

RISK ASSESSMENT

DATE: xx.xx.xx	NAME: [Insert here]	JOB TITLE: [Insert here]	DEPT/LOCATION: [Insert here]
EVENT SITE:			
ASSESSMENT TYPE: OPERATIONAL			

Risk Assessment Grading

Probable Likelihood	Severity
1 = Improbable	1 = Slight / superficial
2 = Remote	2 = Minor
3 = Possible	3 = Moderate
4 = Probable	4 = Major
5 = Frequent	5 = Fatal

Qualifying the Risks

RISK = LIKELIHOOD x SEVERITY

The resulting risks can be expressed as follows:

1-5	Very Low
6-10	Low
11-15	Moderate
16-20	High
21-25	Very High

EXAMPLE TEMPLATE

KEY ROLES – Abbreviated Key

TPM Technical Production Manager

SM Site Manager

H&S Health and Safety Officer

SS Security Supervisor

EXAMPLE ONLY

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	Severity	Likelihood	Risk Rating			Severity	Likelihood	Residual Risk Rating			
1	Lifting & carrying equipment – danger of back strain or other minor injury.	3	4	12	Heavy items to be delivered as close as possible to point of use. Vans and/or forklift will be used for moving equipment. PPE available for all staff. Staff working under supervision.	Suitable plant hire. Staff briefing. PPE.	2	2	4	Monitor at all times	PM SM
2	Staff working at heights and on ladders	4	3	12	Only ladders with safety catches will be used. Safety headgear will be available and all work will be supervised. Contractors will work to their own method statements and risk assessments.	Correct equipment. Staff briefing. PPE.	3	2	6	Monitor at all times	PM SM
3	Driving vehicles on site – danger of collision with members of the public & staff or with other vehicles	4	3	12	Only staff that has proved their competence to senior staff will be permitted to drive site vehicles. A 5mph limit will be observed and hazard lights must be used. Forklifts will only be operated by qualified staff only.	Staff briefing. Signage. Qualified staff.	3	2	6	Monitor at all times. Ban those who do not comply.	PM SM H&S SS

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4	Electricians at work – danger of electric shock, falling from ladders or similar.	4	3	12	Only approved, qualified contractors will be used. Safety ladders will be used. Electrical contractors will be briefed as to the work of other contractors on site and any subsequent risks.	Electricians to be qualified to latest BS.	3	1	3	View Contractors paperwork	PM SM
5	Striking underground cables	4	3	12	Dial before you dig will be contacted in advance to ascertain where underground cables / pipes lay.	Contact Dial before you dig.	3	1	3	Monitor at all times	SM
6	Various trip hazards, e.g. cables.	3	4	12	Cables will either be flown, buried or covered with cable mats.	Staff briefing. Signage. Correct equipment.	2	2	4	Daily safety checks	PM SM
7	Assembling trussing and rigging, lights & drapes	3	4	12	See 2 above. Lights will be secured with safety chains in addition to at least one other means. Trussing will have secondary support from steel cables. Banners, drapes, etc. will be subject to constant visual inspection.	Supervision Constant monitoring. Proper equipment.	2	2	4	Daily safety checks	PM SM H&S

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8	Danger of cuts and/or infections from refuse	4	3	12	Majority of refuse work to be carried out by experienced contractor. Gloves and litter picking equipment provided for staff working in areas of such risk.	Contractor. PPE	3	1	3	Monitor at all times	PM SM
9	Chemicals hazardous to health. Cleaning agents, diesel, petrol and any others.	4	4	16	Only essential chemicals to be kept on site and these will be locked in appropriate storage cabinets when not in use. Data will be kept with the container or in the site safety file if on separate sheets. Rubber gloves and funnels are provided for transfers. Contractors will be required to supply full details of any chemicals they may bring on to site.	Data sheets. Proper equipment. PPE.	3	2	6	Monitor at all times. Daily safety checks	PM SM H&S
10	Wet ground – danger of slips and sprains	3	4	12	The areas most at risk have been identified and supplies of bark chippings and sand will be sourced if necessary.	Staff briefing.	2	2	4	Daily safety checks	PM H&S

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11	Food poisoning	4	3	12	<p>All caterers will provide hygiene certificates. Hygiene & working practices will be part of the daily safety checks</p> <p>See Separate Risk Assessment for Fire and Trading</p>	Documents	3	2	6	Monitor at all times. Daily safety checks	TM H&S
12	Lost children	3	4	12	<p>There will be a dedicated lost children point. They will be in radio contact with senior officers and Security. Messages can be relayed to the site using the PA system. All staff and the Security supervisor will be in radio contact with all staff and can organise a search.</p> <p>Full operational procedures for dealing with lost children are in the staff briefing notes.</p>	Staff briefing. Radios.	3	2	6	Monitor at all times. Daily safety checks	CO SS

13	Electrical failure: PA, lights, etc. – danger of confusion & panic.	4	3	12	Site lighting will be provided by a combination of mains and generator power so there cannot be a total blackout. Staff will be briefed in evacuation procedures and will have access to torches and megaphones. There will be ample generator sets on site to ensure a link to a PA system to communication with the public in the event of an emergency	Staff briefing. Proper equipment Contractor	2	2	4	Daily safety checks	PM FM CO
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14	Sunstroke	3	3	9	Ensure the availability of sunscreen for all staff, plus a contingency to be kept in Welfare tent.	Sun Screen available in Production Office / Staff Briefing	2	1	2		FM
15	Illness or injury to public or staff	4	3	12	Fully qualified first aid staff at event with an ambulance on site. A dedicated mobile telephone (in the Production Office) will be used to call the emergency services as required. Emergency contact numbers will be in the Production Office for instant reference. Access to the site for emergency vehicles will be maintained at all times and staff will be detailed to meet and direct vehicles on arrival. First aid kits will be kept on site for use by those working outside of public open hours.	Staff briefing. Qualified staff	3	2	6		PM FM

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16	Fencing or other structures – danger of collapse.	4	4	16	A visual inspection of all structures will be part of the daily safety checks. The construction/erection of all tents, fencing, staging, lighting, etc. will be supervised by senior production staff.	Experienced staff. Safety checks	3	2	6	Monitor at all times. Daily safety checks	PM SM H&S
17	Moving vehicles & dangerous driving.	4	3	12	All staff, suppliers, artists, traders & contractors will be issued with car park passes. Security staff will refuse access to the site by vehicles without authorisation. Anyone disregarding the controls stated in 3 above may be banned from the site.	Staff briefing. Passes	2	2	4	Monitor at all times	PM TM SS
18	Contractors working on site.	4	4	16	Copies of contractors own risk assessments & method statements to be kept in the Production Office. All documentation will be reviewed and monitor by the event safety officer	Documents	2	2	4	Monitor at all times	PM H&S

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19	Electric Shock from generators, mains, cables, etc.	4	3	12	Only qualified & approved electrical contractors will carry out any installation, cabling or other electrical work. All generators will be isolated from the public by fencing. All cabling will be isolated and, in addition to switchgear, etc. will conform to the relevant BS. Keys for generators, tower lights and mains supply access will be kept in the site Office at all times and only issued to authorised personnel.	Contractors Staff briefing.	3	2	6	Monitor at all times. Daily safety checks	PM SM H&S
20	Evacuation due to bomb threat, extreme weather or any other unforeseen situation.	4	3	12	Evacuation & Safety Plans will be kept in the Production Office and are part of the staff briefing. Full procedures can be found in the staff briefing notes. A senior LBTH Officer will be on site at all times when work is taking place or the site is open to the public and will organise the evacuation in collaboration with the Security supervisor.	Staff briefing. Radios.	3	2	6		CO SS PM Police

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21	Fire from arson, electrical failure, cooking or otherwise.	4	3	12	<p>Fire safety equipment will be available at key points around the site as indicated in the Emergency & Safety Plans kept in the Production Office. Staff and Security will be positioned around the site as indicated in the various rotas and schedules also kept in the Production Office.</p> <p>All caterers are required to carry adequate fire safety equipment, which will be checked before they are allowed on site.</p> <p>The emergency services will be notified of the events taking place.</p> <p>The site and audience plans allow for easy access for vehicles, staff, etc.</p> <p>Servicing and location of all relevant fire and safety equipment will be checked on a two hourly basis.</p> <p>Please see Fire Risk Assessment in Public Areas for a more detailed account</p>	Documents Safety equipment. Staff briefings.	3	2	6	Monitor at all times. Daily safety checks	PM SM TM H&S

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22	Crowd management – danger of fighting, vandalism, theft and other forms of anti-social behavior.	4	3	12	Security will be provided in numbers and locations as suggested both by the Events Safety Guide and from utilising relevant responsible authorities' experience of the event. The PM will brief the Security supervisor at the start of each shift.	Experienced staff. Staff briefings	2	2	4	Monitor at all times. Daily briefings	PM SO Police
23	Risk to Employees from exposures to noise	4	3	12	All staff directly working in the stage areas within high levels of noise exposure over 85 dB, (including stage, event management staff, artists music curators, pit security, PA engineers) will be issued with Ear Plugs – Approved to EN 352 – 2 standard noise reduction of 37 decibels.	Ear plugs Appropriate Signage and staff briefing	2	2	4	Monitor Throughout the event	PM H&S

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23	Risk to employees from exposure to noise contd....	4	3	12	<p>HSE standard signage indicating a high noise area – ear protection to be worn will be displayed on access points to stage and at the FOH positions.</p> <p>Ear plugs will be available to members of staff who request them.</p> <p>Staff will be briefed on site on the importance of hearing protection and shown how to use ear plugs correctly.</p> <p>Staff working in prolonged periods in areas operating over 85dB will be given adequate breaks.</p> <p>The event Health and Safety Officer will monitor the use of ear plugs issued to staff in high exposure areas, any staff directly employed by LBTH or Remarkable Productions failing to use Protection issued will be given warnings to comply and that failure to do so may jeopardise future work</p>	2	2	4	Monitor throughout the event	PM H&S	

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23	Risk to employees from exposure to noise contd...	4	3	12	The Event H&S Officer will monitor staff contractors Health and Safety Policies including management of noise at work and monitor compliance with their policies.	Ear plugs, appropriate signage and staff briefing notes	2	2	4	Monitor throughout the event	PM H&S

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