

EVENT MANAGER	Major Entertainment Ltd – Risk Assessment Activity – Erection, operation and dismantling Staging, Lighting, Sound, Power and event equipment	Dates:
NAME: James Tocknell		Rigging:
SIGNATURE: <i>J Tocknell</i>		Event:
DATE:		De-rig:
Venue / Site:		
MONITORED BY: Onsite crew		

KEY TO RISKS:

Level	Guidance	Possible outcome if control measures aren't followed	Guidance
Low	Less than 10% chance	Minor	Minor injury or medical issue; little threat to safety; personal inconvenience.
Medium	11% - 50% chance	Moderate	Injury or medical issue requiring local support; feeling unsafe; personally disruptive.
High	51% - 89% chance	Significant	Injury requiring hospitalisation; loss/theft of possessions; safety threatened.
Very High	Greater than 90% chance	Severe	Trauma, life-threatening injury or loss of life.

General Risk Assessment

<u>HAZARDS</u> (including inadequate / lack of arrangements)	<u>Level of Risk</u> Low, Medium, High, Very High	<u>Precaution / Control Measures</u>	Adequate control in place?	<u>RESIDUAL RISK RATING</u> High, Medium, Low
Manoeuvring vehicle on site.	Medium	<ul style="list-style-type: none"> - Site rules and speed limits are always observed. If no speed limit is given, then 5 mph will be the adopted maximum speed - Well-maintained road-worthy vehicles - Qualified drivers - Beacons or Hazard Warning lights used on moving vehicles (If required) - Banksmen used whenever required. Banks men to be experienced and wear high visibility jackets or tabards 	Yes	Low
Other vehicles on site	Medium	A safe working area established for Major Entertainment crew. High visibility jackets or tabards are to be worn on-site if required. Site vehicle restrictions and limits.	Yes	Low
Unsafe working area.	Medium	Adequate safe working area established upon arrival on site to keep unauthorised persons out of the working area including other contractors, members of the public and event staff. Consideration should be given to the use of fencing, hazard tape and posts, the use of stewards and warning notices.	Yes	Low
Nighttime Work	Medium	Ensure adequate work lights are available for nighttime work.	Yes	Low
Slips and Trips.	Low	Take care when walking around work area	Yes	Low
Spillages.	Low	Clean up immediately, or make the client / correct people aware.	Yes	Low
Poor House Keeping	Low	Crew to tidy up any mess made	Yes	Low
Cables and pipes	Medium	Cables are to be taped/covered on the floor as soon as they are laid.	Yes	Low

Unsuitable site conditions.	Medium	<p>Before equipment is delivered and set up, information about the location and any restrictions will be ascertained either by a visit to the site or from information supplied by the client.</p> <p>Access to the set-up site from the road e.g., is it possible for the required vehicle to physically make the turn into the gateway from the road.</p> <ul style="list-style-type: none"> • Turning circles for long vehicles. • Overhead structures, trees or cables. • Weight limits on bridges or manhole covers etc • Likely ground conditions where equipment is to be set up. • The presence of any steep slopes in the area where the equipment is to be set up. • Any other potential hazards. Upon arrival on site operatives will also visually inspect the site to ensure safe conditions. 	Yes	Low
Work at Height. Use of Step Ladders	High	<p>Work at height must be avoided as much as possible.</p> <ul style="list-style-type: none"> - Step ladders supplied to either 8S2037 or 8S EN 131 Ladders inspected regularly by trained and competent person to identify defects, records are kept on file - Step ladders always used fully open on firm level surface - Over- reaching from ladders is avoided - Only short duration work carried out from steps. <p>Loadings on roof structure are uniformly distributed are per structural engineers' calculations. Speakers and flown equipment properly attached and secured with safety chains/straps/wires by clients.</p>	Yes	Medium
Struck by falling objects.	High	<p>Loadings on truss, structures, roofs etc are uniformly distributed are per structural engineers' calculations. Equipment to be flown properly and attached securely with safety chains/straps/wires by clients.</p>	Yes	Low

Structural Collapse	High	<p>Any structural equipment (Stage, Truss, frame work etc) To be design and developed from established system Stage and erected by experienced crew.</p> <p>Any components checked regularly to identify any cracks, and distortion of structural members (repair or replace). Completion checks carried out. Plates are always used to distribute load if required. Connectors and pins used throughout to secure components</p>	Yes	Low
Manual Handling	Medium	<p>CONSIDER</p> <p>The Tasks - do they involve:</p> <ul style="list-style-type: none"> • holding loads away from the body? • twisting, stooping or reaching upwards? • large vertical movements? • long carrying distances? • strenuous pushing or pulling? • unpredictable movement of loads? <p>The Loads - are they:</p> <ul style="list-style-type: none"> • heavy, bulky or difficult to grasp? • unstable or unpredictable? • potentially harmful (e.g., sharp I hot) • marked with the centre of gravity? • marked "fragile" where required? • oversized? <p>The Working Environment - is I are there:</p> <ul style="list-style-type: none"> • restricted space? • poor flooring (e.g., slippery I uneven)? • particularly hot, humid or cold conditions? • poor lighting? • at height? <p>Individual Capability - does the task:</p>	Yes	Low

		<ul style="list-style-type: none"> • need more than one person? • Provide and ensure staff use safety footwear and gloves for all manual handling operations. 		
Electricity	Medium	<ul style="list-style-type: none"> - Visual checks on all equipment - All equipment has been PAT Tested - Equipment to be signed off if required - RCDs, MCB's etc to be used where required - All equipment to be used outdoor to carry an IP rating required to the environment 	Yes	Low
Fire	Low	- All crew to be know where fire exits are and to arrange an assemble point.	Yes	Low
Weather Sun and Heat	Medium	- Crew to use sun block, keep body covered to prevent sunburn and sunstroke, work when the sun is low (early morning, evenings) if possible. Drink plenty of water to prevent dehydration,	Yes	Low
Rain and wind	Medium	- Special care is taken on slippery surfaces. Changes of clothing are required when wet. Shelter is available in vehicles, Safety footwear with good treads used.	Yes	Low
Snow and Ice	Medium	- Crew must be suitably dressed for working in cold conditions including hats, gloves etc. Special care is taken on slippery surfaces and on step ladders. Safety footwear with good treads used.	Yes	Low
First Aid Provision. Event sites are often located long distances from a hospital with A&E facilities.	Medium	<ul style="list-style-type: none"> - Crew are equipped with mobile phones to call emergency services if required. - Suitable and sufficient first aid kits for trained crew on site are provided in company vehicles. - Crew have suitable and sufficient first aid training to give emergency aid on site. (Emergency First Aid at Work or First Aid at Work certificates). 	Yes	Low

Maintenance	Medium	<ul style="list-style-type: none"> - Ensure the equipment is regularly inspected and maintained by a competent person. - Maintenance and inspection records kept. - Arrangements in place for worn or damaged equipment to be immediately removed from service. 	Yes	Low
Covid	Medium	<ul style="list-style-type: none"> - Hand Sanitiser available for all crew - Masks to be made available to those that request them 	Yes	Low
Flying projected objects (FX)	High	<ul style="list-style-type: none"> - Warning signs on the machine - Avoid projecting towards people, keeping above head height - Training for operator 	Yes	Low
FX machines (Fog, Haze, Low fog)	Medium	<ul style="list-style-type: none"> - Fog machine is a safe, water-based system which is not harmful to breathing and is not known to have any common or proven side affects. - Popular misconception a fog machine is NOT a 'smoke' creator/machine; it just creates a very desirable effect necessary for maximising lighting shows. - Some sensitive fire alarm systems can be triggered by this device so will need to be turned off/silenced for the duration of the event in the zone where the machine is in use. - Client / venue to be advertised that smoke/fog effects are used in the show. 	Yes	Low
Noise / Sound	Medium	<ul style="list-style-type: none"> - HSE legal sound advice is that no person should be within 3 metres of a sound exceeding 106 Decibels. Performers are to adhere to restrictions and to respect H&S limits. - Sound is only at a necessary level for the comfort of the audience. - Sound measuring device to be used to measure audio level and log taken if required. 	Yes	Low
Bright lighting, lasers & strobes	Medium	<ul style="list-style-type: none"> - Client aware of any lighting that will have strobing effects - High power lights and lasers to be scanning over head height 	Yes	Low

Generator & Power Distro - Risk Assessment

<u>HAZARDS</u> (including inadequate / lack of arrangements)	<u>Level of Risk</u> Low, Medium, High, Very High	<u>Precaution / Control Measures</u>	Adequate control in place?	<u>RESIDUAL RISK RATING</u> High, Medium, Low
Contact with Equipment resulting burns or electric shock	Medium	All generators are to be enclosed by standard barrier fencing and kept at a safe distance from the public	Yes	Low
Leaking fuel causing fire or slipping	Medium	<ul style="list-style-type: none"> - Generators are serviced and tested annually - Each generator will have its own fire extinguisher 	Yes	Low
Noise	Low	<ul style="list-style-type: none"> - Generator placed at a distance from the activity 	Yes	Low
Fire	Medium	<ul style="list-style-type: none"> - Safety fencing erected to cordon the area off - Suitable Fire extinguisher supplied - Spare Fuel stored in a safe container or bowser - Unit switched off when refuelling 	Yes	Low
Electric Shock	Medium	<ul style="list-style-type: none"> - Visual checks on all equipment - All equipment has been PAT Tested - Equipment to be signed off if required - RCDs, MCB's etc to be used where required - All equipment to be used outdoors to carry an IP rating required to the environment - All outdoor cable to use HO7 grade cable - CPC (Earth bonding) to be used where needed via rods & clamps - Temporary site power to be signed off to BS7909 standards if required 	Yes	Low

**Indoor & Outdoor
Stage, Ramps & Tier Seating - Risk Assessment**

<u>HAZARDS</u> (including inadequate / lack of arrangements)	<u>Level of Risk</u> Low, Medium, High, Very High	<u>Precaution / Control Measures</u>	Adequate control in place?	<u>RESIDUAL RISK RATING</u> High, Medium, Low
Falling from the platform	Medium	- Handrails are recommended - Low stages where handrails are not in place will have white tape around the perimeter of the platform	Yes	Low
Stability	Medium	- Extra support may be required if height exceeds 80cm this will be reinforced by extra clamps, cross bracing etc as required.	Yes	Low
Chairs sliding off the tier seating	Medium	- Kickboards are put in place to stop chairs from sliding off the stage - Handrails are used to stop people from leaning over the edge	Yes	Low
Use of ramps	Medium	- Temporary ramps to be built within the UK guidelines - Handrails are recommended - Kickboards are put in place to stop anything rolling of the sides	Yes	Low
Steps	Medium	- Steps to be a maximum of 20cm increment - We would advise to have handrails for any steps higher than 60cm - Steps to be secured to the platform	Yes	Low
Slip/falls	Medium	- All staging, ramps & tier seating uses a hex grip surface that's none slip when wet. - Excessive water to be mopped up, although stage will still remain none slip with a wet floor.	Yes	Low

Reference Documents

- Company Safe System of Work (Method Statement)
- Health and Safety at Work etc Act 1974
- Manufacturer's instructions
- Workplace, Health, Safety and Welfare Regulations 1998
- Management of Health and Safety at Work Regulations 1999 • 'Work at Height Regulations 2004
- Provision and Use of Work Equipment Regulations 1998
- Company Health and Safety Policy
- Manual Handling Regulations 1992
- Lifting Operations and Lifting Equipment Regulations 1998 • PPE Regulations 1992
- aS 7909
- I.E.E. Wiring Regulations 17th Edition
- Manual Handling Regulations 1992
- Electricity at Work Act 1989
- Road Traffic Act
- Highway Code
- Work at Height Regulations 2006
- Event Safety Guide (HSG 195) 1999
- Temporary Demountable Structures (3rd Edition)
- Regulatory Reform (Fire Safety) Order 2006
- Fire Precautions at Places of Entertainment and Like Places
- Health and Safety (First Aid) Regulations 1981