

## Site Risk Assessment

**Event:** "Spectrum" **Venue:** Sherbourne Park **Client:** St. Peter's College **Date:** 31/03/2017 **Risk Assessment Completed by:**  
**Job Ref:** JB1993 **Project Manager:** Ben Cox **Start Date:** 08/05/2017 **End Date:** 17/05/2017 **Katy Appleby, Operations Manager**

Hazard		Risks	Existing Risk Controls	Tolerance	Risk Action Plan	Responsible Person
1	Fire	Burn injury & loss of equipment  Loss of facilities	All exterior and publically accessible surfaces of stages and sets to be covered with flame retardant materials.  All drapes and materials to comply with BS3120.  Sight-lines to primary Fire Exit signage unobstructed.  Maintain sight-lines to exit signs or introduce additional signage as appropriate.  OTP to ensure that suitable provision of fire fighting equipment is provided by the responsible party.	Acceptable   Acceptable  Acceptable  Acceptable		Production Manager
2	Working injuries	Head injuries working at ground level	Crew must wear hard hats when working below rigging crew, hats must comply with BS EN397.	Acceptable		Production Manager  All crew

		Head injuries working at height	Crew must wear hard hats that comply with BS EN 12 492 where applicable when working at height.	Acceptable		
		Foot injuries	All crew must wear steel toe boots when working on site during get-in and get-out.	Acceptable		
		Loss of hearing	All crew to be supplied with ear plugs where necessary  Crew to wear earplugs when fitting festoon putlocks.	Acceptable  Acceptable		
		Collision	All crew must wear high visibility vests when working on site during get-in and get-out.	Acceptable		
3	Darkness	Trip hazard	Working area to be kept clear of trip hazards.  Basic site lighting to be installed as a priority during the build.  Suitable additional working light to be used when required.  Any objects causing potential trip hazards are clearly marked off with white tape.	Acceptable  Acceptable  Acceptable  Acceptable		Production Manager  All crew

4	Lifting of heavy items	Personal injury	<p>Ensure all staff members are suitably informed.</p> <p>Loads of greater than 25kg should not be lifted by one person.</p> <p>Lifting to be avoided wherever possible using rolling cases and ramps.</p>	<p>Acceptable</p> <p>Acceptable</p> <p>Acceptable</p>	<p>People with back injuries, pregnant women and children should not be lifting heavy weights.</p>	<p>Production Manager</p> <p>All crew</p>
5	Equipment installation	Injury to contributors or participants	<p>Working areas closed to public.</p> <p>Secondary safety points to be used when installing equipment at height.</p>	<p>Acceptable</p> <p>Acceptable</p>		<p>Production Manager</p> <p>All crew</p>
6	Fatigue	<p>Personal injury</p> <p>Injury to participants</p> <p>Damage to property</p>	<p>Suitable scheduled breaks during the working period.</p> <p>Minimise working periods by spreading workloads across a suitable number of crew.</p>	<p>Acceptable</p> <p>Acceptable</p>		<p>Production Manager</p> <p>Crew chief</p>
7	Use of tools	<p>Injury to users</p> <p>Damage to tools</p> <p>Damage to other equipment</p>	<p>All crew using tools will receive adequate training prior to undertaking the required task.</p> <p>All crew will be provided with suitable PPE equipment.</p> <p>Objects being worked on will be positioned to provide a safe working setup.</p> <p>Tools supplied by OTP in a good working condition.</p>	<p>Acceptable</p> <p>Acceptable</p> <p>Acceptable</p> <p>Acceptable</p>		<p>Production Manager</p> <p>Crew chief</p>



8	Electrical Distribution	Electrical Shock	All distribution circuits to be protected by MCB and RCD Devices.	Acceptable		Production Manager
		Electrical Burns				
		Electrical Fire	All MCB and RCDs to be checked and tested before use.	Acceptable		Crew chief
		Damage to other equipment	Cables routed to avoid public areas, traffic or vehicle routes.  Electrical system to be tested and inspected by 17th Edition qualified electrician.	Acceptable  Acceptable		
9	Guy ropes, pegs & festoon poles	Trip hazard resulting in injury.	All guy ropes/pegs for OTP structures will be protected & marked with high-viz tapes.	Acceptable		Production Manager
		Abrasion from collision with sharp edges.	Festoon pole scaffold couplers with be protected by scaffold thread caps.	Acceptable		Crew chief  All crew
10	Lasers	Irreversible retina damage to contributors or attendees.	Lasers to be securely rigged to ensure 3m overhead clearance considering 20 degree scan angle.  Absolutely no audience scanning.	Acceptable  Acceptable	Care should be taken to ensure no possible reflective surface exist within forest, which may be unexpectedly installed by non-OTP crew.	Production Manager  Crew chief  Lighting operator
11	Vehicular movement	Injury to contributors or participants.  Damage to property.	Hazard lights to be shown.  Marshals to be present when manoeuvring.  5 mile per hour site speed limit.	Acceptable  Acceptable  Acceptable		Production Manager  Crew chief  All crew

12	Cables	Trip hazard.	Use of cable protectors	Acceptable	Use of catenary Suspensions, where possible.  Digging cables into ground, where possible.	Production Manager  Crew chief  All crew
13	Working at height	Personal injury through falling from height.  Injury to others from falling equipment.	All crew working at height to use a work positioning harness.  Working at height to be avoided where possible.  Correct access equipment to be used.  Tool restraint lanyards to be used on all tools when working at height.	Acceptable  Acceptable  Acceptable  Acceptable	Rigging of equipment over audience positions to have an increased safety margin of 10:1 as opposed to 7:1	Production Manager  Rigging crew
14	Suspended equipment	Personal injury through falling equipment.  Injury to participants or contributors through falling equipment.  Damage to property through impact.	All equipment to be installed using a secure secondary safety point.  All rigging equipment to be regularly inspected before and during use.	Acceptable  Acceptable	Rigging of equipment over audience positions to have an increased safety margin of 10:1 as opposed to 7:1	Production Manager  Crew chief  Rigging crew  All crew
15	Weather	Inclement weather: Collapse of structures Resulting injury.	Crew to ensure all installations/decorations etc are secure in the event of severe weather.  Crew to avoid working in severe weather conditions where possible.	Acceptable  Acceptable		Production Manager  Crew chief  All crew

			Unrestricted access to dry shelter during rest periods.	Acceptable		
		Fine weather: Heatstroke. Dehydration.	Unrestricted access to cool drinking water.  Unrestricted access to shaded areas during periods of rest.  Work to be scheduled to take advantage of natural shade.	Acceptable  Acceptable  Acceptable		
16	Stages & Structures	Injury through collapse of structure.  Falling from height, through unauthorized climbing or falling from stage.	All structures to be suitably designed and controlled through structure specific paperwork and risk assessments.	Acceptable		Production Manager  Crew chief  All crew