

LED SCREEN & TRUSS STRUCTURE

Risk Assessment & Method Statement

Severity	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

Likelihood Measures

- 1 – Unlikely
- 2 – Possible
- 3 – Likely
- 4 – Very likely
- 5 – Constant

Severity Measures

- 1 – Minor injury or damage
- 2 – Injury or damage to property
- 3 – Injury (under 3 days); serious damage to property
- 4 – Serious Injury (over 3 days)
- 5 – Death

Risks with a remaining rating of 15 or more (highlighted red) are considered to need immediate remedial action, particular attention or an alternative method of provision in that area.

Risks with a rating of 8 to 12 (highlighted orange/amber) require constant monitoring and review. Risks with a rating below 8 (highlighted green) should be occasionally monitored.

Residual risks are shown as Low (L), Medium (M) or High (H) and highlighted in the same three colours.

No	HAZARD	PEOPLE AT RISK	WHAT MIGHT HAPPEN	RATING			CURRENT CONTROLS	FURTHER PRECAUTIONS	RESIDUAL RISK
				L	S	RR			L/M/H
1	Carrying out general work activities	All staff, visitors, volunteers and public passing by or attending the event.	Uncoordinated work may lead to many risks and problems.	5	5	25	<p>A Project manager is identified to coordinate the work.</p> <p>Risk Assessments carried out and followed.</p> <p>Competent staff and volunteers booked for the job.</p> <p>Information shared with staff and clients.</p>	<p>Site induction by Project manager to introduce staff and contractors to various levels of risk, schedule and welfare details.</p> <p>Client / Venue where possible is required to provide a secure and safe working environment for our activity which is restricted from public or unauthorised access (if in a public space, secure area will first be established in the means of fencing it off).</p>	L
2	Loading & unloading of vehicles	All staff and contractors	Falls of people and/or objects from vehicles	3	5	15	<p>Driver to supervise and approve stability of load.</p> <p>Doors opened carefully checking for slipped load.</p> <p>Maintain good housekeeping in load-space and cabs.</p> <p>Steps available if unsuitable vehicle access.</p>	<p>Loading/unloading processes supervised by Project Manager.</p>	L

3	Vehicle movement	All staff, contractors and MOTP.	Crushing, trapping or hit by vehicles.	3	5	15	<p>Vehicle dead slow in/out and around premises and venue unload points.</p> <p>Delivery/collection drivers sent directions and access information in advance as part of job specific paperwork.</p>	<p>Reversing to be supervised by competent banks-man.</p> <p>Banks-man not to become 'cornered' behind vehicle.</p> <p>Safe vehicle movement guidelines and standard hand/arm signals established.</p> <p>Be aware and cautious of other vehicle movement whilst on site.</p>	M
4	Staff working on and off the highway	Staff and Public	Staff loading or unloading vehicles moving from pavement to road may be struck by passing vehicles.	4	5	20	<p>Staff briefed to be aware.</p> <p>Hi viz PPE clothing as standard in roadway.</p>	<p>Possible road cones, lights and signage.</p>	M
5	Unsuitable work wear for loading & unloading	All staff	Workers may suffer cuts and impact injuries to arms and legs.	4	4	16	<p>PPE – gloves and boots provided and used.</p> <p>(See later PPE Risk Assessments in this section)</p>	<p>Suitable strong work wear required.</p> <p>Safety footwear as appropriate for all tasks.</p>	L

6	Access and Egress	All staff and visitors	Site may have particularly difficult access and egress	3	4	12	<p>Site visit will have flagged this up to Project Manager.</p> <p>Staff will walk the routes before starting to unload.</p> <p>Where possible and not compromising local fire and emergency provisions doors will be propped open and ramps used on stairs to aid access and egress.</p>	<p>Site induction will ensure all staff understand restrictions and issues.</p> <p>During the unlikely event that other vehicle movement or works are being carried nearby to our event site throughout the duration, a clear and sectioned off walkway will be maintained at all times.</p>	L
7	Access and Egress	All staff and visitors	Site may have shared access and egress with venue staff and MOTP	4	4	16	<p>Where possible Project Manager should try to make separate provisions and create a defined work area.</p> <p>Signage and barriers should be used where they do not create additional risks.</p>	<p>Possibly Schedule work outside of busy public times.</p> <p>Brief all staff to stop work if MOTP wander into the work area</p>	L
8	Access and Egress	All staff and venue staff	Trying to set up at the same time as other contractors and personnel – may lead to accidents with equipment in the way.	4	4	16	<p>Schedule should try and separate out these different work patterns.</p> <p>Prior contact should be made with other contractors and information shared.</p> <p>Staff should request venue or other contractors remove obstacles rather than trying to move equipment they are not familiar with.</p>	<p>Project Manager should ensure staff do not take additional risks by trying to work in restricted space.</p> <p>Chairs may also present a particular hazard.</p>	L

9	Access and Egress	All staff and visitors	Routes may be blocked by equipment and flight cases	3	5	15	<p>Project Manager to ensure that a space is allocated for all equipment, keeping routes clear.</p> <p>All staff to take responsibility for keeping routes clear.</p>	<p>Back of house space or empty truck allocated for empty or used cases.</p> <p>Project Manager to regularly check access and egress.</p>	L
10	Manual Handling of loads (staging, stages, truss, lights, speakers, cases, barriers, fencing, etc)	All staff	Workers could suffer back or upper limb injuries while lifting or carrying heavy or awkward objects.	4	4	16	<p>Workers trained and managed to ask for help.</p> <p>Mechanical handling equipment supplied – trolleys etc.</p> <p>Suitable work gloves provided. Continuous on job training & monitoring.</p> <p>Where possible loads should be broken down into manageable loads.</p>	<p>Where possible weights should be marked on flight cases.</p> <p>Trucks should have tail-lifts or ramps to assist.</p> <p>Suitable number of staff or external crew booked to cope with team lifting and amount of equipment.</p>	M
11	Manual Handling of loads (staging, stages, truss, lights, speakers, cases, barriers, fencing, etc)	All staff	Environment may adversely affect ability to move equipment into venue.	4	4	16	<p>Project manager will check out routes into venue during site visit.</p> <p>Where possible vehicles will be under cover to negate effects of weather.</p> <p>Venue to be asked to prepare paths and ramps if there is a possibility of frozen or muddy routes.</p>	<p>Suitable footwear to be provided.</p> <p>Routes to be pre-determined and passed on to staff at induction.</p>	M

14	Slips, trips & falls	All staff and MOTP	Blocked routes, loose cables, other obstacles, muddy or icy ground may lead to slips, trips and falls	4	5	20	<p>Site to be kept tidy as get-in or get-out continues.</p> <p>Cables to be routed away from access areas.</p> <p>Environment to be taken into account when planning access.</p> <p>Suitable footwear to be worn.</p>	<p>Project Manager to regularly check routes on site.</p> <p>Signage to alert MOTP.</p> <p>Designated storage area for waste and empty cases.</p>	L
15	Electricity	All staff	Danger of Electric Shock	4	5	20	<p>Origin of power discussed with venue during site visit.</p> <p>System and distribution designed by competent person to required standards.</p> <p>All end circuits protected by cover units.</p>	All cables to be visually inspected by staff during installation in case of transit damage.	L
16	Electricity	MOTP	Danger of Electric Shock, slips, trips and falls	3	5	15	<p>Power and distribution units to be kept away from public areas.</p> <p>Cables to be run away from public areas – where this is not possible then matting or ramps should be used and suitably highlighted so as not to become an additional risk.</p>	Project Manager should regularly check public areas for trip hazards.	L

17	Temporary Demountable Structures	All staff and clients	Structural collapse leading to falls, crushing, trapping	4	5	20	All work will be supervised by Project Manager.	All calculations and drawings are on file for Project manager as needed.	M
18	Temporary Demountable Structures	All staff and clients	Structural collapse leading to falls, crushing, trapping.	3	5	15	Design should be signed off prior to starting work on site – competent designers and staff should be used. All staff should receive briefing on the critical elements of the build as part of induction.	LED Screen & Truss Check list should be completed by Project managers. Any changes to design should be risk assessed onsite and changes documented if agreed.	M
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23	Use of hand Tools	All staff and clients	Cuts and impact injuries due to poor use of tools	3	4	12	Competent and experienced staff only to use hand tools. Hand tools to be stored in suitable containers.	Project manager to check no tools are left lying around. Suitable PPE to be provided and worn.	L
24	Use of Electrical Tools	All staff and clients	Electric Shock, cuts, entanglement and impact injuries due to poor use of electrical tools	3	5	15	Competent and experienced staff only to use electrical tools. Loose clothing, jewellery and loose hair to be discouraged.	All circuits for use with Electrical tools should be protected. Suitable PPE to be provided and worn. Project manager to ensure no tools are left lying around.	L
25	Fire	All staff	Fire starting due to poor housekeeping	3	5	15	Fuel is part of the fire triangle – keep waste to a minimum and remove the ability of a fire to start or be sustained.	Project manager to advise all staff where to store waste to reduce hazard.	L
26	Fire	All staff	Fire due to electrical fault	3	5	15	All electrical systems checked and tested. Distribution boards to be kept away from combustible Materials.	Project manager to keep checklist.	L

27	Fire	All staff	Any small fire starting	4	5	20	<p>Project managers should specify fire extinguishers as appropriate to risk.</p> <p>Only trained and competent staff should attack any small fires with an appropriate extinguisher.</p>	<p>Induction should include actions in case of fire.</p> <p>Staff should be confident of escape at all times.</p> <p>First Priority should be to get out safely.</p> <p>All fires should be reported to the local Fire Service on 999.</p>	L
28	Noise	All staff	Long term exposure to loud noise may induce hearing loss	3	4	12	<p>The project manager should ensure they are in control of production noise levels.</p> <p>Staff should be scheduled to reduce their exposure to noise.</p>	<p>Appropriate PPE should be available and worn.</p> <p>Signage should be posted where action levels are expected.</p>	L
29	Lone Working	All staff	Workers on their own could have an accident and be injured without anyone else being aware.	4	5	20	<p>The Project Manager should establish a system for ensuring staff check-in regularly.</p> <p>Mobile phones to be available and numbers logged with the company.</p> <p>Where possible, lone working should be avoided.</p>	<p>Project Manager should check on staff who have been sent for short term lone working.</p>	L
30	Residual Risks	All staff	Any risks not mitigated by these control measures may need PPE.	3	4	12	<p>PPE in the form of gloves and sensible footwear should be worn at all times.</p> <p>PPE will be provided by the project manager at no cost.</p>	<p>PPE should fit well and be comfortable worn with other PPE.</p> <p>All PPE should be inspected before each use.</p>	M
31	Working Hours	All staff	Long working hours and inadequate breaks can lead to illness, fatigue and safety errors and mistakes	4	5	20	<p>Staff will be scheduled to work reasonable hours.</p> <p>Many breaks in the working day will be arranged.</p>	<p>Drivers will be given statutory breaks to avoid excessive tiredness.</p>	L

