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## COMPANY SAFETY POLICY/METHOD STATEMENT

This method statement has been produced for our clients and staff in order that they may understand the detailed working methods of Fake Tan, the safety precautions that are undertaken and the organisational structure when we are on site. All Fake Tan staff will be required to abide by these rules and regulations whilst on site.

Fake Tan are committed to the highest standards of professionalism at all times and believes that this demonstrated throughout this document. Whilst every effort has been made to produce a comprehensive guide to our working practices our clients are encouraged to ask any further questions on specific issues which are not covered in the following pages.

### **HEALTH AND SAFETY AT WORK ACT 1974:**

All staff must co-operate with the event manager and the client or the client's agent on health and safety matters and must not, by law, interfere with or misuse anything provided for safety purposes. This is clearly stated in section 7 & 8 of the health and safety at work act 1974. Other sections of the HASAW act infer a responsibility on Fake Tan and those in charge of buildings to ensure that all equipment and the way it is installed and used, is safe for all crew and also performers and members of the public. All electrical equipment will be checked prior to dispatch from our warehouse and a record of the previous inspection will be kept.

### **HEALTH AND SAFETY**

All crew will be fully aware of the safety guidelines, and will also make sure that they understand the additional rules which apply to the venue as communicated. The responsibility for the safety of the crew lies ultimately with the event manager, but all staff must take responsibility for their own safety on site and the safety of their colleagues. This includes the responsibility for the results of the staffs own actions on all other personnel on site and the public. Any member of Fake Tan staff, who is found to be acting in such a way to threaten the safety of others, or who has not adhered strictly to the safety regulation will be instantly ejected from the site. All queries regarding safety matters must be referred to the event manager. Any PPE (personal protective equipment) needed for use on site should be supplied by staff, but can be provided by Fake Tan on request.

### **ACCIDENT REPORTING**

All accidents will be immediately reported to the team leader or event manager, who will keep a record of the event and take necessary steps to rectify the situation, avoid a repetition and investigate the reasons for it. Any accidents must also be reported to the venue manager and company safety adviser. The on site accident book will be located with the health and safety officer.



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## **WELFARE**

All members of the crew will receive details of the catering arrangements, accommodation and other welfare matters before arriving at the venue. Neither the event manager, nor the venue will take responsibility for the security of personal belongings whilst staff works on-site.

## **WORKING PRACTICES ON SITE**

### **ARRIVING ON SITE**

All Fake Tan staff will report to the event planner where they will, if required, sign in and receive relevant passes. All personnel involved with the project will have read the safety guidelines, the full brief from the event manager, the additional instructions and guidelines for the site and have in their possession a list of contact names and telephone numbers.

Unloading of equipment will take place in the area designated by the venue and be transported safely the stage area. Equipment will not be left unattended. Care will be taken whilst moving equipment and when moving vehicles in the loading area as detailed later in this document.

The VENUE will be expected to provide the following information to Fake Tan in good time prior to the event:

- Size and weight restriction of lift
- Weight restrictions of flooring
- Security of equipment on site
- Any public access before event

It is also important for the event manager to liaise closely with the venue manager regarding other contractor's requirements and also any restrictions in the locality, i.e. the timing of the get in and whether this may disturb the adjacent community or other users of the venue. It is imperative that this initial stage is carried out smoothly, efficiently and with full support of the venue manager and other contractors as it is only with there support and goodwill that the production will be completed successfully and to the satisfaction of the client.

### **LEAVING THE SITE**

Before leaving the VENUE, all equipment will be cleared and all areas restored to their former condition. No litter or stray pieces of equipment will be left on site. All get out arrangements will be made through the event manager. The exit procedure is as important as the entry to the venue and should be fast efficient and smooth running. At the final point of exit, all personnel will hand in passes and any lift keys to the security office in the loading bay.



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## **CORRECT LIFTING**

Manual handling is safe providing the correct lifting techniques are applied. Manual handling injuries are caused by incorrect /poor lifting technique such as stooping, twisting, over-stretching and having parallel hands and feet. All crew must follow these fundamental guidelines to the base lifting technique.

**Assess** The load (& the route and final destination)

**Feet** Place the feet asymmetrically either side of the load.

**Knees** With the heel of the forward foot staying on the ground, bend both knees

**Back** keep your back straightened and relaxed throughout

**Neck & Head** look ahead (not down or around)

**Grip** asymmetrically with your whole hand, instead of your fingertips

**Hold** keep the load you are carrying close to your body.

Finally:

If you can't manage on your own, ask for help, most tour labels show the weight of the unit in question.

Take care of leads or cable trailing on the ground.

Wear protective clothing and gloves

Always PUSH wheeled flight cases, but PULL super-lifts

## **VEHICLE MOVEMENT**

Make sure a responsible person is marshalling the vehicle and that other personnel are standing clear.

Observe any potential hazards or pitfalls that might hinder the safe maneuvering of any vehicle.

If you are assisting the driver ensure that he can see you at all times, either directly or via his mirrors.

If you do see any obstacles or an unsafe situation developing, shout out STOP!

Care to be taken when opening truck doors, check that the load has not moved and nothing is able to fall or cause injury. Ensure that all other personnel are standing clear of doors.

Make sure loading/ unloading areas are adequately lit

Carefully undo load bars/ straps ensuring that no unforeseen load movement will occur.

Use sufficient personnel to lift within the truck load space and observe the correct lifting practices. Ramp equipment off in a controlled manor using the appropriate number of loading personnel NEVER undertake a loading or lifting task in unsafe circumstances or with insufficient personnel.



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## SAFE WORKING WITH EQUIPMENT

All electrical equipment used by Fake Tan will adhere to PAT regulations and display a current PAT sticker. All equipment will be confined to the stage area apart from empty cases which will be stored in a secure area away from the public which must be supplied by the VENUE. The area must have a floor area of at least 2metres by 3metres.

Equipment for Fake Tan is as follows:

1 x wheeled rack unit comprising of the following:

- 1 x Allen & Heath digital mixing console
- 3 x USB audio interfaces
- 1 x 4 channel DI rack
- 1 x 6 way 13amp power board
- 1 x In-ear monitoring distribution system
- 1 x 16 channel passive XLR split
- 2 x 2U rack drawers

The rack will be placed on the stage. They will use the lifting guide previously specified. The rack will be placed stage left. When removing the front, back and top protective covers of the rack correct care and attention will be taken on loosening the catches and placing the covers in the designated storage area.

1 x eDrum Kit comprising of the following: 1 x Bass drum

- 2 x bass drum pedal
- 1 x Snare drum
- 1 x snare drum stand
- 1 x Rack Tom
- 1 x Floor Tom
- 1 x Kit Stands
- 3 x Cymbals
- 1 x Hi Hat
- 1 x Hi Hat Stand
- 1 x Drum rug
- 1x Drum throne

The drum kit will be assembled safely USC on a non slip drum rug. The rug is heavy and sits flat, it will not require taping at the edges.

3 x Guitar stands

Guitar stands will be placed at the back of the stage. These are stable and hold guitars when they are not in use. There will be two stands upstage left for lead guitars and one stand upstage right for a bass guitar.



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1 x Lead guitar pedal board and Kemper (or similar) amplifier modelling unit.

The lead guitar pedal board will be placed mid stage right. Cables running from the pedal board will run upstage to the amplifier modelling unit which will be upstage left by the 2 stage right guitar stands. The cables will be gaffer taped down in any places where they cross lines of pedestrian travel. The amplifier modelling unit is a small unit and easy to lift. It is in a small rack case and the same care will be taken on removing the covers as with the larger rack unit. The amplifier modeling unit rack case does not have wheels and therefore does not require any brakes, it sits firmly on solid rubber feet.

2 x Guitars

When not in use these will remain safely on the guitar stands.

1 x Bass guitar pedal board

The bass guitar pedal board will be placed up stage right by the up stage right guitar stand.

2 x Bass guitars

When not ins use one will remain in the guitar stand and the other in it's case in the strage area

1 x Keytar and associated stand

1 x iPod and associated stand

Any audio / visual elements supplied by the third party production company should be covered by the their safety policy. There will be no staging elements supplied by Fake Tan.

Once the performance has finished all equipment will be de-rigged away from the public and put away safely taking care when unplugging electrical items.



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## **ELECTRICAL SAFETY**

All electrical equipment and cabling will hold a current PAT test label & record which is held at Fake Tan head office, copies of which can be sent to site for all of the relevant items.

All cabling and wiring will be in accordance with the current version of the IEE regulations.

All cabling and electrical equipment will be protected by suitably rated MCB's

All cabling will run in accordance with temporary power regulations making use of venue traps where available & temporary ramps & tape wherever necessary.

## **VOLUME/NOISE**

When performing Fake Tan use in-ear monitoring and the stage volume is very low. The in-ear monitors are custom fitted ear-pieces which are inserted into the ear. Care will be taken when inserting the ear-pieces and each band member takes responsibility for their own monitoring levels.

The custom fitted ear-pieces offer 25db of hearing protection from external sources.

The front of house engineer must be made aware of the venue's noise level policy and will utilize a professional noise meter to ensure he remains within these guidelines.

## **PERFORMANCE**

Fake Tan are an energetic band and are aware of each other's positions on stage. The stage must be solely for their use for the duration of the performance, sound check and de-rig. Should any member of the band feel in any way unsafe during the performance they will stop the performance and all members will leave the stage until the issue has been fully addressed.