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Standard Risk Assessments, Method Statements and Policies

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GENERAL

MTS Live Risk Assessments, Method Statements and Policies

02/23

Introduction

MTS Live strives to work safely in all that it undertakes during the course of its work, providing excellence in installation, sales, hire and events. It recognises the duty of care for workers and members placed upon it by the various Health and Safety regulations. MTS's policy is to work carefully and thoughtfully in all things we do to minimise the risk to our workers, the public and the fabric of the buildings we work in.

MTS makes a full commitment to comply with Health and Safety Law, working with the HSE and recording and reporting incidents under RIDDOR where appropriate, and promoting safe methods of working at all levels of the business. As part of this, an anonymous 'near miss' online reporting process exists so that senior managers can assess potential areas of risk before they develop into more serious incidents, allowing us to focus attention on possible areas of higher risk or situations that develop between formal risk assessment revision periods.

In addition to incident reporting, many of our contractors and staff are trained in basic emergency first aid, and more broadly, MTS has a policy of investing in people. MTS implements processes to assess and progress the skills and training of staff and freelancers, as through training and awareness workers can work more confidently and safely.

MTS Live will fully support any staff member or contractor who, in their professional opinion, concludes that any task comes with a risk to themselves or others that is too great. Individuals' safety, whether co-workers, co-contractors or the public, must come first and if work cannot be undertaken or has to cease due to changing conditions then MTS will support that decision. Discussion and careful negotiation may have to take place between the client, venue or site managers and other crew to agree on an appropriate course of action, but MTS Live will not condone doing a task in a manner that puts people in danger through unmanaged risk.

This document includes statements of policy and procedure as well as Risk Assessments and Method Statements (RA/MS) documentation tphat has been written for use with any work undertaken by MTS Live. This may also be accompanied by individual or more detailed analyses and risk assessments undertaken to address specific situations or risks identified before, or during, the course of a project.

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General Site Safety

Method Statement

Relevant regulations: *Health and Safety at Work Act 1974, Manual Handling Operations Regulations 1992, The Control of Noise at Work Regulations 2005*

First Aid and Emergencies

All MTS staff undertake basic first aid training, refreshing where necessary, so although most staff are not qualified to be designated First Aiders on any job, they should be prepared for initial response if necessary. Subcontractors or the self-employed contracted MTS may or may not have this training; however, the offer of first aid training may be extended to regular freelancers when training sessions are periodically arranged.

In the Warehouse/office, regularly checked and refilled first aid kits are available, including eyewash, plasters, ice and heat packs. In MTS vans, each vehicle contains a van safety box which includes a first aid kit and hi-vis jacket. Similar van safety boxes are put in hire vehicles that do not normally come with any emergency provision.

On site, as part of the site induction, emergency exits should be clearly pointed out and any site-specific emergency procedures outlined. Fire procedures should be outlined at the site briefing by the venue manager or principal contractor, and it may be prudent to remind people of these periodically if there are specific or unusual fire risks on site or site-specific procedures to be followed.

On site, the responsibility for first aid provision lies with the Principal Contractor, venue or production manager, and in the first instance of an incident the alarm should be raised with them. In the case of an emergency, the site procedures should be followed, which would normally involve calling the emergency services. If the incident affects an MTS staff member or subcontractor, MTS also have procedures in place to record the incident (as well as any record that the Principal Contractor may have) and will investigate the occurrence.
MTS also have a system to anonymously report 'near-miss' scenarios or concerns that may affect safety or wellbeing, to track and continually improve policies and procedures and possibly identify further training opportunities.

General PPE

It is expected that those working for MTS during the course of much of our work, such as installation, construction, loading and unloading, rigging and derigging, will wear protective steel or composite toecap shoes or boots at all times. Additionally, gloves for handling equipment, and hi-vis vests or jackets are commonly used and may be required when working. Head protection such as hard-hats and goggles may be required in certain circumstances.

It is expected that workers wear clothing suitable to the job in hand - this may include warm or cool clothing depending on the weather, or a hat when working outside in the summer. Some clothing types may be demanded by a job-specific risk assessment or site policy; other clothing should be chosen appropriately for and by the individual concerned.

PPE is provided by MTS where appropriate to employees; protective footwear and gloves are issued as standard. Self-employed workers or contractors should provide their own. The auditing of workers and contractors on site normally includes a PPE check.

Trip hazards

Cables on temporary installations must be laid in such a way so as not to become a trip hazard, and if laid across traffic routes, must be protected.

- trip hazards should be minimised by running cable along the edges of floors, railings or fences, or by forming clearly marked cable runs away from general access routes.
- where cable runs across pathways, cables should be covered using a cable ramp of suitable rating for the traffic that may flow over it (foot or vehicle), marked and secured if necessary.

- where cable is flown above head height, suitable supports should be erected and braced, and clear signage erected to avoid incidents of overheight vehicles catching the cabling

See the Electrics Method Statement for more information.

Working in adverse weather

Working in undesirable weather conditions can be dangerous, as well as unpleasant. It can impact many areas of our work - for example crew welfare or contributing added risk to loading and unloading - and may require our standard risk assessments to be dynamically adjusted according to the environment at the time. Risks may be mitigated by simply delaying the activity until the rain or wind calms down, or by scheduling the day's work appropriately (eg to avoid loading vehicles in the midday sun). It may also be appropriate to provide sun cream and/or sun hats if working outdoors in sunny conditions is unavoidable. See also: Crew Welfare MS and Loading and Unloading MS.

Light levels

During the installation of equipment (whether in an event or construction context) it is important to consider light levels - workers should ensure that local light levels are particularly suitable when using tools or working at night or in dark corners. Headtorches may be appropriate, or it may be better to use a designated worklight. Whilst generally MTS Live does not provide site lighting for locations, the Principal Contractor should be able to provide suitable lighting for an installation site.

It may be that some worksite lighting can provide quite harsh or slow flickering lighting. To minimise the risk of headaches in the case where the flicker frequency is an issue or the CRI of (eg) an LEDs or fluorescent tube is undesirable, crew should bring this to the attention of their team leader or contractor. Seek natural light where possible or rest your eyes if in harsh lighting environment by withdrawing to another room with different lighting provision for a while. Consider also the risks of being blinded by (eg) low sun or lighting unexpectedly turning on, particularly when working at height or in charge of a machine. Communicate beforehand with whoever may be in control of the site or theatrical lighting.

In general, it is to be expected that strobes and/or flashing lights will be encountered at gigs, although the style of event may dictate whether it is likely to be used (eg club lighting may have rapid strobing, but a children's performance may not).

MTS Live's policy for the use of flashing lights is not prescriptive, although we ask lighting operators to consider our guidelines:
- limit the use of strobing in events (5-30Hz in particular) to no more than a few seconds at a time
- avoid, where possible, switching from low to high contrast lighting states rapidly (eg a dark stage to bright audience blinders)
- if we are made aware of audience members with epileptic tendencies, consult and work together to make the show a comfortable experience for them. This may be easier in smaller gigs than at larger events.

MTS Live will with work with venues and promoters to advise the audience of the use of strobing in an event, through stage announcements, signs on doors or tickets, or at the time of ticket sales.

Sound levels

MTS Live's work environments feature a wide range of possible exposure to noise.
During construction or installation, most sounds will be from tools, machines and general construction noise. In a live gig environment, the main hazards come from the amplified noise from the PA or transmitted to in-ear packs. Other

sounds that are common in our workplaces are examples of percussive sound such as hammer blows, pyrotechnics and post bashers.
MTS's policy is to, where practicable, reduce the noise exposure to workers that is produced during construction or installation. This may be as simple as the workers being out of the room when particularly loud noise is being produced – for example, during a PA sound check or metal being cut.

For employed sound engineers, MTS will provide the opportunity to have hearing assessments at suitable intervals to monitor their hearing, and provide them with equal-frequency attenuating earplugs. All other workers will be given earplugs to use during gigs or in loud construction areas.

Additionally, a small number of single-use foam earplugs will be carried on each job (particularly for live events) which may be used, without liability, to offer to other workers or vulnerable bystanders who may be particularly affected by noise in the area.

Sound Exposure Policy for events
There is no specific legislation setting noise limits for the audience exposure to noise. However, the general requirements of the HSW Act and civil law duties relating to negligence reveal that audiences need to be protected against and informed of the risk of damage to their hearing.

The event equivalent continuous sound level (Event Leq) in any part of the audience area should not exceed 107 dB(A), and the peak sound pressure level should not exceed 140 dB.

The above sound-level exposure values are for the whole of the audience area. For practical purposes, it is usual for audience sound-level exposure to be monitored close to the front-of-house sound mixing position. For the largest outdoor and indoor venues, this can be up to 75 m from the front-of-stage barrier position where the audience sound-level exposure can be significantly higher than at the front-of-house sound mixing position.

MTS will usually establish during the sound check the difference in sound level between the front-of-house sound mixing position and the front-of-stage barrier (and where delay/distribution stacks are in use, at the barrier for each delay/distribution stack). This will then allow a guideline sound pressure level for the front-of-house sound mixing position to be determined which will restrict the whole of the audience sound-level exposure to below an Event Leq of 107 dB (A), and peak sound pressure levels to below 140 dB.

Sound Exposure Policy for install and construction
Similar to the above contexts, sound levels on work sites can be variable. 85dB is the standard upper limit for safe exposure for an 8 hr shift; if workers suspect levels are exceeding these limits they can use the free NIOSH app (iOS) to monitor their exposure. Earplugs and ear defenders should be used if working in a loud environment, or it may be possible to delay works until noise reduces to lower levels. Drilling and similar fixing tools might only be used for short times but appropriate ear protection should be considered, particularly if the work includes repetitive noisy drilling. Team work times can be staggered if work needs to happen in a particularly noisy environment that is not directly within the team's control to minimise noise exposure.

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GENERAL

General Site Safety

Risk Assessment

Risk	Category	Table	Likelihood Given Controls In Place	Risk Rating Table
10 - Fatality	8 - Severe Injury	5 - Lost Time Injury 3 - Minor Injury 1 - No Injury	10 - Certain 8 - Very Likely 5 - Likely 2 - Unlikely 1 - Remote	High 50-100 (Action required) Medium 20-49 Low 1-19

Activity	Hazard	Risk to Crew	Risk to others	Existing Controls	Inform/ Instruct/ Further Action	Likelihood	Risk details	Last rev date/initial
Installation, during work and derig	Tripping over cables Tripping over loose flooring or floor coverings Tripping over stands, tripods and other support bases Tripping over equipment, materials an other trip hazards	5	5	Avoid walkways if possible. All cables in walkways to be taped down to floor, with matting if necessary. Hazard tape or contrasting gaffer to be used on floor around stands where necessary. Keep workplace tidy/adhere to good housekeeping methods.	See Electrics MS/RAs	2	10	PS 09/25
	Fire	10	10	Use venue's or primary contractor's RA. Otherwise provide own fire RA and procedures; consider providing CO2 extinguishers by electrical equipment. Ensure all materials brought into the venue are treated for fire-retardancy, including drapes, set, carpet, fluids and paints. Consider if using materials brought into the venue should be treated for fire-retardancy.	Crew to familiarise themselves with venue fire procedures upon arrival.	1	10	PS 12/20
	Injury from accident or misuse of tools on site	4	-	Crew to be competent in using the tools; use all tools in the correct manner. Wear PPE when appropriate.		2	8	PS 12/20

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General Site Safety

Risk Assessment

Installation	Danger to hearing - sound levels	5	3	Wear earplugs or active ear defenders when in a working environment with loud construction tools nearby; move away from the noisy environment where practical.		3	15	PS 3/21
Installation	Danger to sight - light levels	5	3	Set lighting brightness to a suitable level in line with HSE guidelines. Wear PPE where appropriate and communicate if (eg) arc welding will happen on site. For specialised lighting (eg strobe, UV or laser) complete specific RA (eg epilepsy risk)		2	10	PS 3/21
EVENTS: Crowd wellbeing	Danger to hearing and sight - sound and light levels	5	5	Set sound and lighting brightness to a suitable level in line with HSE guidelines. Use PPE where appropriate. For specialised lighting (eg strobe, UV light sources or laser) complete specific RA (eg epilepsy risk)		1	5	PS 4/21

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Crew Welfare and Transport

08/25

Method Statement

Relevant regulations: Health and Safety at Work Act 1974, Workplace (Health, Safety and Welfare) Regulations 1992

General Crew Welfare

One of the main aims of Health and Safety Legislation is to underline the duty of care that employers have towards their workers and those that are impacted by the work of the company. MTS Live accepts this responsibility working alongside as well as trusting the professionals employed or contracted by the organisation.

As part of general crew welfare, MTS has guidelines in place to aid the holistic wellbeing of our employees and freelancers as well as the broader safety of the workforce and general public. To this end, some rules have been put in place for the safety and comfort of all.

Anything that hinders judgement or reaction times when working can give rise to serious or dangerous situations very quickly. It is required that when working for MTS, workers are not under the influence of any alcohol or non-prescription drugs. Those on prescribed medicines should be aware of how it may affect their sensibilities and if necessary, should disclose their medication to their team leader or a trusted manager in confidence.

MTS monitors the possibility of fatigue in team members and encourages breaks to be planned in to the working day. On site, water and drinks are made available, and regular meal breaks are encouraged to maintain energy levels. In extreme temperatures - warm or cold - mitigations will be considered, such as heaters, or the provision of sun cream and extra water.

Long hours in our work sometimes feature - in these situations, it is MTS's policy to be clear from the outset that this is a possibility on any particular job and mitigations are built into the project plan, such as splitting the shift or having longer, staggered breaks. Fatigue whilst driving is of particular concern, and MTS will usually offer accommodation, where appropriate, if the job is greater than 90-120 minutes' drive away or after an excessively long work period. Working or travelling in adverse weather conditions can be dynamically assessed at the time, but a similar pragmatic approach will be taken to ensure the workers' safety.

Mental and physical health can be a very personal matter, but MTS will support individuals in whatever they need to do to continue to work safely and healthily. In certain circumstances tailored or personal risk assessments or assistance may be necessary - for personal concerns, this should be raised in confidence with a director in the first instance. When a health issue is more broad, a separate analysis leading to revised or additional procedures or risk assessments will be undertaken.

MTS prides itself on a trusting and caring work environment and actively discourages actions or comments that causes distress to others. This includes things like exclusionary or inappropriate jokes, but also avoiding situations such those that lead to lone working, which will be discussed in advance with the worker and suitable precautions agreed and actioned.

Transport

Loading and unloading and working around vehicles is addressed alongside Manual Handling in a separate part of this RA/MS document. This section is concerned with being in charge of a vehicle while on MTS business - which normally could be an MTS van or a third party's hired vehicle, but could extend to MEWPs, telehandlers or other machinery.

Vehicles under the control of MTS are regularly inspected and, where appropriate, MOTed, serviced and cleaned to ensure roadworthiness. Each vehicle is supplied with a first aid kit, hi-vis jacket and telephone numbers for breakdown

services and procedures for what to do should an incident occur. Hire vehicles should also be inspected before use for any obvious defects.

If staff or freelancers use their own vehicles whilst working for MTS they should ensure that they are legal, roadworthy and suitably insured and taxed.

Nobody is allowed to drive an MTS vehicle, or operate any heavy machinery such as MEWPs, unless they are fully authorised by an MTS Director. Procedures are in place to check and record entitlement and/or proof of training or competence to ensure that employees or subcontractors are suitably competent, insured and legal. This might include, for example, asking for IPAF/PAL for MEWPs, seeing ECS or CSCS cards, or in the case of driving, taking copies of driving licences and asking for licence endorsement check codes.

MTS has the following rules in place for drivers driving vehicles on behalf of or for the company, which should be read in tandem with the MTS employee handbook where necessary:

> Nobody is allowed to drive a company vehicle of any type unless they are fully authorised to do so and have a current driving licence. If you drive a company vehicle, always handle it with due consideration for the safety of yourself and other people.

- Although Government legislation allows drivers a small percentage of alcohol, MTS Live policy is one of zero tolerance. Do not drink and drive.
- Adhere to speed limits and the Highway Code at all times.
- Any traffic violations or parking fines are the responsibility of the driver and not MTS Live. All correspondence will be passed on to the driver and MTS Live's involvement will end at this point.
- Ensure supervision of vehicle movements particularly when reversing/near blind corners. Use recognised signals.
- Ensure you are aware of any obstructions behind your vehicle prior to reversing.
- Ensure you know the height and width of your vehicle and be aware of restrictions on these elements. (e.g. Multi-storey car parks, narrow lanes, fast food drive-thru.)
- Where necessary consider the use of mirrors, high visibility clothing, audible alarms and lighting both of the workplace and on vehicles.
- Ensure that any vehicle faults are promptly reported to a director.
- Ensure when loading and unloading that you are situated in a position that is safe to do so without risk to yourself, other road users or pedestrians.
- Never load any vehicle in such a way that will interfere with the safe driving or operation of the vehicle.
- Never overload a vehicle. Remember to take into account the weight of the ramp and staff in the vehicle.
- Ensure that ramps or provision for heavy loading is considered accordingly.
- Carefully consider the security of vehicles and their contents. Never leave loaded vehicles unattended in a non-secure location.
- Be sure to park vehicles in secure areas after loading/unloading.
- Ensure that vehicles are locked and any alarm or anti-theft devices provided are in place before leaving a vehicle unattended.

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Crew Welfare and Transport

08/25

Method Statement

- When driving alone never leave valuables in plain view on the passenger seat, and always keep the passenger door locked for safety.
- Keep keys secure in the designated area when vehicles are not in use and do not remove any ‘spare’ vehicle keys without express permission to do so.
- Ensure to take sufficient rest breaks on long journeys, fatigue is dangerous.
- Ensure to have clear, suitable directions before departure. Never try to map read while driving, and do not get distracted by a vehicle's sat-nav.
- Use only hands-free kits for mobile phones, pull over safely to make or receive calls and never read or write text messages while driving.

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Crew Welfare and Transport

Risk Assessment

Risk Category Table	Likelihood Given Controls In Place	Risk Rating Table
10 - Fatality 8 - Severe Injury 5 - Lost Time Injury 3 - Minor Injury 1 - No Injury	10 - Certain 8 - Very Likely 5 - Likely 2 - Unlikely 1 - Remote	High 50-100 (Action required) Medium 20-49 Low 1-19

Activity	Hazard	Risk to Crew	Risk to others	Existing Controls	Inform/ Instruct/ Further Action	Likelihood	Risk details	Last rev date/initial
Crew wellbeing	Dehydration and loss of concentration	3	-	Ensure plenty of water is available to crew before, during and after the work, particularly when loading or unloading vehicles, and that appropriate meal breaks are provided.		2	6	PS 09/25
	Fatigue, tiredness and loss of focus	4	-	Allow the crew to have regular breaks and food. Take particular care when working late at night or at the end of a long shift.	Make crew aware that overnight stays are available when necessary.	3	12	PS 12/20
	Cuts and bruises	2	-	Take extra care around flightcases and in vehicles; have a first aid kit accessible in case venue first aid support is not available.		2	4	PS 12/20
	Sunburn, overheating; hypothermia and being too wet or cold	5	-	Monitor the working temperature and provide jackets/water where appropriate. Consider providing a high SPF sun cream in outdoor sun, fans and shade where necessary in sunny environments, or shelter from wind and rain where necessary. Provide warm or cool refreshments as appropriate.		2	10	PS 01/23

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	Accidental ingestion of dusts/site materials/chemicals	8		Wash hands thoroughly before breaks/eating/drinking. Consider wearing face masks when working in a dusty environment. General good hygiene practices to be followed.	Principal contractor or venue to provide cleaning facilities.	1	8	PS 05/21
Travel	Incident involving road vehicle being driven to/from/in the course of work for MTS	10	10	Check competence of workers when driving vehicles on behalf of MTS - assess through inspection of driving licence for authorisation and/or endorsements.	See freelancers' handbook for information about driving for MTS.			PS 12/20
				Build time for rests into the working day so driving whilst tired is limited. Consider providing accommodation for locations >90 minutes drive away.	See freelancers' handbook for information about driving for MTS.			PS 12/20
				Ensure nobody drive under the influence of drink, drugs or fatigue.	See freelancers' handbook for information about driving for MTS.			PS 12/20

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Loading and Unloading

09/25

Method Statement

Relevant regulations: *Health and Safety at Work Act 1974, Manual Handling Operations Regulations 1992, The Work at Height Regulations 2005*

Policy

All of MTS Live's work on clients' sites and in the warehouse involves moving products, tools and other equipment. The risk of injury through poor manual handling is a serious one and applies throughout MTS's workflows.

MTS will take steps to:

- avoid direct manual handling as far as reasonably practicable

- assess the risk of injury from any hazardous manual handling that cannot be avoided

- reduce the risk of injury from hazardous manual handling as far as reasonably practicable

Training will be offered to all staff to highlight the risks of repetitive or poor techniques when lifting or moving equipment, and educate in methods of proper lifting.

MTS will support those who feel that loads are beyond their capability and encourage them to work with others to share the task.

All staff will be encouraged to read HSE Manual Handling at Work: A Brief Guide – INDG143.

Staff will be encouraged to report any health or suspected issues that may be caused or exacerbated by poor manual handling – such as bad posture, excessive fatigue, back problems - or situational issues such as cramped work areas or particularly heavy loads.

Welfare checks for staff will be raised in one to ones with team leaders where appropriate.

General Manual Handling

Regularly lifting, moving, pushing or manipulating loads unsafely may lead to short or long term injury, so it is best to minimise manual load manipulation. That said, much of MTS's work is about moving and installing equipment and kit, whether permanently or temporarily, in venues and other locations. Therefore, the primary way of minimising the risks to one's body is to assess the individual risks and where possible, minimise lifting and pushing/pulling for long distances. MTS trains all staff on good manual handling techniques - for example, how to transport loads so as not to bend the back and how to lift sensibly and in stages.

Every move, load or unload of equipment should be undertaken carefully and not be rushed - for some of our loading activities it may be desired to rush, but loading should take place at a measured pace without rushing or pressuring people to react quickly.

In general, it is encouraged to use mechanical aids to help transport equipment. These aids could include:

Wheels, trolleys, and dolly boards

Wheeled flightcases

Hoists, ropes and winches

Using ramps rather than lifting a dead load vertically may also be possible to reduce the sudden stresses on muscles and joints. Sharing the load with another person is another way of reducing the risk to an individual; all MTS wheeled flightcases have handles on them for others to aid with the movement of them and help with lifting/removing lids.

Changing roles within the team when loading or unloading may help reduce fatigue and share the tasks between the team.

Warehouse workers should consider the practicality of lifting flightcases on a job by loading cases evenly with a central centre of mass, and marking particularly heavy cases. The warehouse has a winch to assist in stacking flightcases with its own risk assessment/method statement - this should be followed but the use of the winch reduces the risks of lifting heavy items as well as enabling more convenient storage. Other mechanical aids (such as dolly boards) are also available to reduce the risks associated with lifting and carrying cases.

When transporting goods or kit, every job will have an aluminium ramp provided as an aid to unloading or loading. Larger hired vehicles may additionally have a tail-lift. These should be used as appropriate for the destination. Splitting a long ramp run in half with a 'staging' flat deck mid-way may reduce the risk of 'runaway' flight cases and help with loading the van.

A pallet truck is provided in the warehouse to reduce the need to lift or double-handle goods arriving or departing the unit. If forklifts are provided in a venue, these should only be operated by trained, authorised venue staff.

Working around vehicles

When manoeuvring trucks, vans and other vehicles, great care must be taken. Particularly when reversing or manoeuvring in areas with high levels of pedestrian activity, drive slowly, take care and consider getting out of the vehicle to investigate the route you intend to take before undertaking the move. If there is more than one MTS worker on a job, or a venue or principal contractor worker is available, it is recommended to use them as a bankman to aid the driver. It may be necessary to cordon the area or make passers-by aware of the vehicle, holding them back and only signalling to the driver when it is safe to move.

Vehicles should be unloaded where possible from loading bays or parking areas and avoid blocking pavements, cycle paths or road access. If unloading across pavements or other thoroughfares is unavoidable, extra care should be taken - again, using another worker if available to marshal and monitor the unloading area to reduce the risk to others. It may be necessary to pause the loading procedure regularly if other people intrude on the loading area - particularly in a busy loading dock or adjacent to public spaces.

When loading or unloading a vehicle, someone should take charge of calling the load and communicate clearly with the loading crew. Bear in mind that the back of a truck, tail-lifts, ramps or staging decks may be a significant distance above ground so precautions may have to be taken to prevent or minimise the risk of falls. Follow good manual handling practices, wear gloves, use mechanical aids if appropriate or available (eg forklifts) and use staging posts if the load geography means that any ramp would be too steep. Consider using handrails if the staging posts or corners in the unload configuration to reduce the risk of stepping off.

When using ramps in particular, be aware of any stacked cases and the fact that working on inclines or uneven ground could dislodge items. Equipment falling from stacked cases, especially when unloading from a van, can be dislodged unexpectedly and cause injury. When unloading or loading vans, consider moving individual items rather than trying

to move an entire stack in one go - to reduce the risk of collapse/items falling. Loading or unloading at an appropriate, measured pace rather than at speed is always desirable.

The driver or packer should consider how to load the vehicle correctly - taking into consideration the load limit of the vehicle, where the centre of mass of the load is in relation to the axles, and using tie downs or or load bars to minimise load movement during the journey. The maximum load and capacity of the vehicles being used should be planned as part of the initial project management to minimise the risk of overloading vehicles, as well as providing enough crew to load/unload as part of the job.

When needing to load/unload in icy or snowy conditions, MTS will endeavour to ensure that the MTS premises have resources available to reduce the risk of slipping, such as grit or salt. This particularly applies to areas used for loading/unloading, for which the slippage risk can also be mitigated by ramping directly into the warehouse to avoid icy areas. On site, it is the Principal Contractor/venue or site's responsibility to ensure a safe area in which to unload, preferably under cover and/or with a safe route for the equipment and materials to be transported. Further dynamic risk assessments in adverse weather conditions may need to be undertaken if extreme (hot/cold) weather is forecast.

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GENERAL

Loading and Unloading

Risk Assessment

Risk Category Table	Likelihood Given Controls In Place	Risk Rating Table
10 - Fatality 8 - Severe Injury 5 - Lost Time Injury 3 - Minor Injury 1 - No Injury	10 - Certain 8 - Very Likely 5 - Likely 2 - Unlikely 1 - Remote	High 50-100 (Action required) Medium 20-49 Low 1-19

Activity	Hazard	Risk to Crew	Risk to others	Existing Controls	Inform/ Instruct/ Further Action	Likelihood	Risk details	Last rev date/initial
Arrival in vehicles	Injury or impact on approach/reversing	9	9	Follow method statement; use other workers as banksmen if present. Illuminate the area if dark. Move slowly (<5mph), drive cautiously and appropriate for the conditions.	Advise passers-by of manoeuvre	1	9	PS 12/20
	Slipping in wet or snowy conditions	4	-	Venue/client/location should ensure safe unload area in harsh environments. Wear PPE - boots with rugged soles.		2	8	PS 01/23
(Un)loading and crewing	Injury due to poor manual handling techniques	8	-	All crew to have had manual handling training and in good physical condition. Lift only as much as you are able. Use wheels and other lifting aids where possible to reduce the amount carried.		3	24	PS 1/21
(Un)loading vehicles, transporting to venue, whilst rigging	Falling or unstable load whilst vehicle is partly loaded	7	-	Use suitable ratchet straps to restrain items; park vehicle on a flat surface	**Communicate with other crew for all of these mitigations**	3	21	PS 10/25
	Crush due to wheeled cases rolling or loads shifting in the vehicle whilst (un)loading	3	-	Hold loads; park vehicle on a flat surface		2	6	PS 12/20
	Crush or impact due to cases, trolleys or loads rolling or sliding down ramps	4	-	Hold and guide equipment at all times on ramps, using more than one person to help if necessary		2	8	PS 04/25

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Loading and Unloading

Risk Assessment

	Crush or impact carrying equipment up and down steps	4	3	Ensure two or more crew are on large or heavy cases where necessary; carry the item carefully and slow down.		3	12	PS 09/25
	Injury due to dropping equipment or cases (on hands, feet, etc)	4	-	Wear appropriate PPE (gloves/boots); lift only as much as you are able. Slow down where necessary - don't rush.		3	12	PS 04/25
	Impact or crush due to having loads pushed into other crew, or stacked equipment falling	6	6	Stack boxes no higher than eye level when moving them. Consider not loading/unloading as a complete stack - move items individually. Stack heavier equipment at the bottom. Remain vigilant when pushing cases.	**Communicate with other crew for all of these mitigations**	2	12	PS 01/23
	Impact or crush due to having piled equipment toppling or restraints failing	6	6	Take care when stacking equipment, particularly heavy items. Do not overload restraints.		2	12	PS 4/21
	Injury or crush from vehicle and venue doors and shutters (particularly in windy conditions)	6	-	Ensure doors and shutters are well maintained and restrained/locked into position or, where appropriate, wedged securely.		3	18	PS 4/21
	Injury or crush from equipment rolling away spontaneously (eg on slopes, in wind, or on raked stages)	6	6	Leave equipment on the level where possible, or use brakes or chocks to reduce the risk of movement.	**Communicate with other crew for all of these mitigations**	3	18	PS 12/20
	Injury to fingers when unloading items/trays from cases	3	-	Remain vigilant when removing items; wear appropriate PPE (gloves). Do not rush when moving cases.		2	6	PS 04/25
	Injury when lifting, tipping/untipping boxes or flightcases	5	-	Remain vigilant when working; have one person directing the lift; take care not to rush.		3	15	PS 12/20
	Injury to others when multiple cases are being (un)loaded simultaneously	5	5	Remain vigilant when working; have one person directing the vehicle load/unload.	Work quietly and communicate with the manager of the pack/unpack.	3	15	PS 12/20

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Loading and Unloading

Risk Assessment

	Tripping, bruises, scratches etc whilst working around equipment	3	-	Ensure tidy work area; keep walkways clear of equipment and loads; stow catches on flight cases, if used; be aware of load locations and stay alert. Consider wearing gloves and cover arms/legs with long tops or trousers.		3	9	PS 04/25
	Venue lifts:							
Transporting equipment to appropriate room on site	Injury or crush to fingers when holding lift doors open	3	-	Use cases or similar to break the beam of the lift doors; wear PPE (gloves).		2	6	PS 12/20
	Failure of lift equipment during use	2	-	Avoid overloading lift/consult lift weight rating		2	4	PS 12/20
	Loading to/from lifts/exits through other working environments or debris/rubbish	2	4	Remain vigilant in other people's work environments and pay particular attention when it is busy. Make clear pathways through before attempting to move equipment.	Liaise with other workers and venue and do not block routes or passageways	2	8	PS 3/21
(Un)loading a vehicle with or without a ramp, or a truck tail lift	Slipping on the ramp, tail lift or van step (in wet and dry conditions)	4	-	Use non-slip ramp; use ramp at a sensible angle; wear appropriate PPE/footwear. (Un)load under cover where possible if rain/snow is forecast.	Principal contractor to ensure gritted/safe loading area.	3	12	PS 01/23
	Bumping head on low ceiling/van exit	3	-	Consider if use of hard hats are appropriate.	Be aware of the vehicle you're working in	4	12	PS 12/20
	Missed footing/step/tripping	4	-	Advise and remind of step presence. Be aware of van steps.	Communicate with crew	3	12	PS 12/20

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Risk Assessment

	Falling from ramp or truck exit, or truck tail lift	7	-	Slow down/don't rush; ensure there aren't too many people on the ramp/truck.		3	21	PS 12/20
	Wheeled cases rolling off tail lift	3	-	Ensure use of kick-flaps; ensure all cases are held securely whilst on the tail lift, either by crew or with appropriate straps.	Crew to constantly communicate with the operator of the tail lift	3	9	PS 12/20
	Toe, ankle or foot injury when caught between tail lift and rear of truck	7	-	Wear appropriate PPE/footwear.	Crew to constantly communicate with the operator of the tail lift	3	21	PS 12/20

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Electrics

02/23

Method Statement

Relevant regulations: *Health and Safety at Work Act 1974, The Electricity at Work Regulations 1989, Provision and Use of Work Equipment Regulations 1998 (PUWER), BS7909 Code of practice for temporary electrical systems for entertainment and related purposes, BS7671 Requirements for Electrical Installations*

Policy

MTS Live's work almost always involves electricity as most of the items we install, either on a temporary or permanent basis, are electrical in nature. MTS's policy is to ensure that all electrical work will be completed in accordance with the Electricity at Work Regulations 1989 to ensure as far as reasonably practicable that:

- all items of electrical equipment, tools and electrical distribution are safe to install and use
- all permanent and temporary electrical systems under its control are maintained and planned so as to prevent danger
- all electrical equipment under its control shall be of such construction and be maintained and used in such a way so as to prevent danger
- no person will be engaged in work where technical knowledge or experience is necessary to prevent danger, unless they have the knowledge and experience or are under appropriate supervision

MTS has systems of work in place to minimise the risk of any electrical hazards arising and has procedures to inspect and examine equipment being used or installed in the course of work. This includes training personnel and ensuring that competent engineers are employed on any job we undertake.

General

Electricity can kill, seriously injure or maim. Care should be taken at all times when dealing with electrical equipment and networks by all workers. MTS will provide training to all workers who are not confident or competent working with mains power.

In general, all sockets - on site, in the warehouse, in a venue or elsewhere - should have an individual MCB fitted to each circuit. A 30mA RCD should also be fitted to protect all final circuits for general use. When designing temporary power installations, MTS has at its disposal various distribution units with combinations of MCBs, RCDs and RCBOs, and these should be selected carefully to provide adequate protection for each individual use case, as well as to avoid unwanted tripping.

On building, installation or construction sites where stipulated by the Principal Contractor, the sole use of battery powered or centre-tapped 110V supplies should be used for tools. Any 230V requirements should be used in conjunction with the Principal Contractor's method statement while liaising with the site manager.

Safety of electrical equipment

In-service inspection and testing of electrical equipment (formerly PAT) is a requirement of BS7909 to enable reduced on-site testing.

- each item in hire stock, including power tools, are given a regular scheduled thorough Electrical Safety Test along with maintenance as required;
- results of these examinations and inspections will be recorded electronically and a pass mark - such as a sticker, or coloured cable tie - will be put on the item to identify its examination;
- at prep time, the warehouse technician will visually check items before the item is packed for transport (and, where appropriate, checked for functionality);
- at installation, each engineer undertakes a final dynamic risk assessment before using or installing cables or distribution - for example, rejecting the use of faulty, frayed or otherwise damaged cables (eg with inner insulation or bare wire showing) that may have occurred during transport or unloading.

Any failures of these tests should cause the equipment in question to be taken out of service (and marked as such) until it has been examined, repaired and re-certificated, or disposed of.

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Electrics

02/23

Method Statement

MTS uses HO7-RNF rubber sheathed cable for all of its temporary mains cabling, known for its mechanical robustness, durability and flexibility, which is a requirement of BS7909.
Spares should be provided on jobs to ensure engineers do not feel pressured to use damaged items.

Electrical distribution and design
MTS does not install fixed electrical infrastructure. All equipment is installed as appliances, connecting to sockets provided in the installation or event space, or via a fused spur. MTS works with qualified electricians to install and certify fixed installations where required, installed in accordance with the BS7671 Requirements for Electrical Installations.

In the case of larger temporary power sources in venues or for events, plans for the electrical distribution will be made in advance by a competent person. The design will consider

- appropriate selection of protective devices (eg RCDs, MCBs, RCBOs)
- the environment of the installation - eg ingress or water protection and appropriate IP ratings
- suitable earthing arrangements
- high earth leakage requirements - eg large numbers of switched-mode power supplies

For events, the installation should be installed in accordance with 'BS7909 Code of Practice for temporary electrical systems for entertainment and related purposes'.
Only competent technicians will connect and disconnect equipment to the mains electricity supply. Three phase distribution is only to be connected or disconnected by competent technicians, ideally when the circuit is not energised. For larger supplies in venues, MTS will liaise with venue staff and abide by local procedures and working practices.
If a generator is to be used on a site, the generator hire company will provide their relevant method statements and MTS will follow their instruction.
Further risk assessments may be required in unusual locations or situations, which may include supplies not provided on ceeform BS4343 or 13A BS1363A sockets.

Electrical housekeeping
As referenced in the General Site Safety RA / MS, cables on temporary installations must be laid in such a way so as not to become a trip hazard, and if laid across traffic routes, must be protected.
- trip hazards should be minimised by running cable along the edges of floors, railings, fences or by forming clearly marked cable runs away from general access routes.
- where cable runs across pathways, cables should be covered using a cable ramp of suitable rating for the traffic that may flow over it (foot or vehicle), marked and secured if necessary
- where cable is flown above head height, suitable supports should be erected and braced, and clear signage erected to avoid incidents of overheight vehicles catching the cabling
In general, cables should be routed neatly and carefully, considering factors such as keeping suitable air flow around the cables or respecting the mechanical limits - eg radius of curvature or temperature constraints - for the particular cables in question.

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Electrics

Risk Assessment

Risk Category Table	Likelihood Given Controls In Place	Risk Rating Table
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Activity	Hazard	Risk to Crew	Risk to others	Existing Controls	Inform/ Instruct/ Further Action	Likelihood	Risk details	Last rev date/initial
General Risks	Electric shock (single phase, 230V) (general precautions)	10	10	Take care when using electrical equipment; plug/ unplug with the appliance switched off; visually inspect cables and equipment for damage before operation.	Suitable protection to be used on all distribution outlets.	2	20	RC 01/23
	Severe electric shock (three phase, 415V) (general precautions)	10	10	Take care when using electrical equipment; plug/unplug with the sockets switched off; visually inspect cables and equipment for damage before operation. Only competent technicians to use three phase equipment and distribution.	Suitable protection to be used on all distribution outlets.	1	10	RC 01/23
	Electric shock (extra low voltage) (general precautions)	4	4	Remain vigilant when dealing with ELV supplies as the current can still be high enough to injure. Follow precautions as for higher voltage equipment.	Transformers and LED drivers to be suitably protected.	1	4	RC 01/23
	Misconnection of large supplies such as Powerlock single pole cables and tails	8	8	Only competent technicians to connect; use keyed connectors; connect only	Liaise with venue or site staff/ electricians as	2	16	PS 02/23

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				while denergised; check work and that all cables are connected carefully before energisation.	appropriate. Some venue staff may wish to connect the equipment themselves.			
Use of dimmed lighting	Electric shock from lights connected to dimmers	10	-	Unplug lights connected to dimmer channels before working on them (eg changing lamps) and be aware of possible pre-heat on dimmers ("off" isn't always 0V). Competent crew only.		1	10	PS 12/20
Installation and use of power outside	Water ingress in connectors and distros	3	-	Avoid having connections and distros outside where possible. All connectors to be appropriately IP rated. Raise connections off the ground wherever possible. Use appropriate protection and distribution units.	All outdoor work to be supervised by an experienced technician/ electrician.	2	6	PS 10/25
	Damage to cables due to vehicles driving over them	3	-	Where cables cross roadways they shall either be covered by suitable vehicle ramps or flown at an appropriate height. Use appropriate protection on distribution units.	Liaise with Principal Contractor, Site Manager or other stakeholders.	2	3	PS 10/25

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Electrics

Risk Assessment

Installation and use of power outside, on site or in venue	Trip hazard while installing cables or using electrical equipment	5	5	Cover cables with robust ramps or dig a trench and duct if outside in fields etc. Follow good housekeeping. Consider segregating or cordoning off areas with cable reels being installed from general workspace if others are nearby. More info in RA/MS of General Site Safety.		1	5	PS 10/25
	Electric shock or equipment damage when connecting power to large supplies or 13A ring circuits.	10	-	Power supplies to be connected by competent crew only. Consider use of socket testers. Where possible, supplies should be de-energised before connection.	Liaise with venue staff if they have any in-house guidelines.	1	10	PS 12/20
	Electric shock from using 110V or battery powered tools	7	-	Use centre tapped transformers; do not short out tools' batteries	110V to be used on install sites where appropriate or according to Principal Contractor's MS.	1	7	PS 5/21
	Fire from batteries recharging	7	7	Charge batteries in a segregated and well ventilated area.		1	7	PS 4/21

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	Electric shock or equipment damage when connecting power to large supplies or 13A ring circuits.	10	-	When plugging into in-house power supplies ensure the supply is de-energised. Power supplies to be connected by competent crew only. Consider use of socket testers.	Liaise with principal contractor and follow site specific rules	1	10	PS 1/21
	Shock during cable manufacture on site	10	10	Ensure there is no chance of a partially made cable becoming energised; label and/or remove the fuse from the source to ensure others do not energise accidentally. Label unterminated cable as such. Consider using lockout/tags.	Inform workers if cables are ever left unterminated.	1	10	PS 10/25
Installation and use of power	Shock when wiring into a fused spur	10	10	Ensure that the supply voltage to the spur is disconnected with no risk of being energised whilst working. Use signs or lockout systems if necessary. Remove fuse from fused spur. Only competent workers to connect into fused spurs.	Alert others in the space that the fused spur is isolated.	1	10	PS 5/21
	Water ingress in connectors, junctions and distribution units when used or installed outside	3	-	Avoid having connections and distros outside. All connectors to be appropriately IP rated. Raise connections off the ground wherever possible. Use appropriate protection and distribution units.	All outdoor work to be supervised by an experienced electrician.	2	6	PS 1/21
Installation of generator power and distribution	Burns from hot exhaust outlets and vents	6	-	Wear appropriate PPE (eg gloves) when working on the	All RA s for 'outdoor power	2	12	PS 5/21

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Electrics

Risk Assessment

				generator. Cordon off work area.	distribution' are also appropriate.			
Installation of generator power and distribution Installation and use of generators	Asphyxiation or breathing problems from exhausts and other gases	4	4	Use generators outside in a well ventilated area.		1	4	PS 12/20
	Tripping over mains cables, fuel lines and exhaust pipes	4	-	Remain vigilant in the area of the generator. Cordon off the generator(s) and use cable ramps where appropriate.		2	8	PS 12/20
	Electric shock	10	-	Avoid work in the wet if possible. Ensure all connectors are mated before switching on. Only experienced crew to operate generators. Follow generator supplier's instructions. Consider use of socket testers.		1	10	PS 12/20
	Fire near generators	10	-	Avoid fuel spills and clear up/use sand for absorption if they occur. Refuel only with generator powered off. No naked flames near the generator. Have appropriate extinguishers and firefighting equipment nearby. Locate away from public and venue(s).		2	20	PS 10/25
	Slipping on spilt fuel	6	-	Mop up fuel as soon as spills occur. Use sand on affected		1	6	PS 12/20

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				areas. Wear appropriate PPE (boots).				

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Installing Equipment

Method Statement

Relevant regulations: *Health and Safety at Work Act 1974, Manual Handling Operations Regulations 1992, The Electricity at Work Regulations 1989, Provision and Use of Work Equipment Regulations 1998 (PUWER), Control of Vibration at Work Regulations 2005*

General

The variety of equipment installed by MTS is broad. In general terms, all equipment to be installed is done in the way the manufacturer intended, according to the manual and/or training undertaken by the installer. Various precautions should be considered, whether the equipment is designed to be rigged for a short or long term. These might include:

- using a secondary suspension ('safety') wire on flown equipment
- considering forces on installation fixings imposed due to kinematic impulses applied (eg a projector screen rolling/unrolling, or a moving light making sudden movements)
- trip hazards for items installed on the floor (eg uplighters or fans)
- waste heat effects on fixings or nearby drapes, curtains or other vulnerable materials

Use of Tools

Hand and power tools are used in all aspects of MTS's work, and it is expected that workers would not use a tool with which they are not familiar.

Detailed method statements or risk assessments may be necessary for some power tools or extra precautionary measures may have to be taken in certain situations. Protecting nearby workers, for example, when working at height, think about where brick or sawdust may fall or be blown. Other things to consider before commencing work may include:

- The user should be provably competent in the use of the tool
- Appropriate PPE should be worn for the tool - eg goggles/eye protectors, masks, gloves or safety boots, or ear defenders
- Care should be taken before undertaking the task, marking out clearly what needs to be done (eg marking pilot holes, guidelines)
- Precautions when dealing with cables or electrical tools (detailed in 'Electrics' Method Statement) should be considered
- The area in which the work is done may need to be cordoned off
- If there is a risk of fire or other damage to nearby items, take extra precautions (eg soldering on site).
- Using battery powered power tools is recommended wherever possible; it eliminates the need for trailing cables and reduces the risk of electric shock to the user. Gas powered tools (eg soldering irons) are not recommended but may be used with suitable local risk assessment and/or with the approval of the site manager or principal contractor and their fire risk assessments.

Vibration risks

Continual use of tools that vibrate constantly may lead to a worker developing blood circulation problems in digits or limbs. Hand-arm vibration syndrome, also known as white finger or Raynaud's phenomenon, has many causes but the primary risk through our work is from those using vibrating tools such as sanders, drills or similar.

Our work only covers Hand Arm Vibration (HAV) rather than Whole Body Vibration (WBV) as our primary exposure to vibration is from hand-held drills or oscillating multi tools. MTS workers will not use a hammer action tool continuously for more than 15 minutes, or a non-hammer action tool for an hour at a time. This is the HSE's Exposure Action Value (EAV) for vibrations which is set a quarter of the Exposure Limit Value (ELV); the ELV is the absolute maximum exposure that should not be exceeded under the Control of Vibration at Work Regulations 2005.

Workers should be aware when using these tools on a longer job that they should take breaks and consider using PPE (eg anti-vibration gloves). In general it may be easy and appropriate to share the work to reduce the risk on any one

individual. It may not be possible to eliminate the use of vibrating tools completely, but thought should be given to how much they are required.

In all of our work, drilling and fixing is interspersed with periods of other work (eg installing, mounting, commissioning) and therefore it is judged to be a low risk over the timescale of any particular job. If a scenario arises that involves longer periods of use of heavy vibrating machinery (eg cutting out channels from a concrete floor for cable runs) then a site specific risk assessment for the task should be created.

Dust control
During installations in particular, dust may be produced in an area. This should be minimised where possible, but when dust is being produced in any quantity (eg sawdust when working with wood, concrete dust from drilling) then a local dynamic risk assessment should be undertaken, perhaps segregating the area so other workers do not stray into the dusty work area. Face masks should be worn and where possible the work should be done in a ventilated area. Good housekeeping should be followed - tidying up as work progresses, and cleaning/vacuuming to avoid disturbance of settled dust. These precautions may also be appropriate when working in roof spaces or grids where the dust was not generated in the course of our work; consider the use of damp cloths to keep the airborne dust to a minimum.

Lasers
MTS rarely use lasers, but they do feature in both Live and Install divisions.

In the Live context, MTS does not operate large lasers. If they feature on an event then MTS works alongside the laser supplier and operator, following their specific Method Statements and procedures.

MTS does own some lighting effects which feature a class 3B laser split into beams of class 3R levels (the equivalent of of a laser pointer) for its effects. MTS's risk assessment for this is to follow the manufacturer's instructions, and not to shine it directly towards people - only above people's heads. For those who hire it, the manual and guidelines are included for the client with instructions for further use.

MTS does service laser projectors but any repairs or servicing of the laser light source is undertaken by a laser specialist or the manufacturer.

In an install context, laser 'spirit' levels are used and have a similar classification (class 2 or class 3B). Again, used according to the manufacturer's guidelines; the risk of eye damage is therefore deemed to be low.

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GENERAL

Installing Equipment RA

Risk Assessment

Risk Category Table 10 - Fatality 8 - Severe Injury 5 - Lost Time Injury 3 - Minor Injury 1 - No Injury	**Likelihood Given Controls In Place** 10 - Certain 8 - Very Likely 5 - Likely 2 - Unlikely 1 - Remote	**Risk Rating Table** High 50-100 (Action required) Medium 20-49 Low 1-19

Activity	Hazard	Risk to Crew	Risk to others	Existing Controls	Inform/Instruct/ Further Action	Likelihood	Risk details	Last rev date/initial
Whilst installing temporary PA, LX and VT	Injury while to lifting/moving/installing equipment	8	-	All crew to be trained in manual handling and not to lift more than they can manage. Wear appropriate PPE.	Assess each lift on an individual basis. See Loading/Unloading section.	2	16	PS 4/21
Lighting:	Injury from falling fixtures from bar or truss when rigging.	3	-	Visually check clamps and safeties before use. Use only rated rigging hardware.		2	6	PS 12/20
	Injury from falling accessories (eg barn doors)	4	4	Ensure all accessories are attached with a secondary suspension.		1	4	PS 12/20
	Risk of burns to hands when focussing or moving/derigging hot equipment	7	-	Use suitable PPE (gloves) and remain vigilant when moving equipment that is on or has been recently turned off.		3	21	PS 10/25
	Risk of burns to fabric of building	1	1	Assess distances to combustible surfaces from the rear of lights, projectors etc that may get hot; follow manufacturers' guidelines. Ensure surfaces are fire-retardant.		1	1	PS 12/20
	Temporary blindness due to light coming on unexpectedly	2	-	Stay alert when focussing at all times and have someone on controls that you trust and communicate with them	Communicate with other crew whilst focussing.	2	4	PS 12/20

				constantly. Do not look at lens directly.				
	Injury due to surprise motions of fixtures - eg stuck shutter moving, light coming on unexpectedly, things being hot, moving lights moving unexpectedly	3	-	Stay alert when focussing at all times and have someone on controls that you trust and communicate with constantly. Be particularly vigilant when working at height.	Communicate with other crew whilst focussing.	3	9	PS 12/20
	Temporary eye fatigue from looking constantly at a screen or light's output whilst focussing	2	-	Look away from the image occasionally; change the colour or image you're working with; take a break or go outside.		2	4	PS 12/20
	Burns or electric shock when changing lamp	8	-	Remain vigilant when working with hot fixtures. Unplug lights connected before working on them and be aware of possible pre-heat on dimmers. Competent crew only.		2	16	PS 10/25
Stage:	Trapped or pinched fingers in fast-fold screens or TFS	3	-	Take particular care when constructing projection screens; be aware near joints and corners. Wear appropriate PPE.		5	15	PS 10/25
	Injury arising from ground supported truss, video, branding/TFS or projection screens falling	3	3	Install well away from draughts or crew access routes; cordon off area; install legs securely; attach to other secure structures or add further ballast if necessary for stability.	Follow manufacturers' instructions for video wall ground support and fast fold screen supports	1	3	PS 10/25
	Hearing damage or deafness caused whilst checking system/during soundcheck	7	7	Ensure the area near the speakers is clear; use/issue PPE (earplugs).		3	21	PS 12/20

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Installing Equipment RA

Risk Assessment

				Test at appropriate volume level. Exclude non crew if possible.				
	Hearing damage due to event or gig	7	7	Follow HSE noise exposure guidelines. Use/issue PPE (earplugs) to crew.		3	21	PS 12/20
Effects:	Respiratory issues surrounding the use of haze and smoke machines	2	2	Consult COSHH and MSDS for the fluid in question; check with venue and make audience aware of its use in the production.		1	4	PS 12/20
	Accidental fire alarm triggers by haze/smoke causing alert/panic	2	2	Check with venue for presence of smoke detectors and/or disablement of fire alarm; use in conjunction with venue's RA and H&S.		1	8	PS 07/22
	Burns or injury from hot/warm smoke or haze machines (particularly nozzles)	4	-	Be vigilant when moving smoke and haze machines that are or have recently been on. Wear PPE if necessary. Distance public from effect units.	Warn performers of the effects and their location. Warn stewards or security if patrolling nearby.	1	4	PS 09/25
	Slipping on spilt haze/smoke fluid, or condensed water or low fog	4	4	Mop up any spills immediately; consider using sand or similar to absorb spills; wear appropriate PPE (nonslip/boots).		2	10	PS 09/25
	Low smoke obscuring steps or edges	4	4	Edge steps in high contrast tape. Use hand and guide rails. Performers to be familiar with low smoke.	Warn performers of the limits of the stage or steps.	1	4	PS 09/25
	Use of Lasers - eye damage	5	5	Use lasers according to manufacturer's guidelines, taking care to angle away from people's		2	10	PS 01/23

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Installing Equipment RA

Risk Assessment

				eyes. Low power laser. Avoid reflective surfaces.				
	Injury from Pyrotechnics, dry ice, lasers and other effects			See independent RA s.				PS 12/20
Using Tools				Appropriate PPE (Gloves, goggles, ear protection) to be used with power tools as required tool-by-tool.				DR 11/20
	Injury when using personal tools	7	3	All persons using tools & equipment to be competent (and where required, trained) in using of site equipment and tools.	Assess competence of workers	2	14	DR 11/20
	Injury when storing tools	7	3	Practice good housekeeping - stow knives and sharp objects away neatly in toolboxes and housings where appropriate.	Encourage good housekeeping	2	14	PS 04/25
	Injury caused by equipment malfunction	8	3	All equipment to be well maintained. All tools found to show signs of excessive wear and tear to be rejected for use and replacements sourced.		1	8	DR 11/20
	Injury due to defective safety guards	8	3	All safety measures designed for tools (such as guards) to be regularly inspected for damage and wear		1	8	DR 11/20
				Equipment to be isolated and cleaned over at the end of use or the end of the working day.				DR 11/20

	Injury due to vibration risks, eg white finger, when using vibrating tools	7	1	Take regular breaks when using vibrating tools and minimise vibrating tool work.	Inform worker about risks of vibration tools and vibration limits.	2	14	PS 04/25
	Injury from dust inhalation/eye damage in dusty environments	7	3	Appropriate dust management (eg vacuums) to be used when tools are being used generating a large amount of dust; consider wearing face masks to reduce the risk of ingestion and goggles to protect eyes in very dusty environments.		2	14	PS 05/21
	Use of Lasers - eg laser levels - eye damage	3	3	Use lasers according to manufacturer's guidelines, taking care to angle away from people's eyes. Low power laser. Avoid reflective surfaces.		1	3	PS 01/23
Soldering/ Hot works:	Injury or damage from Hot Works from Soldering Iron/termination	10	10	For any hot works, the relevant permits to work to be obtained and the potential for setting of smoke alarms highlighted.		2	20	DR 11/20
	Fire Hazard	10	10	Soldering works to take place in well-ventilated areas and away from other workers. Follow Principal Contractor's MS. Battery powered soldering irons may be safer than using gas powered irons on site.		2	20	DR 11/20
	Contamination/transferral/ingestion of toxic materials	5	-	Consider appropriate PPE (eg goggles) for soldering and ensure that hands are washed after		1	5	DR 11/20

				soldering and before eating or drinking.				

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Rigging and Lifting

08/25

Method Statement

Relevant regulations: *Health and Safety at Work Act 1974, Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), Provision and Use of Work Equipment Regulations 1998 (PUWER)*

Most of MTS Live's work in venues or on installation sites requires lifting, fixing or rigging equipment. MTS generally rigs trusses and undertakes lifting operations to suspend speakers and lights on larger gigs, but the principles below also apply to ground supported mounts (eg tripods and wind-up stands) to support lighting or sound equipment. The processes and use of lifting and rigging equipment, and the permanent installation of items, will be designed and installed by demonstrably competent personnel using carefully selected fixings/devices and considering appropriate loadings and load limits.

General

All lifting and rigging equipment or accessories under MTS Live's control will be examined either annually or six-monthly under LOLER or PUWER legal requirements by a trained examiner. These inspections include checking for wear or evidence of decay, damage, misuse or abuse. The records of these inspections, along with items' serial numbers and previous documentation (eg manufacturers' Declarations of Conformity (DOCs) or other paperwork) will be recorded and stored electronically. When hiring in external rigging equipment, the appropriate certification as proof of recent examination should be requested.
Records are be kept of rigging and suspension items used for permanent installation.

Equipment used for rigging

MTS is supplied with a manufacturers' Declaration Of Conformity for all items used in rigging. Truss in particular is supplied with load charts which enable loading calculations to be undertaken, in complement with knowing the weights of items likely to be rigged upon it (eg lights, speakers and cable). The vast proportion of MTS's rigging work is performed within 30% of the Safe Working Load (SWL) of the truss spans. MTS has a database of weights of commonly rigged items and uses this data at design stage to ensure rigging and suspension points are not overloaded.

For temporary installation, there are several stages of checks to assess the suitability of the rigging or lifting equipment being installed:

- each item in hire stock is given a regular scheduled examination, as detailed above, along with maintenance and servicing as required;
- at prep time, the warehouse technician will visually check items before the item is packed for transport (and, where appropriate, checked for functionality);
- at the point of installation, each engineer undertakes a final dynamic risk assessment before using or installing any lifting equipment or accessory. This may involve rejecting anything that shows apparent damage that may have occurred during transport or unloading. These items will be taken out of service and marked for further inspection and attention upon return to the warehouse.

After each use (usually back at the warehouse), truss in particular should be checked for any damage that may have occurred on the job or in transit. Steel slings and endless slings (soft slings/spansets) should similarly be checked for damage.
Rigging should only be stored in the rigging cases or designated area of the warehouse which offers adequate physical protection from sharp or rough edges and chemicals and out of direct sunlight and away from extreme temperatures.
MTS does not hold motors in stock, but does hire them - MTS owns chain hoists. Hired motors for events should be those designed for the entertainment industry - such as the PCM Lodestar - with features such as a double brake and limit switches. When undertaking a lift or lower operation with motors or hoists, these should be used and coordinated by a competent rigger who takes solo control of motor controllers and/or calls chain hoist operators. This helps to

ensure that as the rig raises or lowers it does so in a safe, equal and measured way so as not to overload any individual point.

Rigging overhead

Whenever rigging trusses or other equipment overhead, a trained or competent person will be appointed 'head rigger' to oversee the rigging operation. Plans should be drawn up before the operation commences, including considering the loads to be applied to the rigging points and rigging elements (eg trusses). It may be appropriate to employ a third party rigging company to oversee the rigging operation on an event with more complex requirements.
A prime concern in rigging is that no one element of the system is overloaded; the design of the system should account for this. All equipment should be designed for the purpose for which it is used, and no item of rigging should be used in a situation that would exceed its marked Safe Working Load (SWL).

The load bearing rigging points to be used in a venue or on a site should be clearly identified and labelled and/or have accompanying paperwork to ensure that they have been inspected or proof-loaded. All rigging points in a venue should be approved by an in-house technical manager or rigger.

It is standard industry practice to fit secondary safety steels to each primary point when the load is in the show position. Therefore, in the unlikely event of a primary point failure within the point, the secondary steel would take the load. Burlap may be necessary, depending on the point this secondary suspension uses. Additionally, when installing any equipment upon a flown piece of rigging such a truss, a secondary safety bond should be used to supply redundancy to the primary hanging point (eg half-coupler, hook-clamp).
Whenever rigging is taking place overhead, and until the rigging has been cleared by the head rigger, the area beneath should be cordoned off. No person should be permitted beneath any load in the process of being rigged except those directly involved in the operation. The wearing of hard-hats may also be appropriate if truss is being flown.

Ground Rigging

Much of the above also applies to ground-supported rigging - whether putting a speaker on a push-up stand, or supporting truss from a wind-up stand. The equipment used is still subject to the LOLER/PUWER examination and marking systems, and all similar precautions should be followed, such as not exceeding the marked SWL.
Ground stands/tripods should be sited away from the risk of being knocked by people - consider cordoning them off from the public or other works and completely isolate the area with barriers. This is particularly important if the structure is to be left unattended for any significant period of time. In a corporate setting, marking the footprint of the stand with bright marking tape may be sufficient.

Stands, including heavy-duty wind up supports, should not be used on uneven ground unless they are designed to so be used (eg with an extendable/adjustable leg). Use a spirit level if necessary to ensure that the support is true.

Permanent Rigging and Suspension for Installation

Permanent suspension of equipment in an installation, either overhead or to wall-mounted brackets, should be designed and used in the same way as for temporary installations. This includes using certified brackets or suspension equipment with a suitable weight rating and appropriate fittings, and taking into account the weight capacity of the walls or ceilings to which the item will be mounted. If in doubt, confer with builders or surveyors to ascertain the load capacity of mountings (eg stud walls, suspended ceilings or joists). The permanent installation of equipment will be designed and installed by demonstrably competent personnel.

Other forms of rigging
In the case of other forms of flying or rigging - such as using a theatre's counterweight fly system, a warehouse's girder crane or a studio's winch system, for example - MTS will defer to the rigging or technical staff of those venues and work with them to complete the lift or suspension required.

MTS owns a winch in the warehouse to assist with the stacking of flight cases only. This is inspected according to the LOLER intervals mentioned above and has its own specific procedure for use detailed and shared with those authorised to use it.

See also: Risk Assessments and Method Statements for Working at Height, which addresses similar and related risks to those posed by rigging.

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GENERAL

Rigging and Lifting

Risk Assessment

Risk Category Table	Likelihood Given Controls In Place	Risk Rating Table
10 - Fatality 8 - Severe Injury 5 - Lost Time Injury 3 - Minor Injury 1 - No Injury	10 - Certain 8 - Very Likely 5 - Likely 2 - Unlikely 1 - Remote	High 50-100 (Action required) Medium 20-49 Low 1-19

Activity	Hazard	Risk to Crew	Risk to others	Existing Controls	Inform/ Instruct/ Further Action	Likelihood	Risk details	Last rev date/initial
Rigging, flying, installing or otherwise using equipment above waist height	Injury while lifting/moving/installing equipment	8	-	All crew to be trained in manual handling and not to lift more than they can manage. Wear appropriate PPE.	Assess each lift on an individual basis.	2	16	PS 12/20
	Fingers/toes trapped or hit when constructing truss	3	-	Take care when using mallets to insert truss pins. Wear appropriate PPE (boots, gloves).		3	9	PS 12/20
	Total failure of structure	10	10	Only competent and trained crew to construct and rig equipment. Use manufacturer's recommended equipment (eg bolts, eggs) and ensure it is constructed correctly. Do not overload the truss. Produce a rigging/weights plan beforehand.	Have a designated rigger in charge of all rigging at a venue.	1	10	PS 12/20
	Failure of venue provided rigging points	10	10	Ensure certification from venue or temporary structure provider detailing SWL of points provided. Do not exceed guidelines.		1	10	PS 12/20

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Rigging and Lifting

Risk Assessment

	Failure of chain hoists, motors, chains, slings etc, or counterweight flying systems (eg in theatres)	10	10	Carefully inspect all lifting equipment before installation. Obtain proof of LOLER examination history. Use appropriate hoists for the situation. Install a secondary suspension ('safety') when rig is in position to mitigate against failure. Consider using more points than necessary to spread the load and reduce the impact of an individual failure. Only trained crew to install suspended structures. Consider using GACflex or steels for primary suspension where risk of fire or heating is identified. Follow venue's rigging requirements.	Take extra care if equipment stalls or fails part way through the rigging process; resolve the issue thoughtfully, slowly and methodically.	1	10	PS 04/21
	Failure of installation fittings or suspension locations (eg stud walls, joists)	10	10	Ensure only certified fittings and fixtures are used. Ascertain weight loadings of load bearing structures before installation. Ensure items are installed correctly according to the manufacturer's instructions.	Only competent installers to undertake work. Keep area clear underneath work area during installation.	1	10	PS 08/21
	Injury due to falling shackles and pins	8	8	Double check all shackles and pins are installed correctly.		1	8	PS 12/20
	Injury from falling items, particularly when moving truss.	8	-	Double check everything on truss is affixed firmly before flying, including safeties on accessories where approprate. Reduce the risk of cables falling off trussing by taping at	Keep area under moving truss clear of personnel.	1	8	PS 12/20

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Risk Assessment

				intervals. Do not rest items on truss unsupported or clamped.				
	Injury from chain falling from chain bags	6	6	Ensure that chain is securely placed in the chain bags after rigging, and that the chain bags are in good condition and securely attached to the hoist or truss.		1	6	PS 12/20
	Injury from falling debris, fittings and fixtures by knocking in-house items	8	-	Have a second observer whilst truss is moving or work is undertaken; insist on a quiet environment when truss is moving. Arrange truss structure to remain well away from potential items for impact.	Keep area under truss clear of personnel.	1	8	PS 12/20
	Impact, injury or crushing due to truss moving unexpectedly	6	-	Only trained crew to move truss. Ensure line of sight to truss from control position. 'Bump' motors to ensure the direction is correct and that crew know the truss is moving. Declare any truss movement loudly. Use other observers to check movement constantly. Crew to wear appropriate PPE.	Constantly communicate with crew	1	6	PS 12/20
	Head injury from truss or fixtures when truss is raised to working height (eg head, waist)	4	-	Remain vigilant whilst working around truss and other rigging. Wear appropriate PPE (eg hard hat).		2	8	PS 12/20

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Rigging and Lifting

Risk Assessment

	Head or other injury when lifting truss or other heavy items onto lifts or stands (eg Fenix, Manfrotto)	5	-	Wear appropriate PPE and use enough crew to safely execute the lift. Designate crew member to call the lift. Observe manual handling guidelines.	Constantly communicate with crew	2	10	PS 10/25
	Head/finger injury if wind up stands slips during operation	5	-	Only trained crew to use wind up stands; use correct mode of operation. Wear appropriate PPE (hat, gloves).		2	10	PS 12/20
	Injury due to wind up or push up stand or tank trap tipping or falling over	8	8	Install stands and vertical trusses only on flat ground. Use spirit level to ensure towers and trusses are installed vertically. Do not install on raked stages or slopes; install in areas where the supports are unlikely to be touched or knocked. Install stands as per manufacturer's instructions.		1	8	PS 4/21
	Injury due to ground supported speaker stacks falling	10	10	All speakers are to be rigged and installed within manufacturer's guidelines. Use of additional rigging methods (such as suitably rated ratchet straps or secondary fixings) may be required to ensure no movement will occur under excessive vibration or external forces.	Observe speaker stacks during testing phases.	1	10	PS 5/21
	Head or other injury due to unexpected rotation or twisting of truss or scaff bars	5	-	Ensure when rigging that equipment is evenly spaced and balanced; take care when overrigging not to cause a twisting moment on the truss or bar; wear PPE.		1	5	PS 12/20

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Working at Height

10/25

Method Statement

Relevant regulations: *Health and Safety at Work Act 1974, The Work at Height Regulations 2005, Provision and Use of Work Equipment Regulations 1998*

Policy
MTS Live recognises that Working at Height may be necessary, even where steps have been taken to reduce the need to work at height (eg by doing a rough focus at ground level, needing to install items high on a wall, or preparing an installation on the floor before lifting it into position). MTS therefore will ensure that:

- only competent technicians will use ground-based ladders, MEWPs, platforms and scaffolds.
- precautions are taken to minimise the risk of either a person falling, or equipment/tools falling.
- further precautions will be taken by those working in the vicinity of those working at height – eg by wearing suitable PPE, or by cordoning off the work area to exclude non-crew.

If access to roof, balcony or other venue/site infrastructure is required (eg to install a rigging point) then all instruction and risk assessments provided by the Principal Contractor/venue shall be followed.
When considering working at height, remind crew and others working in the venue that work may have to immediately cease in the space if the working environment changes. This may include changing weather conditions, or other contractors or performers entering the workspace.

General
Working at height shall be avoided where possible – by rigging equipment at ground level before winching it into position, for example. However, it is recognised that this is not always practical and so access may be needed, particularly to focus sound and lighting equipment at events.

It is MTS's policy NOT to use the methods of truss/free climbing, rope access or 'follow spot' steel rope ladders, unless a further full and comprehensive risk assessment/method statement and rescue plan has been carried out.

The area surrounding the equipment being used to work at height should be cordoned off to prevent others (eg other workers, staff, public) from straying near the work site. Extra consideration should be given to situations where children or other vulnerable groups are present. When other people are nearby the ladder, a ground-based colleague should remain at the base of the ladder to ensure that others do not stray near the area - their role is in part to protect the worker from others approaching the ladder, acting as a spotter and maintaining a cordon around the worker.

Where reasonably practicable, or if there is a significant risk to others, tools should be attached to the technician, MEWP or working platform using a tool-tether or drop-prevention lanyard. It may be appropriate for those working on the ground in the vicinity to wear hard-hats.
Workers should liaise with the venue management to ensure any last-minute servicing is completed prior to any public entering the building.

Ladders
Ladders provided by MTS will be manufactured to the professional/commercial EN131 standard. Only competent workers to use stepladders, A-frames or extendable ladders should use ladders for access.
Working directly from ladders should only be used following the 3 points of contact rule. The top three rungs of the ladders are not to be used, and a colleague footing a ladder should be considered (see above). Ladders should be used only for short periods of less than thirty minutes. They should be used in quiet areas, or in cordoned-off areas, to reduce the risk to others.

MTS has a system of ladder inspection under PUWER, and a regular examination of ladders is undertaken alongside the LOLER inspections for rigging equipment. A ladder tag or label will be used to verify a recent examination; the user should also do an inspection of the equipment before use.
Consideration should be given to use of other access equipment where it would be more appropriate. For example, cat-ladders may be used on a roof; these should be used by competent workers and according to the manufacturer's guidelines like any other equipment.

Scaffold towers, Podium steps and similar access equipment
Only those trained or competent to construct mobile or static scaffolding towers should build them in according to their training (eg PASMA), taking care to inspect the components as they go. Outriggers should be used where appropriate on both towers and tallescopes. Toeboards should be installed if supplied. Care should be taken to follow the manufacturer's guidelines for total loading and use. Consideration should be taken about the ground upon which the towers are to be used – uneven ground or a slope. It is unusual for MTS to use this sort of access equipment outdoors; if this is necessary, a site specific assessment should be undertaken.

MTS will undertake periodic examinations of the components of access towers and podiums it owns according to the ladder and rigging LOLER/PUWER examination timetable. The results of these examinations will be recorded, and the tower labelled accordingly.

MEWPs
Only those with training such as IPAF should use boom-arm, scissor or man-lifts. Daily checks of the machine should be done, and the recent six-month certification checked. If there is anything wrong with the MEWP, the machine should not be used, and the owner be notified.

The MEWP should be used only according to the manufacturer's instructions, taking particular care not to overload the basket (see the manufacturer's load marking panel). When working on rough terrain or outdoors, consider other factors that may be a risk (uneven ground, wind speed or wet weather). The working area should be clear of debris and loose material that may cause the MEWP to slip.
When working in MEWPs, technicians should wear harnesses, lanyards or inertia reels where appropriate or mandated. It may be appropriate also to wear a hard-hat as a bump-cap if working at height brings the worker near ceilings, rigging, trussing or other obstacles.

Rescue Plan
Whenever anyone is working at height, particularly over 2m off the ground, a rescue plan should be decided and agreed upon before ascending. For those working in MEWPs, as well as the daily checks of the machine, a familiarisation session of the ground controls should be given to a co-worker who will remain on the ground. This will allow the basket to be descended remotely should the crew member(s) at height become unconscious or otherwise incapacitated, or in the case of a machine malfunction.

Working area checks
When working at height in a moveable structure (eg scaffolding tower or MEWP), consideration to the working and movement area should be given. If necessary, someone on the ground may need to be present as a lookout/spotter.

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Risk Assessment

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Activity	Hazard	Risk to Crew	Risk to others	Existing Controls	Inform/ Instruct/ Further Action	Likelihood	Risk details	Last rev date/initial
Avoid work at height if you can do it another way!								
Working overhead	Items falling from workers working at height	8	-	Ensure there are no loose tools, accessories etc that may fall from pockets, belts or platforms. Consider using tool-tethers or similar. Do not over-reach. People on ground should wear PPE (hard hats). Cordon area if necessary and have a worker standing nearby as spotter where appropriate.	Communicate with ground crew. Work at height in quiet environment if possible.	3	24	PS 04/25
	Risk of head injury due to hitting head on ceiling/truss/fixtures etc	5	-	Be aware of environment. Wear appropriate PPE (hard hat/bump cap). Use an observer if necessary.		3	15	PS 04/25
When using ladders and low working platforms	Ladders and low working platforms:							
	Risk of injury due to slipping on ladders or surfaces	8	4	Wear appropriate shoes/boots with a heel and PPE. Have someone footing your ladder, particularly when carrying something up or down the ladder. Ensure your footer is alert and	Exclude non crew from working area if possible. Do not use surfaces not designed as working platform,	3	24	PS 12/20

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				wears appropirate PPE (eg hard hat). Do not over-reach.	or with unbraked wheels.			
	Risk of injury due to ladders failing	8	-	Do a visual inspection of ladders each time they're used - check for inspection tag. Ensure ladders are EN131 certified.		1	8	PS 11/25
	Risk of injury due to wobbly ladders	8	4	Install ladders on a flat, solid surface only. Use an alert footer at the base (who wears PPE (hard hat)). Do not over-reach.	Exclude non crew from working area if possible.	3	24	PS 12/20
When using MEWP (scissor lifts, cherry pickers etc)	MEWP:							
	Injury due to falling from MEWP	10	-	(3a Scissor Lifts) Stay within the basket, and do not over-reach (1b and 3b Booms) Stay within the basket, and do not over-reach; wear a body harness. Have a rescue plan.	Only trained crew to use MEWPs (eg IPAF).	1	10	PS 12/20
	MEWP failure - at height, tilt alarm etc	1		Have a rescue plan; ensure someone on the ground who can use the ground controls. Check 6 monthly certificate before use. Complete inspection of MEWP before use.		2	2	PS 12/20

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	Injury due to being run over/hit by MEWP	8	8	Remain vigilant when moving MEWP. Use a banksman or watcher if necessary; constantly look out for people, things or other hazards when moving.	Only trained crew to use MEWPs. Exclude non crew from working area if possible.	2	16	PS 12/20
When using scaffolding towers When using scaffolding towers	Injury due to falling from scaffolding	10	-	Build tower according to manufacturer's guidelines and include handrails. Have a rescue plan. Use appropriate other PPE.	Only competent or trained crew to construct and use scaffolding (eg PASMA).	1	10	PS 5/21
	Injury due to falling from platform	10	-	Ensure platform is large enough for user and equipment together; affix equipment firmly to structure; take care during installation, constructing the tower according to manufacturer's instructions and include handrails.		1	10	PS 12/20
	Injury due to toppling of tower	10	-	Disassemble scaff tower to a max 4m before moving the scaffolding tower. Keep area clear of people and equipment and plan the move before executing.		1	10	DR 5/21

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	Risk of injury due to wobbly or poorly braced scaffolding	8	4	Use on a flat, solid surface only. Use appropriate bracing. Do not over-reach.		2	16	PS 12/20

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Asbestos

09/25

Method Statement

Relevant regulations: *Health and Safety at Work Act 1974, Control of Asbestos Regulations 2012*

Policy
MTS Live recognises that disturbing asbestos may be extremely hazardous to health of all who come into contact with it, and therefore will include questions about the possible presence of asbestos on the sites we will be working at an early stage of discussions about work.

When working on any site where there is a possibility of a risk of disturbing asbestos, MTS Live will use personnel who are trained to recognise the possibility of the presence of asbestos and the risks associated with it. Where necessary, we will work closely with the Principal Contractor or the client to consult the site's Asbestos Survey and work with external Asbestos experts to manage the job safely, following the site's risk assessment where appropriate.
MTS Live will ensure that on every job, at least one representative on site will be trained in basic Asbestos Awareness, and MTS's Policy is to stop work immediately if there is any perceived Asbestos presence and take further advice.

General
In general, MTS workers and employees are not experts in Asbestos, but we run the risk of coming into contact with it in various forms, in particular in the context of permanent installation of equipment. Our policy states that we will have at least one team member on site at installs who has undertaken basic asbestos training - including recognising asbestos and the likely places it might be found within pre-2000 buildings. This person will be able to advise on the possible presence or identification of Asbestos or Asbestos Containing Materials (ACMs).

In an installation context, MTS will work closely with either the Principal Contractor or the client to review the site's Asbestos Survey to highlight the probability of finding any form of ACM during works undertaken. If there is any suspicion of asbestos present then MTS will stop work, alert others/securing the area, and liaise with the client or Principal Contractor to arrange for safe egress, making safe and, where necessary, remedial work or removal.

In an event context the likelihood of disturbance of asbestos is relatively low, given that events are short-term and temporary and do not involve disturbing a building's infrastructure. Nevertheless, Asbestos awareness training will also be offered to employees and contractors to educate and inform them of Asbestos and its risks. An example of where Asbestos may be encountered in an event situation includes coming across insulation whilst installing rigging points in crawl spaces or lofts in ceilings, or running cables through basements or plant rooms - and for this basic knowledge of recognising ACMs would be helpful.

MTS recognises that dealing with Asbestos is not our area of expertise and will therefore rely on licenced expert third parties to advise and/or progress. Our Risk Assessment is written to cover the process of doing work in the area where Asbestos may be present and how to report and make safe any area in which asbestos is found or suspected.

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Asbestos

Risk Assessment

Risk Category Table	Likelihood Given Controls In Place	Risk Rating Table
10 - Fatality 8 - Severe Injury 5 - Lost Time Injury 3 - Minor Injury 1 - No Injury	10 - Certain 8 - Very Likely 5 - Likely 2 - Unlikely 1 - Remote	High 50-100 (Action required) Medium 20-49 Low 1-19

Activity	Hazard	Risk to Crew	Risk to others	Existing Controls	Inform/ Instruct/ Further Action	Likelihood	Risk details	Last rev date/initial
Before working on a site with possible asbestos presence	Workers not recognising risks or potential presence of Asbestos or ACMs	10	10	Workers should have completed an Asbestos Awareness course to aid recognition of risks.		1	10	PS 8/21
	Accidental disturbance of ACMs	10	10	Project manager to liaise with owner or Principal Contractor to view Asbestos Survey; plan works accordingly to avoid disturbance		1	10	PS 4/21
Working in a site with suspected Asbestos present	Health hazards of inhalation of asbestos fibres/asbestosis	10	10	Do not drill or disturb areas suspected of containing ACMs or identified on Asbestos Survey	Used trained personnel to identify possible Asbestos or ACMs	1	10	PS 4/21
		-	-	Stay alert when working or moving through areas in older buildings, particularly ceiling/roof spaces	Defer to Site Manager for advice about the workspace			PS 4/21
	Suspected Asbestos disturbance	-		Raise the alarm to the Principal Contractor and Site Manager, seal area	Defer to Site Manager to positively identify and remove the ACM			PS 4/21

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GENERAL

Staging, set and stage

Risk Assessment

Risk Category Table	**Likelihood Given Controls In Place**	**Risk Rating Table**
10 - Fatality 8 - Severe Injury 5 - Lost Time Injury 3 - Minor Injury 1 - No Injury	10 - Certain 8 - Very Likely 5 - Likely 2 - Unlikely 1 - Remote	High 50-100 (Action required) Medium 20-49 Low 1-19

Activity	Hazard	Risk to Crew	Risk to others	Existing Controls	Inform/ Instruct/ Further Action	Likeli hood	Risk details	Last rev date/initial
Building the stage with stage decks	Injury while to lifting/moving stage decks, scenery, stage weights etc	8	-	All crew to be trained in manual handling and not to lift more than they can manage. Wear appropriate PPE.	Assess each lift on an individual basis. See Manual Handling RA. Stage and scenery to be signed off after construction.	2	16	PS 12/20
Building the stage with stage decks	Injury from falling stage decks when stored vertically	5	-	Have a crew member to hold or restrain stage decks, or stack horizontally.		2	10	PS 12/20
Building the stage with stage decks Post-construction	Injury to feet from falling deck legs when not affixed to decks, or when placed on a surface they can roll off	4	-	Store legs securely on a flat surface. Wear appropriate PPE (eg steel toe boots).		2	8	PS 12/20
	Trapped fingers when assembling stage	4	-	Be particularly vigilant; talk to other crew; wear PPE.	Communicate with other crew	3	12	PS 12/20
	Splinters from wood or metal sets or constructions	3	-	Wear gloves (PPE)		3	9	PS 12/20
	Head injury when working under stage (hitting head on decks)	6	-	Be aware of the stage deck above; wear PPE (hard hat).	Communicate with other crew	3	18	PS 12/20
	Back injury or discomfort when laying carpet tiles or dance floor	6	-	Avoid too much repetitive work and follow HSE guidelines.		2	12	PS 12/20
	Hand injury/blisters when laying carpet or flooring	3	-	Wear gloves (PPE) and/or use appropriate tools.		2	6	PS 12/20

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Risk Assessment

	Falling off stage, deck, tripping over edges	7	7	All edges to be clearly marked with white or hazard tape; make the decks as level as possible to minimise trip hazards.		2	14	PS 12/20
Post-construction	Tripping down steps	6	6	All step edges to be clearly marked, with handrails provided if necessary; steps to be lit, made level and attached to the stage firmly.	Briefing to performers and crew about entrances/exits on stage	3	18	PS 12/20
Post-construction	Walking into scenery/legs/blacks masking solid objects	4	4	All entrances/exits to be marked on stage with hazard tape.		2	8	PS 12/20
	Scenery, LED walls falling	7	3	Do not remove stage weights or bracing before LED wall or scenery dismantled.		1	7	PS 4/21

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COSHH

08/25

Method Statement

Relevant regulations: *Health and Safety at Work Act 1974, The Work at Height Regulations 2005, Provision and Use of Work Equipment Regulations 1998, Control of Substances Hazardous to Health Regulations 2002.*

COSHH

MTS Live will file and store the Manufacturer's Safety Data Sheet (MSDS) or other appropriate documentation for substances used in the course of work, whether in the warehouse, on a job site or in a venue. Most substances and liquids used in the course of our work are low-risk, but all users will be instructed in the safe use of them as prescribed by the manufacturer as well as mitigation procedures in the case of spillage.

Risks arising as by-products from distinct tasks, such as solder fumes, spray-paint application, angle-grinder sparks, pyrotechnic combustion products or similar, should be independently risk-assessed in conjunction with reading the MSDS where appropriate. Factors that may affect use of these products or processes may include consideration of nearby combustible materials, airflow and ventilation and proximity to other workers.

Toner and ozone produced by photocopiers will be managed by using to manufacturer's instructions – eg ensuring that vents are not covered, devices are used in open areas, and avoiding spilling toner when replacing cartridges. PPE may be deemed a requirement when working with sprays or chemicals in less well ventilated areas.

Effects (eg haze, smoke, dry ice) used in live events are non-irritant and will be stored, used and documented as above; an additional risk assessment may be carried out as part of the event management plan and, where appropriate, this will be communicated to the audience, crew and venue workers through liaison with venues and promoters.

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GENERAL

Project/Location:

Job date:

10/25

ACKNOWLEDGEMENT OF RISK ASSESSMENTS

By signing below, I acknowledge that I have read and understood the MTS Live Risk Assessment and Method Statements document, and agree to work according to its guidelines and with appropriate risk control measures.

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Document Revision History

Version 1.0-1.2+

2016-7 Initial multipage general risk assessment tables/spreadsheets prepared per job/site.

V1.2+ The organisation moved to using the Risk Assessment documentation provided by Storm Consultancy.

Version 2.0

2020 Major rework of H&S paperwork, including the master risk assessment document, combining previous versions of general risk assessment tables along with the template of Storm documentation and Ultimate International paperwork, expanding on descriptive policy and method statements across the entire organisation. Two versions produced – one for the Live Events side of the business, and the other variant for the Install operations.

Separate documentation produced to cover the coronavirus pandemic.

Version 2.24

08/2021 Post-covid consolidation and minor updates.

Version 2.3

02/2023 Various updates:
Weather features more in the method statements (mostly ice/cold)
Some parts reworked re stacking cases while loading/unloading
A reasonably major review of the Electrics Method Statement (and RA)
A small added section about lasers (Gigbar, laser measures, laser projectors).
Working at Height - Tool tethers expanded

Version 2.4

04/2025 Install updated a little in advance of forthcoming document overhaul.

Version 2.5 (this document)

11/2025 Comprehensive review, rework, revision, along with a reformat into portrait orientation to make it more user-readable and useful. Also made the file easier to use, moving to Word rather than Excel, which helps with document manipulation when combining with site-specific documentation and risk assessments. Many previously split risk assessment tables for Live and Install sides are now combined.

Added contractor acknowledgement sheets and last major revision dates to each section.

10/2026 Rebranded with new MTS Live logo and reviewed content.

Revision ideas, suggestions and comments about this document can be sent to your MTS contact, the Health and Safety Manager at health-safety@mtslive.co.uk, or to info@mtslive.co.uk.

AI has not been used in the production of this document.