



**Safety
&
Technical
Procedures**

**(For Visiting Productions engaged in
performances at Live Nation Premises)**

Safety & Technical Procedures for Visiting Productions

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Safety & Technical Procedures for Visiting Productions

01 Introduction

These rules and guidelines have been written by Live Nation with the intention of reducing accidents at our venues and promoting an active Health & Safety culture that will benefit the Health, Safety & Welfare of all Employees, Visiting Productions Staff, Contractors, Visitors and Members of the Public.

The following procedures are made by Live Nation UK and shall apply to all works carried out at Company premises by third parties under contract to the Visiting Production

- All persons engaged by the Visiting Production at the location shall be acquainted with these rules and their consent to abide by them shall be an essential condition of their authority to work at the location.
- Live Nation reserve right to stop the work at the Visiting Production's expense in the event of any violation of these rules. Further guidance will be provided, as required, by Company staff authorised to order the execution of the work.
- The Production will take all necessary precautions in connection with the works, so as to be entirely consistent with Live Nation's policy:
 - To protect the Health & Safety of its employees and any other persons affected
 - To conserve the environment
 - To avoid any damage to the property as a result of its activities

02 Basic Regulations

All work carried out at the location shall be in accordance with:

- Statutory regulations and their amendments
- Company regulations and their amendments
- Relevant British and European standards and their amendments
- The Visiting Production is responsible for acts and omissions of his employees, agents, sub-contractors and their employees (hereinafter called his 'invitees' while at the location and shall ensure that they comply with these rules.
- It is essential that the invitees of the Visiting Production shall read, understand and comply with any conditions or precautions laid down in these rules or in any order placed by Live Nation.

03 Health & Safety Policy

- Live Nation reserves the right to examine the Visiting Production's and his invitees Safety Policies.
- Live Nation will supply, upon request, their own Policy to the Visiting Production or his Invitees.

04 Insurance

Contractors and his Invitees must provide evidence to Live Nation that they have insurance in place with a reputable Insurer in respect of the following:

- Employers Liability in respect of personal injury or death of any person arising under a contract of service with the Visiting Production and/or arising out of an incident occurring during the course of such persons employment in compliance with the Employer's Liability (Compulsory Insurance) Act 1969, minimum limit of Indemnity £10,000,000
- Public Liability in respect of their legal liability for accidental loss or damage to material property, minimum limit of Indemnity £5,000,000
- Proof of insurance must be provided prior to commencement of the work.

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05 Prior to Work on the Production commencing

- A copy of the Safety & Technical Procedures for Visiting Productions document must be provided to all Invitees.
- All site personnel must familiarise themselves with Emergency Procedures at the location.
- All site personnel must sign in and sign out of the venue/premises.
- All site personnel must abide by any venue/premises specific guidelines.
- Risk Assessments/Method Statements must be supplied to the venue where the performance is taking place.

06 Alcohol & Drug Abuse

- Live Nation operates a zero tolerance to alcohol, drug and solvent abuse and as such it is forbidden to drink alcohol or take drugs, (Other than those prescribed by a doctor that do not affect the capacity of the person to work.) whilst working at Live Nation venues.
- Live Nation reserve the right to expel from the Location any person who is under the influence of drugs or alcohol.

07 Electrical Works

- The Visiting Production must ensure that all work is undertaken in accordance with the latest edition of the IEE Regulations, the Electricity at Work Regulations 1989 & EU standards.
- Company regulations limit the voltage to a maximum of 110 volts for portable electrical equipment, such as hand tools, where this is not practicable the electrical equipment/installation must be protected by a Residual Current Device. (RCD)
- All electrical equipment must be isolated when not in use.
- All electrical equipment must be subject to a regular maintenance regime and the appropriate Portable Appliance Testing records must be available for inspection if required.
- Visiting Productions are advised that three phase connection to the venue's power supply is to be made via Powerlock/Cee-form connectors.
- Working on open live electrical circuits is not permitted at any time.

08 Connections to Utilities & Other Services

- Connection or disconnections for the Visiting Production's use shall only be made to any electrical, gas, steam, compressed air, water or any other installation following the written permission of Live Nation.
- The Visiting Production will ensure that appropriate measures are taken to guard against live overhead cables and services laid underground.

09 Housekeeping

- It is essential that good housekeeping is maintained throughout the period of work, both at the work area and in and around any temporary buildings. The working area shall be kept tidy at all times, access and emergency exit ways kept clear, and surplus and scrap material removed daily. Cleaning up at the end of the job is not considered sufficient.
- The Visiting Production shall make arrangements for disposal of waste and surplus materials and the daily disposal off-site, of combustible and other refuse. Such disposal shall be carried out in accordance with statutory requirements as applicable.
- The Visiting Production shall make arrangements for the storage and removal of any toxic waste. The arrangements will be in accordance with statutory regulations and Codes of Practice. Only licensed waste disposal companies shall be used.
- Spillages of oil or chemicals shall be cleaned up immediately in view of the hazards from fire, slippery surfaces, toxicity etc. Appropriate safety precautions shall be taken during the cleaning up.
- Storage of materials must be authorised by the venue/premises.

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10 Working at Height

- The Visiting Production must ensure that access to heights using ladders, scaffolding, edge protection, etc. is undertaken safely and all access equipment thoroughly checked before use.
- Where overhead working is carried out, full regard must be given to the safety of the access to the working area and of the working area itself. All necessary safeguards shall be maintained to protect those working or passing beneath the working area, and if necessary, the area below should be cleared and access to it prevented by substantial barriers including appropriate warning signs.
- Full and appropriate protection must be used in the vicinity of fragile roof coverings/ceilings etc. and at all exposed edges where a fall may result in injury.

Where there is a risk of head injury beneath a working area (to contractors, Live Nation employees, visitors or members of the public) the following steps must be taken in order of priority listed:

- Segregate area below;
- Prevent access for the duration of the work posing the risk;
- Use hard hats for all remaining persons granted access. The Work at Height Regulations 2005 require hard hats to be worn by all persons to whom a risk of head injury exists during the course of construction work and Live Nation operate a strict hard hat policy with regard to this
- It is strictly prohibited for any person to climb on makeshift objects, shelving, racking or any other structure, which is not designated for access purposes. Trestles should only be used as part of a working platform.
- The erection, use and dismantling of scaffolding and mobile access towers will be carried out by the Contractors within the provisions of current BS/EN standards. Guidance is available from the National Association of Scaffolding Contractors in the user guide to safe access scaffolding. The Contractor must regularly update a scaffold register where required and make it available for inspection.
- Tallescope procedures must be followed as laid down by the Live Nation Use of Tallescopes document & risk assessment which can be provided by the responsible person on site.
- Use of Genies, mobile access platforms etc. must adhere to the guidelines provided with the equipment.

11 Working in Hazardous Areas

- Access to roofs, roof voids and voids must be authorised by the responsible Live Nation representative on site.
- Access to sub-stage areas, the grid, fly floors, galleries, electrical switch rooms & plant rooms must be authorised by the responsible Live Nation representative on site.

12 Stage Machinery

- Operation of the flying system must be authorised by the responsible Live Nation representative on site.
- Operation of pit lifts, get-in lifts and any associated Live Nation owned lifting gear must be authorised by the responsible Live Nation representative on site.
- Operation of the Safety Curtain must only be carried out by authorised Live Nation personnel.

13 Fences & Barriers

- When carrying out works where areas of flooring are removed, such as in grids, fly floors, galleries and the stage, the Visiting Production will provide their invitees with safety barriers of a type and size suitable for the work area and bearing a message or symbol indicating the hazard.
- When works are left incomplete and forming a hazard (e.g. open sections of the stage) then the appropriate signage and barriers will be put in place.

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14 Personal Protective Equipment

- During the course of work whether below, on, or above ground level, the Visiting Production will ensure that their invitees, wear safety footwear that conforms to current BS/EN Standards.
- The Visiting Production will ensure that their invitees wear hard hats when the working under Working at Height activities. Safety hats must comply with the current BS/EN Standards.
- The Visiting Production will provide their invitees with correct protective overalls and recommend that they be worn at all times.
- The Visiting Production will supply their invitees with correct industrial gloves to be worn as and where applicable.
- The Visiting Production will supply their invitees with correct dust masks, appropriate to the materials being used or other breathing apparatus as deemed necessary.
- The Visiting Production will provide their invitees with correct eye protection goggles or shields to be worn whenever works at a location or occasion give rise to grit, metal particles etc.

15 Emergency Services

- The Visiting Production must obtain and be fully aware of the arrangement on each location to obtain first aid and fire services in the case of an emergency.
- The Visiting Production is required to provide the statutory first aid requirements for his employees, and fire extinguishers of an approved type.

16 Fire Precautions & Hot Work

- Fire exits, escape routes, associated signage, and fire defence equipment must be kept free from obstruction at all times.
- All Hot Works are a potential cause of fire and a Live Nation Hot Work Permit must be obtained from the responsible person on site and completed prior to any Hot Works commencing.
- The Hot Work Permit conditions must be strictly followed.
- All flammables such as solvents, paints etc must be stored appropriately.
- All scenic elements must be appropriately flame retardant.

17 Accident Reporting

- The Visiting Production shall in addition to any report required by statutory regulations, report immediately to the responsible person or Venue/Premises Manager all accidents occurring within the duration of the works which result in injury to persons or damage to property. Live Nation shall also be informed when a person involved in a lost time accident returns to work. The Visiting Production shall co-operate to the full in any subsequent investigation of the accident as required by Live Nation.
- The Visiting Production shall keep their accident records in accordance with statutory regulations and shall make these records available to Live Nation. If so requested, the Visiting Production shall discuss their accident data with Live Nation.

18 Control of Substances Hazardous to Health

- All Wardrobe, Wigs and Production departments will retain the relevant COSHH assessments to the production for inspection by Live Nation if required.
- Storage of such substances will adhere to the manufacturer's guidelines.

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19 Rigging & Suspension of Stage Scenery

- All work that requires suspension of any equipment from the fabric of the building or structure therein by means of temporary wires, cords, slings, chains or lifting appliances shall be classed as rigging and shall comply with the LOLER Regs 1998 & any applicable EU legislation.
- Live Nation reserves the right to inspect all rigging services and to prohibit its use if considered to be unstable, unsafe, unfit for use or not complying with the appropriate British or European standard.
- All rigging operations by the Visiting Production will be planned and carried out by competent persons. The competent person must be capable of predicting potential hazards, eliminating potential hazards and certifying that the rigging is free from defect and suitable in every way for its use.
- Risk Assessments for all rigging operations must be provided to the venue.
- When rigging operations are in progress, hard hats must be worn by all personnel and if possible the area beneath the activity kept clear by the use of signage or barriers as appropriate.
- Safety harnesses must be worn at all times where there is a potential risk of fall.
- During rigging operations tools must be secured by a lanyard or other suitable means.
- All lifting equipment shall be of sound material and construction and fit for the purpose for which it is to be used.
- Only chains designed and approved for load carrying operations shall be used.
- All lifting accessories will conform to the relevant British and European standards and be fit for their intended use.
- All hoisting equipment will be marked with a Safe Working Load.
- Motorised lifting operations will be planned & carried out by competent personnel.
- Weight loadings for all elements of the production must be supplied to the venue prior to the arrival of the production.

20 Use of Pyrotechnics, Smoke, Vapour, Lasers & Special Effects

- Each venue must be informed of any special effects intended for use during a production prior to arrival at the venue. (Some Licensing Authorities insist on a minimum period of notification and failure to provide this information may lead to the effects not being authorised.)
- Direct laser scanning of the audience or indirect scanning of the audience by diffraction gratings is not permitted
- Material Data sheets must be available for all pyrotechnic, smoke & vapour effects.
- Use of smoke and vapour effects must be regulated to ensure that accumulation of the smoke or vapour does not occur in confined spaces and that emergency signage and exit routes are not obscured.
- Appropriate Risk Assessments and Method Statements for all Special Effects must be provided to the venue.
- All pyrotechnics must be stored in appropriate containers and operated by competent, experienced staff.
- Storage of any pressurised containers must be authorised by the venue in conjunction with the Licensing Authority.

21 Asbestos (If applicable)

- Prior to carrying out any work the premises Asbestos Register must be checked and if the area has been covered in the register and No Asbestos Discovered (NAD) then work may proceed.
- If the register has noted that there is asbestos in the area work must not continue if there is any danger of disturbing the Asbestos Containing Material (ACM), until the appropriate remedial action has been taken.
- If the work area has not been covered in the asbestos register, further investigation, including a type 3 asbestos survey, if building invasive work is involved, must be carried out to ensure that the area is asbestos free.
- The Contractor and his invitees must sign the premises asbestos register form to acknowledge having consulted the register.
- If ACM's are discovered or suspected during the course of the work all activity must cease, the area vacated and the responsible person on site informed to allow remedial procedures to be put in place.

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22 Audience Participation

- Any show involving audience participation must be discussed with the Venue/Premises Management prior to the show.
- Adequate and suitable control measures must be in place to ensure the safety of the Public when on stage.
- The Visiting Production will brief all relevant staff regarding the appropriate control measures.

23 Noise

- Visiting Productions will comply with exposure limit values as laid down in the Control of Noise at Work Regulations 2005
- In order to comply with the Control of Noise at Work Regulations 2005 Live Nation may carry out noise monitoring and measurement to establish if any areas of the venue need to be designated Mandatory Hearing Protection Zones for employees or contractors.
- Live Nation reserves the right to prohibit the use of percussive special effects if they exceed the absolute limit of 140 dB
- Live Nation will share with the Visiting Production any show specific noise data that they have gathered to allow the Visiting Production to take their own precautionary measures and in return would be grateful to receive any noise output data from the Visiting Production

24 Smoking

- Live Nation enforces a dedicated no smoking policy, complying with the requirements of the Smoke-free (Premises and Enforcement) Regulations 2006 and the Health Act 2006.
- In Ireland live Nation complies with the requirements of the Tobacco Smoking (Prohibition) Regulations 2003

Live Nation reserves the right to expel from the location any person who fails to comply with the Smoke Free Regulations 2006 or the Tobacco Smoking (Prohibition) Regulations 2003.