Risk Assessment
for
Live Musical Performance

Last Updated: October 2023

1 General Occupational Safety and Health (OSH) Management

1.1 Basic Safety

1.1.1 A systematic approach to managing occupational safety and health risks is in place.

This is a high priority risk.

Measure already implemented 1

General approach (to eliminate or reduce the risk)

Create a health and safety management strategy
Risks can be eliminated or reduced through an effective occupational safety and health (OSH) management system that identifies the OSH management's goals and outlines the companies' commitment to health and safety.
Specific actions
-        A Health and Safety Statement that provides a clear overview of the health and safety aims and objectives should be created with the understanding that Health and Safety on production is the responsibility of everyone.
A person or persons who will be responsible for overseeing the health and safety management daily on behalf of the company should be decided upon.
-        Methods to assess all the risks as well as control and continually monitor and review them should be created and recorded.
-        Arrangements should be in place to deliver the policy, to implement and monitor its requirements.
The Health and Safety Statement should be distributed to everyone involved in the operation. The statement should include all the relevant information for work safety and contacts of the people responsible.

1.1.2 Crew and external providers are consulted on matters of health and safety at work.

Measure already implemented 1

General approach (to eliminate or reduce the risk)

Consult the crew and/or their representatives

For effective implementation of the productions health and safety strategy, crew or heads of departments (HoDs) should be involved and consulted to ascertain their health and safety requirements and set objectives for eliminating hazards and reducing risks, thereby utilising the crew's knowledge and competence. The balanced participation of workers in the organisation for the measures taken should be encouraged and a procedure for an ongoing consultation process should also be implemented.

Specific actions

-        Regular meetings on workplace safety should be organised to ensure cooperation with preventing accidents and ill-health.

-        A procedure should be established for the crew to raise concerns and/or propose solutions.

-        A focus point information session should be held on risk assessments and control measures to be implemented, for each stage and location involved in the production.

-        Checks should be undertaken to verify if the local legislation specifies any special requirements or guidelines to be followed.

1.1.3 Communication procedures between the crew, departments, performers and external providers are in place to ensure health and safety.

Measure already implemented 1

General approach (to eliminate or reduce the risk)

Implement an information/dissemination strategy

A communication strategy that considers different approaches ensuring all relevant information is shared among crew, performers and subcontractors should be in place. The strategy should include details of one or more persons in charge of ensuring relevant information reaches every individual involved in the production. Sharing names and contact details of these appointed persons should comply with data protection laws. Special attention should be given to the working language in use, ensuring that everyone understands it. Where different working languages are used, relevant information to be translated accordingly and interpreters may be required throughout the entire production or at different phases of the production.

Specific actions

-        A dissemination strategy should be in place.

-        A person responsible for the effectiveness of the strategy in place should be appointed.

-        An official working language that everyone understands and speaks should be set.

-        If more than one working language is required, all the communications should be translated accordingly, interpreters may be required.

-        It should be ensured that different communication channels (radio, mobile phones, cloud, etc.) are established.

-        It should be ensured that the information is readily available and can be easily accessed by everyone involved in the production.

-        The Health and Safety Statement should be provided to each individual involved, which includes all the relevant information, adopted policies, emergency procedures and contacts.

-        The confidentiality and compliance with the data protection laws when sharing names and contact details should be ensured.

-        The crew should be informed of the production schedule during pre-production meetings.

- Crucial safety information should be provided on the call sheets.
- It should be ensured that a copy of risk assessments is available at all times.

1.1.4 The crew receive workplace health and safety instructions and risk prevention training.

This is a high priority risk.

Measure already implemented 1

General approach (to eliminate or reduce the risk)

Implement a training plan and procedure that ensure the correct management of occupational safety and health (OSH) training requirements
Risks can be reduced by implementing a training plan to ensure the crew correctly understand the risks and how they are managed. Further, the introduction of a procedure for all the crew to record the training they have received should be considered.
Specific actions
- Assess the requirements for the training sessions based on the risk assessments and the crew's knowledge of the risks.
- Plan training sessions on the health and safety risks for all the crew involved in the production, including freelancers and external providers.
- Maintain a record of all the training received by each individual member of the crew and when the training was received.
- Monitor the effectiveness of any training provided.

1.1.5 Procedures to facilitate the systematic reporting of workplace accidents and incidents are in place.

This is a high priority risk.

Measure already implemented 1

General approach (to eliminate or reduce the risk)

Implement an accident/incident reporting and recording strategy
Risks can be reduced by establishing accident reporting procedures that help identify gaps in the risk management strategy as well as any previously unidentified safety issues.
Specific actions
The following specific actions to be considered to eliminate or reduce the risks:
- An accident/incident reporting procedure should be implemented, ensuring that the crew is aware of how to use the procedure.
- The accident/incident reporting procedure should include instructions on how to report accidents, how to gather useful information about what contributed to the accident directly and indirectly and how corrections actions would be implemented. Near-miss incidents in which no injuries were received should also be reported.
- Employees should be informed about the importance of reporting near-miss incidents and accidents; it is recommended to emphasise that the reporting procedure is not a management tool for apportioning blame.

Measure already implemented 2

General approach (to eliminate or reduce the risk)

Develop an accident/incident analysis
A good way to reduce risks is to perform a systematic analysis of the accidents and incidents that have occurred so far. Learning from previous events will enable the production team to implement stronger and more specific measures to mitigate or eliminate the risks, thereby avoiding casualties in the future.
Specific actions
The following specific actions to be considered to eliminate or reduce the risks:
- An accident/incident analysis procedure should be implemented to ensure that all the accidents and near-misses are properly reported.
- The findings of the investigation will form the basis of an action plan and identify

control measures that address the immediate, underlying and root causes to prevent the accident or incident from reoccurring and for improving the overall management of risk.
-         The corrective measures should be implemented systematically.

1.1.6 Insurance requirements are assessed and insurance policy is in place.

This is a high priority risk.

Measure already implemented 1

General approach (to eliminate or reduce the risk)

Implement an insurance strategy
The approach should involve ensuring that everyone is covered by health and accident insurance, including volunteers, students, freelancers and external crew. Systematically checking the insurance status of everyone involved in the production before starting any activity is advisable.
Specific actions
The following specific actions to be considered to eliminate or reduce the risks:
-         The insurance status of everyone involved in the production should be systematically checked.
-         It should be checked if it is possible to subscribe to a policy that covers all the relevant risks not currently covered by the compulsory policies in place.
-         No one should be allowed to perform any work activity without valid health and accident insurance.
-         It should be checked if the production is required to have extra insurance such as on equipment, property, public liability, etc.

1.1.7 First aid or medical aid provisions are available at the workplace.

This is a high priority risk.

Measure already implemented 1

General approach (to eliminate or reduce the risk)

Ensure workplaces are provided first-aid equipment
To meet the first-aid requirements, the workplace should be assessed and a decision made for the level of first-aid/medical aid equipment needed to meet the country's legal requirements for first-aid/medical aid provision. The regulatory enforcing authority can be contacted for further advice on the minimum standards of equipment.
Specific actions
The following specific actions to be considered to eliminate or reduce the risks:
-         It should be ensured that the existing first-aid kits are adequate, in the correct positions and have fully compliant contents.
-         An audit strategy should be developed to ensure that the kit contents remain adequate.
-         If medical aid is required, it should be ensured that a medic to provide equipment that is suitable for their practitioner level is present.

Measure already implemented 2

General approach (to eliminate or reduce the risk)

Provide suitably trained first-aid personnel
As part of the first-aid assessment, the number of trained first-aid crew or medics required to cover the workplaces at all times whilst the work is being carried out should be decided upon. The assessment should consider the proximity of the workplace to external medical facilities, especially when performing in remote and hard-to-access locations.
Specific actions
The following specific actions to be considered to eliminate or reduce the risks:
-         It should be ensured that first-aid training is provided for the crew who wish to be nominated as first aiders.
-         The crew's skills should be recorded during their training sessions and

certificates kept on record as appropriate.
-        It should be ensured that their skills are maintained via regular/required refresher training.
-        It should be evaluated whether it is necessary to have a medic on the site based on the specific needs of the gig.

1.1.8 Emergency evacuation procedures are in place.

This is a high priority risk.

Measure already implemented 1

General approach (to eliminate or reduce the risk)

Develop an emergency action plan
To reduce the risks involved, an emergency action plan covering the following should be developed:
-        The preferred method for alerting emergency services.
-        Evacuation and post-evacuation procedures.
-        Escape plans such as floor plans, workplace maps and safe or refuge area locations.
-        Names, titles and departments of the individuals both within and outside the company to be contacted for additional information on the procedure to follow in an emergency situation.
-        Contact information of the individuals in charge of evacuation plans and procedures.
Specific actions
The following specific actions to be considered to eliminate or reduce the risks:
-        The crew with specialised knowledge of the premises or venue being used should be involved in developing an emergency action plan.
-        The emergency action plan should be communicated to the permanent and temporary crew through training sessions, drills, posters, etc.
-        Regular training sessions should be organised for the implementation of the emergency action plan.

1.1.9 Fire safety procedures and firefighting equipment are in place.

This is a high priority risk.

Measure already implemented 1

General approach (to eliminate or reduce the risk)

Establish a fire-prevention strategy by evaluating the fire risks on your premises and in the work you do
To reduce the risk, it is necessary to create a fire safety strategy using the results of the fire risk assessment to draw up fire safety provisions.
Specific actions
The following specific actions to be considered to eliminate or reduce the risks:
-        A fire risk assessment should be carried out.
-        The potential sources of ignition should be determined.
-        It should be considered which items might accidentally ignite or cause a fire to spread, such as any combustible materials and/or substances close to potential ignition points.
-        It should be considered what might increase the spread of smoke and fire, such as sources of major air currents, for instance, open doors and windows that could cause a fire to escalate.
-        It should be determined whether an adequate level of first aid and firefighting equipment is available. If so, it should be verified it the firefighting medium is the correct type for the potential types of fire. For example, is the extinguisher adapted for areas containing electrical equipment?
-        The number of people who would potentially be in each area of work, should a fire break out should be considered.
-        A system to alert people in the event of a fire outbreak should be set.

- The installation of an automatic fire detection system and alarm should be considered.
- If an automated system is not in place, an alternative fire detection system should be provided.
- It should be considered how people can escape potential fires safely.

1.1.10 Work schedules, shifts and breaks are appropriately planned.

This is a high priority risk.

Measure already implemented 1

General approach (to eliminate or reduce the risk)

Give specific attention to applicable working time and work–life balance policy
To reduce risks, it is important to ensure that any strategy regarding work times and work–life balance is appropriately communicated to all the crew (including freelance workers) and performers.
Specific actions
The following specific actions to be considered to eliminate or reduce the risks:
- The national requirements should be checked for working time limits and, if applicable, any Organisation Of Working Time (General Exemptions) and/or collective agreements for professions in the audiovisual production sector.
- All applicable legislation within the productions jurisdiction and all company policies on the following topics should be made known to the employees: the maximum number of holidays per year; available leave arrangements; number, duration and planning of breaks in a day; maximum working hours per day/week; rules related to evening and night work, weekend work, shift work, and on-call work; rules related to vulnerable groups (younger and older workers, pregnant women); arrangements for taking holidays/leave for personal reasons (family emergencies, volunteering work, etc.); arrangements for fostering work–life balance.

Measure already implemented 2

General approach (to eliminate or reduce the risk)

Provide workers with legally mandated facilities for their break/rest periods
Risks can be reduced by providing the workers with the required facilities for their break hours.
Specific actions
The following specific actions to be considered to eliminate or reduce the risks:
- According to the EU Directive (89/391/EEC), workers should be provided with an easily accessible restroom or appropriate rest area. This provision does not apply if the workers are employed in offices or similar workrooms that provide equivalent relaxation facilities during breaks.
- Restrooms and rest areas should be equipped with tables and seats with backs.
In the restrooms and rest areas, appropriate measures must be introduced for the protection of non-smokers against discomfort caused by tobacco smoke.
- The conditions should be appropriate for pregnant women and nursing mothers to lie down and rest when needed.
- Workplaces must be organised to take account of persons with disabilities as necessary.

Measure already implemented 3

General approach (to eliminate or reduce the risk)

Improve work shift schedule
Working in the audiovisual production sector often involves working in shifts, especially for the technical crew. The risks can be reduced by providing well-planned work shift schedules.
Specific actions
The following specific actions to be considered to eliminate or reduce the risks:
- When scheduling shifts, special consideration is required to account for applicable legislation as well as a common-sense approach, considering practical

measures that can be made by the employer.
-        Working at night should be avoided, if it is necessary, considerations should be made to reduce the hours of night work.

Measure already implemented 4

General approach (to eliminate or reduce the risk)

Implement a system of communication and support for employees working alone during the night/evening
To reduce risks, it is important to ensure that the employees who work alone maintain regular contact with another member of the organisation, especially during night shifts.
Specific actions
The following specific actions to be considered to eliminate or reduce the risks:
-        It should be ensured that employees working alone are regularly in contact with other members of the organisation. A phone or Internet access can be provided for communications between the employee working alone and another member of the organisation.
-        The work environment and the tasks to be carried out by a lone worker should be individually assessed and any associated risks taken into account to determine whether or not an employee may work alone.
-        The use of automatic warning devices, e.g., panic alarms or man-down alarms, should be considered.
-        Emergency procedures should be developed.
-        It should be ensured that employees working alone are competent and have received any necessary training.
-        It should be evaluated if the person assigned to the job is suitable, and medical fit for working alone.
-        The level of supervision required should be assessed. The level of supervision will depend on the risks involved and the ability of the lone worker to identify and handle safety and health issues.

1.1.11 An occupational health and safety strategy for waste management and environmental sustainability is in place.

This is a high priority risk.

Measure already implemented 1

General approach (to eliminate or reduce the risk)

Develop a waste management strategy
To reduce the risks, a waste management strategy should be implemented, as an accumulation of waste can be a health risk and fire hazard.
Specific actions
The following specific actions to be considered to eliminate or reduce the risks:
-        Suitable refuse containers should be safely placed in a designated waste collection area without the bins impeding movement or blocking emergency exits or being a fire hazard. The containers should not be placed near heat sources.
-        Waste containers and skips should be stored ensuring a fire safety distance from other objects and structures.
--   Provisions should be established for the management of liquids, including wastewater. Any drains should be protected and bunds used to restrict the spread of substances as a result of spills.
-        Training may be required for the crew to ensure they can identify different waste categories, segregate hazardous and non-hazardous waste and understand the risks and necessary precautions that must be taken.
- It should be ensured that licenced contractors are engaged to empty/removed waste containers regularly. Hazardous waste should be disposed of following the local disposal regulations, also by a licenced contractor, and stored securely prior to collection to ensure the environment is protected.

1.2 Psychosocial Risks

1.2.1 A drug, alcohol and smoking policy is in place.

This is a high priority risk.

Measure already implemented 1

General approach (to eliminate or reduce the risk)

Develop an alcohol, drugs and tobacco policy
To reduce risks, a policy with supporting procedures that are adapted to the specific circumstances of the workplace should be established. The policy should clearly outline the organisation's goals related to alcohol, drugs and tobacco use and aim to reduce the hazards and risks associated with these substances. "Supporting procedures" should provide strategies and action plans for meeting this objective.
Specific actions
The following specific actions to be considered to eliminate or reduce the risks:
- Inclusion of a drug and alcohol misuse policy, tobacco control policy and procedures within the main health and safety strategy and their communication to the crew, performers, contractors and sub-contractors. The tobacco control policy could extend to include the use of e-cigarettes, vaporisers and herbal cigarettes/tobacco and any derivatives of the same.
- The policy should include provisions for a confidential reporting procedure for any worker who has been prescribed medication that may affect their ability to work safely.

1.2.2 A stress prevention strategy is in place.

This is a high priority risk.

Measure already implemented 1

General approach (to eliminate or reduce the risk)

Develop a stress-prevention strategy
Stress can lead to absenteeism from work and accidents. To reduce risks, a stress-prevention strategy should be developed, which would help raise awareness of the existing national-level instruments (if any) as well as establish procedures for how employees should react upon noticing signs of stress, violence, bullying or harassment at the workplace.
Specific actions
The following specific actions to be considered to eliminate or reduce the risks:
- Carry out a risk assessment and identify periods in which there may be heavy or intense workloads, to determine whether sufficient rest breaks have been scheduled during the tasks and if there are suitable refreshments available.
- Assess the workforce requirements for each specific task and/or deadline, and accordingly increase it.
- Assess whether the conditions in the working environment, such as temperature control, ventilation, air quality, noise, etc., are appropriate.
- Assess external locations and evaluate the working environment and its potential impact on workers due to weather and the location.
- Implement a reporting procedure for cases of violence, bullying or harassment in accordance with the national regulations.
- Guide managers on what to do when they notice signs of stress among the workers.

1.2.3 A strategy to prevent and address bullying and harassment is in place.

This is a high priority risk.

Measure already implemented 1

General approach (to eliminate or reduce the risk)

Implement a strategy to prevent any form of harassment
A strategy to prevent bullying and harassment should be in place during the audiovisual production. All the crew should be informed that any form of bullying, harassment or sexual harassment will not be condoned and any violation of the code of conduct will be handled by the relevant authorities.
Production companies should check for local legal agreements agreed upon by the audiovisual ecosystem at the national level and implement them. They should also check if there is existing legislation in place.
Specific actions
The following specific actions to be considered to eliminate or reduce the risks:
- Implementation of a strategy to raise awareness and reduce risks of harassment in line with the existing instruments and/or legislation at the national level.
- The employer and workers should declare their commitment to foster an environment that is free of bullying, harassment and sexual harassment.
- Managements and crew should be involved in the development of policies/procedures.
- The crew should be encouraged to promptly report incidents of bullying and/or harassment.
- One or more persons should be appointed as liaisons, who would be informed in the case of a presumption of bullying and/or harassment.
- Ensure the privacy of the victim is respected.
- Ensure the policies and procedures are reviewed regularly.

2 Location Safety

2.1 Stage Management

2.1.1 The location structure and facilities are safe to use, structurally sound and suitable for the work to be undertaken.

Measure already implemented 1
General approach (to eliminate or reduce the risk)

Assess the structural safety
To reduce risks, it is necessary to ensure that the structure is safe and suitable for the planned activities. The assessment should be carried in collaboration with the property owner or a responsible delegate.
Specific actions
The following specific actions to be considered to eliminate or reduce the risks:
- Verification with the owner that the property complies with local regulation and safety standards.
- Verification that the structure is structurally sound and suitable to host the planned activities.
- Identification of all possible threats that might compromise the structural safety.
- Verification of the load capacity of the structure.
- Verification of the maximum number of people that the structure can safely accommodate.

Measure already implemented 2
General approach (to eliminate or reduce the risk)

Secure the location
When areas of the structure are not safe, to reduce the risks, secure the areas, provide the necessary repair work where possible and/or signal that they are unsafe areas and block access to these areas.
Specific actions
The following specific actions to be considered to eliminate or reduce the risks:
- Repair work and structural improvements (including protections) should be made where possible.

- If it is not possible to conduct repair work for structural improvements, the area should be isolated and access restricted.
- The unsafe areas should be properly marked, and no activities must be carried out within them.
- The working areas of the property should be free of debris that could inhibit safe access/egress, attract vermin and/or increase the risk of fire.

2.1.2 Fire precautions and escape systems are in place.

Measure already implemented 1
General approach (to eliminate or reduce the risk)

Assess all the generic and specific fire risks
Being aware of all the risks and threats that can cause a fire is the first step for an efficient fire-prevention approach. Alongside the proprietor or location/property manager, investigate the fire-prevention measures (if any) already in place and assess all the possible sources of fires in relation to the location itself (e.g., unsafe electrical installation, storage of inflammable materials or substances, waste removal, etc.) and the activities planned (e.g., using naked flames or inflammable props, simulation of explosions, smoking, etc.).
Specific actions
The following specific actions to be considered to eliminate or reduce the risks:
- Verification of whether a fire manual has been maintained and released by the property manager.
- All the possible on-site fire hazards should be identified, including electrical equipment, switchboards, building materials, environment materials such as straw or trees, storage materials, housekeeping and waste removal items, flammable furniture and props, etc.
- All the possible materials or substances that could feed a fire should be identified, such as gasoline, chemicals, cleaning detergents, waste and bins, plastics, storage of flammable liquids or gases, dust, props, etc.
- All the activities that can potentially lead to an unintentional fire and an uncontrolled fire should be identified, such as the use of naked flames including hot work and practical fires on stage, electrical equipment that produces heat next to flammable materials, explosive materials, construction items (e.g., flammable chemicals, solvents and materials), use of plant and equipment, smoking, catering, etc.

Measure already implemented 2
General approach (to eliminate or reduce the risk)

Implement a prevention plan
After identifying all the potential threats that can lead to an unintentional fire or an uncontrolled fire, specific measures should be implemented to prevent accidents and reduce risks.
Specific actions
The following specific actions to be considered to eliminate or reduce the risks:
- Ensure a policy for fire prevention (see Module 1.1.9 of this Online Interactive Risk Assessment (OiRA) tool) is implemented.
- Ensure a fire detection system that is maintained is in place.
- Ensure that appropriate serviced firefighting equipment is available.
- Ensure that all the crew and band are aware of the fire-prevention practices.
- Avoid storing flammable materials/substances next to any ignition source including but not limited to electrical equipment that produces heat.
Flammable substances should be stored in safe, fireproof containers.
- Ensure that good housekeeping and waste-removal practices are maintained.
- Ensure that all the electrical equipment is maintained in a safe state.
- The use of flammable substances should be limited.
- The production of flammable waste should be limited and appropriately managed.
- Fireproof materials are recommended for use wherever applicable.

Measure already implemented 3

General approach (to eliminate or reduce the risk)

Implement a control and management plan
To reduce the risk of injuries and mitigate the damage to people and material items, it is necessary to set up an emergency plan, firefighting equipment and a management plan.
Specific actions
The following specific actions to be considered to eliminate or reduce the risks:
-        Ensure that an evacuation strategy is formed that accounts for all persons, including vulnerable people (younger and older workers, pregnant women) and people with disabilities, including those with reduced mobility (see Module 1.1.8 of this Online Interactive Risk Assessment (OiRA) tool).
-        Ensure that a fire detection system is in place.
-        Ensure that emergency lights and signs are properly positioned and are visible.
-        Ensure that the appropriate firefighting equipment required for the specific site and possible fire situations is available.
-        Ensure that fire evacuation drills are arranged whenever possible and are in line with national legislation.
-        Ensure that maintenance and testing of the fire extinguishers are regularly performed and are in line with national standards.
-        Ensure that everyone is aware of the fire emergency procedures.
-        Ensure that everyone is aware of emergency numbers.
-        Ensure that training sessions are arranged when possible and the competency of persons assigned with specific tasks as per the productions' fire safety management plans.

2.1.3 The risks related to hazardous substances and materials have been assessed and adequate controls are in place.

Measure already implemented 1

General approach (to eliminate or reduce the risk)

Assess the presence and utilisation of hazardous substances
For each location and activity, identify all the hazardous substances and materials as well as the visible symptoms that they may provoke.
Specific actions
The following specific actions to be considered to eliminate or reduce the risks:
-        Systematic checks for the presence of health hazards in every location are required.
-        An asbestos inspection should be carried out with the support of an expert.
-        With the property owner, the presence of hazardous material within the building should be verified and a request should be made for the safety certification of the premises when applicable.
-        Alternative solutions should be systematically sought to avoid the use of hazardous substances and safer and environmentally friendly alternatives should be opted for.
-        Lists of validated products should be drawn up and safety data sheets (SDS) distributed to the users.
-        It should be ensured that the modalities of use, work and protective equipment are defined.
-        Systematic checks for the utilisation of hazardous substances with each planned activity as well as compliance with the manufacturer's safety instructions are recommended.
-        The members of the crew, heads of departments and external providers should be consulted to identify the hazards.
-        All the visible health symptoms related to the presence of dangerous substances should be identified.
-        The crew should be informed and trained to deal with the risks related to hazardous substances.

- A suitable code of conduct should be established.

Measure already implemented 2
General approach (to eliminate or reduce the risk)

Control and systematically check the utilisation of fuels or gases
If the use of fuels such as gasoline and propane is unavoidable, all the related risks should be identified and a code of conduct established to minimise them; this would include fire, explosions and carbon monoxide production.
What are the specific actions required to eliminate or to reduce the risks?
The following specific actions to be considered to eliminate or reduce the risks:
- The use of pollutant fuels should be avoided when clean options are available.
- Fuels should not be used indoors, as carbon monoxide can rapidly accumulate in closed spaces without people realising their exposure to it. Symptoms of exposure include confusion, headache, dizziness, fatigue, weakness, nausea, breathlessness and loss of consciousness.
- One should consider refraining from the use of direct combustion heaters. Indirect combustion heaters or electric appliances should be preferred.
- Any equipment that requires fuel should be systematically maintained. For example, well-maintained engines produce a lower quantity of carbon monoxide, mitigating the risk of fire and explosion due to a malfunction.
- Adequate ventilation should be provided in buildings and enclosed structures.
- Fuel-based equipment should not be positioned or stored close to the exits as this would pose a fire safety hazard.
- Equipment that is required to have an emergency stop (e-stop) by design as per applicable safety standards must have the e-stop enabled.
- An adequate number of serviced and maintained fire extinguishers should be accessible.
- Gasoline engines should be refuelled outdoors with the engine off and without any source of ignition within five meters.
- Equipment that uses propane should be installed, connected and refuelled only by trained personnel.
- Propane cylinders that are not in use should be stored securely in a well-ventilated place.
- Flammable substances that produce vapours, such as sprays, should not be used in places with propane radiant heaters.
- The crew should be trained to identify dangers, report risks and act fast to prevent accidents.

Measure already implemented 3
General approach (to eliminate or reduce the risk)

Secure and control the workplace in the presence of asbestos
Asbestos that is in good condition and is not disturbed or damaged does not pose a health risk, as fibres are not released. The risk associated with asbestos exposure relates to the possibility that the fibres within the asbestos-containing material (ACM) can be released into the air and then inhaled.
If the location is subject to the presence of asbestos, an ACM register should be obtained, the structure should be surveyed by a competent certified expert and a code of conduct should be put in place to avoid exposure to the substance. Work may require notification to the authorities.
Specific actions
The following specific actions to be considered to eliminate or reduce the risks:
- Alongside the property owner and competent surveyor, the presence of asbestos should be verified and/or the areas with asbestos-containing material (ACM) should be identified.
- It should be verified whether an ACM register has been released by the property manager.
- It should be verified with local authorities when and how the presence of asbestos should be reported.
- A full asbestos risk assessment should be conducted by a qualified person.

-         Any health risks and the personnel that can potentially be harmed should be identified.

–   It should be ensured that any interventions on asbestos materials are prohibited and that the work is organised such that any accidental deterioration is avoided as per instruction from a qualified person.

-         It should be ensured that a qualified person checks the friability of ACM and the risk of releasing asbestos into the air.

-         With the help of a certified expert (competent ACM surveyor), it should be ensured that the place is secured to avoid the exposure of people to asbestos.

-         If exposure is not avoidable, the location should be changed.

Measure already implemented 4

<u>General approach (to eliminate or reduce the risk)</u>

Control and minimise the utilisation of chemicals
All the activities and personnel that might be exposed to chemicals should be identified and a system implemented to avoid exposure or reduce it to the lowest level possible.
Specific actions
The following specific actions to be considered to eliminate or reduce the risks:

-         Risk assessment for the use of chemicals should be carried out using the hierarchy of control approach.

-         Where the use of chemicals cannot be eliminated, safer alternatives should be systematically sought with the heads of departments and those responsible for the activities that involve using dangerous chemicals.

-         The chemicals in use and their effects on health should be identified.

-         While using products that contain or produce gases, vapour or dust (e.g., sprays, paint, varnishes and wood) indoors, the space should be adequately ventilated and local exhaust ventilation should be provided as identified in the risk assessment.

-         Products containing flammable chemicals should be stored away from heat sources or elements that can trigger combustion.

-         Appropriate respiratory protective equipment (RPE) and personal protective equipment (PPE) should be provided to everyone working in contact with chemicals as per risk the assessment and safety data sheet.

-         The level of chemical agents in the working environment should be monitored and controlled and should never exceed the maximum level imposed by law.

-         Employees should be aware of the risks connected with the use of chemicals and the procedures required to mitigate the risks.

2.1.4 The risks related to pests, vermin and animals have been assessed and are under control.

Measure already implemented 1

<u>General approach (to eliminate or reduce the risk)</u>

Identify the pests and plan sanitation actions
To reduce and/or eliminate the risks, the presence of pests should be verified with the help of an expert and the health risks identified, followed by a set of actions to eliminate or control the risks.
Specific actions
The following specific actions to be considered to eliminate or reduce the risks:

-         Any signs and traces of pests, vermin or unhygienic conditions should be identified.

-         An expert should be consulted (if necessary) to advise on the most effective solution to get rid of them, plan out specific sanitation actions and design a programme to prevent them from coming back.

-         It should be verified whether a sanitation regulation to deal with specific pests in the country applies to the situation.

-         It should be remembered that early identification, actions and/or treatments are always the most effective.
Rodents

- Commercial traps should be placed in the area, following the manufacturer's instructions.
- Food should not be left in unsealed containers.
- It should be ensured that the location is kept clean and any animal droppings are removed as soon as possible.
- For large-scale infestations, professional pest control advice should be sought.

Wasps
- Large-scale infestations should not be treated by untrained persons as they can be dangerous.
- Professional pest control advice should be sought.
- If professional advice cannot be obtained and the infestation is small, a risk assessment should be carried out. Protective clothing can be worn, and an insecticide used, following the manufacturer's instructions, if one is not allergic to wasp stings. A small nest would be no larger than a golf ball.

Cockroaches
- Since cockroach eggs can stay dormant for months before hatching, the treatment should be carried out by a professional pest control operator.

Bees
- No pest treatment should be carried out as the bee population is rapidly declining.
- It should be remembered that bees are not aggressive unless disturbed. Safe systems of work should be developed to reduce the risk of bee stings to employees and other people that may be exposed to bees.
- It should be verified with authorities and/or local beekeeper associations if special provisions, protection rules or legislations are in place.

Fleas, ticks and bedbugs
- When an infestation is ascertained, treatment should be started immediately or professional advice sought quickly.
- Flea and tick shampoos are effective.
- Fabrics, carpets and sofas must be vacuumed and sanitised with hot steam or washed at a high temperature of over 60°C at least.
- The infested area should be treated with the specific insecticide, following the manufacturer's instructions.

Herring gulls and bats
- Always seek professional advice before implementing any pest-control actions.
- Remember that herring gulls and bats are protected wildlife in some countries, and killing, injuring, harming or, in some cases, even disturbing them is illegal.
- Verify whether any regulation or law about dealing with herring gulls and bats is applicable in the country.
- Install protective nets to prevent the animals from landing in your location.
- Short spikes can help prevent nesting in strategic spots.
- Ensure that food is not left uncovered or rubbish bins kept open.

Unhygienic conditions
- Conduct a full risk assessment with the help of a competent person.
- Depending on the assessment, define the appropriate collective and individual protection measures, such as prior cleaning/disinfection by a professional contractor, vaccination, sanitary facilities and hygiene instructions, protective equipment, etc.

Measure already implemented 2
<u>General approach (to eliminate or reduce the risk)</u>

Prevent infestation and keep the working environment clean
To prevent an infestation of pests, ensure that good housekeeping and hygiene practices are in place and performed regularly.
Specific actions
The following specific actions to be considered to eliminate or reduce the risks:
- The removal of rubbish, debris and bird and animal droppings prior to using the location should be ensured.
- Bins should be regularly emptied and cleaned.

- The premises should be regularly and thoroughly cleaned.
- Food should be stored in sealed containers
- Expert assistance should be sought to control or remove and prevent any existing infestation before starting work on the location.
- Good crew hygiene and correct waste management practices should be encouraged.

2.1.5 Utility supplies such as water, gas and electricity are safe and have been maintained to prevent danger.

Measure already implemented 1

General approach (to eliminate or reduce the risk)

Check supplies safety and provide alternatives safe alternatives when necessary
All the utility supplies should be systematically checked. Testing should be carried out to ensure that safe and drinkable water is always available. Electricity and gas provisions should be tested for safety and regular maintenance should be performed. Any unsafe utility supplies should be secured or removed, and alternatives provided.
Specific actions
The following specific actions to be considered to eliminate or reduce the risks:
- A microbiological test should be performed on the water supply.
- If the water supply system is not safe, the taps should be closed and properly signalled as unsafe, and an alternative system of water distribution should be provided.
- If the water is safe but not drinkable, visible signs should be installed to indicate the same. An adequate supply of wholesome drinking water at locations within the workplace that are accessible to employees should be provided.
- All the fixed and temporary gas supplies should be installed and maintained by a registered competent contractor to ensure that the installations are safe for continued operation. Carbon monoxide detectors and alarms should be installed where appropriate.
- Electricity supplies, including batteries and generators, should be inspected and tested as required to comply with local legislation. Inspections and testing should be carried out by a competent contractor and reparations made when necessary.
- It should be ensured that all the temporary supplies comply with local legislation.

2.1.6 Adequate venue ventilation is available for the safety and health of the band and crew.

Measure already implemented 1

General approach (to eliminate or reduce the risk)

Ensure that the venue ventilation is constant and adequate
To reduce risks, it is important to ensure that there is constant and adequate ventilation to maintain healthy and comfortable working conditions. The location manager should be consulted for the same.
Specific actions
The following specific actions to be considered to eliminate or reduce the risks:
- Heating, air conditioning and ventilation systems should undergo regular maintenance, including occupational hygiene reports in line with the national regulations.
- The location manager, owner of the property or crew in charge of studio maintenance should be always consulted while assessing the situation of the specific locations.

2.1.7 Particular attention is given to air quality and ventilation when using special effects.

Measure already implemented 1

General approach (to eliminate or reduce the risk)

Ensure, with the help of the management, that the working environment complies with

the appropriate standards

To reduce risks, it is necessary to identify the appropriate level of ventilation required. When working in enclosed spaces, the ventilation system should be able to replace the exhausted air to free it of contaminants such as hazardous dust, vapour, smoke, fume, mist or gas and restore an adequate level of visibility and air quality.

Specific actions

The following specific actions to be considered to eliminate or reduce the risks:

- Ensure that the ventilation system replaces all the stale air in enclosed spaces.
- Ensure that sufficient air displacement will be present when using special effects such as fogs and cryogenic fog effects.
- Ensure that any ventilation system used does not introduce other hazards such as dust, gases, etc.
- For long sessions, ensure that the ventilation completely restores an adequate level of air quality between each shot.
- Ensure there is an adequate air change rate for the working environment and the number of persons occupying the working environment.
- When using fog, smoke or haze, ensure that the fire alarm systems are isolated and re-activated afterward. "Isolated" refers to turning system off, deactivating a part of a system or obscuring part of the system. When it is necessary to isolate the system, it should be done in agreement with the proprietor and carried out by a competent person appointed by the proprietor as per their safe system of work (SSoW). The system should never be isolated by production without having appropriate arrangements in place with the proprietor. Note: Insurance for the premises may be null and void.
- Ensure an air quality control and monitoring system is in place when required for the production activity.

Measure already implemented 2

General approach (to eliminate or reduce the risk)

Ensure safety while working with smoke machines

It is important to ensure that the machine is placed in such a way that any related risks are reduced and that the air quality is properly restored after the machine use. Smoke-free areas should also be maintained to assure safety in case of an emergency.

Specific actions

The following specific actions to be considered to eliminate or reduce the risks:

- Wherever possible, place the smoke machine as close to where the effect is required.
- Review the location of the machine during rehearsals as well to ensure that optimum effect and safety is maintained.
- Ensure that the machine is located such that it can be easily controlled to ascertain the occupational exposure standards are not exceeded.
- Ensure that the machine is not situated in an area where performers, working crew or the audience are present.
- Ensure that the smoke does not fill up the space between the studio wall and cyclorama if the machine is being used on the studio floor, as this will restrict visibility in the walkway and may cause an obstruction in the event of an emergency.
- Ensure that the automatic fire detection system (smoke detectors) is temporarily isolated during the smoke effects; an alternative fire watch may be required. Ensure that the fire detection system is restored to working order after the gig is complete.
- Ensure that arrangements are in place for the controlled extraction of smoke when it is not required.
- When drafting smoke, perform risk assessments and pay particular attention to the substance/product chosen, the hazard of exposure for people with asthma or eczema and children. Consider whether a smoke fluid that is non-irritating to eyes and skin can be used.

2.1.8 A system for temperature control is in place to address the thermal comfort of the crew and band.

Measure already implemented 1

<u>General approach (to eliminate or reduce the risk)</u>

Carry out a risk assessment of the temperature at the location
To reduce risks, the temperature and humidity levels at the production location should be measured. Ensure that the specific needs of the crew and band are considered and proper temperature controls are planned out for the requirements of the gig.
Specific actions
The following specific actions to be considered to eliminate or reduce the risks:
-        The ideal temperature range for the band should be maintained.
-        Temperature measurement devices that clearly show the ambient temperatures or calibrated temperature measuring devices should be installed.
-        Responses should be planned for when temperature levels exceed or fall below the agreed-upon levels.
-        The workforce should be consulted regarding optimal working temperatures and the recommended responses for when those levels are exceeded.
-        It should be ensured that the rest areas are also of an appropriate temperature according to the particular purpose of these areas.

2.1.9 Special requirements for locations exposed to extreme temperatures have been assessed.

Measure already implemented 1

<u>General approach (to eliminate or reduce the risk)</u>

Create a risk control plan for extreme temperatures
A plan should be created with all the risks related to extreme temperatures being properly identified, and all the necessary mitigation measures should be implemented while ensuring that the entire crew and band are aware of and comply with them.
Specific actions
The following specific actions to be considered to eliminate or reduce the risks:
-        An info sheet should be provided to all the band and crew with relevant information about extreme temperature dangers and the risks, with the mitigation measures in place.
-        The work hours should be planned out to avoid peak temperatures, allowing for extra breaks in temperature-controlled rooms whenever possible.
If minors are engaged, weather conditions to be monitored, the parent/chaperone, the medic and the 1st Assistant Director (AD) to determine if a child should remain at work if weather conditions are extreme (very hot, cold or wet).
Hot temperatures
Ensure that everyone involved in the production wears light-coloured clothes that cover the entire body and that the following necessities are provided to the band and crew:
-        Fresh drinking water.
-        Vehicles and restrooms with air-conditioning facilities.
-        Sufficient shady areas.
-        Dynamic health assessments with the help of the medical crew.
-        Fans.
-        Electrolyte water.
-        Umbrellas and broad-spectrum sun protection with suitable sun protection factor (SPF).
Cold temperatures
The following should be provided to the production team (band/crew):
-        Appropriate temperature-proof clothing including thermal clothing and waterproof clothing
-        Sufficient shelter from the elements/inclement weather.
-        Safe portable heating equipment.
-        Resting space with temperature control.
-        Warm beverages, and sufficient access to nutritious food.

2.1.10 Weather/atmospheric phenomena are regularly assessed.

Measure already implemented 1

General approach (to eliminate or reduce the risk)

Plan based on the weather conditions
Location plans should be finalised based on the expected weather conditions and a dynamic forecast should be regularly performed.
Specific actions
The following specific actions to be considered to eliminate or reduce the risks:
- Electrical and digital equipment should be waterproofed and tropicalised (made resistant to atmospheric conditions). Electrical equipment should have the required ingress protection (IP) rating.
- It should be ensured that stability can be maintained for stands and mountings for electronics equipment, and wind rates are appropriate and are monitored when using lifting and/or work at height equipment.
- The schedule should be changed if the adverse weather conditions that do not allow for safe production work are forecasted. A weather cover (performing at a different venue or location) may be required.
- Sufficient waterproof and windproof gazebos or other structures should be provided to shelter people and equipment.
- The band and crew should be advised about the forecast and the proper clothes to wear.
- An assessment of geological risks connected to adverse weather conditions should be performed; these risks include flooding, blackout, poor radio signals, etc.
- If working at a location where unexpected adverse weather presents, production should be prepared to react appropriately to ensure the safety of all persons.

2.1.11 A system to control access to the stage and service areas is in place.

Measure already implemented 1

General approach (to eliminate or reduce the risk)

Establish a system to control people's access to production locations
Only the authorised people should have access to the location. While performing outdoors or at public places where it is not possible to systematically control access to the location, all the members of crew and band should be easily recognisable.
Specific actions
The following specific actions to be considered to eliminate or reduce the risks:
- Nominate a person who would be responsible for each area of the premises, including service areas, to verify that only the authorised people have access.
- Ensure that the crew is aware that everyone is responsible for immediately reporting to a superior or supervisor if unauthorised access is detected.
- Ensure that the crew and authorised personnel are recognisable through the use of high-visibility vests while performing outdoors or in public places (with the exception of the band)
- Evaluate if it is necessary to engage a recognised security company, with experience in working on similar film projects, to oversee security arrangements or if it is appropriate to designate crew to control access to the premises.
- Ensure that the crew is instructed on how to react and report any unauthorised access.
- Ensure that there is a clear indication that access to the area is restricted to authorised people.

2.1.12 A traffic-management plan is in place.

2.2 2.2   Work Environment

2.2.1 Resting facilities are adequate and accessible.

Measure already implemented 1

<u>General approach (to eliminate or reduce the risk)</u>

Provide adequate facilities for breaks
The needs of the people and on-site activities should be assessed, and adequate facilities must be provided, which are accessible to all the people involved in the production.
Specific actions
The following specific actions to be considered to eliminate or reduce the risks:
-        Accessible resting facilities should be provided at strategic points.
-        The resting facilities should include the provision of warm and cold drinks.
-        The resting facilities should be adequate for the number of people that might use it.
-        The resting facilities should offer protection against weather conditions and noise.
-        Special arrangements should be made for people with special needs (people with disabilities, elderly people, pregnant women, etc.).
-        The resting spaces should be accessible to everyone involved in the production.
-        Seating facilities should be available for those workers who stand for long durations if the nature of the work allows it.
-        The resting spaces should be kept clean and in good condition.
-        It should be ensured that the policies for waste management are in place and are implemented.
-        It should be ensured that the policies for the consumption of tobacco and alcohol are in place and respected.
-        It should be ensured that the resting space has arrangements for the comfort of non-smokers.

Measure already implemented 2

<u>General approach (to eliminate or reduce the risk)</u>

Provide adequate space for catering and meals
Assess the needs of the team and provide adequate and accessible spaces and facilities for everyone, including people with special needs, for catering and meals.
Specific actions
The following specific actions to be considered to eliminate or reduce the risks:
-        Provide facilities for meals and suitable space for catering.
-        Ensure that the catering company is compliant with health and safety obligations and food safety legislation.
-        Ensure that the catering providers assess and control the hazards and risks connected to their business, including having the necessary facilities for safe food preparation, handling and storage, temperature control, cross-contamination control, allergen disclosure, personal hygiene, cleaning, and training requirements.
(The Online Interactive Risk Assessment (OiRA) tool for catering is available in some EU countries: https://oiraproject.eu/it/oira-tools?text=catering&sort=date)
-        Ensure the facilities include sufficient tables and seats for the entire team.
-        Ensure the facilities are equipped with weather protection and a safe heating system.
-        Ensure that hygiene norms are respected.
-        Ensure that the alcohol, tobacco and drug policies are respected.
-        Ensure that waste management policies are respected.

2.2.2 Changing rooms have been provided and are suitable for the requirements of the production.

Measure already implemented 1

<u>General approach (to eliminate or reduce the risk)</u>

Provide sufficient changing rooms
Provide a sufficient number of changing rooms that are suitable for the needs of the band and crew, inclusive of people with special needs, based on the activities to be performed.
Specific actions
The following specific actions to be considered to eliminate or reduce the risks:
- Assess the needs of the team concerning changing facilities.
- Ensure that a sufficient number of suitable changing rooms are provided to meet the needs of all the people involved.
- Ensure the provision of private or gender-based changing rooms.
- If necessary, ensure that provisions are made to prevent clothes from being contaminated by hazardous substances.
- Ensure that changing rooms are easily accessible and have individual storage lockers (or other appropriate means of securing personal belongings) and seating facilities.
- Ensure that the changing rooms are cleaned as often as necessary.

2.2.3 Toilets and sanitary conveniences are available.

Measure already implemented 1
General approach (to eliminate or reduce the risk)

Provide adequate sanitary conveniences
Adequate toilets and sanitary conveniences should be provided in line with the regulatory requirements in the respective member state, ensuring that they are suitable for the location, activities and number of people involved in the production.
Specific actions
The following specific actions to be considered to eliminate or reduce the risks:
-¨Provision of adequate toilets and sanitary facilities that are:
- Ventilated and lit.
- Clean and hygienic.
- Equipped with drainage systems and means of flushing.
- Separated by gender or private.
- Close to changing rooms, where needed.
- Equipped with coat hooks and toilet paper.
- Sufficient for the entire team.
- Suitable for people with disabilities or special needs.

2.2.4 Adequate washing facilities are available.

Measure already implemented 1
General approach (to eliminate or reduce the risk)

Provide adequate washing facilities
Readily accessible washing facilities, including showers if the nature of the work requires it, should be provided.
Specific actions
The specific action to be considered is the provision of washrooms that are:
- Situated close to changing rooms and/or sanitary conveniences.
- Ventilated and lit.
- Accessible to people with special needs.
- Fitted to provide running cold and warm water.
- Supplied with soap or other suitable means of cleaning and drying.
- Sufficient in number.
- Equipped with a drainage system.
Showers should also be provided in cases of the following:
- Particularly strenuous activities.
- Work performed in dirty conditions.
- Employees coming in contact with hazardous substances.
The facilities should be kept clean and hygienic, taking into account that they are

subject to the risk of the growth of legionella bacteria, which can cause Legionnaires' disease, an atypical form of pneumonia, and Pontiac fever. A legionella control plan should be implemented for preventing and controlling the risk of Legionnaires' disease.

2.2.5 Special provisions for remote locations or temporary sites are in place.

Measure already implemented 1

General approach (to eliminate or reduce the risk)

Install or repair sanitary conveniences and washing facilities
The suitability and condition of the on-site sanitary conveniences and washing facilities should be assessed. They should be repaired or replaced if out of order, or temporary facilities should be provided.
Specific actions
The following specific actions to be considered to eliminate or reduce the risks:
-        The availability of sanitary conveniences and washing facilities at the production location should be assessed.
-        If the facilities are out of order or insufficient in number, they should be replaced or repaired and if necessary, additional temporary facilities provided.
-        It should be ensured that the facilities are hygienic and kept in good working order.
-        The installation of chemical toilets should be avoided unless there is no other option, as they must be manually emptied, which involves additional health risks. If chemical temporary toilets are to be used, they should be provided by and serviced by a competent contractor.
-        Before installing chemical toilets, it should be assessed if there are suitable public toilets available in the nearby areas and whether these can be used by productions personnel.
-        For temporary sites, it is necessary to provide temporary toilets and washing facilities

3 Cross-Department Activities

3.1 Electricity and Lighting

3.1.1 The installation and maintenance of electrical equipment are done by a qualified person and in line with the local standards and legislation.

Measure already implemented 1

General approach (to eliminate or reduce the risk)

Ensure that the electricians have the competency required to carry out the electrical work, including the use of practical lights and electrical equipment on location
To reduce risks and prevent danger, it is necessary to ensure that the people who install electrical systems have the required level of skill, technical knowledge and experience to perform the task.
Specific actions
The following specific actions to be considered to eliminate or reduce the risks:
-        Written proof of competence (qualifications, certificates, training records, etc.) should be obtained.
-        The correct level of supervision or training of other members of the electrical department should be provided by a competent person.
-        Formal appointments should be provided to the competent persons in charge of electrical operations.
-        New installations and major alterations or extensions to an existing installation must be inspected and tested before being made live to verify the installations do not

impair the safety of the existing installation. It should be ensured that the person or body carrying out the verifications and testing has the level of competence required by national standards and regulations.

- It should be ensured that the competent person in charge of the inspection of electrical installations on the venue is accompanied by a practical electrician so that the necessary repairs can be quickly carried out.
- When it is not possible to directly carry out repairs, the affected parts should be tagged out pending intervention by a competent electrician.
- The verification report should be communicated to the person in charge of the electrical installation and placed in a production safety file or similar.

3.1.2 Electrical equipment and devices are in a safe condition and properly insulated.

Measure already implemented 1

General approach (to eliminate or reduce the risk)

Carry out a visual check to ensure that the electrical wiring and connectors are in good condition
To reduce risks, simple visual inspections should be carried out by a competent person to ensure that the electrical wiring and connectors are in good condition.
Specific actions
The following specific actions to be considered to eliminate or reduce the risks:
- Ensure that all the equipment units are inspected before they are connected to electrical systems and made live.
- Ensure that the test certification for the equipment is correct and that the test has been performed correctly and within date ranges specified for that particular item.

Measure already implemented 2

General approach (to eliminate or reduce the risk)

Use protective residual-current devices
To reduce risks, protective residual-current devices should be used whenever appropriate. A residual-current device or residual-current circuit breaker is a protective device within a circuit that disconnects the circuit when it detects an imbalance of electric current between the energised conductor and the return neutral conductor. These devices are designed to quickly disconnect to prevent injury caused by electric shock. However, they are not intended to provide protection against overcurrent (overload) or short-circuit conditions.
Specific actions
The following specific actions to be considered to eliminate or reduce the risks:
- Residual-current devices should be tested to ensure that they function correctly.
- Earth-leakage testing should be carried out at frequent intervals, as decided by the qualified personnel, and the results recorded on a test certificate.

Measure already implemented 3

General approach (to eliminate or reduce the risk)

Ensure a portable appliances test (PAT) is performed
To reduce the risk, all portable appliances used on site (appliances over one year old) should be PAT tested in accordance with the national regulations. Equipment that is hardwearing and/or used in an environment that is likely to increase deterioration may require more frequent testing; for instance, equipment used externally at various locations, in various working environments and moved frequently may require PAT testing (in addition to visual inspection) two to four times per annum to ensure the safety of the electrical equipment and appliances.
Specific actions
The following specific actions to be considered to eliminate or reduce the risks:
- Ensure all portable appliances used on the site regularly for a period of over one year are tested.
- Ensure all deteriorated equipment due to working conditions or storage environment

are tested.

- Ensure frequent testing for equipment that is deteriorating quickly due to its work usage.

Measure already implemented 4

General approach (to eliminate or reduce the risk)

Be aware of the load-bearing capacity of cables and distribution boxes
To reduce risks, it is necessary to ensure that the electrical load capacity of cables and other system components is not exceeded.
Specific actions
The following specific actions to be considered to eliminate or reduce the risks:

- Ensure that only qualified personnel energise a new electrical installation for the first time, especially for temporary installation.
- Ensure that calculations to determine the load-bearing capacity are performed as part of the system design and checked before the system is energised.

3.1.3 There is sufficient light in all the working areas and the emergency lights are clearly visible.

Measure already implemented 1

General approach (to eliminate or reduce the risk)

Ensure that all the accessible areas are adequately lit
To reduce risks, it is important to ensure that all the venues to which people have access are adequately lit. This applies to all the working areas. Exit and safety lighting should be maintained and remain visible at all times. If exit and safety lights must be concealed during performance, this must be agreed upon by a proprietor and carried out by a competent person appointed as per the safe system of work (SSoW). Safety routes should remain unobstructed in production offices, on location and stages and all the potential obstacles should be clearly marked.
Specific actions
The following specific actions to be considered to eliminate or reduce the risks:

- Perform a visual check.
- Ensure the proper functioning of the emergency lighting.
- Ensure that the crew and band are consulted to understand their needs.
- Ensure that sufficient lights are present in all the accessible areas and the LUX level is sufficient.
- Ensure that fluorescent tape markings are used on the floors, steps, edges, etc.
- Allow the crew and band sufficient time to adapt to abrupt lighting changes.
- Provide headlamps and/or handheld torches when necessary.

3.1.4 All the lights and cables have been safely placed and secured.

Measure already implemented 1

General approach (to eliminate or reduce the risk)

Use standard colour coding
To reduce risks, only correctly coloured cables should be used, as required by the current technical standards for each phase of the electrical system. Power cables in Europe and other jurisdictions are identified through the standardised power cable and electrical wiring colour coding.
Specific actions
The following specific actions to be considered to eliminate or reduce the risks:

- Ensure the colour coding on the cable connector matches the colour coding on the connector of the equipment.
- Ensure that local legislation on cables colour coding is respected. Different EU countries have different regulations and if no colour coding exists on the equipment or connector, ensure that the cable terminations are correctly connected in line with local regulations.

Measure already implemented 2

<u>General approach (to eliminate or reduce the risk)</u>

Appropriately manage cables to reduce trip hazards and damages

To reduce risks, the cables should be covered or taped to the floor; securing them will help prevent trip hazards and prevent them from being damaged. However, the cables should not be nailed, stapled or tacked to wood or attached to metal objects such as pipes.

Specific actions

The following specific actions to be considered to eliminate or reduce the risks:

- Where possible, the cable management aspects should be planned out to ensure that cable runs avoid areas where movements of people, equipment, scenery, vehicles and large animals are likely to occur.

- Where cables do run near people, equipment, vehicles and/or large animals (e.g., horses that are shod) and cable protection such as ramps or tape should be used.

Measure already implemented 3

<u>General approach (to eliminate or reduce the risk)</u>

Regularly inspect the condition of the cables and connectors for signs of damage

To reduce risks, cables and connectors should be regularly inspected for signs of overheating, incorrect engagement, fraying or other such damage. Damaged cables and connectors should be removed from the system, inspected and repaired by a competent person before being reused.

Specific actions

The following specific actions to be considered to eliminate or reduce the risks:

- Where cables are laid around sharp corners or through doorways, measures such as padding to prevent cable damage should be used.

- Cables should not run through doorways including emergency routes, as the doors would have to be closed to prevent a fire from spreading.

- Frequent changes in layouts and equipment on stage would also mean changing cable routes. The cables should be properly protected and not cause additional hazards to the band and crew.

- Cables used for external settings and on roadways or pathways should be properly protected and not cause additional hazards to the band, crew and members of the public.

- All the crew should be encouraged to report any damage to the electrical systems; the crew should be aware of how to correctly report faults.

3.1.5 Protective measures are in place to deal with the use of water or liquids in proximity to electrical installations.

Measure already implemented 1

<u>General approach (to eliminate or reduce the risk)</u>

Ensure that all the electrical systems likely to be exposed to fluids are protected

To reduce risks, ensure that the electrical systems that might come in contact with water or liquids are protected.

Specific actions

The following specific actions to be considered to eliminate or reduce the risks:

- Electrical equipment and materials with an IP rating that is adequate for the conditions of use should be preferred.

- Electrical equipment should be kept clear of any liquids by covering them with waterproof protection, raising the equipment above the floor level or using water confinement equipment.

- Additional measures when working with equipment in the vicinity of seawater should be considered due to the possibility of corrosion.

- Where the electrical equipment is part of the effects of fluids, the equipment should be correctly protected and certified as safe.

3.2 Manual Handling

3.2.1 The risks related to manual handling tasks have been assessed and tasks can be safely carried out.

Measure already implemented 1

General approach (to eliminate or reduce the risk)

Identify the risks and avoid exposure

Not all manual handling is hazardous; however, in some cases, the activity will require a person to engage in a work practice which may involve a significant amount of handling, including lifting heavy loads or lifting loads above shoulder height. Not all manual handling involves a risk of injury, only handling with particular load characteristics (e.g., loads that are too heavy or too large) or unfavourable ergonomic conditions (e.g. twisting movement of the trunk). To reduce risks, all the potentially avoidable manual handling tasks should be identified, and alternative methods used without exposing people to risks.

What are the specific actions required to eliminate or reduce risks?

The following specific actions to be considered to eliminate or reduce the risks:

- Identify manual handling tasks that might be carried out during production.
- Ensure the risks connected to each physical activity are evaluated.
- Identify potential risk factors as they relate to specific tasks.
- Find alternatives to avoid performing the activities and exposing people to risks (e.g., a machine could be used to carry out the activity, a crane or pallet truck to lift heavy loads, etc.)
- When manual handling is unavoidable, ensure handling conditions are improved with handling aid tools and personal protective equipment (PPE).

3.2.2 The crew has received manual handling training that is specific and relevant to the tasks involved.

Measure already implemented 1

General approach (to eliminate or reduce the risk)

Organise training sessions

Before allowing anyone to perform physical activities that might lead to injuries, it is necessary to ensure that they are trained by a competent Manual Handling Instructor.

Specific actions

The following specific actions to be considered to eliminate or reduce the risks:

- Identify the specific training needs for manual handling activities for each department.
- Provide training sessions for new employees.

Supplementary training may be required before new specific tasks take place.

- Managers should ensure that their crew do not engage in manual handling tasks for which they have not received appropriate training.

  Training should be supplemented by appropriate supervision.

- Ensure that the crew's knowledge of safe practices is regularly updated.

3.2.3 The working environment is adapted to the activities.

Measure already implemented 1

General approach (to eliminate or reduce the risk)

Assess and improve the condition of the flooring

To reduce risks, it is important to ensure that the condition of the flooring is appropriate for the activities that are to be carried out.

Specific actions

The following specific actions to be considered to eliminate or reduce the risks:

- Regular checks of the flooring condition should be performed.
- Floors should be maintained as necessary and be in good condition.

-        It should be ensured that the status of the floor is adequate for the activity, that is, clear of any obstacles or steps, including cabling, lighting and camera equipment, props, etc.

-        It should be ensured there are no elements on the floor that might increase the risks (oil, water, sand, etc.).

-        It should be ensured that there are no bulky items that could hinder activities.

-        The terrain and ground conditions at each external location should be assessed. Uneven, steep or slippery terrain can increase the risks of injury when lifting and moving objects.

Measure already implemented 2

General approach (to eliminate or reduce the risk)

Assess and improve temperature conditions

Assess the temperature needs, and control the temperature where possible, or provide temperature protection equipment.

Specific actions

The following specific actions to be considered to eliminate or reduce the risks:

-        Collaborate with the crew to verify any specific temperature needs for each activity.

-        Advise crew that temperatures can affect physical and mental capacity. Advise crew to wear warm clothes when it is cold and light clothes when it is warm.

-        Set up a temperature-control system where possible for internal settings.

-        In cold environments, ensure adequate clothes and accessories are provided to protect the workers.

-        In hot environments, ensure that fans, umbrellas, shady areas and drinking water are available.

-        Inform the crew about the risks related to the temperature required for each specific activity.

Measure already implemented 3

General approach (to eliminate or reduce the risk)

Evaluate and adjust the brightness of the working area

The work areas should be sufficiently lit to safely perform the planned activities.

Specific actions

The following specific actions to be considered to eliminate or reduce the risks:

-        Verify the lighting needs for each activity with the crew.

-        Provide the lamps, lights, electric torches and all other necessary equipment to light up the spaces.

-        Ensure that the lighting does not obstruct the view of possible obstacles.

-        Ensure that emergency routes are always visible.

3.2.4 Equipment and personal protective equipment (PPE) are in good condition and adequate for the activities.

Measure already implemented 1

General approach (to eliminate or reduce the risk)

Provide adequate personal protection equipment (PPE)

To reduce risks, the nature of each activity should be assessed, and all the associated risks identified. Adequate personal protective equipment (PPE) should be provided to mitigate the risks.

Specific actions

The following specific actions to be considered to eliminate or reduce the risks:

-        All the risks related to the activity should be assessed.

-        The personal protective equipment (PPE) required as a control measure (the last resort) to reduce the risks should be identified.

-        It should be verified whether the PPE would cause additional risks.

-        It should be ensured that all the identified PPE is provided to all the workers.

3.2.5 Heavy loads are properly handled.

Measure already implemented 1
General approach (to eliminate or reduce the risk)

Train the workers, organise the work to be done, and provide equipment for heavy loads
To eliminate or reduce risks, the situation should first be assessed, and the crew trained to handle heavy loads. Adequate equipment should also be provided.
Specific actions
The following specific actions to be considered to eliminate or reduce the risks:
- A safe system of the work plan should be implemented for site-specific tasks.
- The load amounts for heavy loads should always be indicated.
- Weight limits should be set for the place of work according to the local legislations.
- The work area and the work activity should be reorganised to allow loads to be handled at a safe height and/or for the load to be held correctly in relation to the centre of gravity.
- Adequate equipment to handle the loads should be provided, such as a crane trolley or pallet truck, especially when they are too heavy to be manually handled.
- The crew should be trained in the correct posture for handling loads and trained in the safe use of equipment to be used.
- The handling of heavy loads should be properly supervised.

3.3 Transport and Driving and Loading/Unloading

3.3.1 Transport and driving activities are safely executed.

Measure already implemented 1
General approach (to eliminate or reduce the risk)

Train crew and/organise and supervise the activities
To reduce risks, the crew involved in transport and driving activities should be properly trained and hold a valid licence for the category of vehicle they drive. Drivers of vehicles should ensure that vehicles are well maintained and are roadworthy. The activities should be organised and supervised, ensuring that all safety standards are respected.
Specific actions
The following specific actions to be considered to eliminate or reduce the risks:
- It should be verified that drivers have a valid license for the category of vehicle they drive. It is the responsibility of each driver to have the appropriate licence and insurance for the vehicle they will be required to drive.
- The engagement of only the crew trained in safe driving and transportation practices should be considered. Certain drivers engaged in the carriage of goods or passengers by road must hold a certificate of professional competence in conformity with community rules on the minimum level of training, depending on their age, the category of vehicle used and the distance to be travelled.
- Trucks and buses registered in the EU must have a smart digital tachograph installed. (It should be checked with local legislation if any exemptions apply).
- The activities should be organised to avoid or reduce the various risk sources; this would include avoiding overly long driving sessions to mitigate risks due to fatigue, avoiding the use of roads in bad weather conditions and poor conditions and avoiding using roads during peak time traffic where possible, etc.
- It is the responsibility of the owner and/or driver to ensure that their vehicle is maintained in a roadworthy condition and to carry out periodic checks of vehicles.
- The vehicles should be equipped with the necessary safety equipment including a first aid kit, breakdown triangular, high visibility vest and torch (and fire extinguishers for buses and trucks).
- It should be ensured that loads are safely secured for transportation.
- Drivers driving trucks and buses should wear safety footwear, high visibility jackets/tops and have suitable work gloves. Drivers should have appropriate clothing for

weather conditions, for example, wet weather and cold conditions.

\- The driver and passengers should comply with the safety standards, including the use of seat belts, not driving under the influence of alcohol or drugs and not using mobile phones while driving. Drivers should respect rules of the road including speed limits and exercise caution in the case of bad weather, etc.

\- When scheduling work, it should be ensured that sufficient time is allowed taking into account traffic conditions, etc. to allow the driver to safely perform the task.

\- It should be ensured that the vehicle and people are insured, the vehicle is taxed and has a current certificate of roadworthiness.

\- It should be ensured that drivers carry out daily vehicle checks to verify vehicles are roadworthy and are not likely to cause danger to anyone.

\- Drivers should develop a production-specific Emergency Action Plan (EAP); the EAP may need to be modified for different locations.

\- Drivers to prepare procedure to be followed in the event of a collision.

3.3.2 Crew availability and capabilities are assessed before handling, loading and unloading equipment being transported.

Measure already implemented 1

General approach (to eliminate or reduce the risk)

: Define the number of crew and level of expertise required for loading and unloading The number of crew needed for loading/unloading operations depends on numerous factors, including the weight and size of the loads, manual handling equipment available, weather conditions, accessibility and manoeuvring room.

Specific actions

The following specific actions to be considered to eliminate or reduce the risks:

\- It should be ensured that the required number of workers have been assigned to assist with each loading/unloading task and have all received information and training on the procedures to be followed for loading/unloading.

\- Information on the loads to be lifted should be obtained in advance of delivery/collection of loads.

\- Someone with knowledge of the loads should supervise the loading/unloading process to provide advice on the load characteristics and instruction on loading/unloading order.

\- Where possible, the weight information should be affixed on the items being loaded/unloaded.

\- It should be ensured that a competent person oversees the loading and unloading.

\- Where crew members must engage in manual handling of loads, it should be ensured they receive manual handling training and, where appropriate, training on lifting mechanical aids.

\- It should be ensured that there is adequate light in the unloading/loading areas and inside enclosed trucks.

\- It should be ensured that the working area is free of other hazards including trip hazards.

Measure already implemented 2

General approach (to eliminate or reduce the risk)

Ensure that appropriate manual handling equipment (MHE) is available when loading and unloading

To reduce risks, ensure that appropriate manual handling equipment (MHE) is provided according to the weight and size of the loads, the location where loading/unloading is to take place and the weather conditions. Only a trained crew should be allowed to use manual handling equipment.

Specific actions

The following specific actions to be considered to eliminate or reduce the risks:

\- If possible, the heavier equipment should be dismantled into smaller loads to reduce the weight to be lifted, if suitable manual handling equipment (MHE) is not

available.
-        The choice of manual handling aids should be assessed before use, to ensure the equipment chosen is the most suitable for the task.
-        It should be ensured that all the crew involved are equipped with personal protection equipment (PPE).
-        The MHE provided should be fit for purpose, in good working order and well maintained.

3.3.3 The loading/unloading area has been assessed for any space/environment risks.

Measure already implemented 1

General approach (to eliminate or reduce the risk)

Check the loading capacities of the docks if loading bays are to be used
Where loading docks (bays) are provided at a studio/location, it is necessary to assess the capacities and specific conditions of the loading/unloading docks.
Specific actions
The following specific actions to be considered to eliminate or reduce the risks:
-        Form a plan in advance with the location manager to verify the capacity and availability of loading bays at the venue.
-        Where difficulties are foreseen (e.g., fitting a large stage into a small location), a site visit beforehand is advisable.
- The loading dock should be kept well maintained to protect workers from injury due to trips, slips and falls.
- A safe system of work (SSoW) should be in place for use of loading bays. All drivers using a loading bay should receive instructions on the SSoW in place.

Measure already implemented 2

General approach (to eliminate or reduce the risk)

Ensure protection from traffic
To reduce risks, ensure that the crew is adequately protected when loading/unloading operations are carried out on busy roads with traffic.
Specific actions
The following specific actions to be considered to eliminate or reduce the risks:
-        If necessary, ensure a traffic management plan is in place following the local authorities and local police. The crew cannot stop/hold traffic on public roads.
- Consider engaging a transport company to carry out deliveries.
-        Wherever possible, use barriers to mark off the unloading areas as per the traffic management plan so that the crew do not step onto the road.
-        Ensure that the crew wear high-visibility vests.
-        Ensure that measures are detailed in the traffic management plan and these measures are implemented to make sure that no one stands in the unloading area when trucks are reversing.

3.5 Noise

3.5.1 Work at the location does not expose people to harmful noise levels.

Measure already implemented 1

General approach (to eliminate or reduce the risk)

Assess the noise levels and create a system to avoid harmful noise exposure.
Assess the noise levels that workers are exposed to and seek to either eliminate the noise sources or minimise the noise levels. The noise levels should not exceed the maximum limit specified by law.
Specific actions
The following specific actions to be considered to eliminate or reduce the risks:

- Assess and measure the noise levels to make sure the action value limits are not exceeded.
- Identify the sources of noise and, where possible, seek to eliminate them or find alternative equipment that would produce reduced noise. If this is not successful, adopt measures to limit the sound levels (such as enclosing the sources).
- Implement measures to minimise the length of exposure to noise.
- Ensure there is adequate surveillance of noise exposure.
- Ensure that immediate noise reduction measures are in place if the noise levels exceed the action levels.
- Ensure the crew receive information and training relating to the risks from exposure to noise, the results of the noise risk assessment and the correct use of hearing protection.
- Ensure signs are used to indicate the areas where workers are likely to be exposed to noise exceeding the upper exposure action values and verify a measure is in place to limit people's access to these areas.
- As a last resort or as a temporary measure alongside another action, appropriate individual personal protective equipment (PPE) should be provided.

3.5.2 A system to prevent/reduce exposure to harmful noise levels is in place.

Measure already implemented 1
General approach (to eliminate or reduce the risk)

Create a strategy to limit the exposure to noise or provide protection devices
All the possible solutions to limit prolonged exposure to noise should be identified and personal protective devices provided when the exposure is not avoidable.
Specific actions
The following specific actions to be considered to eliminate or reduce the risks:
- Ensure that the work is organised to limit continuous noise exposure.
- When possible, isolate the equipment units that produce high noise levels.
- Reduce the level of exposure to noise by various methods, one of which can be maintaining distance from the source.
- Indicate which areas have noise levels over the legal limit.
- Create prevention plans for people who are exposed to high noise levels.
- Formulate procedures to be used in case of unexpected high-level noise exposure.
- Provide information on entitlement for health surveillance and provide health surveillance where applicable.
- Provide adequate personal hearing protection devices (such as earplugs or defenders) and ensure their proper use, keeping in mind that in some circumstances, hearing protectors may lead to other health and safety risks; for instance, the protection provided by personal ear protection can be too high, employees can be overprotected and communication can become difficult.
- Provide information and training relating to the correct use of hearing protection.

4 Production Activities

4.5.6 Safe working practices for sound recording have been considered.

Measure already implemented 1
General approach (to eliminate or reduce the risk)

Adopt safe working practices for sound recording
To reduce risks, a thorough risk assessment should be performed with the sound-recording operators, and all the possible measures to avoid exposure to high levels of

noise and long sessions should be taken. Noise-induced hearing loss is permanent and incurable and can affect anybody.

Specific actions
The following specific actions to be considered to eliminate or reduce the risks:
-        A thorough risk assessment should be performed, considering the risk of continuous exposure to sound at high volumes and risks connected to physical stress, taking account of the daily exposure and weekly exposure noise exposure levels as necessary. Refer to section 2.2, Work Environment, for further information on noise.
- The volume of sound on headphones should be set at a non-harmful level.
-        Long sessions should be avoided.

5.1 A complete risk assessment for managing the risks related to COVID-19 has been carried out and measures to mitigate the risk of infection are in place.