

# Stage & PA Event Hire

## Risk Assessment

*Definition of risk levels; Risk = [Severity x Likelihood x Frequency] / 10*

|    | Severity (Worst Outcome)                                  | Likelihood (If it happens, how likely is it to cause injury with controls in place) | Frequency (How often does the task get carried out?) |
|----|---|---|--|
| 1  | Minor injury, no treatment                                | Almost Impossible   | Once every fifty events                              |
| 2  | Minor injury requiring treatment not resulting in absence | Very Unlikely   | Once every ten events                                |
| 3  | Minor injury resulting in less than 3 days absence        | Unlikely  | Once every five events                               |
| 4  | Injury resulting in 3 days to 3 weeks absence             | Fairly unlikely   | Every other event                                    |
| 5  | Over 3 weeks absence with eventual full recovery          | Even Chance   | Once every event                                     |
| 6  | Over 3 weeks absence with eventual partial recovery       | Good Chance   | Twice every event                                    |
| 7  | Serious injury resulting in permanent slight disability   | Probable  | Once a day   |
| 8  | Serious injury resulting in permanent partial disability  | Very Likely   | Twice a day  |
| 9  | Serious injury resulting in permanent severe disability   | Almost inevitable   | Five times a day                                     |
| 10 | Fatality  | Inevitable  | Ten times a day                                      |

### Risk Factor:

|        |             |   |
|--------|-------------|---|
| 0-10   | Low Risk    | No further control action required, but will need to be monitored |
| 10-20  | Medium risk | Control Action must be taken as a matter of routine               |
| 20-50  | High risk   | Control Action must be a priority                                 |
| 50-100 | Very High   | Control Action must be taken immediately                          |

### Persons at risk:

|            |  |
|------------|--|
| Crew       | Employees and direct sub-contractors under direct control from Stage and PA Events Hire, including staff from crewing agencies for additional labour |
| Driver     | Crew and drivers from Haulage firms used to transport Stage PA and Events Hire equipment   |
| Crew       | Technical staff on site not under direct control of Stage PA and Events Hire   |
| Performers | The Artist(s), not including their technical support staff   |
| Public     | Everyone else  |

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## RIDDOR Categories

### Death

Major injury Fracture, other than to fingers, thumbs and toes; amputation; dislocation of the shoulder, hip, knee or spine; loss of sight including temporary; injury to the eye; electric shock or burn; hypothermia, heat-induced illness; unconsciousness; requiring resuscitation; hospital admittance for more than 24 hours

Reportable over-three-day injuries Including acts of physical violence, resulting in the injured person being away from work or unable to do their normal duties for more than three days

Reportable disease Some poisonings; some skin diseases; skin cancer; lung diseases; infections; other conditions such as occupational cancer; certain musculoskeletal disorders; hand-arm vibration syndrome, etc...

Reportable dangerous occurrences Fire; explosion; collapse of buildings, scaffold, or equipment; contact with overhead power lines; accidental release of biological agent; failure of radiography or irradiation equipment; unintended collision of a train with any vehicle; uncontrolled release of flammable liquid

Reportable gas incidents Accidental leakage; inadequate combustion; inadequate removal of products of the combustion process

| Description of Risk  | Ref. | Person(s) at risk          | Existing Controls provided by 3D productions   | Level of risk after implementation of existing controls |            |           |                  | Comments/Additional Precautions   |
|--|------|----------------------------|--|---|------------|-----------|------------------|---|
|  |      |                            |  | Severity  | Likelihood | Frequency | Risk Rating (o%) |   |
| <p><b>Slip, Trips, Falls, Obstacles</b><br/>On site During the entire production, care must be taken to ensure that all areas are free from trip hazards/obstacles and that any exit routes within the site are kept clear.</p>                                | 01   | Crew, other Crew, public   | <ul style="list-style-type: none"> <li>• Safe routes for cables to be planned to minimise during site visit or on arrival.</li> <li>• All crew to avoid running cables across walkways and exit routes.</li> <li>• Cables forming a hazard should be taped in place or covered with cable protection as is appropriate.</li> <li>• Working areas are to be kept clear of trip hazards and to be kept tidy as possible throughout work</li> </ul> | 10  | 1          | 10        | 10               | Working areas are to be kept clear of trip hazards and to be kept tidy as possible throughout work. |
| <p><b>Slips, trips, falls and obstacles</b><br/>At Stage and PA Event Hire premises Staff and others including visitors to premises risk injuries such as fractures and bruising if they trip over objects or slip on spillages or on wet floors and fall.</p> | 02   | Crew, visitors to premises | <ul style="list-style-type: none"> <li>• Good housekeeping in yard, warehouse, offices and in vehicles.</li> <li>• Spillages cleared up immediately according to agreed procedures, and floor left dry.</li> <li>• Staff grit outside areas to provide safe walkways in snowy/icy weather.</li> <li>• Areas well lit.</li> <li>• Floors generally in good condition.</li> </ul>  | 8   | 1          | 10        | 8                |   |

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|--|----|------|---|----|---|----|-----|---|
|  |    |      | <ul style="list-style-type: none"> <li>• Areas to be kept clear of trip hazards and floor to be swept regularly.</li> </ul>   |    |   |    |     |   |
| <p><b>Manual Handling</b></p> <p>Equipment is supplied in wheeled cases and on dollies which must be unloaded from truck prior to start of load in. Some boxes are stacked, most are heavy, and all require care and attention. Staging units are large, bulky and heavy and can be difficult to handle.</p> | 03 | Crew | <ul style="list-style-type: none"> <li>• Where possible avoid and use mechanical lifting device, e.g. sack truck, trolleys, flight cases, pallet truck or FLT.</li> <li>• All equipment supplied in wheeled cases or with dollies wherever possible to reduce the need for handling</li> <li>• When cases are loaded onto vehicles, those which are especially heavy or awkward shall be marked with their weights or a warning to be visible when unloading. Heavy cases where possible should be loaded at floor level, with lightweight cases above.</li> <li>• Load straps and bars shall be used at regular positions when securing the truck.</li> <li>• All crew are trained in safe manual handling techniques.</li> <li>• A crew minimum of two shall be used for unloading/loading trucks where truck pack is not stacked, three staff required where heavy cases are stacked.</li> <li>• Staging units shall be carried between two persons, using a wheelboard where possible to take the weight of the unit. When using wheel boards two persons should support the unit to prevent overturning.</li> <li>• Trailer/Loading area shall be adequately lit.</li> </ul> | 6  | 1 | 5  | 3   | <p>A level and safe area should be provided wherever possible for loading/unloading of vehicles.</p> <p>None of the crew shall be kept clear of vehicles loading/unloading as far as is reasonably practicable.</p> |
| <p><b>Electric Shock</b></p> <p>Staff risk electric shocks or burns, or further injuries due to shocks (I.e. falls) from faulty electrical equipment or installation, or from misuse of electrical equipment.</p>  | 04 | Crew | <p>*All electrical equipment is portable appliance tested by competent persons on a yearly basis, more frequently where necessary, and when items have been dismantled, e.g. for service or repair.</p> <ul style="list-style-type: none"> <li>• All electrical equipment is visually inspected when being prepared in the warehouse.</li> <li>• All circuits are protected by RCD and over-current protection devices.</li> <li>• All equipment sub-hired from suppliers must be PAT tested and should be inspected on receipt from suppliers before being prepared for hire.</li> </ul>   | 10 | 1 | 10 | 10  | Venue/site electrician to commission and sign off all temporary supplies before handing over to crew for use  |
| <p><b>Hearing Damage – Sound System</b></p>  | 05 | All  | <ul style="list-style-type: none"> <li>• Sound Crew to warn others when high SPL is likely to occur.</li> </ul>   | 8  | 2 | 10 | 1.6 | Venue to issue Stage PA and Events Hire/Client with site specific sound level requirements  |

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|--|----|-------|--|----|---|----|-----|---|
| During sound checks and performance crew risk hearing damage due to high sound pressure levels on stage and in front of the PA system  |    |       | <ul style="list-style-type: none"> <li>• Stage PA and Events Hire to provide its crew with hearing protection and directed to use it during the show/sound checks.</li> <li>• Staff trained in risks of noise exposure.</li> </ul>   |    |   |    |     | in relation to their own risk assessment.   |
| <b>Hearing Damage – Noise</b><br>Staff may suffer discomfort and potential hearing damage if working in noisy areas or using noisy equipment.  | 06 | All   | <ul style="list-style-type: none"> <li>• Where possible noisy work should take place when site is less busy and will cause least discomfort</li> <li>• Appropriate Hearing protection to be used when operating or near to noisy equipment.</li> </ul>   | 8  | 2 | 6  | 9.6 |   |
| <b>Fire</b><br>If trapped, staff could suffer fatal injuries from smoke inhalation/burns   | 07 | Staff | <ul style="list-style-type: none"> <li>• Stage &amp; PA Events Hire has undertaken a fire risk assessment of its premises and taken necessary action.</li> <li>• Fire extinguishers are available throughout the premises and are clearly marked to assist in maintaining an escape route.</li> <li>• Staff to familiarise themselves with fire procedure when working in an unfamiliar site.</li> </ul> | 10 | 2 | 10 | 20  | Client to make Crew Chief/Project Manager aware of fire procedures on arrival on site. To brief all staff as part of site induction.  |
| <b>Contact with maintenance and cleaning chemicals</b><br>Staff risk getting skin problems such as dermatitis and eye damage from direct contact with cleaning/maintenance chemicals. Vapours may cause breathing problems | 08 | Staff | <ul style="list-style-type: none"> <li>• All staff trained in the risks, use and storage of cleaning and maintenance chemicals and wear PPE as instructed as per Stage PA and Events Hire COSHH assessment.</li> </ul>   |    |   |    |     | When new chemicals are introduced a COSHH assessment must be made and the results recorded in the COSHH folder. Staff reminded to report any health problems they may think may have come from chemicals used at Stage PA and Events Hire |
| <b>Collecting sharp waste</b>  | 09 | Staff | <ul style="list-style-type: none"> <li>• Blades to be disposed of in sharps bin in workshop. Blades to be disposed of on site to be made safe and returned to Stage &amp; PA Events Hire for disposal.</li> </ul>  | 2  | 1 | 1  | 0.2 |   |

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|--|----|---------------------|--|----|---|---|-----|--|
| <p><b>Use of tools</b><br/>Staff may suffer serious injury from misuse of tools or dangerous condition of equipment</p>  | 10 | Crew                | <ul style="list-style-type: none"> <li>• All dangerous parts of machinery guarder to manufactures' standards.</li> <li>• Tools are not to be altered in/modified in any way.</li> <li>• Tools to be user inspected before each use for physical/electrical safety, and checking stop/start mechanisms work properly.</li> <li>• Blades to be replaced regularly or kept sharpened.</li> </ul>  |    |   |   |     |  |
| <p><b>Soldering</b><br/>Breathing in fume from soldering and DE soldering may cause asthma.</p>  | 11 |                     | <ul style="list-style-type: none"> <li>• Use Lead/Rosin free solder and use extraction equipment provided when working in workshop.</li> </ul>   | 8  | 2 | 2 | 3.2 |  |
| <p><b>Load Securing, Truck loading</b><br/>Persons may suffer serious injury if a load moves in transit or during unloading</p>  | 12 | Crew, crew, drivers | <ul style="list-style-type: none"> <li>• Drivers and loading staff trained in and instructed to follow latest Dept. for Transport Code of Practice for securing loads.</li> <li>• Individual pallets or staging packs should be strapped or banded to secure unit together.</li> <li>• Stillages should be loaded so that similar weight (heavy to bottom) and size stillages are stacked across the width of the truck. These stillages can then be strapped down as a pair of stacks using ratchet straps.</li> <li>• Truck doors should be opened with great care to keep clear of any items which may have become displaced in transit.</li> </ul> | 10 | 1 | 6 | 6   |  |
| <p><b>Movement of motor vehicles</b><br/>Large vehicles have substantial blind spots and often have to be moved around difficult sites. Risk of running over persons or damage to property. FLT and trucks also in use at Stage PA and Events Hire premises.</p>                                       | 13 | Crew, other crew    | <ul style="list-style-type: none"> <li>• Public to be kept well clear of moving vehicles.</li> <li>• When reversing or undertaking a complex manoeuvre a banksman (or banksmen) should be used to assist the driver.</li> <li>• All crew in truck movement area to wear hi-vis clothing in all but perfect visibility.</li> </ul>  | 10 | 2 | 9 | 1.8 | Client's site manager to keep working/driving area clear of public wherever possible |
| <p><b>Use of ramps</b><br/>Equipment ramps are used to move equipment from one level to another, for example on and off trucks or stages. Staff may suffer possible fatal injury should they fall from the ramp or be struck by a piece of equipment moving on the ramp. Incorrect use of ramp may</p> | 14 | Staff               | <ul style="list-style-type: none"> <li>• Use appropriately sized ramp to get correct gradient</li> <li>• Keep ramp clean and dry to prevent slipping</li> <li>• Use two or more crew to move heavy items</li> <li>• All crew to monitor position of ramp to make sure that the ramp is not likely to fall</li> <li>• All crew training in safe use of truck ramps</li> </ul>   | 10 | 1 | 6 | 6   |  |

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|---|----|------------------|---|----|---|----|----|--|
| also result in the ramp moving and possibly collapsing  |    |                  |   |    |   |    |    |  |
| <b>Falls from vehicles</b><br>Staff may suffer serious. Possibly fatal injury should they fall from a vehicle, e.g. from the trailer or cab   | 15 | Staff            | <ul style="list-style-type: none"> <li>• Loading/Unloading organised to minimise time spent on trailer.</li> <li>• Strong commercial ladder provided to access the trailer unit.</li> <li>• Fixed steps and grab bars allow drivers to access cab safely.</li> </ul>  | 10 | 1 | 6  | 6  |  |
| <b>Driver Fatigue</b>   | 16 | Drivers and Crew | <ul style="list-style-type: none"> <li>• Shift schedules are designed so that they don't put driver at risk of fatigue.</li> <li>• Drivers instructed to take breaks if they become tired while driving.</li> <li>• All Drivers must adhere to DVLA Drivers hours rules</li> </ul>  | 10 | 2 | 7  | 14 |  |
| <b>Fork Lift Trucks</b><br>Risk of crushing persons or property, risk off falling materials in the event of hydraulic/lifting gear failure  | 17 | All              | <ul style="list-style-type: none"> <li>• Only appropriately trained staff to use fork lift trucks (Stage PA and Events Hire to check licences on booking of subcontractors)</li> <li>• Fork lift to be inspected annually in accordance with PUWER.</li> <li>• Fork lift truck visual inspection performed once weekly and recorded.</li> <li>• Visitors to be kept clear of truck operating areas when truck in use.</li> <li>• FLT warning signs at entrance to areas of work.</li> </ul>   | 10 | 1 | 9  | 9  |  |
| <b>Use of MEWPs</b><br>Mobile elevated work platforms are regularly used for rigging and adjustment of lighting and sound equipment. Falling from the platform or being crushed by the platform or vehicle base could cause serious injury. | 18 | All              | <ul style="list-style-type: none"> <li>• Only trained IPAF licensed crew to use MEWPs.</li> <li>• Users of MEWP should operate the machine within their training guidelines and the machine's instructions.</li> <li>• MEWP to be inspected before use each time for correct operation/faults and that tyres (if pneumatic) are properly inflated.</li> <li>• A suitable and inspected harness used as a fall prevention device shall be used at all times and should be attached using a short lanyard to the machine's anchor point.</li> <li>• A suitable hardhat with chin strap should be worn.</li> <li>• Another member of crew must also be aware of the operation of the MEWP, particularly in the safe lowering of the machine in the event of an emergency.</li> </ul> | 10 | 1 | 10 | 10 | Stage PA and Events Hire to collect copies of licences on booking of subcontractors. |

|  |    |      |  |    |   |    |    |   |
|--|----|------|--|----|---|----|----|---|
|  |    |      | <ul style="list-style-type: none"> <li>• Work area to be cordoned off around MEWP if in a public area.</li> <li>• MEWP only to be used on firm ground on gradient no more than specified on machine.</li> <li>• Full body harness and fall arrest to be used in Cherry Picker (Stage &amp; PA) basket, attached only to approved tethering points.</li> </ul>  |    |   |    |    |   |
| <p><b>Use of Aluminium access towers</b></p> <p>Staff may suffer injury from fall from tower, or from tower overturning whilst on it. Persons working below may be struck by falling tower or items falling from it.</p> | 19 | Crew | <ul style="list-style-type: none"> <li>• Stage PA and Events Hire to assess that access tower is most appropriate for the task.</li> <li>• Crew must be trained in use of equipment and hold a PASMA training certificate.</li> <li>• Check ground conditions and weather conditions.</li> <li>• All parts of access tower to be inspected when building tower.</li> <li>• Mobile scaffold towers should be used for light work only and erected on firm level ground and in accordance with BS5973.</li> <li>• When lifting equipment up to working level, lifting should be done within sides of tower, not over the side.</li> <li>• Maximum height of working platform should be no more than 3.5 times the smallest base dimension (3 when used outside)</li> <li>• Platforms to be fitted with toe boards and dual guard rails when platform is above 1m.</li> <li>• Trapdoors to be kept shut when not in use.</li> <li>• No persons to be on tower when tower is being moved.</li> </ul> | 10 | 1 | 10 | 10 |   |
| <p><b>Falls from Climbing to Heights over 1.75m</b></p> <p>Risk of serious injury from falling from height.</p>  | 20 | Crew | <ul style="list-style-type: none"> <li>• Only climb when absolutely necessary, where possible use MEWPs as an alternative.</li> <li>• Harness and PPE equipment to be suitable for protecting from falls at height and/or work positioning.</li> <li>• PPE equipment should be inspected yearly by a competent person and inspected by the user before use. This includes a suitable helmet.</li> <li>• Persons using PPE equipment must be trained an experienced in its safe use.</li> </ul>   | 10 | 2 | 10 | 10 | Only competent staff are to perform this kind of work |

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|---|----|------------------|--|----|---|----|----|--|
|   |    |                  | <ul style="list-style-type: none"> <li>• Rigger to attach themselves to fall arrester when ascending/descending steel rope ladder to truss. Rigger to attach themselves to truss or safety line when at truss level.</li> <li>• Riggers only to climb on truss/lifting system structurally capable of resisting shock load imposed by a fall.</li> <li>• Area below work taking place to be kept clear in case of equipment falling.</li> </ul>  |    |   |    |    |  |
| <p><b>Danger from falling objects</b><br/>Lighting and sound equipment is suspended from trusses overhead</p> | 21 | Crew, performers | <ul style="list-style-type: none"> <li>• All lifting equipment provided by Stage PA and Events Hire is inspected in accordance with LOLER &amp; PUWER regulations.</li> <li>• Further on-site visual inspection to be carried out on each piece of rigging equipment prior to use.</li> <li>• All rigging is performed by experienced and competent crew.</li> <li>• Flown trusses must be secured to supporting structure by secondary attachments when at trim height.</li> <li>• All persons to be clear of trusses/scenery when being lifted.</li> <li>• Electric Hoists must be isolated to prevent their unintentional operation when not in use.</li> <li>• All fixtures must be attached to trussing using g-clamp or better and secondary safety bond to provide two points of attachment.</li> <li>• Any tooling taken overhead must be clipped into a harness/toolbelt when not in use.</li> <li>• All crew working underneath overhead work during the construction, production loan in/out or deconstruction phases should wear a hard hat.</li> <li>• PA equipment must be rigged in accordance with manufacturer's instructions and secured with secondary attachments to supporting structure when at trim height</li> </ul> | 10 | 1 | 10 | 10 |  |



|  |    |                  |   |    |   |    |     |  |
|--|----|------------------|---|----|---|----|-----|--|
| <p><b>Use of ladders</b></p> <p>During rigging of lighting trusses and focusing, ladders will be used to access equipment at a height of approximately 3m above stage level, 4.2m above ground level.</p>  | 22 | Crew, other crew | <ul style="list-style-type: none"> <li>• Crew to assess risk dynamically and only proceed if safe to do so, following the guidelines set out in Safe Working Practices Document in Appendix E.</li> <li>• Ladders to be used only when no other option is more appropriate.</li> <li>• Ladders to be used for tasks of 30 minutes or less.</li> <li>• Ladders to be used for light tasks (typically carrying no more than 10kgs)</li> <li>• Ladders to be inspected before use.</li> <li>• Users of ladders to be aware of their safe use.</li> <li>• Ladders to be inspected in-house before being sent on a job.</li> </ul> | 10 | 1 | 8  | 0.8 | Crew to be issued with HSE guide – safe use of ladders   |
| <p><b>Lack of awareness of risk and procedures by staff</b></p> <p>Stage PA and Events Hire crew are often subcontractors and may not be aware of risks and how they are controlled on site, and what procedures and practices are used by Stage PA and Events Hire.</p> | 23 | Staff            | <ul style="list-style-type: none"> <li>• Health &amp; Safety Policy including Risk assessment made available to all subcontracted staff.</li> <li>• All sub-contracted staff to go through on-site work induction.</li> <li>• When booked for work all staff are interviewed and references sought to evidence safe working history before deeming competent.</li> <li>• All sub-contracted staff complete an info sheet giving details of relevant licenses and training</li> </ul>  | 10 | 1 | 10 | 10  |  |
| <p><b>Communications</b></p> <p>Many parts of rigging/de-rigging may involve verbal communication to ensure safety of those around e.g. raising truss using electric hoists. For this to be carried out background noise must be kept to a minimum</p>                   | 24 | Crew, public     | <ul style="list-style-type: none"> <li>• Background noise to be kept to a minimum.</li> <li>• Background music/radios to be turned off.</li> <li>• If noise level is too high to carry out procedure safely then either use radio communications or wait until noise has stopped.</li> <li>• Clear instructions should be given using pre-agreed, standardised terms or hand signals.</li> </ul>  | 10 | 3 | 6  | 18  |  |
| <p><b>Outdoor stage/structure collapse overturning due to weather conditions.</b></p> <p>A wind loading is present on the structure of a stage proportional to its surface area, the larger the surface area – the larger the wind loading.</p>                          | 25 | All              | <ul style="list-style-type: none"> <li>• Stage PA and Events Hire stages and structures are designed under normal conditions they will not be affected by weather. In the case of high winds, precautions must be taken to prevent damage.</li> <li>• Wind speed to be monitored and local forecast to be monitored for duration of stage installation by event organiser or their designated person.</li> </ul>  | 10 | 1 | 10 | 10  | <p>Client to be made fully aware of stage safety details prior to event and to sign erection/handover sheet on completion of construction to (which includes safety highlights of stage system)</p> <p>Client to act responsibly and cooperatively in halting event on recommendation by Stage PA and Events Hire staff.</p> |

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|---|----|-----|--|----|---|----|----|--|
|   |    |     | <ul style="list-style-type: none"> <li>• Specific instructions to be followed as per structural safety documents relating to each stage design.</li> </ul>   |    |   |    |    |  |
| <p><b>Stage platform/support towers collapse due to unstable ground</b></p> <p>Stage/truss support structures transfer load of platform and roof to ground through staging legs/scaffold screw jacks. If the ground these are on collapses, there is a risk the structure could collapse.</p> | 26 | ALL | <ul style="list-style-type: none"> <li>• Ground to be visually inspected for disturbances during site visit.</li> <li>• Client to confirm that no underground services are present that could be damaged by imposed loads of proposed structure.</li> <li>• Plywood packers to be used under each leg to spread load over larger surface area.</li> <li>• Structure legs not to be sited on gradients larger than those specified in manufactures instructions.</li> </ul>   | 10 | 1 | 10 | 10 |  |
| <p><b>Collapse of lighting and sound support equipment</b></p> <p>Failure to use the support equipment, or physical failure could result in collapse of structure being supported</p>   | 27 | ALL | <ul style="list-style-type: none"> <li>• Assessment to be made of suitability of floor upon which structure will be built upon. Spreader pads to be used where appropriate. Seek guidance from structural engineer where appropriate.</li> <li>• Ground support systems to be built in accordance with manufactures' instructions.</li> <li>• Parts of ground support structure to be inspected upon use.</li> <li>• Support system to be used within it's load-bearing capability.</li> <li>• Support structure to be raised keeping supported structure completely level at all times. This is particularly important with truss based self-climbing systems.</li> <li>• Support system to be locked off when at correct height.</li> <li>• One member of crew to supervise each hoist/leg when raising/lowering structure and warn of any snagging or slowing of hoists.</li> </ul> | 10 | 1 | 5  | 5  |  |
| <p><b>Fabrics and banners used for masking and decoration</b></p> <p>May be flammable and obscure exit signs</p>  | 28 | ALL | <ul style="list-style-type: none"> <li>• All materials to be flame retardant.</li> <li>• Materials must not be hung in such a place that obscures fire exits/routes unless a risk assessment has been made by site manager to render that exit out of use.</li> <li>• If fire exits signs must be covered then temporary</li> </ul>  | 10 | 1 | 3  | 3  |  |

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|--|----|------|--|----|---|---|-----|---|
|  |    |      | signs must be used in their place.   |    |   |   |     |   |
| <b>Use of dry ice</b><br>Staff may suffer skin damage from handling dry ice. Staff may become asphyxiated by CO2 sublimation in confined space               | 29 | Crew | <ul style="list-style-type: none"> <li>• When handling dry ice heavy rigger style gloves are to be used at all times.</li> <li>• Beware of boiling water in dry ice machine.</li> <li>• Only release dry ice where adequate ventilation is present.</li> <li>• Beware of sublimation of stored dry ice in storage vessels, particularly in small rooms large quantities of CO2 could be produced in a small area.</li> <li>• Beware of resulting release dry ice moving into under stage areas (e.g. orchestra pits or escape routes) where the CO2 could result in asphyxiation if a build-up occurs</li> </ul>   | 10 | 1 | 2 | 20  |   |
| <b>Haze and smoke</b><br>Risk of falling or collision due to reduced visibility created by smoke or haze machine output. Risk of slip on fluid spill/outfall | 30 | ALL  | <ul style="list-style-type: none"> <li>• Smoke output managed, and performers informed of smoke use to reduce problems brought about by reduced visibility.</li> <li>• Staff to monitor clean up fluid outfall and where possible site machines where they would not cause a hazard.</li> <li>• Only purpose made professional machines and appropriate fluids are used.</li> </ul>  | 10 | 1 | 6 | 6   |   |
| <b>Pyrotechnics</b><br>Risk of burns or fire from misuse of pyrotechnic equipment  | 31 |      | <ul style="list-style-type: none"> <li>• Stage PA and Events Hire stores less than 5kg NEQ of 1.4S (UN0432) ARTICLES PYROTECHNIC for technical purposes, and as such does not need a license to store explosives.</li> <li>• Persons under the age of 18 do not have access to pyrotechnic materials.</li> <li>• Pyrotechnic materials are kept in original packaging and are stored in our secure storage cupboard.</li> <li>• All pyrotechnics used are stage pyrotechnics from the Le Maitre Pyroflash range and are used with Le Maitre hardware.</li> <li>• No smoking signs must be displayed about the pyrotechnics when loading, and up to show time.</li> <li>• Any operator of Pyrotechnics should be</li> </ul> | 8  | 2 | 2 | 3.2 | The venue or licensing authority must be informed 14 days before the event of the use of pyrotechnics for an event. |

Stage & PA Event Hire

Health and Safety Policy Part 2 Risk Assessment

Address - 'Emily Acre' New Mill Field Road, Hatfield, Doncaster, DN7 6LR, Tel- 07831 427728, Website - StageandPA.co.uk

|  |    |                            |  |    |   |   |    |  |
|--|----|----------------------------|--|----|---|---|----|--|
|  |    |                            | <p>competent and have undergone relevant training</p> <ul style="list-style-type: none"> <li>• When the operator is loading cartridges the firing desk arming key must be removed from the desk and kept about their person. They should keep the key with them up to firing time.</li> <li>• When pyrotechnics are in use, the operator must have sight of all devices. If it is unsafe to detonate any device they must not fire. The final decision must rest with the operator.</li> <li>• Suitable firefighting equipment should be deployed in strategic positions in situ, and cast/crew made fully aware of all devices and their position.</li> </ul> |    |   |   |    |  |
| <p><b>Unfamiliarity with site</b><br/> Stage PA and Events<br/> Hire crew may suffer injuries or ill health if they are unfamiliar with the hazards on site, such as transport and machinery or presence of asbestos, or if they are uncertain about the best way to do a job.</p> | 32 | Crew                       | <ul style="list-style-type: none"> <li>• Stage PA and Events<br/> Hire always makes contact with site manager/caretaker/technical manager to decide best time for contractors to be onsite and to manage working hours and to make sure staff at premises are aware of contractors on site.</li> <li>• When making site visits project manager to discuss potential hazards with site manager; e.g. asbestos presence</li> <li>• Crew to comply with client sign-in and sign-out procedures so client knows who is on site and where they are.</li> <li>• Crew to undertake site induction as necessary.</li> </ul>  | 10 | 2 | 5 | 10 |  |
| <p><b>Working with Other Contractors</b><br/> In order to aid communication and ensure identification of hazards caused by and to other contractors</p>  | 33 | Crew and Other Contractors | <ul style="list-style-type: none"> <li>• Project Manager will work with the Client Production Manager to establish a safe schedule of works, as necessary. This will be drawn up in consultation with the other contractors working on the site during the production load in, show and production load out phases of this event.</li> <li>• On arrival each day the Site representative will have a daily update with the Production Manager and/or Site Manager, plus representatives of other contractors as required. This is to keep all parties updated</li> </ul>   | 10 | 3 | 2 | 6  | Informal briefings may be appropriate for small scale events |

Stage & PA Event Hire

Health and Safety Policy Part 2 Risk Assessment

|  |  |  |   |  |  |  |  |  |
|--|--|--|---|--|--|--|--|--|
|  |  |  | with any changes to: Issues affecting Health and Safety<br>Changes to the schedule for the day and any changes to staffing and/or logistics |  |  |  |  |  |
|--|--|--|---|--|--|--|--|--|