

# PORTAPROMPT

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Portaprompt Limited, Lane End Road, Sands, High Wycombe, Buckinghamshire, HP12 4JQ, United Kingdom

## Health & Safety, Risk Management and Training Policy

# PORTAPROMPT

Portaprompt Limited, Lane End Road, Sands, High Wycombe, Buckinghamshire, HP12 4JQ, United Kingdom

Date:

To:

Welcome to Portaprompt and please receive the following statutory notices and instructions:-

Item	Action
H & S Notice and Policy	<i>Note and retain.</i>
H & S guidance and rules	
Disciplinary Procedure	<i>Note sign and <b>RETURN</b>.</i>
Risk Assessment on Location	<i>Note and action when applicable.</i>
Fire procedure notice	<i>Note and retain.</i>
Driver=s declaration	<i>Please complete and <b>RETURN</b> to Brian with copy of your Driving Licence (*).</i>
Permission to drive	<i>Note and implement.</i>
Guidance notes for motor accident	<i>Note and retain for use.</i>
Property notice	<i>Note and retain.</i>
Front/back door key	<i><b>Return</b> to company director on demand.</i>
VAN KEY for	<i><b>Return</b> to company director on demand.</i>
Mobile phone	<i><b>Return</b> to company director on demand.</i>

(\*) ANY damage to company vehicle, however small, is to be reported to company director.

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Directors:

H Kingsbury - Managing  
J K Keating - Tech/Electronic  
M Kingsbury - Tech/Mechanical

Telephone: (0) 1494 450414  
Facsimile: (0) 1494 437591  
Email: [anynone@portaprompt.co.uk](mailto:anynone@portaprompt.co.uk)  
Website: [www.portaprompt.co.uk](http://www.portaprompt.co.uk)

Registered office:  
Sterling House  
165-181 Farnham Road  
Slough Berkshire SL1 4XP  
Registered in England 1278694

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Portaprompt Limited, Lane End Road, Sands, High Wycombe, Buckinghamshire, HP12 4JQ, United Kingdom

TO ALL STAFF/PERMANENT AND OTHERWISE

Please see the attached HEALTH AND SAFETY RULES which must be read, and signed for as being read and understood by you. The majority of the contents you should already practice by your own common sense and experience, but we now have to be seen to be providing guidance to you. Any questions that you may have can be answered by Jim, Dave or Steve. Sign and return the receipt copy to the office when you have read it, understood it and have watched the lifting video. You must make sure you do understand these rules as signing the letter means that you do.

The Portable Appliance Test (PAT) labels on the back of you mains powered pieces of equipment are very important in terms of proof of safety, so if one of these labels is about to go out of date / is out of date / missing, that piece of equipment MUST, repeat MUST be brought into the office as soon as possible for PAT testing.

Regards,

Jim Keating  
Technical Director

Directors:

H Kingsbury - Managing  
J K Keating - Tech/Electronic  
M Kingsbury - Tech/Mechanical

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## HEALTH AND SAFETY AT WORK ACT 1974

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## HEALTH AND SAFETY POLICY STATEMENT

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### INTRODUCTORY STATEMENT BY DIRECTOR OF PORTAPROMPT LTD

The Board of Directors of this Company regards the promotion of Health & Safety measures as a mutual objective for Management and Employees at all levels.

It is the policy of this Company to take all reasonable and practicable steps to promote healthy and safe working conditions for our employees and to ensure the health and safety of all other persons who visit our premises. To achieve this aim, all members of staff are expected to play their part and to carry out their work safely and in accordance with the Company's procedures.

My objective, with your full co-operation, is to ensure that principles of good safety practice are our byword and should form a large part of your everyday practice.

The Portaprompt Limited Health & Safety Policy Statement should be read and understood by each and every staff member. If you have any questions whatsoever concerning the document they should be directed to me.

Let us together create a working atmosphere that is safe and healthy, contributing to the continuing success of our Company.

J K Keating  
Director

Directors:

H Kingsbury - Managing  
J K Keating - Tech/Electronic  
M Kingsbury - Tech/Mechanical

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TO ALL DIRECTORS AND STAFF OF PORTAPROMPT LIMITED

Re: **HEALTH AND SAFETY AT WORK ACT OF 1974**  
**HEALTH AND SAFETY REGULATIONS FROM 1ST JANUARY 1993**

IN ORDER TO COMPLY WITH THE ABOVE, KINDLY NOTE THAT THIS COMPANY'S HEALTH AND SAFETY POLICY STATEMENT IS DISPLAYED ON THE STAFF NOTICE BOARD.

THIS STATEMENT TOGETHER WITH THE C.O.S.H.H. (CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH), DOCUMENTATION (HELD BY BRIAN BARKER), SHOULD BE READ AND NOTED BY ALL DIRECTORS AND STAFF.

HEALTH AND SAFETY IS A REQUIREMENT BY LAW, TO BE UPHELD AND ACTIONED BY BOTH DIRECTORS AND STAFF (PERMANENT, PART TIME OR TEMPORARY).

IF YOU SHOULD SEE SOMETHING IN THIS COMPANY WHICH YOU CONSIDER TO BE UNHEALTHY OR UNSAFE YOU SHOULD REPORT THIS TO ME.

JIM KEATING  
Director overall responsible  
for Health and Safety.

Directors:

H Kingsbury - Managing  
J K Keating - Tech/Electronic  
M Kingsbury - Tech/Mechanical

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## HEALTH AND SAFETY POLICY

### Introduction

The attached is a statement of general policy on health and safety at work including organisation for carrying out the policy in accordance with Section 2 (3) of the Health & Safety at Work Act 1974. This policy is to be brought to the attention of all employees of Portaprompt Limited and their sub-contractors.

It is this Company's policy to do all that is reasonably practicable to prevent personal injury and damage to property and to protect everyone in as far as they come into contact with the Company or its products.

Each and every member of staff should familiarise themselves with this document and if any part of it is unclear they should request clarification.

It is to be recognised by Portaprompt Ltd employees that this policy is to be employed when working on Portaprompt Ltd premises and on those of customers of Portaprompt Ltd. It must be further recognised that additional Health & Safety rules set by the customers on which sites they are working must be firmly adhered to.

### 1. General Policy

- 1.1 The management of Portaprompt Ltd accept responsibility to provide and maintain safe and healthy working conditions for all employees and to safeguard the health and safety of their staff.
- 1.2 An annual review of this policy will be carried out by the Managing Director and the Health and Safety Officer.
- 1.3 All employees must co-operate to ensure that their actions at work are in accordance with this policy and do nothing to endanger themselves or other staff members.
- 1.4 Employees working on locations of sites which are not the property of Portaprompt Ltd must conform to the letter of local Health & Safety rules.

### 2. Organisation

- 2.1 Whilst the management of Portaprompt Ltd accept the ultimate responsibility for health and safety on their premises, managers of the various departments are to exercise responsibility for the policy.
- 2.2 Employees working on site and locations not the property of Portaprompt Ltd will accept conditions of local Health & Safety Officers of the premises on which they are working.
- 2.3 The Health & Safety Officer of Portaprompt Ltd will ensure that Health & Safety of all employees is monitored and the rules complied with. He will conduct an annual survey of the policy in conjunction with the Managing Director.
- 2.4 The Health & Safety Officer of Portaprompt Ltd will ensure that contractors working on Portaprompt Ltd premises are conversant with local Health & Safety rules.
- 2.5 The members of Management and staff responsible in the various aspects of Health & Safety at the date that this policy takes effect are:-

Director	Mr J Keating, overall responsibility for Health & Safety
Health & Safety Officer	Mr J Keating
Fire Officer	Mr M Kingsbury
First Aid Officer	Mr S Slade

Supervisory management for the various activities within the undertaking have immediate responsibility for the health, safety and welfare of staff in their charge.

Members of Management and staff have defined responsibilities for various aspects of Health & Safety within the undertaking. These are:-

Ms H Kingsbury	Administration and Portaprompt Operatives
Mr M Kingsbury	Mechanical Engineering Equipment
Mr D Boddy	Electrical and Electronic Equipment

### **3. Implementation of the Policy**

#### **3.1 Health and Safety Functions**

- 3.1.1 The Health & Safety Officer of Portaprompt Ltd shall ensure that department managers and ultimately all employees can discharge their responsibilities for Health & Safety. This will be done by the setting of standards for the Health & Safety function from both internal and external expertise.
- 3.1.2 All departmental managers will seek the promotion of good health practice in their staff and attempt to prevent ill health arising in employees due to the Company's activities.
- 3.1.3 Notices will be displayed in Portaprompt Ltd premises regarding various aspects of Safety at work.
- 3.1.5 The Health & Safety Officer of Portaprompt Ltd shall establish lines of communication where Portaprompt Ltd staff will be employed contractually. This will be in order to establish any requirements of that site or location which may be necessary prior to the contractual work by staff being commenced.

#### **3.2 Safety Rules**

- 3.2.1 Portaprompt Ltd managerial staff are responsible to ensure that all health and safety rules are promulgated and enforced. Employees should scrupulously observe these rules.

#### **3.3 Departmental Managers are required to:-**

- 3.3.1 allocate sufficient resources to provide and maintain conditions and places of work that are, so far as is reasonably practical, safe and healthy;
- 3.3.2 take all steps to operate and maintain premises in which work is carried out so as to ensure, so far as is reasonably practicable, a safe and healthy system of working;
- 3.3.3 ensure that adequate instruction is given to all supervisors and employees on all aspects of their work;
- 3.3.4 provide, where necessary, approved protective equipment and clothing and ensure that its proper use is understood;
- 3.3.5 take all reasonable steps to inform employees about materials, equipment or processes used in their work which are known to be potentially hazardous to health and safety;
- 3.3.6 keep all operations and methods of work under review so that where there are health and/or safety implications they can, if necessary, be revised in the light of experience and up to date knowledge;
- 3.3.7 provide appropriate facilities for first aid and prompt treatment of injuries and illness at work;
- 3.3.8 make others aware that the following staff member has first aid training:- Mr S Slade
- 3.3.9 provide appropriate instruction, training and retraining and supervision in health and safety and first aid and to ensure that adequate publicity is given to such matters;
- 3.3.10 ensure that procedures are in operation for fire prevention and an appropriate level of fire fighting service to avoid danger to personnel and reduce damage to plant, together with training and retraining facilities for personnel involved;
- 3.3.11 The appointed Fire Officer is Mr M Kingsbury;
- 3.3.12 Seek advice, where appropriate, when potentially hazardous situations exist or might arise;
- 3.3.13 Promote joint consultation in health and safety matters to ensure effective participation by all employees;
- 3.3.14 Co-ordination effectively Portaprompt Ltd activities and those of contractors working on their premises, with particular reference to the implementation of safe systems of working so that Portaprompt Ltd and its contractors are able fully to comply with their legal obligations with regard to the health, safety and welfare of their own employees and others.

#### **3.4 All Employees are required to:-**

- 3.4.1 comply with health and safety requirements relevant to their duties and responsibilities;
- 3.4.2 co-operate with their management to enable the Company to meet its responsibilities for the provision of health and safety at work;
- 3.4.3 do all they can to prevent illness and injury to themselves, to other persons or damage to property;
- 3.4.4 make proper use of anything provided in the interest of health and safety, for example protective clothing and equipment;
- 3.4.5 ask their department manager if they need more advice or guidance on any safety matters;
- 3.4.6 conform to appropriate instructions given by the Safety Officer and others with a responsibility for Health & Safety;
- 3.4.7 report to their immediate supervisor any observed accident and damage to property or equipment irrespective of whether persons are injured;
- 3.4.8 report to their first aider all accidents to themselves while at work;
- 3.4.9 make suggestions to improve Health & Safety in the Company to the supervisor and safety representative;
- 3.4.10 report all hazards observed to the supervisor and safety officer.

### **3.5 Disciplinary Arrangements**

3.51 Failure to comply with the Company's Health & Safety Policy may result in the offender being dealt with in accordance with current disciplinary procedures. Deliberately endangering the health and safety of a colleague at work or any other person may result in dismissal.

### **3.6 Revision of this policy statement**

3.61 This policy statement will be made available to all employees and a copy displayed on the notice board. Revisions of this policy will be notified to all staff as and when they occur.

J K Keating  
Director

Directors:

H Kingsbury - Managing  
J K Keating - Tech/Electronic  
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## Health and Safety Guidance and Rules



The highest risk part of a prompter's job is actually driving to and from location, so good awareness on the road, packing the vehicle so that the load is secure and wearing your seat belt will all help to reduce risk of injury.



The next highest risk to yourself is lifting injuries, so please read and keep enclosed leaflet. Ensure you have watched the lifting video kept at Portaprompt.



Using mobile phones whilst driving unless hands free is an unsafe practice and should not be done.



Using mobile phones excessively may not be a good thing for your health or your pocket. We would suggest for social calls using a land line would probably be better.

When on location generally follow Health and Safety Guidance from the owners of the premises, and find emergency exits.



As an operator of Portaprompt whether full time, part time or freelance you have the right to say **NO** to requests to do something you feel is unsafe for you, other people or the gear. You are the location expert for our equipment and the production team will expect to be guided by you if they are trying something new.



If at all unsure say **NO** until you have cleared it with the office. The company will back you up. But just saying NO is not very helpful and offering a safe alternative is the best response, the office may have an idea to help.



Do not use any mains power leads that have any bare wires showing. Return the lead to Portaprompt for repair.

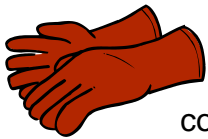
Do not use any mains power leads that have any coloured wires (brown, blue, green/yellow) showing. Return the lead to Portaprompt for repair.

Do not use any CRT monitors that have chips or cracks in the tube, as an implosion may result in personal injury. Return the monitor to Portaprompt for repair.

Do not use any display on a camera that has a broken mounting clamp, as it may result in the Head up falling off and injuring people. Return the display to Portaprompt for repair.

If a CRT monitor gets broken do not breath the dust that may result from the breakage, and take care when disposing of the broken glass. Return the monitor to Portaprompt for repair.

The LCD display that is rigged on camera has been made more robust than the one in your laptop, as it is in a more hazardous position generally than your laptop.



If a LCD monitor in either the laptop or head up display gets physically broken do not touch, inhale, or ingest the liquid that may leak. Use the supplied gloves, dustpan, brush, plastic sacks and cloths to clean up. If any fluid comes in contact with skin or clothing wash immediately in alcohol and then rinse thoroughly in water.

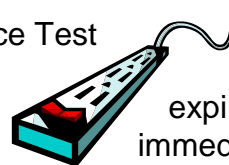
If in eye contact or ingested rinse affected area with adequate clean water.

Take care when disposing of any broken glass. Return the damaged unit to Portaprompt for repair/disposal.

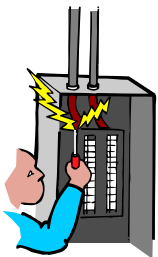


Always replace fuses with the same type and value as already fitted. Failure to do so may result in a fire. Fuses are obtained from Portaprompt.

Ensure that the Portable Appliance Test (PAT) label on the rear of your mains powered equipment (Digi's, mains leads) is up to date. If it is near expiring, **must** be returned to Portaprompt for testing



(PAT) label on the rear of monitors, printers, extension expired or missing the equipment immediately.



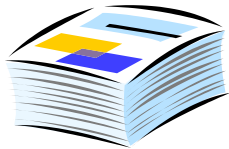
If working on the inside of **any** equipment ensure it is isolated from power **before** removing any of the cover screws.



Batteries are heavy so lifting and placing them in safe locations carefully is important. The voltages of our batteries is 12 volts so there is no risk of electrocution. Batteries do however store lots of energy and if the fuse keeps blowing when connecting to the load, find out what is wrong with the load or battery, **do not** fit a larger fuse than the correct value, as a fire may result.

If whilst handling reflectors one breaks be careful handling the broken glass to avoid personal injury, dispose of it safely or bring it back to Portaprompt for disposal.

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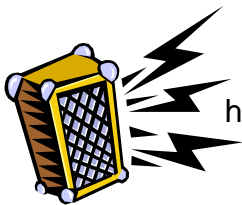


Ensure you have read the Health and Safety Document attached to this letter.

### Operator/Rigger Environment

Ensure that the position of you and your gear will not constitute a risk to yourself or others

Ensure cables are taped down, run through cable conduits or under heavy mats.



If you are put in an area in which you are put at discomfort, due to high noise, high/low temperature, humidity, dust, smoke, weather or bad light, ask for a different position, protective gear or at least regular breaks.



Laptops, contrary to their name are better used on a desk rather than your lap.



Ask for Headsets with limiters to prevent accidental hearing injury due to errors caused by sound engineers.

### What environments may pose a hazard



Prompting gear or mobile phones should not be used anywhere near gas sources, flammable liquids, dust or mines as voltages in the lamp circuits or aerial may cause a spark resulting in an explosion.


Prompting Gear should not be used in very wet environments as water inside the electronics can cause malfunctions as well as risk of electrocution. This risk is smaller when used on




batteries, but is still present due to the voltages in the lamp circuits. The lamp circuits are low current so the risk of serious injury is small. The use of umbrella's to protect the gear from rain is advisable, although light drizzle would probably not cause a problem provided the exposure time was kept to a minimum to prevent rain drops becoming runs of water. Cling film can be draped over the LCD display to keep out water. The Laptop is more vulnerable than the head up display and should not be

exposed to rain as permanent damage is likely to result to the machine.

### If you have an Accident on location

If you  are involved in an accident on site you must report to the person in charge or their representative, as well as to Portaprompt so that it can be determined if the accident has to be reported to the HSE according to RIDDOR guidelines.

### Equipment left at studios

 Equipment left at studios should be inspected, to check that nobody who is not a Portaprompt representative has used the gear and left it in an unsafe condition. Provided the storage is in a secure location and **locked**, this should not be much of a problem.

# Prompting Equipment is used in the following way

## On Camera and Monitor Stand Head up Use.

A mounting plate is attached to the camera tripod/pedestal via screws.

To this plate either telescopic rods are screwed into it (Vinten type ) or sliding rods which are attached to the ENG/Film plate (Mk2).

On these rods a mounting bracket (JK or U mount) is attached with knurled screws.

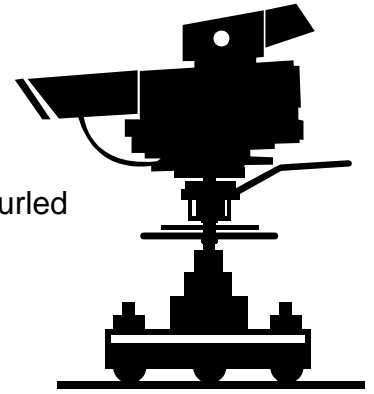
The display device is attached to the mount and locked into place.

The hood is mounted on the display device and locked into place.

The glass reflector is mounted in the hood and clamped into place.

Correctly rigged, the risk to personnel is very low.

Highest risk is putting glass reflector in and out of hood as if dropped it may cause injury.



## On Jimmy Jib or similar lifting device

The mounting on the Jib is the same as on camera tripod or pedestal but the risks are significantly higher of causing injury to personnel and equipment as the camera and prompting head up can swing over the heads of the audience and crew.

Jibs are supposed to do a rehearsal of their motions to check they don't hit anything and must not change their flight path without more rehearsal.

The jib is assumed to be rigged by the camera man and it is therefore his responsibility for the camera to be rigged safely. Our involvement in this area makes the issue of who is responsible for the safety of the rig less clear cut.

If the camera man refuses to have the prompter put on the jib for safety reasons you will not be able to rig on the jib.

If **you** feel that for safety reasons the prompter should not be put on the jib, then **DO NOT** rig it. Ring the office for backup of your decision or alternative ideas to offer the client.

The Portaprompt Head up can only be considered a suitable load for the jib, if the jib is **NOT** performing violent maneuvers.

Non-violent maneuvers means:-

- 1) Not tilting the camera beyond 50 Degrees up or down from horizontal.
- 2) Not rolling the camera at all.
- 3) Not panning or tilting the camera faster than 90 degrees per second

The Portaprompt Head up can only be considered a suitable load for the jib when used with the U Mount. A JK mount is not suitable as there is a risk of the display sliding off the square tube if the camera does roll. The bottom ends of the U Mount should be covered with foam to prevent injury.

## Potential Risks of a jib rig

- 1) Camera plate screws come loose, this could result in the camera and our entire head up coming off the jib. The camera may be attached via a safety line to the jib but this line may not be rated to take the whole weight of the camera and head up assuming they stay together. This total failure is unlikely to happen as the screws coming loose would result in the camera wobbling long before the total failure of the system. This wobble would be noticed by the camera operator as the shot would be spoilt by it.
- 2) Rod extension clamp screw coming loose and allowing the head up to slide forward. This may cause the Jib to loose balance which could result in a violent nose dive of the head up which might cause the glass reflector to come out of its mountings and fall to the ground injuring personnel or equipment. If a rod extension clamp screw fell out it

could also injure personnel or equipment if it fell from a large height. Ensure they are correctly tightened and use pliers to nip them up tight.

- 3) Knurled screws holding the mounting device to the rods coming loose would result in the display, hood and glass wobbling, this **may** be noticed by the presenter or the camera man before situation became dangerous.

If the knurled screws fell out this would result in the display, hood and glass tilting dramatically, this **may** cause the glass reflector to come out of its mountings and fall to the ground injuring personnel or equipment. Ensure the screws are tightened correctly before the display is put on the mount and the rod extension clamp screws are also fully tightened. There should be no movement between the mount and the rod. The use of pliers to tighten the knurled screw is **unnecessary** as they are large. If it appears to be difficult to tighten check for damage to the threads of the screw and the rod. If there is any doubt **DO NOT** use the screw or the plate as it may cause injury.

- 4) The display is positioned on to the mount and the locking devices engaged. For greater peace of mind the locking devices can be prevented from moving by placing a piece of gaffer tape over them.

5) The hood is mounted in the display and is held in place by Allen screws if these come loose the hood would be likely to wobble slightly but would probably not become a hazard as the hood drops into the top of the display so gravity holds it in place. If the Jib was performing violent maneuvers then they may be a risk of an unsecured hood coming loose of the display but unlikely. Ensure the Allen screws are correctly tightened and use an Allen key to nip them up tight.

- 6) The glass reflector has an edging strip stuck to the glass by means of thin foam adhesive tape. This tape performs very well and should not cause problems but it should be looked at through the glass to ensure there are no signs of air gaps or yellowing of the tape indicating the tape is aging or lifting off. If the edging strip feels loose **DO NOT** use the glass as it might cause the glass reflector to come out of its mountings and fall to the ground injuring personnel or equipment. Total tape failure does not constitute a great risk as the edging strip will be pressed hard against the glass sandwiching it between the hood but at high level second chances don't exist.

- 7) The glass reflector is mounted in the hood by means of two lever clips at the top pushing into the mounting groove at the bottom of the hood. The hood should have no signs of damage to the front edge where the glass edging strip is clipped. The mounting groove should be straight and not damaged. The two lever clips should be straight, both present, not damaged, and feel that they are going to hold the edging strip hard onto the hood. If anything is not correct **DO NOT** use the hood as it might cause the glass reflector to come out of its mountings and fall to the ground injuring personnel or equipment.

Highest risk is putting glass reflector in and out of hood as if it is dropped it can cause injury and highest during de-rigging. Do not move the camera up and down levels with the prompter rigged. If the hood is hit hard this may break & dislodge the reflector so avoid prompter hitting the set or other cameras.

Any of the above list can of course be applied to a head up mounted on a tripod or pedestal but the risks at these heights are lower.

Regular inspections of the Film Kit, Mount, Monitor, Hood and Glass. Need to be performed to ensure they are suitable as a load for a jib.

## On Conference Glass Use.



The display is mounted on our conference glass stand and a glass reflector is retained in the glass clamp on the top of the pole. The area of risk on this use is very low as the stand is generally not moved once installed. Highest risk is putting glass reflector in and out of the clamp as, if it is dropped it can cause injury. The other risk involved with these stands is if the screws are not tightened correctly the stand may drop which **might** result in the glass falling out or **if the glass clamp is not tightened correctly the glass is very likely to fall out.**

## On Standard and Fast Motorised Conference Glass Use.

The display is mounted on our conference glass stand and a glass reflector is retained in the glass clamp on the top of the pole. The area of risk on this use is very low as the stand is generally not moved once installed. Highest risk is putting glass reflector in and out of the clamp as if it is dropped it can cause injury. **If the glass clamp is not tightened correctly the glass is very likely to fall out.**

On the motorised pole there is a risk of the pole catching somebody as it moves, so poles should never be moved if you are blind to their location and nobody is watching the poles to make sure no one is in harms way. This risk is fairly small as the poles do not move too fast but if someone has their back to them they may not see them start moving and be able to get out of the way. The power of the poles is low so they will stall safely if they get jammed by an abnormal load but the surprise might cause someone to fall off stage or the glass might get broken and result in injury. These poles may well fall into the category of lifting gear but we feel that in the event of a failure of the lifting part of the device the system does not collapse so we consider that they do not constitute a risk as a piece of lifting gear.

Rehearsals, build up and breakdown of a show, are when accidents are most likely to happen. To minimise risk remove glass reflectors when not required or when people are working near the head up.

## On Mike Stand Use.

The Mike Stand prompter is simply a stand that came from a design based on a microphone stand with a top bracket designed to take Portaprompt LCD displays. The only risk involved with these stands is if the screws are not tightened correctly the stand may drop. The LCD display should stay attached. The stand is unlikely to fall over. If the stand is knocked over there is a slight risk of the LCD display being damaged.

Rehearsals, build up and breakdown of a show, is when accidents are most likely to happen. To minimise risk remove the LCD display from the mike stand when not required or when people are working near the head up.

## On Desk Stand Use.

The Desk Stand is a simple device to enable Portaprompt LCD displays to be used as desk and lectern displays. The risk using this item is virtually nil.



**There are other uses for our equipment which can occur from time to time such as the display being used simply as a monitor without a prompting feed being sent to the display. These other uses are equally valid for our gear but if you feel unsure as to the safety of yourself, others or the equipment, ask the office before you give permission for our gear to be used.**

# PORTAPROMPT

## RISK ASSESSMENT WHEN WORKING ON OTHER PEOPLE'S SITES

PROGRAMME	LOCATION	DATE

## HAZARD CHECK LIST

Portaprompt equipment can cause the following hazards

HAZARD	Tick if being used	Severity (H, M, L)	PERSONS AT RISK	Likelihood (H, M, L)	PRECAUTIONS
Cables	✓	M	Crew or Audience	L	Ensure Cables are taped down, run through conduits or under heavy mats.
Glass		M	Crew, mainly during Rigging for a show	L	Put Glass reflectors in last thing. Use caution rigging displays and handling laptop.
Electricity		M	Crew and Audience	L	Ensure cables in good condition and PAT tested on time, keep out of wet or flammable conditions. Keep audience away from back stage.
Head-up when used with Jimmy Jib or similar		H	Crew and Audience	L	Ensure that the whole head-up is in perfect order before using. All fixings are tightened fully, U-mount must be used with foam protectors on support rods. Full co-operation of camera operator is also required.
Motorised conference glasses		L	Crew during rehearsal	VL	Ensure that poles are not moved without their position being observed by a responsible person.
LCD glass breakage resulting in a leak of internal fluid		H	Crew and Audience	VL	Use caution rigging displays and handling laptop.

**WHILST PORTAPROMPT LTD UNDERTAKES TO MINIMISE RISKS, UNDER LAW, ALL EMPLOYEES ARE REQUIRED TO TAKE CARE THAT THEY ENSURE THEIR OWN HEALTH AND SAFETY AND THAT OF THEIR COLLEAGUES AND OTHERS WHO MAY BE AFFECTED BY THEIR ACTIONS.**



# PORTAPROMPT

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Portaprompt Limited, Lane End Road, Sands, High Wycombe, Buckinghamshire, HP12 4JQ, United Kingdom

## DISCIPLINARY PROCEDURE REGARDING HEALTH AND SAFETY ISSUES.

The following procedure will be followed for an employee disregarding Portaprompt or other companies Health and Safety rules.

On the first occurrence of disregarding rules, employee will be given a verbal warning by one of the company directors. There will also follow an investigation as to why the employee disregarded these instructions. If procedures need changing these will be put in place and all staff retrained.

On the second occurrence of disregarding rules, employee will be given a written warning. There will also follow an investigation as to why the employee disregarded these instructions.

On the third occurrence of disregarding rules, employee will be dismissed immediately.

If any of the proceeding sheets is at all unclear you must ask either one of the directors of Portaprompt or Brian Barker.

I have read and understood the above.

Signed

Print name

Date:

Directors:

H Kingsbury - Managing  
J K Keating - Tech/Electronic  
M Kingsbury - Tech/Mechanical

Telephone: (0) 1494 450414  
Facsimile: (0) 1494 437591  
Email: [anynone@portaprompt.co.uk](mailto:anynone@portaprompt.co.uk)  
Website: [www.portaprompt.co.uk](http://www.portaprompt.co.uk)

Registered office:  
Sterling House  
165-181 Farnham Road  
Slough Berkshire SL1 4XP  
Registered in England 1278694

# PORTAPROMPT

Portaprompt Limited, Lane End Road, Sands, High Wycombe, Buckinghamshire, HP12 4JQ, United Kingdom

## FIRE PROCEDURE

THE FOLLOWING INSTRUCTIONS ARE ISSUED TO DIRECTORS AND STAFF  
FOR THEIR INFORMATION AND GUIDANCE

### IF YOU DISCOVER A FIRE

1. Call the Fire Service. (See \* below)
2. Attack the fire if possible with the appliances provided, but without taking personal risks.

Appliance locations:	Upper Ground floor:	2 x CO/2 1 x Hydro Spray Water 1 x Foam
	Lower Ground floor:	1 x Foam 2 x CO/2
	Basement:	1 x CO/2 1 x Powder 1 x Fire Blanket

### ON BEING ADVISED OF A FIRE

- a) Leave the building and report to the person in charge of the Assembly Point.  
The Assembly Point is THE FRONT CAR PARK.
- b) USE THE NEAREST AVAILABLE EXIT - Exits available: Front Door, Basement Door, designated FIRE EXIT WINDOWS on Lower Ground floor and in Basement Workshop.

*DO NOT STOP TO COLLECT PERSONAL BELONGINGS  
DO NOT RE-ENTER THE BUILDING  
CLOSE ALL DOORS ON LEAVING BUILDING*

- c) At the Assembly Point, the person in charge will ensure that the Fire Service has been called and that all persons have left the building.

### \* Instructions for calling the Fire Service

Telephone the emergency services by dialing '999' (If you are on an extension use 9-999); when answered give your telephone number and ask for 'FIRE SERVICE'.

When the Fire Service replies, give this message distinctly:

*"FIRE AT PORTAPROMPT, UNIT 1, SPEARMAST INDUSTRIAL PARK  
LANE END ROAD, SANDS, HIGH WYCOMBE, BUCKS"*

Listen for the Fire Service to acknowledge your message. Do not assume that your call has been received until it has been acknowledged by the Fire Service.

Please familiarise yourself with these procedures and the locations of appliances and fire exits which are shown on the following page.

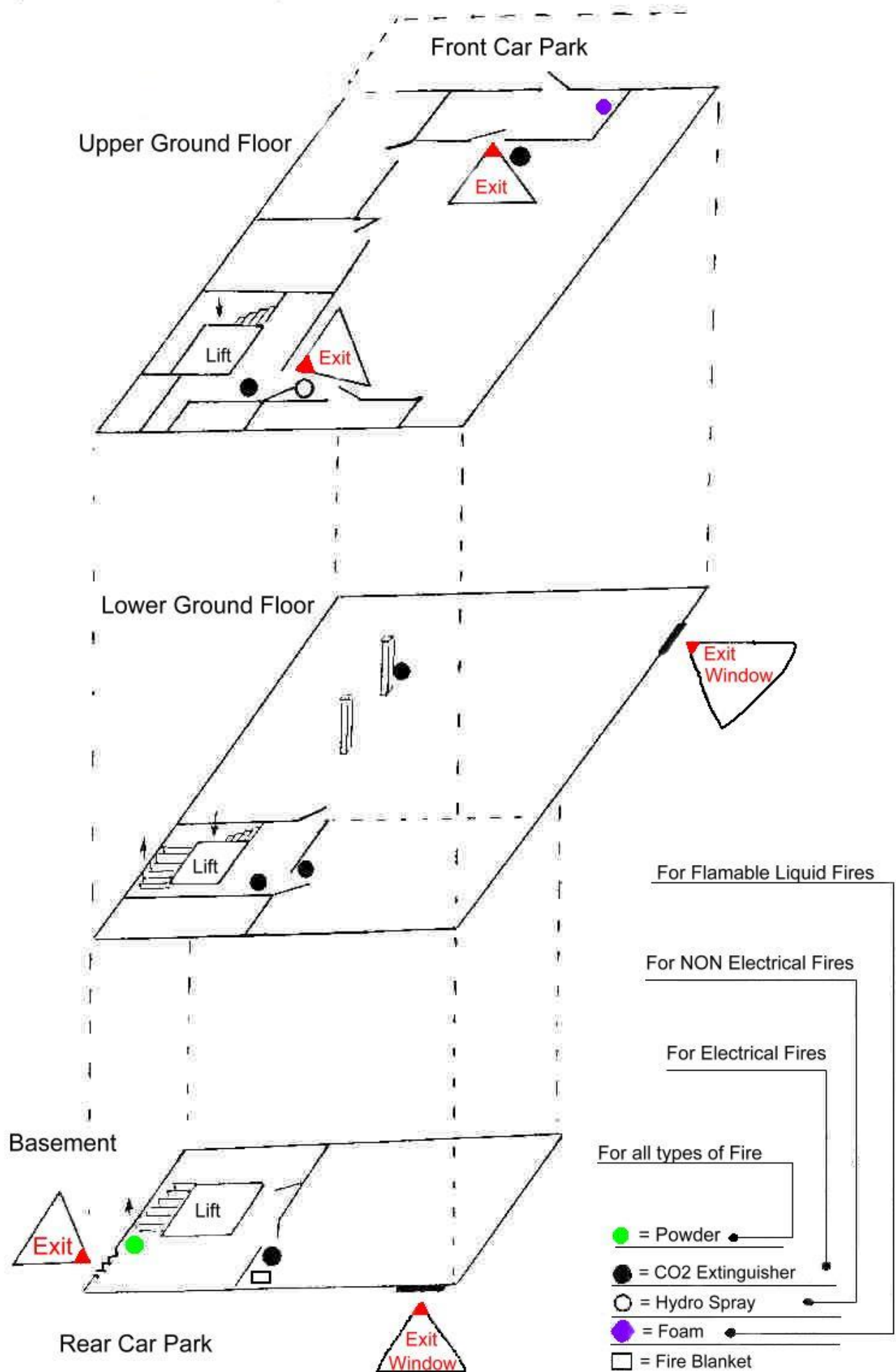
Directors:

H Kingsbury - Managing  
J K Keating - Tech/Electronic  
M Kingsbury - Tech/Mechanical

Telephone: (0) 1494 450414  
Facsimile: (0) 1494 437591  
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# LOCATIONS OF FIRE APPLIANCES AND FIRE EXITS



## DRIVER'S DECLARATION

Name of Insured : <b>PORTAPROMPT LTD</b>	Insurer: <b>Norwich Union</b>
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It is a requirement of our motor insurers that the following information is obtained from each person who drives or may be likely to be permitted to drive a company insured vehicle. Please give answers to the following questions and return signed form with copy of your driving licence to Brian as soon as possible. Each question must be answered fully without the use of ticks or dashes.

a	Full Name.	
b	Date of Birth.	
c	Occupation (including full particulars of any part-time occupation).	
d	How Long has U.K. licence to drive been held?	
e	Give date of passing U.K. driving test for class of vehicle insured	
f	Have you ever been disqualified from driving OR, in the past five years, been convicted of any offence connected with a motor vehicle OR is any Police enquiry or prosecution pending ? State offence, date, penalty and period of suspension.	
g	Give details of any loss, loss of use or defect of limb, eye, vision or hearing and of any heart disorder, diabetes, epilepsy, fits of any kind, mental condition or any other physical disability.	
h	Has any motor insurance ever been declined, cancelled or refused or has an increased premium been charged or any special terms imposed?	
i	Give details of any accident, claim or loss during the past three years (whether to blame or not). State date, circumstances, costs or estimated costs. Continue on back of sheet if necessary).	
j	<b>Special Note: NO person under the age of 25 years is permitted to drive a company insured or hired vehicle UNLESS that driver's name is PRIOR advised to our insurer.</b>	

**Please provide copy of your driving licence.**

### DECLARATION

I declare that to the best of my knowledge and belief the above statements and answers are true and complete and that I have not withheld any material information. *I also confirm that I have read and understood item j above.*

Signature:-	Date:-
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# PORTAPROMPT

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Portaprompt Limited, Lane End Road, Sands, High Wycombe, Buckinghamshire, HP12 4JQ, United Kingdom

## PERMISSION TO DRIVE COMPANY VEHICLES

It is now a requirement of our motor insurance that **NO** person under the age of 25 years drives a company owned or hired vehicle **UNLESS** this driver's name is PRIOR advised to our insurer. We will automatically do this in the case of our own staff under the age of 25 years.

Until now you must have at first obtained the permission of a company director before allowing **anybody** not employed by the company e.g. friend or partner, to drive a company owned or hired vehicle. The **company now requires** that you also check the proposed driver's driving licence, and if they are under the age of 25 years, inform the office their full name and driving licence number. When we have informed our insurer of these details, we can then pass on their permission for that person to drive the vehicle.

You are **not** permitted to allow anybody to drive your vehicle until this permission has been given to you.

### The Directors

Directors:

H Kingsbury - Managing  
J K Keating - Tech/Electronic  
M Kingsbury - Tech/Mechanical

Telephone: (0) 1494 450414  
Facsimile: (0) 1494 437591  
Email: [anynone@portaprompt.co.uk](mailto:anynone@portaprompt.co.uk)  
Website: [www.portaprompt.co.uk](http://www.portaprompt.co.uk)

Registered office:  
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Registered in England 1278694

**TO ALL DRIVERS OF PORTAPROMPT COMPANY VEHICLES**

*However Good a driver you may be, accidents still happen and the form overleaf can be used as an aide-memoir to assist when filling in the official insurance report.*

**TRY TO KEEP CALM.**

*Please take note of the tear-off slip, this is the only information you should give. Do not be persuaded to add anything else, or sign anything. Also do not admit responsibility, as stating this to the third party could invalidate insurance cover. It is up to the Police or Insurance Company to place blame.*

NB:

**FOR THE PURPOSES OF THIRD PARTY CLAIMS AND YOUR OWN SAFETY, UNAUTHORISED PERSONS (E.G. HITCH-HIKERS ETC) SHOULD NOT BE CARRIED IN COMPANY VEHICLES.**

*Please complete the following details and those overleaf:-*

Your idea of position of vehicles BEFORE accident:-

Position of vehicles AFTER accident:-

*Fold and then tear off ? Fill in missing details on other side and then give to third party.*

.....

**PLEASE PASS THESE DETAILS TO YOUR INSURERS**

PLEASE FILL IN THE FOLLOWING DETAILS AS SOON AS POSSIBLE AFTER AN ACCIDENT

DATE OF ACCIDENT		TIME OF ACCIDENT	
------------------	--	------------------	--

LOCATION OF ACCIDENT	
----------------------	--

OTHER DRIVER=S NAME	
ADDRESS	
TELEPHONE NO.	
INSURANCE DETAILS	
VEHICLE REG NO.	
MAKE	
MODEL TYPE	
COLOUR	

BRIEF DETAILS OF DAMAGE TO OTHER VEHICLE	
--	--

DETAILS OF DAMAGE TO ANY OTHER PROPERTY	
---	--

POLICE OFFICER=S NAME		BADGE NUMBER		HOME STATION	
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WHO DO YOU THINK WAS TO BLAME AND WHY	
---------------------------------------	--

**PLEASE DO A ROUGH SKETCH OF ACCIDENT SCENE ON OTHER SIDE**

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**PORTAPROMPT LTD, LANE END ROAD, SANDS, HIGH WYCOMBE, BUCKS. HP12 4JQ TEL: 01494 450416 / FAX: 01494 437591**

OUR VEHICLE REG		OUR DRIVER'S NAME	
-----------------	--	-------------------	--

OUR INSURANCE COMPANY	Norwich Union	POLICY NO.		OUR INSURANCE BROKER	CHESHAM INS SVC 01494 01234 218111
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# PORTAPROMPT

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Portaprompt Limited, Lane End Road, Sands, High Wycombe, Buckinghamshire, HP12 4JQ, United Kingdom

DATE: CURRENT

## TO ALL STAFF

PLEASE NOTE THE FOLLOWING DETAILS REGARDING INSURANCE COVER FOR COMPANY AND PERSONAL PROPERTY.

- IT IS A STANDARD COMPANY INSTRUCTION THAT LAPTOPS ARE KEPT IN YOUR POSSESSION AT ALL TIMES AND NOT LEFT IN UN-ATTENDED VEHICLES OR AT INSECURE SITES.**
- IF PERSONAL PROPERTY IS STOLEN FROM COMPANY VEHICLES THE COMPANY INSURANCE COVER IS LIMITED TO £100 ONLY. ANYTHING OVER THIS VALUE IS NOT COVERED NOR CLAIMABLE FROM THE COMPANY.
- THEFT MUST BE REPORTED TO THE POLICE AND A CRIME REPORT NUMBER AND FULL DETAILS NOTED FOR OUR USE.
- DO NOT LEAVE VALUABLE PERSONAL PROPERTY UNATTENDED IN VEHICLES.
- LOSS/THEFT OF PERSONAL PROPERTY WHEN WORKING OUT OF UNITED KINGDOM:-
- PERSONAL PROPERTY IS NOT COVERED BY THE COMPANY WHEN LOST OR STOLEN. YOU MUST CLAIM ON YOUR OWN HOUSEHOLD POLICY.
- PLEASE NOTE, IF ANY LOSS OR THEFT OCCURS, ALWAYS REPORT THIS TO THE POLICE IN THE COUNTRY CONCERNED. YOUR OWN INSURANCE COMPANY WILL REQUIRE THE REFERENCE NUMBER GIVEN YOU WHEN REPORTING INCIDENT.

THE DIRECTORS

Directors:

H Kingsbury - Managing  
J K Keating - Tech/Electronic  
M Kingsbury - Tech/Mechanical

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