

# Health & Safety for Audio-Visual equipment - General information on Health & Safety in the U3A



- ▶ It is the responsibility of the Group Co-Ordinator to ensure that risk assessments are performed for their group(s).
- ▶ Should an incident occur, please complete the Incident Report form and send it to the Secretary. This will be kept on file for 3 years in case of a claim arising.
- ▶ If you either need help or want to request equipment please contact [Technical Support](#) by - email following the link.
- ▶ More [technical help guides](#) are available from the Policies and Forms Menu on the Buckingham U3A website.

# Risk Assessments

- ▶ Information on carrying out Risk Assessments is available in the relevant section of the website under Health & Safety and [Risk Assessments](#). These should be done to cover both home and external venues.
- ▶ Risk assessments should be carried out at least once per year; this should be repeated if the venue changes, or a new GC is appointed. It's also best to check visually on the day of use to make sure nothing has changed, and no unexpected hazards have appeared.
- ▶ Risk assessments performed by the venue itself may be taken into account when performing your own risk assessment.

*The next seven slides give specific advice relating to Health & Safety for Audio-Visual Equipment:*

# Trip hazards

- ▶ Avoid using trailing cables. E.g. by using floor mounted power sockets and 'casting' to display monitors.
- ▶ If cables need to go across the floor they should be as short as possible and not in walkways and exit routes.
- ▶ Any cables on the floor should use 'cable protectors' and be clearly marked.
- ▶ Ensure that projector screens are flush to a wall so that the feet are not a trip hazard.



# Power sockets

- ▶ Power sockets must not be overloaded.
- ▶ A 13amp socket can normally provide up to 3kw of power.
- ▶ N.B. Audio visual devices typically use less then several hundred watts so power shouldn't be an issue.
- ▶ Avoid use of multiple plugs and adapters.
- ▶ Heating generally uses the most power so particular care must be taken if electric heaters are plugged in.



# Do not daisy-chain cables

- ▶ It is not considered good practice to daisy-chain:
  - ▶ either electric extension cables
  - ▶ or distribution boards
- ▶ A maximum run of two extension cables should be normally allowed.



# Check for damaged plugs and cables

- ▶ All power cables and devices should be visually checked (before use) for any damage.
- ▶ If any signs of damage then the item(s) concerned must not be used and must be prevented for use by anyone else.
- ▶ Faulty items should, depending on the circumstance, be either disposed of or be repaired by a competent individual.



# Avoiding eye damage

- ▶ Never aim or shine a laser pointer at anyone as severe retinal damage may occur. Only use it to point at a projector screen.
- ▶ Presenters should avoid looking directly into a projector lens when the projector is powered up - e.g. use a remote control so that you can stand to one side of the screen.



# RCD (Residual Current Devices)

- ▶ A life-saving device which is designed to prevent you from getting a fatal electric shock if you touch something live, such as a bare wire.
- ▶ Now-days most electrical installations have an RCD integrated into the main power board but it can still be a good idea to use one where you plug into a mains socket.
- ▶ Always use an RCD device if mains is being used outdoors.
- ▶ Always test the RCD device works correctly by using the test button when it is plugged into power.





# PAT (Portable Appliance Testing)

- ▶ Not mandatory for u3a equipment to be PAT tested.
- ▶ Where possible Buckingham u3a will try to have electrical equipment PAT tested.
- ▶ Any further queries about this or anything else about Electrical Health & Safety ask Technical Support.

