

→ producer (and, if required, to the HSE or other enforcing authority) without delay.

Monitoring and reviews – you should:

- assist the producer in monitoring and reviewing the effectiveness of the measures taken;
- regularly review risk assessments and control measures and revise them if there are significant changes or if the original assessment is no longer valid.

Warnings and signage – you should:

- where risks cannot be eliminated, inform the producer and specify that appropriate markings/warnings must be put in place.

Standards – you should:

- ensure that the design, and your specifications, comply with relevant standards (BSI, CEN, IEE etc).

Continuing safety and maintenance – you should:

- inform the producer of any maintenance, inspection or certification required to ensure that the set and any work equipment in use is safe and continues to be safe.

Competence – you should:

- ensure that you and any workers you employ are competent to carry out the work;
- take appropriate practical steps to check that any manufacturers or contractors you engage are competent (with the necessary knowledge, skills and experience to carry out the work) and have a good track record in health and safety and risk management;

If you do not control the selection of contractors and subcontractors, check that the producer/production company takes the necessary

steps to ensure that competent contractors and workers are engaged.

Fire prevention – you should:

- check that the design and its construction does not compromise emergency procedures and/or fire precautions (including fire lanes, grids, ventilation, etc) – sets must never obstruct fire lanes, signs or emergency exits;
- carry out fire risk assessments and implement preventive measures;
- specify that materials are fire retardant or flame-proofed and appropriate fire protection measures have been provided;
- consult the fire officer on site on all fire prevention measures.

WORKING TIME AND STRESS

Long working hours and sleep deprivation can cause errors and accidents, fatigue, stress and ill-health.

BECTU believes that no-one should work more than 12 hours a day.

By law you are entitled to rest breaks, daily breaks (at least 11 hours), weekly breaks (of at least 35 hours or a fortnightly break of at least 59 hours), a maximum average working week of 48 hours (if you agree to do more it should not involve health risks).

Everyone is entitled to a work environment free from harassment, bullying or other inappropriate behaviour.

Risk assessments should include measures to prevent and reduce work-related stress and promote good working relationships.

Relevant law includes: *Health and Safety at Work Act 1974; Management of Health and Safety at Work Regulations 1999; Provision and Use of Work Equipment Regulations 1998; Lifting Operations and Lifting Equipment Regulations 1998; Personal Protective Equipment Regulations 2002; Workplace (Health Safety and Welfare) Regulations 1992; Manual Handling Operations Regulations 1992; Construction (Design and Management) Regulations 1994; Construction (Health, Safety and Welfare)*

Regulations 1996; Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995; Fire Precautions (Workplace) Regulations 1997 (amended 99); Electricity at Work Regulations 1989; Control of Substances Hazardous to Health Regulations 2002; Working Time Regulations 1998 (as amended)

MORE INFORMATION

BECTU Head Office: 020 7346 0900

Scotland: 0141 314 0060

Wales: 02920 666557

www.bectu.org.uk

BBC Safety Database: www.bbc.org.uk/ohss

British Standards Institution: 020 8996 9000

London Hazards Centre: 020 7794 5999

www.lhc.org.uk

Health & Safety Executive: Info line 08701 545500

www.hse.gov.uk

USEFUL PUBLICATIONS

BECTU Health & Safety Handbook

HSE: Entertainment and Leisure leaflets

Published August 2005

DESIGNERS



BECTU

**Advice from
BECTU on
Health and
Safety**

LOOK AFTER YOURSELF

THIS ADVICE CARD:

- outlines the main responsibilities for health and safety in scenic or set design;
- highlights some important health and safety issues associated with this;
- explains steps you and your employer/producer should take to protect your own and other people's health and safety.

This advice card is for general guidance only and does **NOT** claim to be exhaustive.

HEALTH AND SAFETY LAW

As a production designer you have specific responsibilities for design and construction health and safety. But your ability to fulfil them also depends on other people. Your producer/employer has overall responsibility under health and safety law for production health and safety, and must:

- make effective arrangements for managing production health, safety and welfare, including policies and procedures;
- comply with the health and safety law;
- appoint one or more competent person(s) to advise and assist on this;
- use competent workers/contractors;
- ensure that risk assessments are properly carried out with appropriate controls, and are implemented, monitored and reviewed;
- provide, among other things, safe systems of work, safe workplace(s), safe plant and equipment, safe access and egress, provide fire prevention and emergency procedures and information about these;
- consult, co-operate and communicate with you and others - including contractors, site owners and enforcing authorities;
- provide relevant information, instruction, supervision and training.

If you employ others, these duties also apply to you as an employer.

DESIGNERS' DUTIES

As a designer, you are responsible for managing and implementing health and safety in areas under your control, and for ensuring the safety and structural integrity of your design at all stages. You should:

- ensure that the scenery you design for construction or manufacture is safe and suitable for its purpose, and is not a risk to the health and safety during its construction, handling or intended use (including setting and striking of sets);
- consult and communicate with our producer and others on all relevant health and safety matters;
- inform the producer immediately of any production-related risks to health, safety or welfare and control measures needed;
- provide, or ensure provision by others, any necessary instruction, relevant information, training and supervision relating to the design for which you are responsible.

Although not exhaustive, the following is a guide to some of the practical steps involved. Please note this covers procedures, systems and standards, not specific hazards.

CHECKLIST – HEALTH AND SAFETY BY DESIGN**Risk assessments** – you should:

- make sure that suitable and sufficient risk assessments are carried out for all your production design work;
- take appropriate steps to ensure that what you design is intrinsically safe including the setting/striking of scenery as well as its intended use, taking into account the conditions, location and nature of use and users;
- ensure that the production gives you all the information and facilities you need (including time) to enable you to design safely and comply with health and safety requirements;
- consult and co-operate with others – HoDs, (if there is a construction

manager, agree who does what), suppliers, contractors, fire and safety officers, union safety reps, etc.;

- exchange information on risk assessments and control;
- seek expert advice if necessary;
- provide the producer/production company with the results of risk assessments;
- check they are circulated to those affected by the work/activity involved;
- take practical steps to ensure the control measures are implemented and are effective. If not, review and revise them;

COSHH assessments – you should:

- check/carry out COSHH assessments before issuing specifications for substances and/or material to be used in construction and maintenance;
- ensure that safety data sheets are provided for reference;
- check that appropriate storage and/or disposal is provided for hazardous and/or flammable substances.

Manual handling/lifting/flying/grid safety– you should:

- ensure the set/props can be handled and transported safely without manual handling risks – provide relevant instructions on this;
- avoid creating awkward/heavy loads where possible, and specify that all loads be marked with their weight and centre of gravity;
- take necessary steps to comply with SWLs;
- avoid compromising the structural integrity of the grid or flying equipment, and check these with someone else, if necessary;
- ensure all platforms (including audience seating) are structurally sound and suitable for the purpose, and seek expert advice (eg, from a structural engineer) if necessary.

WORK EQUIPMENT

Individuals in control of tools, machinery and other work equipment now have legal responsibilities for their safe operation. Such individuals must be competent for the tasks they are required to undertake. Special rules apply to mobile and lifting equipment.

If you control the use of tools, machinery or any other work equipment (including lifting equipment and mobile platforms), or share this control, you must ensure that:

- the risks of the relevant work activities have been assessed;
- any work equipment (including lifting equipment) and, if necessary, personal protective equipment (PPE) provided, is suitable for the tasks and for the operators concerned;
- work equipment is safely designed and installed, sited correctly, properly maintained, inspected/examined/tested, and used/operated safely and in accordance with manufacturers' instructions, and is accompanied by the requisite inspection report or test certificate(s);
- all operatives are competent and have appropriate training in the use of that work equipment;
- electrical systems, guarding and emergency stops etc, are safe and comply with legal standards and requirements.

Tests and certification– you should:

- ensure that any inspections, tests or certificates required for the set or scenery are carried out before delivery and, if necessary, before, during and after setting, use and/or handling.

Record keeping and reports– you should:

- keep all relevant records and make copies available for the producer;
- provide relevant information promptly for others if required;
- report any problems, risks, accidents or near-misses to the →