

Safety Risk Assessment Form

Reference:	The Screen on the Green SM503/SU/Luna Cinema Risk Assessment										
Date:	18/05/17	Assessor(s):	Laurena Sherrill & Alison Letsos				Department/Area:	All			
Activity <i>Describe the activity and the ways in which it could pose a risk</i>	Hazards <i>e.g. personal injury, electric shock, people or objects falling from height, crushing</i>	Persons at risk	Risk before control measures			Controls <i>Describe controls used to reduce risk to a tolerable or preferably acceptable rating</i>	Residual Risk after control measures			Additional controls? <i>e.g. monitor and review, suggestions for future activities</i>	Owner <i>Person responsible for the controls</i>
			Severity	Likelihood	SxL		Severity	Likelihood	SxL		
Lifting and carrying fit up and install items	Personal Injury	Technical Team	2	3	6	Reference to a clear and defined tool box briefing will take place before the any installation of work regarding the screen and related systems begins (in accordance with current CDM regs). Ensuring that correct PPE is being worn at all during the install and de-rig. This briefing will be led by module tutor and team lead from the Luna Cinema	1	1	1	Stop anyone you see lifting to heavier object by themselves or incorrectly.	The Individual
Using power tools	Personal Injury	Those using power tools	3	3	9	Ensure relevant safety gear is worn and to concentrate on the job at hand.	3	1	3	Stop anyone doing a job without the necessary safety. Equipment.	The individual .
Installing the metal structure	Risk of falling objects from height	Anyone on site	5	2	10	Ensure the site is clear when installing/lifting the metal structure and hard hats are worn.	3	1	3		Those on site.
Slips, trips or falls.	Bruises, cuts, sprains, fractures, head	Anyone on site	3	2	6	Make sure the site is swept cleared of any obstacles of unnecessary objects. Ensure that all walkways and fire routes are kept clear at	3	1	3		Event Team

	injuries, loss of consciousness.					all times.				
Physical activity.	Movement Injuries. Strains, pulled muscles, exhaustion, fatigue.	Technical Team	2	3	6	Make sure all team members are given relevant breaks for rest and to keep hydrated on the day of.	2	1	2	Event Team
Ceramics and Glass.	Cuts and Lacerations.	Anyone on site	2	2	4	Any broken items are to be swept up at the first possible opportunity and anyone with bare feet are to avoid the area immediately. Any glass/ceramic items to be monitored by the events team during the process. All drinks apart from bottled beer with be decanted into plastic cups to reduce the likelihood if glass related incidents. Under no circumstance are any of the on duty team. i.e. install/de-rig or stewarding staff are allowed to consume alcohol during the event.	2	1	2	Event Team
BBQ Gas Flame	Burns, Fire, Evacuation,	Anyone involved	5	2	10	The BBQ will be located a reasonable distance away from any flammable objects. Trained team members will be ready on site with extinguishers and fire blankets to put out a fire if it was to happen. Fire exits will be largely available and routes will be planned to ensure the audience can evacuate quickly and safely.	5	1	5	Student Union
Consumables/Food/Alcohol	Allergies, Sickness, Contamination, Food Poisoning,	Anyone Involved	3	2	6	Consult with Bartlett and Mitchell about storing any food items that need to be refrigerated and keeping it away from anything that could contaminate it. It will be prepped in a clean/ sterilised environment	3	1	3	Student Union

	Choking					and then covered with cling film and stored appropriately.					
Pond	Trips, Slips, Drowning	Anyone	3	3	9	Ensure that a steward is placed in the vicinity of the pond to keep a look out for any stray audience members	3	1	3		Event Team
Electricity	Risk of Electrocutation	Everyone	4	2	8	Anyone dealing with electricity must be trained/competent, either following their training or agreed protocol of the venue when fixing or modifying electrical devices. Anything brought in from outside the venue must pass a PAT Test. Stop using any equipment immediately if it appears to be faulty, have it checked by a competent person.	4	1	4		Technical Team
Cables	Risk of Tripping	Everyone	3	3	9	Avoid trailing cables until the end of the get-in. All trailing cables must be tapped down, or personnel must be made aware of them.	3	1	3		Technical Team
Working at Height	Risk of dropping objects	Anyone below or nearby	3	3	9	Anyone below or nearby anyone at height must be wearing a hard hat. People should be aware of their surroundings and if people are working above them.	3	1	3		Technical Team
Working at Height	Risk of Falling	Person on access equipment	4	2	8	Avoid working at height, by using accessible areas where at all possible. Minimise the distance and consequence of the fall, by using the right type of access equipment. Anyone using access equipment must be trained and comfortable working at height and not fatigued.	4	1	4		Technical Team

						People should foot ladders to stop the ladder moving.				
Working at Height	Risk of tripping over access equipment	Everyone	2	2	4	Everyone must be vigilant and aware of people using access equipment; a footer may also be present to stop people walking into such objects.	2	1	2	Technical Team
Manual Handling	Risk of injury from any object that needs carrying	Everyone	3	3	9	Everyone must be trained in manual handling and follow the agreed guidelines set out. Everyone in venue MUST be wearing Steel toe capped boots.	3	1	3	Everyone
Manual Handling	Risk of injury from Heavy Objects	Everyone	3	4	12	Avoid carrying heavy objects by yourself. Either asks for help or use provided lifting equipment if trained and competent, or find someone who is trained to help you. Make sure the path and journey is clear of hazards and other people you could be a hazard to.	3	2	6	Everyone
Working in low light	Falling, Tripping and walking into objects	Everyone	2	3	6	Anybody doing something that requires light, should cease actions or respond to the call. Crew Members will wear high visibility jackets when working after sundown.	2	1	2	Technical Team
Hauling	Risk of object being hauled falling	Everyone	3	3	9	Anyone below or nearby anyone that is hauling must be wearing a hard hat. People should be aware of their surroundings and if people are hauling near them.	3	1	3	Technical Team
Hauling	Burn from rope	Hauler	3	4	12	All crew members hauling are advised to wear gloves.	3	1	3	Technical Team

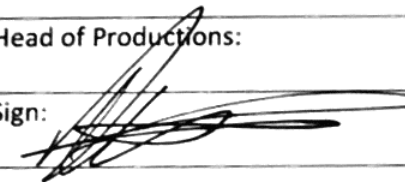
						A first aid point should be assigned.				
Smoke	Smoke Inhalation	Anyone on site	5	2	10	Keep the BBQ a safe distance from the large portion of audience members, and have it facing so the wind blows the smoke away from the audience.	5	1	5	Student Union/Event Team
Line Array System	Loud Noises injuring hearing	Anyone on site	3	2	6	Ensure faders are down before playing track. Ensure gain structure will not cause excessively loud sound. Ensure anyone working in venue is aware of sudden loud noises	3	1	3	Sound Operator

Risk Scoring Key		Severity	Likelihood
	Fatality	5	Certain or imminent
	Major injury, disabling illness, major damage	4	Very likely
	Lost time injury, illness, damage	3	May happen
	Minor injury, minor damage	2	Unlikely
	Delay only	1	Very unlikely

Risk Rating Categories	10 to 25	Unacceptable	Do not proceed; seek immediate guidance from the safety team
	6 to 9	Tolerable	Proceed with caution but seek to reduce risk further if possible
	1 to 5	Acceptable	Proceed

Order of Control Measures	Most effective	Eliminate	Ask yourself if the activity needs to be carried out
	↓	Substitute	Ask yourself if the same effect can be achieved with something less risky
		Reduce	Ask yourself if you can use less of something, or limit the time etc
		Isolate	Make sure that the risk is contained to the smallest possible area
		Enclose	Make sure that no-one can get to the hazard
		Other Engineering Controls	Emergency stop buttons, automated controls etc

Least effective	Safe System of Work	Carry out the work according to a specific step by step programme with training
	Training/Communication	Safety team can advise
	PPE	Use of ear defenders, hard hat, toetectors etc
	Discipline and Enforcement	Telling people to be careful

Production Manager:		Technical Manager:		Head of Productions:	
Sign:	Date:	Sign:	Date:	Sign: 	Date: 22/5/17.