Code of Practice, on occasions when it is 'dry hired' in from another concern all items will be tested before they are supplied .

All items of portable equipment will be clearly identified and marked to show either its last test date or when the next test is due. Records of test will be maintained and will be available for inspection within 48hrs of a request being made.

Hazardous Substances

LEGAL REFERENCE

Control of Substances Hazardous to Health Regulations 2002

Measures will be taken to control the exposure of staff to substances the use of which potentially can damage the health of the user or other persons in the vicinity.

Risk assessments will be conducted on any substances which are either defined as hazardous by the supplier, or where work processes give rise to dust and other materials which may be hazardous.

In considering the control of the risk presented by the hazardous substances the assessment will follow the following principals:

- elimination (is it necessary to use this product?)
- substitution (is there something which does the same job but with less hazard)

If the substance use cannot be avoided, or an alternative product, although presenting a lower level of risk still presents a hazard an assessment of the risk is conducted to identify control measures.

Advice on control measures can be identified from the manufacturers data sheet for the product, or by reference to Health and Safety Executive guidance. Appropriate control measures will be identified and selected.

Personal protective equipment will be used where a residual risk of exposure remains after other control measures have been implemented. Personal protective equipment will be selected so as to be appropriate protection from the residual risk and suitable for the wearer. The equipment will be maintained in good condition and cleaned regularly.

The risk assessment for hazardous substances will be recorded and staff using the product informed of the hazards and control measures which they should take to avoid exposure.

Contractors bringing hazardous materials for use at Garsington Opera will be expected to provide an assessment of the product and information as to how any risks will be controlled.

Flammable Substances

LEGAL REFERENCE

Gas Safety (Installation and Use) Regulations 1998

Dangerous Substances and Explosive Atmospheres Regulations 2002

Liquefied petroleum gas is used to provide fuel for cooking and heating. All use of LPG and associated installations will be in accordance with the current standards set out in the Liquefied Gas Association's Codes of Practice.

Equipment which uses LPG will be hired from a reputable company. Unless the gas supply is connected directly to the appliance any gas distribution pipe work will be installed by a Gas Safe registered contractor authorised to work on LPG systems. On completion gas safety certificates will be issued by the supplier.

Quantities of LPG stored will be kept to the minimum practical level to reduce the risks from fire and explosion. Arrangements will be made to ensure the gas is stored safely and securely.

Flame and pyrotechnics may be used in performances, when this is the case their use will be included in the fire risk assessment and arrangements made to ensure their storage and use does not present a significant risk of fire spread.

Manual Handling

LEGAL REFERENCE

Manual Handling Operations Regulations 1992

The work activities associated with the Operas at Garsington involve the movement of sets and equipment from vehicles onto the site. The new stage at Wormsley has been designed so that lorries may reverse up to the backstage enabling sets to be lifted on and off without requiring long complex carrying.

The company will work to reduce the amount of manual handling to a minimum by planning work and deliveries. Wherever practical deliveries will be planned to be as close to the point of use as possible. Where this cannot be avoided wheeled trolleys or barrows will be used, or if not available or impractical then the loads will be carried.

Where loads are to be carried then sufficient staff will be allocated to the job to enable it to be done in safety, the route will be clear of obstructions and sufficiently illuminated.

Training will be provided for staff required to lift loads and their operations will be suitably supervised.

Display Screen Equipment

LEGAL REFERENCE

Display Screen Equipment Regulations 1992

Keyboards and monitors are used extensively in support of Garsington Opera's business activities. The prolonged use of display screen equipment presents a risk to operators from long term musculo –skeletal injuries and eyestrain which can be exacerbated by poor equipment or incorrect posture.

To reduce the risk the company will ensure that all display screen equipment supplied conforms to current standards and that workstations, including desks, seating and lighting is suitable for its intended use. Workstation equipment will be properly maintained and kept clean.

Assessments will be made of each workstation and its operator to ensure that the equipment not only conforms to best practice, but also that it is set up correctly and that the user is aware of how it can be adjusted. Where the assessment indicates that there is a requirement for additional aids, for example document holders or foot rests the company will ensure these are supplied.

Work routines will be structured to enable operators to have regular breaks or other opportunities to move from their workstations to prevent long term posture related problems.

Training will be provided to users to ensure they are familiar with the precautions they should be taking to prevent harm.

Routine, regular eye tests will be made available to employees requesting them. Where the eye test identifies that glasses are required for users of display screen equipment, these will be provided by the company for this work.

Working Time

LEGAL REFERENCE

Working time Regulations 1998

It is recognised by Garsington Opera that the effects of long , irregular working hours and short breaks can have detrimental affects on the health of employees and that it can contribute to accidents. For most of the year regular hours are worked by the company's staff, however for the summer season hours may be long.

Work therefore will be planned to ensure that employees get sufficient breaks between shifts and are not exposed to excessive working hours. The company will endeavour to ensure that over the seventeen week reference period covering the season of concerts that the hours worked by an individual do not exceed 48 per week.

Occasionally staff will work late and into the time considered to be night time (11p.m. – 6 a.m.), however this is not part of their regular work and therefore the requirements for health assessments etc are not applicable.

Personal Protective Equipment

LEGAL REFERENCE

Personal Protective Equipment Regulations 1992

Personal protective equipment will be supplied by the company where its use has been identified by a risk assessment. Additionally for some occupations there is a requirement for protective footwear, gloves etc to be provided as standard for routine operations.

Garsington Opera will ensure that the supply of personal protective equipment is provided at no charge to the employee.

In selecting personal protective equipment the company will ensure that it provides an appropriate level of protection against the hazards which have been identified and is suitable for the user.

Protective equipment will be maintained in a clean and efficient condition and replaced either when worn or damaged, or at intervals recommended by the manufacturer.

All persons using personal protective equipment will be instructed in its use. Employees who have equipment issued to them will be trained in the use of the equipment and any measures they should take to ensure that it is maintained in good condition and those defects which may be indicative of the need for the items to be replaced.

Working with Contractors

LEGAL REFERENCE

Health and Safety at Work Act 1974 Section 3

Management of Health and Safety at Work Regulations 1999 Regs 11 & 12

For each of the annual season of operas Garsington Opera engages the services of contractors to provide all the principal services connected with the construction of the stage and auditorium, marquees, catering, stage management and electrical services.

For each of the contractors undertaking work at Garsington the company will act with due diligence to ensure that the contractor is competent to conduct their work safely, have insurances in place and are informed of any risks connected with working at Garsington.

Many contractors have been working at Garsington for many years and there is a wealth of knowledge about their competence. The company reserves the right to request risk assessments from existing suppliers.

Where new contractors are engaged the company will request from them method statements and risk assessments so that they can gauge their competence and

identify any risks which may impact upon the work of their own staff or others present on site.

The company will ensure that any contractors coming onto site are advised of any hazards which may affect their operations and any rules which relate to their operation, for example permitted access routes, speed limits etc.

Occupational Health

Noise at Work

LEGAL REFERENCE

The Control of Noise at Work Regulations 2005

Where staff are exposed regularly to loud sound levels the company will ensure that action is taken to minimise the level of exposure and to monitor exposure levels.

Where practicable measures will be taken to reduce the noise at source, however for some activities, notably public address systems high sound levels are inevitable.

The preliminary step will be to identify those activities which involve high sound pressure levels, if necessary a risk assessment will then be conducted. The risk assessment process will be used to identify control measures which will include reducing the length of time persons are exposed to noise and the provision of appropriate hearing protection.

First Aid

LEGAL REFERENCE

First Aid at Work Regulations 1981

Provision will be made for providing adequate facilities to enable first aid to be rendered in the event of injury or illness at work. At time when Garsington Opera is open for performances additional arrangements will be made to provide first aid to guests.

The company will ensure that first aid facilities are provided for use by staff and that arrangements are made to ensure that in the event of a medical emergency the ambulance service if required, is summoned.

First aiders will be trained to the standard currently required by the Health and Safety Executive and their competence will be maintained by regular refresher training every three years.

Eye Tests for Display Screen Equipment

LEGAL REFERENCE

Display Screen Equipment Regulations 1992 - Regulation 5

Regular users of display screen equipment can request regular eye tests paid for by the company. The tests will identify any corrective appliances which may be required to ensure they can continue to use display screen equipment without impairing their health.

Work related stress

Working to deadlines, working in a changing environment and with extended working days creates pressure which is all part and parcel of work and keeps people motivated. But excessive pressure can lead to stress which undermines performance, is costly to the organization, and most importantly can make people ill.

Garsington Opera will work in confidence with staff who are experiencing stress and will assist them by consulting external occupational health advisors and working with, for instance, an Employee Assistance Programme.

Where it is identified that working arrangements have the potential to cross the boundary between a pressured environment and one which will lead to stress the company will undertake a risk assessment of their operations to determine what measures may be appropriate to manage the risk.

Staff, including freelance and performers are encouraged to talk in confidence with their manager or the HR Manager.

Safety Information Sheet

Accident Reporting – Statutory Requirements

Summary

The Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1995 require that specified accidents and dangerous occurrences resulting from work activities are reported to the safety enforcement authorities, which for Garsington Opera is the Environmental Health Department of South Oxfordshire District Council.

Failure to comply with regulations could lead to enforcement action being taken in addition to any action resulting from the initial incident.

Responsibilities for reporting

The Associate Director, Administration is responsible for reporting, or ensuring that reports are made.

Reporting

Reports of an injury or accident should be made in the first instance to the Technical Director or the Office Manager. Fatal or major injuries will be reported to the Incident Contact Centre by the 'quickest practicable means' and the use of their on line reporting system is now the principal means of reporting.

On-Line Reporting

Reports of an injury or dangerous occurrence should be made via the Health and Safety Executive's on-line reporting system which can be accessed at www.riddor.gov.uk

The report form can be completed on line and it provides a step by step guide to help the person completing the form.

On completion the form should be checked to ensure the information being provided is correct in so far as it is known at the time. The system will provide an Adobe .pdf form which can be downloaded and kept on the originating computer as a record.

A paper copy of the form will be sent by the Incident Contact Centre for checking and filing.

Reporting on line is the preferred method of informing the Incident Contact Centre. The Centre will pass the information to the local authority responsible for the location where the accident occurred, or for accidents occurring in premises where the HSE is the enforcement authority direct to the local Regional Office.

Telephone Reporting

Although telephone reporting is no longer the preferred method of report, it still remains an option and should be used if there is any doubt as to whether an incident is reportable.

The Incident Contact Centre can be contacted by during office hours only on 0845 300 9923 (08.30 – 17.00 hrs).

If the initial report is made by telephone a record should be made which includes the date, time, name of caller and details of the event. A written report should then be submitted within 10 days using the form F2508.

Photocopies of the report form must be taken and kept with the accident report and any other documentation which may be associated with the accident.

What needs to be reported

Death

The death of any employee of Garsington Opera which results from an accident arising out of or in connection with their work (this includes any death up to one year from the date of any accident).

Major Injury

A major injury is -

- any fracture, other than to the fingers, thumb or toes
- any amputation
- dislocation of the shoulder, hip, knee or spine
- loss of sight (whether temporary or permanent)
- a chemical burn or hot metal burn to the eye or any penetration
- Injury to the eye
- Any injury resulting from an electric shock or electrical burn (including any electrical burn caused by arcing or arcing products) leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours

Any other injury

leading to hypothermia, heat-induced illness or to unconsciousness or requiring resuscitation.

- requiring admittance to hospital for more than 24 hours
- loss of consciousness caused by asphyxia or by exposure to harmful substances.
- either of the following conditions which result from the absorption of any substance by inhalation, ingestion, or through the skin.
- acute illness requiring medical attention loss of consciousness

- Over 7 days when a member of staff is off work for 7 or more days or is unable to undertake their normal work (e.g. on "light duties") following an accident which is not reportable under the above (for example, after a sprain) then this must be reported to the enforcing authority.

Accidents to Members of the Public

Where any person not at work suffers an injury as a result of an accident arising in connection with an event organised by Garsington Opera and they are taken *directly* from the scene to hospital for treatment this too is reportable.

If the injured person subsequently goes to hospital this is not reportable.

Examples of the circumstances which this description might conceivably cover include the following:

- tripping over a trailing cable
- tripping over an uneven floor or uneven steps

Dangerous Occurrences

Dangerous occurrences which have to be reported are those where under other circumstances there was a significant risk of injury or death. Any of the following must be reported:

a) Lifting machinery

The collapse of, the overturning of, or the failure of any load-bearing part of any lift or hoist; crane or derrick; mobile powered access platform; access cradle or window cleaning cradle; excavator; pile-driving frame or rig having an overall height, when operating of over 7 metres or a fork lift truck

b) Pressure systems

The failure of any closed vessel (including a boiler or boiler tube) or of any associated pipework, in which the internal pressure was above or below atmospheric pressure where the failure had the potential to cause the death of any person.

c) Overhead electricity

Any unintentional incident in which plant or equipment either comes into contact with an uninsulated overhead electric line in which the voltage exceeds 200 volts; or causes an electrical discharge from such an electric line by coming into close proximity to it.

d) Electrical short

Electrical short circuit or overload attended by fire or explosion which results in the stoppage of plant involved for more than 24 hours or which has the potential to cause the death of any person.

Additionally there are requirements for the reporting of dangerous occurrences associated with fairground equipment, pipelines, wells, carriage of dangerous substances by road, collapse of buildings or structures, collapse of scaffolding, exposure to biological agents, breathing apparatus, diving operations, explosives and freight containers.

Cases of disease

The regulations require that specified diseases have to be reported as well. In many disease cases these are specific to certain industrial processes or exposure to particular substances.

Further information

Further information about the reporting of diseases can be found in HSE guidance L73 AA guide to the reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995". A summary has been produced "RIDDOR Explained" HSE31 (Rev1) HSE Books 2002

Advice on disease reporting requirements can be obtained from the local enforcing authority.

Safety Information Sheet

Working with Contractors

Introduction

Garsington Opera relies upon a small team of employed staff assisted during the season by a number of companies and individuals supplying goods and services. Many of the suppliers to Garsington Opera are established and have built up a good on site working relationship over many years.

Duties are placed on both the contractor and the person responsible for their selection and engagement. Both parties have clear duties to their own employees and people who are not employed by them, in the case of contractors, the contractor has a duty of care to the client's staff and in turn the client's operations should not expose the contractor's staff to risks. Case law is continually redefining the duties.

Contractors are generally assumed to be companies supplying goods or services, in reality any person who is supplying a service as a true freelance is a contractor. The basic elements which define a freelance is someone who is independent, responsible for their own tax and National Insurance, provides their own tools and protective equipment, has insurance in their own right, is paid by invoice and is free to work for other clients.

Selection of Contractors

The first stage in selecting and appointing contractors is to be clear as to what the job actually is and prepare a specification for it. As part of the specification Garsington Opera will identify any known hazards which may affect the work being carried out, this might include poor ground conditions, overhead hazards or areas which are out of bounds. This information should be recorded and passed to any contractors.

Any contractor must be competent to carry out the work asked of them, this competence not only applies to the quality of the finished job but also how their approach to the job and safety in carrying it out.

There are a number of questions which may be asked of a contractor, these in part depend upon the work being planned and the levels of risk involved with the work. Principal questions include:

- what experience the contractor has of the proposed work
- what their health and safety policies and practices are
- what their recent health and safety performance has been, e.g. accident records
- what qualifications their key staff have, do they have any industry passport'

- are they members of a trade body
- what health and safety training they have in place, and how will they be supervised

There are a number of other topics which may be relevant, for example, if they are bringing in sub-contractors then how are they selected, managed and monitored.

Risk Assessments and Method Statements

A risk assessment for the proposed work should be produced by the contractor and agreed with Garsington Opera. The risk assessment should take account of any hazards notified to them by the Opera.

If there are no particular hazards relevant to the work being planned, generic or standard assessments are acceptable.

Method statements are a way that a contractor can set out the detailed way in which they will undertake the work. Method statements are useful where there are complex operations and operations which must be carried out in sequence.

Information Exchange

Essential information should be exchanged between the contractor and Garsington Opera. Basic information which should be exchanged includes:

- any risks presented by Garsington Opera, or by the contractor's operations
- emergency procedures including means of summoning help, evacuation, fire prevention first aid
- any site rules, including access to the site, parking, speed limits
- welfare arrangements such as location of toilets, catering, water supply

The information can be exchanged at various times during the contract, for example information of risks should be done at an early stage, information about welfare facilities can be done on site by a walk through when work starts.

Successful contract management depends upon cooperation and coordination between both parties and is best achieved by talking together throughout.

Management and Supervision

Contractors when on site are responsible for the supervision of their staff, however there is also a duty on Garsington Opera to monitor work in progress and in some cases directly supervise the work. The degree of involvement is dependent upon the nature of the work, the levels of risk and competence and the expertise of both the contractor and Garsington's own personnel.

Work must be planned to take account of other work operations on site which may conflict with the contractors operations, it is essential that the Site Manager coordinates all work and communicates with all relevant parties.

The risk assessment and method statements provided by the contractor are useful documents to assist with monitoring work in progress.

Any accidents occurring to contractors staff should be investigated jointly between the two parties and if necessary risk assessments and working practices changed to prevent a recurrence.

Safety Information Sheet

Completion Certification

All the structures and infrastructure which is installed at Wormsley for the Opera Season is temporary and completely removed at the end of the season. It is essential that before it is made available for use by the public its safety is checked and its safety verified by persons with relevant competencies.

The following documentation is either a requirement of the Premises Licence issued to Garsington Opera, or is in compliance with general health and safety law and guidance.

Structures

The principal structures are the grandstand seating, the canopy and marquees erected to provide dining and shelter for the audience. All these structures are erected in compliance with Temporary Demountable Structures, Guidance on design, procurement and use. 3rd Edition 2007" .

A requirement of the guidance is that the all temporary structures are signed off and an installation certificate is issued by the erection contractor verifying that it has been constructed in compliance with the design.

A further requirement of the guidance is that the structures are checked by an independent person, this is also a licensing condition which specifies that an independent report from a Member of the Institution of Structural Engineers be provided to the effect that the auditorium structure is capable of safely accommodating the proposed number of seats.

A copy of the independent check will be retained by Garsington Opera on the site file.

The company supplying tentage for the Opera should be a member of the Performance Textiles Association (formerly Made Up Textiles Association). Members of the Association operate under the MUTA Code of public safety - use and operation of marquees.

Any scaffolding structures must be signed off by a competent person and a handover certificate issued.

Services

Electrical distribution

The electrical installation should be constructed in compliance with the requirements of BS7909:2008 "Code of Practice for Temporary Electrical Systems Installed for Entertainment and Related Purposes"

The permanently installed part of the system should also comply with the relevant sections of the 17th Edition of the Requirements for Electrical Installations (BS7671:2008).

Independent verification of the safety of the system should be provided by a competent person registered with either the National Inspection Council for Electrical Installation Contracting (NIECIE) or the Electrical Contractors Association (ECA).

Liquified Petroleum Gas

Any LPG system which involves distribution pipework must be verified that it is safe to operate. Installation work must, by law, be undertaken by a company approved by the Gas Safe. When complete the company must issue a certificate confirming that it is safe to operate.

If the system simply comprises short, single lengths of flexible hose directly connecting the cylinder to the appliance, a safety certificate is not required.

Documentation Checklist

Structures

- a) Completion Certificate for auditorium seating*
- b) Completion Certificate for the auditorium canopy*
- c) Independent structural engineers report *
- d) Completion sign off for marquees

Services

- a) Certificate of Electrical Safety
- b) Certificate of Gas Safety (when applicable)

Safety Information Sheet

Working at Height

Introduction

The Work at Height Regulations were introduced on the 6th April 2005. This set of regulations consolidated previous legislation about working at height, clarified the definition of work at height and specified the minimum standards for working at height to protect both people who are working aloft and people below who may be struck by falling objects.

The regulations do not ban the use of ladders or stepladders, but they do require that their use is considered only after other means (e.g. cherrypickers or tower scaffolds) have been considered.

Set out below is a summary of the Regulations and following this some practical information about how the requirements of the Regulations can be met.

What is “Working at Height”

Previous legislation suggested that where there was the potential for a fall of 2 metres or more this was classed as work at height. The 2005 regulations contain the following definition

“work at height” means -

- a) work in any place, including a place at or below ground level*
- b) obtaining access or egress from such place while at work, except by a staircase in a permanent workplace,*

where, if measures required by these Regulations were not taken, a person could fall a distance likely to cause personal injury.”

Apart from some exemptions for sport, recreation, team building and similar activities the regulations apply to all working at height.

Duty Holders

Any person who is involved with the organisation or conducting work at height has a duty under these regulations.

Employers and any person who controls the work of others, for example a production manager or Senior Representative on Site has a duty to ensure:

- all work at height is properly planned and organised
- all work at height takes account of weather conditions which could endanger safety
- those involved in work at height are trained and competent
- the place where work at height is done is safe
- equipment for work at height is appropriately inspected

- the risks from fragile materials are properly controlled
- the risks from falling objects are properly controlled

The duties are not all one way, employees also have very clear duties under the regulations, these are:

- to report any safety hazard to their supervisor, including if they think the operation being considered may be unsafe.
- use the equipment supplied properly, following any training and instructions which they have received
- use any safety devices or personal equipment supplied properly

The Overriding Principal

The basic principal which underlies the regulations is

“Where work is carried out at height, every employer shall take suitable and sufficient measures to prevent, so far as is reasonably practicable, any person falling a distance liable to cause personal injury”

That is the fundamental principal upon which the regulations are based.

Hierarchy

The Regulations set out a simple hierarchy of measures for managing work at height.

1. Avoid work at Height
if it cannot be avoided then
2. Use work equipment or other measures to prevent falls
where the risk of falls cannot be eliminated then
3. Use work equipment or other measures to limit the distance and consequence of any fall

In practical terms, taking the assembly of a lighting truss as an example, the best approach would be firstly to assemble the truss at ground level, raise it to a comfortable height where lamps can be attached, then it can be taken to trim height. Access to motor suspension points can be gained by using a cherrypicker or mobile elevated work platform. Where lamps have to be positioned for final focussing then preference should be given to a cherrypicker with suitable articulation or MWEF. In some cases if it is impractical to use mechanical means then a combination stepladder should be used. Free climbing should be avoided if at all possible.

The above example demonstrates the hierarchy in action - firstly work at height is avoided (ground assembly), wherever practicable mechanical means are used (e.g. cherrypicker, with guardrails and toe boards to prevent falls and falling objects) when this is not possible then for short duration work at height combination stepladders are acceptable. Better still would be the use of moving lights which can be remotely focussed. It would not be acceptable for

a truss to be taken to trim height and then rigged from steps or by positioning a rigger in the truss and lifting lamps by rope.

Planning

If it is necessary to work at height then the work must be planned and properly supervised. Included in the planning is the selection of the most appropriate and safest equipment, ensuring that staff are competent, plans for emergencies and rescue and the likely effect of weather conditions.

Weather conditions can affect work at height in at least three ways, firstly by winds making the access equipment unstable, severe cold and ice causing slippery surfaces and the effects of adverse weather on those people undertaking the work (not just on cold days, but long hot summer days).

Competence

The law requires that every employer shall ensure that no person engages in any activity, including organisation, planning or supervision, in relation to work at height or work equipment for use in such work unless he is competent to do so or, if being trained, is being supervised by a competent person.

Competence is much more than simply going on a training course, its is being able to demonstrate that the job can be done correctly and that the person has the right approach to the operation.

There are a number of established competence based qualifications such as IPAF (International Powered Access Federation) for cherrypickers and mobile elevated work platforms, PASMA (Prefabricated Access Suppliers and Manufacturers Association) which is relevant to erecting and using tower scaffolds. Further details can be found on the relevant websites www.ipaf.org and www.pasma.co.uk .

Selection of Work Equipment

When it is not possible to eliminate work at height then in planning and selecting equipment account should be made of:

- the working conditions and the risks to the safety of persons at the place where the work equipment is to be used;
- in the case of work equipment for access and egress, the distance to be negotiated;
- the distance and consequences of a potential fall;
- the duration and frequency of use;
- the need for easy and timely evacuation and rescue in an emergency;
- any additional risk posed by the use, installation or removal of that work equipment or by evacuation and rescue from it.

Inspection

The new regulations require that equipment for working at height is checked each time before it is used, for example this includes checking that ladders are properly positioned and secured to prevent sliding.

Equipment such as tower scaffolds should be checked when it has been assembled and when it has been moved to ensure that stabilising outriggers (for example) are properly positioned.

Routine inspection of the equipment for work at height, such as ladders, stepladders and the components of tower scaffolds should be checked for damage including missing clips, stays and dents.

Equipment leaving the workplace or being brought in must be accompanied by an indication that the equipment has been inspected.

Fragile Surfaces

Wherever work is carried out close to fragile surfaces through which someone could fall measures must be taken to prevent falls, for example roof lights, or asbestos cement roofing. The nature of the precautions include temporary barriers, coverings and platforms.

Falling Objects

Measures should be taken to ensure that no one beneath any place where work at height is being carried out is at risk from falling objects. Precautions to prevent harm include, toe boards on platforms, exclusion zones around work areas, debris or brick netting on scaffolds and careful storage of materials. A ban on throw down of equipment may also be an option.

Working at Height: Basic Rules

The basic rules for working at height:

1. If it can be avoided then do not work at height
2. Give priority to measures which protect everyone not just one person
3. Think the job through, before you start
4. Make sure that the people doing the job are competent to do so
5. Check the equipment and how it is installed before you start work
6. Do not lean over or stand on railings, or remove them
7. Keep a minimum of three ladder or step ladder rungs above your feet

Working at Height: Mobile Elevated Work Platforms

Two principal types of mobile elevated work platforms are commonly used by the Garsington Opera on site, scissor lifts and 'boom type mobile elevated work platforms', known to all as cherry pickers.

Below is a summary of the basic requirements :

Operators

To operate a cherry picker the operator must be trained and hold a Powered Access Licence (PAL) issued by the International Powered Access Federation (IPAF). On the yellow PAL card the types of plant which the holder can operate will be identified, to operate a cherry picker the class is identified as SPB (self propelled boom) or SL (scissor lift). The card has a finite lifespan and expires five years after issue, check therefore that it is in date. Checks should be recorded.

The operator of the MWEP must be licensed, however provided they are wearing the appropriate PPE other staff may be carried on the platform or basket (provided the stated loading of the equipment is not exceeded)

Examination

Cherry pickers are classified as lifting equipment and are used to lift people, therefore it is a statutory requirement to ensure they are examined every six months by a competent person. Hired in equipment should be accompanied by a report showing the last date of examination.

Daily Checks

Before use general checks should be undertaken by the operator and these should cover:

- platform structure - free from debris, grease and loose kit
- tyres - free from significant cuts or embedded nails
- wheel nuts - in place and tight
- brakes - operational
- warning devices - lights and horn operational
- fuel, water and battery
- structural parts free from damage
- all powered movements for elevating and positioning operational
- hydraulic system free from leaks
- communication systems with ground (where fitted) operational
- emergency devices functioning, including emergency descent and limit switches operational
- pot hole protection device on scissor lift fitted

PPE

Any person working in the basket of a cherry picker must be wearing a full body harness and lanyard attached to the designated anchor points in the basket, not to the handrails.

Lanyards should be of sufficient length to permit movement in the basket, but not so long that the person is at risk of falling out. Lanyards should be manufactured to BS EN 354 and the full body harness to BS EN 361.

Hard hats to BS397 should be worn wherever there is a risk of contact with overhead structures, truss etc. If there is a risk of the helmet dropping onto persons working below it should be secured with a chin strap.

Risks

There are a number of risks associated with the use of mobile elevated working platforms, on site these should be identified and addressed by the operator.

Principal risks which may need to be considered include:

- rough and soft ground
- cable ducts, manhole covers and excavations
- slopes
- electric cables
- overhead obstructions, trussing, stage roofs and ceilings
- weather conditions
- unguarded stage edges

Information

Information about the operation of MWEPs can be found from a variety of sources including:

- MISC614 Preventing falls from boom type mobile elevated work platforms (HSE Books)
- Operators Safety Guide for Mobile Elevated Work Platforms (IPAF)
- Manufacturers instructions for the individual MWEP being operated

Additionally general information regarding the use of work equipment and lifting can be found in:

L22 Safe Use of Work Equipment - Provision and Use of Work Equipment Regulations 1998 Approved Code of Practice

L113 Safe Use of Lifting Equipment - Lifting Operations and Lifting Equipment Regulations 1998 Approved Code of Practice

Working at Height ~ Tower Scaffolds

Introduction

Tower scaffold towers are a safer alternative to working from ladders or stepladders for jobs which require two hands, more than one person, or for work aloft for an extended time. They meet the criteria for working at height set out in the Work at Height Regulations 2005 as they have a secure platform with guard rails which offers collective protection to anyone working from them.

The critical operation when working with tower scaffolds is their erection and removal and for this the work must be carried out by competent persons.

Competence

The law clearly states that any person planning, supervising or carrying out work at height must be competent to do so. The accepted measure of competence is the holding of a PASMA Training Identity Card (Prefabricated Access Suppliers' and Manufacturers' Association) or a CTA/CPA card for construction work.

The card is a photo identity card which has an expiry date five years from issue.

Equipment

Equipment which is owned by the company should be regularly inspected, the periodicity of inspections being related to the frequency that the scaffold is used. Inspections should include:

- Frames: check for dents or twisting,
- Braces, stairways, ladders, braces: check for dents, bends and that hook catches work smoothly and easily
- Castors: check they fit into the housing, the brakes work, and the wheels rotate and swivel
- Platforms: check they are square and true, free from splits, toe-board clips should be undamaged and hold the boards firmly in place

On site visual checks must be carried out before work commences.

When a tower scaffold is sent out to site a list of components should be prepared and issued with the tower. It is important that the manufacturer's instructions and checklists are available to ensure that the correct components are issued.

Hired Towers

When ordering a tower it is important to ensure that it is correctly specified, either a single or double width and the height at which work is to be carried out. The stores who are issuing the tower can then check the specification against the manufacturer's component list and ensure the correct equipment issued.

When hired equipment is delivered it should be accompanied by a copy of the manufacturer's instructions and a component check list. Items supplied should be checked and time set aside to read the instructions before erection. There are variations between each manufacturer and it is important to ensure that the erector is familiar with the tower to be used.

Construction

The competent person must assemble the tower. It is quite in order for unqualified persons to assist, but the competent person must be supervising the work and ensuring that all the necessary connections are made, that the tower is true and not resting on unstable ground, ducts or manholes.

Outriggers and Stabilisers

Stabilisers and outriggers are often referred to just as outriggers, in fact they are two separate systems of support.

Stabilisers are normally diagonal braces which reach to the ground and are attached to the tower at two points. Stabilisers end with a foot. Moving stabilised towers requires the diagonal brace to be lifted and the foot raised to about 25mm above the ground.

Outriggers are intended for towers which are meant to be moved regularly. Outriggers have castors on the end of the leg which enables them to be regularly moved. To ensure the

outrigger remains in a position where it can offer the maximum support for the tower it is connected by a plan brace.

Operation

Once erected the competent person should confirm that the tower is safe for operation. Normally this would be done by attaching a 'Scaff-tag' or similar. On small sites where only a few persons working as a team are likely to use the tower and the competent person is nearby to supervise its use a verbal 'sign off' can be done.

No one should climb the tower unless its safety has been confirmed, if in doubt ask.

When working outdoors take account of the weather conditions including frost and rain which may make the platform and ladder rungs slippery and wind which can affect the stability of the tower (ensure also that wind catches on the platform are locked).

There are a few rules which anyone using the tower as a workplace should follow:

- never remove handrails, or work platforms
- never move the tower with anyone on it or materials stored, if the tower stops suddenly then the pendulum effect will take over and the tower can topple
- always climb inside the tower and use the ladder, climbing up the outside can make it unstable
- never attach fall arrest or work positioning harness to a tower, they are not designed to take the sudden load
- check the ground before it is moved, make sure it does not slope, is firm, and free from obstruction
- check for overhead obstructions, cables, pipes, trussing and beams
- make sure the brakes are on and the stabilisers are properly adjusted before using the tower
- do not lean out of the tower when working or stand on the handrails

Working at Height ~ Ladders and Stepladders

Introduction

The Work at Height Regulations 2005 introduced the concept of a hierarchy of measures to be taken when working at height. The regulations encouraged employers to think through any operation at height, considering whether it could be completely avoided, or if not then conducting it in a way which prevents falls from height by way of providing handrails, a working platform etc. Only then should ladders be considered.

Where possible working at height should be carried out from a mobile elevated work platform (cherry picker or scissor lift), if that is impractical then from a tower scaffold, and only then if it is for a short duration should work from ladders or stepladders be considered. The current guidance is that ladders are suitable for light, short duration work of less than 30 minutes.

The use of ladders can be classified in two ways, either as a means of access, e.g. from one level of a scaffold to another, or if a work activity is being carried out e.g. fixing or focussing a lamp, then it is considered to be a workplace.

Specification

The following classification should be followed when selecting ladders:

BS1129:1990	Applies to wooden ladders
BS2037:1994	Applies to Metal Ladders
BS EN 131	Applies to both

under the above standards ladders are classified as either

Class 1 Industrial - maximum static vertical load 175kg

Class 2 Light Trade - now replaced by EN 131, but some examples are still in use and provided they are in good condition still acceptable

Class 3 Domestic - maximum static vertical load 125kg

BS EN 131 now provides an intermediate specification

Ladders and step ladders used in the workplace must be either Class 1 or to EN131.

Class 3 lightweight domestic ladders and stepladders are not acceptable in a work environment.

Manufacturer's when supplying ladders provide details of their specification in the form of permanently affixed labels on the outer part of the stiles. This provides an immediate visual check on the specification and the labels therefore should not be covered, removed or defaced.

Inspection

Before use any ladder or stepladder must be checked to ensure it is in good condition and safe for its intended use. A visual check by the user is recommended each time the ladder is used. Formal inspections and recorded checks should be done in line with the manufacturer's instructions.

Visual checks on all ladders should include

- general condition - is the ladder clean and dry and free from wet paint, oil mud
- free from cracks and splits
- no rungs missing or loose
- stiles are straight and free from dents which can seriously weaken a ladder
- no sharp edges

For metal ladders additional checks should be made to ensure that there is no evidence of corrosion, that hooks and guides on extending ladders are in good condition and most especially that the rubber feet are in place and in good condition. Replacement feet can

normally be obtained from the supplier or manufacturer and it is recommended that a stock is held.

Wooden ladders should not be painted as this can obscure cracks, additionally they should be checked to ensure that there is no splitting or warping of any components.

In addition to the checks above Stepladders should be checked to make sure that any braces which prevent the steps from sliding open are in place (on both sides) and free from defect.

Defective ladders must not be used and they should be labelled and removed from the workplace.

Ladder Users

Bad practice in using ladders usually starts at home! In unregulated domestic premises ladders are used for a variety of tasks with no checks as to the user or equipment. These habits all too easily transfer into the workplace.

Ladder users should be selected to ensure they are confident about working at height. Training should be given in setting up a ladder properly, securing it and working from it. Also what checks should be carried as part of the user checks.

Ladders used for Access

Any ladders used to provide a means of access to an upper level must be in good condition and free from defects (see inspection above).

In most situations where ladders are used to provide access to an upper layer the ladder will be of the one piece pole or standing timber design, extension ladders are not routinely used for this purpose.

An access ladder should be set up in the same way as for other ladders, to ensure stability and provide ease of use the standard rule is 75o or four up for every one out. The foot of the ladder should rest on a solid surface.

At the top the ladder must extend at least one metre above the working platform, this is to ensure that people getting on and off the ladder have a firm handhold and can get their footing safely on the ladder. When positioning the ladder make sure that the landing rung is level with the platform and it is not possible to get a foot caught.

The ladder must be secured in place by tying it to the structure, the ties should be made firm around the stile, not the rungs, and secured both sides. Where there is a risk of the ground moving or the bottom of the ladder being displaced then stakes should be driven in on both sides of the ladder and it tied off at ground level.

Work Carried out from a Ladder

Ladders are only to be used for short duration operations, generally less than 30 minutes at a time and for light work only (recommended maximum load 10kg).

The general principals of ladder use are:

- pre use checks, in particular ensuring rubber feet are in place

- ground should be firm and level
- there should be strong resting point for the ladder
- floors should be clean, not wet or greasy
- ladder angle - 75o or 1 in 4 rule, (1 out for every 4 up)
- always grip the ladder when climbing
- never stand on the top three rungs, these provide a handhold
- do not overreach or lean away from the ladder

Working on Stepladders

Stepladders can provide a more stable workplace than ladders. Two types are in common use, 'traditional' stepladders and combination steps. Combination steps have an additional section which extends above the stepladder base.

The general principals for stepladder use are:

- pre use checks
- ensure there is enough space for the steps to fully open
- use any locking devices
- ground should be level and firm and free from grease or water
- do not work off the top three steps unless you have a handhold above
- avoid side on working where possible
- do not overreach