

## Appendix E

### Suggested Sections for a Laser Display Safety Record

1. Description of the Laser Display
  - 1.1. Company Details
  - 1.2. Venue Details
  - 1.3. Description of the Event
    - 1.3.1. Date
    - 1.3.2. Timetable
    - 1.3.3. Plan of the Site
  - 1.4. Lasers
  - 1.5. Other Equipment
2. Safety Structure
  - 2.1. Company
    - 2.1.1. Laser Display Operators
    - 2.1.2. Laser Safety Officer
    - 2.1.3. Managing Director
  - 2.2. Venue
    - 2.2.1. Venue Manager
    - 2.2.2. Health & Safety Manager
  - 2.3. Promoter
    - 2.3.1. Name & Address
    - 2.3.2. Managing Director
    - 2.3.3. Principal Contact
    - 2.3.4. Health and Safety Manager
  - 2.4. Equipment Manufacturers/Agents
    - 2.4.1. Lasers
    - 2.4.2. Generators
    - 2.4.3. Cooling Plants
    - 2.4.4. Optical Systems
    - 2.4.5. Smoke Generators
  - 2.5. Emergency Assistance
3. Control Measures
  - 3.1. Training
  - 3.2. Engineering Controls
  - 3.3. Security Arrangements
  - 3.4. Safety Signs
  - 3.5. Protective Eyewear
4. Written Procedures
  - 4.1. Installation
  - 4.2. Alignment
  - 4.3. Performance
  - 4.4. Dismantling

5. Risk Assessment
  - 5.1. General
  - 5.2. Transport
  - 5.3. Installation
  - 5.4. Alignment
  - 5.5. Performance
  - 5.6. Dismantling
  - 5.7. Significant Conclusions from the Risk Assessments
6. Liaison
  - 6.1. Licensing Authority
  - 6.2. Health and Safety Authority
  - 6.3. Civil Aviation Authority
  - 6.4. Other Aviation Authorities
  - 6.5. Marine/Harbour Authorities
  - 6.6. Fire
  - 6.7. Police
  - 6.8. Ambulance (including volunteer groups)
7. Entertainment Licence
  - 7.1. Copy of Document or reference to its location
  - 7.2. Details of conditions specific to The Laser Display Company
8. Audit Record
  - 8.1. Management review log
  - 8.2. Operator check list record
  - 8.3. Enforcing Officer check log
  - 8.4. Portable Appliance Testing log
  - 8.5. Residual Current Device checks
9. Certificates
  - 9.1. Insurance (public and product liability)
  - 9.2. Safety checks (third party)
  - 9.3. Laser Power Meter(s)
10. Working Section
  - 10.1. Correspondence with venue, promoter, etc
  - 10.2. Copy of appropriate parts of contract