

# RISK ASSESSMENT

Task, Activity, Hazard or Potential Risk	Risk Assessment			Measures to Minimise Risk	Outcome
	Probability	Severity	Risk		
Manual Handling of Equipment	2	2	4	<ol style="list-style-type: none"> <li>1. Use of correct lifting equipment, training of staff on correct lifting methods, adequate staff for heavy items.</li> <li>2. Check route prior to movement for potential hazards.</li> <li>3. Using personal protective equipment during set-up and de-rigging.</li> <li>4. Use of Winch stands or Steps for higher level lifting.</li> </ol>	1
Electric Shock, Burns	1	4	4	<ol style="list-style-type: none"> <li>1. Each appliance and lead to be tested annually for safety (PAT)</li> <li>2. Each appliance and lead to be given a physical inspection for damage prior to use</li> <li>3. Mains sockets not to be overloaded and where necessary portable Residual Current Devices to be used.</li> <li>4. Appliances that become hot in use to be kept away from public and staff</li> </ol>	1
Trip Hazards	2	2	4	<ol style="list-style-type: none"> <li>1. During set-up and dismantling, equipment to be kept in one area to which members of the public and other staff do not have access</li> <li>2. Avoiding cable runs on pedestrian walkways and across doorways at floor level.</li> <li>3. Use of rubber cable mats or cloth tape to secure cable runs on floors.</li> <li>4. Use of existing structure above head height for cable runs</li> <li>5. Use of high visibility hazard tape for projecting tripod stands, legs, bars or rods.</li> <li>6. Avoiding the use of tripods entirely where possible</li> </ol>	1
Falling Objects	1	3	3	<ol style="list-style-type: none"> <li>1. Use of recommended clamps for appliances.</li> <li>2. Ensuring load on trussing overhead bars does not exceed manufacturers' specifications.</li> <li>3. Use of Safety Cables, wires or chains as secondary safety measures.</li> <li>4. Using fixed support points within existing structure of venue for additional security.</li> <li>5. Sub-bass speaker cabinets shall be placed directly on the floor. Under no circumstances will they be placed on top of a stage. Speaker cabinets vibrate at high SPL and can move.</li> </ol>	1
Stairs	2	2	4	<ol style="list-style-type: none"> <li>1. Use of existing lifts suitable for the load, where available.</li> <li>2. Use sufficient, trained personnel for loads carried up/down stairs.</li> </ol>	1
Noise	2	1	2	<ol style="list-style-type: none"> <li>1. Volume to be monitored throughout the event to ensure it does not reach excessive levels.</li> <li>2. Speakers to be located away from audience and with the exception of subwoofers, above head height.</li> </ol>	1
Fire	1	4	4	<ol style="list-style-type: none"> <li>1. Ensuring no equipment blocks fire escape routes.</li> <li>2. Event Staff to familiarise themselves with the venue fire &amp; emergency procedures.</li> <li>3. Assisting venue staff in the event of an evacuation with PA safety</li> </ol>	1
Strobe Lighting	2	1	2	<ol style="list-style-type: none"> <li>1. Strobe lighting only to be used for periods recommended by the manufacturer and in accordance with current legislation.</li> <li>2. Ensuring a suitable rest period between each use.</li> <li>3. Excluding strobe lighting when requested by organiser.</li> </ol>	1
Ultraviolet (Blacklight)	1	2	2	<ol style="list-style-type: none"> <li>1. UV Blacklights to not present a hazard, even at close range.</li> </ol>	1

Signed *Patricia Woods*