



Risk Assessment

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Task Description	Sound/Lighting/Drapery/ Starcloth Systems & Exhibition Stands	Location	Mobile	Date	05/02/16
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Hazard / Consequences	Control Procedures	Likelihood (a)	Severity (b)	Risk Ranking (= a x b)
Injury from slips trips and falls.	All staff will keep the working area tidy and remove trip hazards as and when they occur. Cables must be All staff will wear suitable footwear at all times	1	3	3

Hazard / Consequences	Control Procedures	Likelihood (a)	Severity (b)	Risk Ranking (= a x b)
Injury from incorrect manual handling	Staff trained in correct lifting methods Lifting equipment provided where loads are heavy including wheels or load carrying devices to assist safe mobility. Dual lifting to be used on awkward lifts. Staff and contractors will not lift items of tools or equipment beyond their capabilities. Heavy or awkward items will be broken down into smaller units or dual lifted where this is not possible.	1	3	3

Hazard / Consequences	Control Procedures	Likelihood (a)	Severity (b)	Risk Ranking (= a x b)
Injury to other workers and members of the public during operations.	It is vitally important that potentially hazardous areas are signposted, barricaded and, where appropriate, covered to avoid possible injury to workers and members of the public. Anyone who may be affected by the works to be informed of site work, especially tenants and other contractors. Work area to be secured to prevent unauthorised access. Staff will cordon off work area and	1	3	3



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	<p>ensure tenants do not enter area of danger</p> <p>Hand tools and power tools will not be left unattended</p> <p>The site will be made safe at the end of each shift</p> <p>Staff will follow the method statement devised for this task.</p>			
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Hazard / Consequences	Control Procedures	Likelihood (a)	Severity (b)	Risk Ranking (= a x b)
Injury from power tool hazards and machine hazards	<p>All power tools and machinery must comply with Provision and Use of Work Equipment Regulations 1992.</p> <p>All employees and contractors must have received instruction in the safe use and operation of the equipment they are proposing to use</p> <p>Eye protection must be worn at all times when there is a risk of flying parts, dust or fragments</p> <p>All power tools and machinery must be regularly inspected and maintained in good condition</p> <p>Tools and cables are visually inspected before use</p> <p>Damaged tools are withdrawn from service until repaired</p> <p>Company power wood cutting machines are PAT tested on an annual basis</p> <p>Either battery powered or 110 volts tools are used where possible</p> <p>Ensure staff know which personal protective equipment to wear, how to use it</p>	1	3	3



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Hazard / Consequences	Control Procedures	Likelihood (a)	Severity (b)	Risk Ranking (= a x b)
Working at height from ladders. Risk of death or major injury	<p>Correct equipment to be selected, Staff will follow venue safety rules for access and working at height..</p> <p>Ladders will only be used as a last resort and should not elevate more than 2 meters from the ground. Safety checks will be carried out to ensure the ladder is stable before being climbed.</p> <p>Installers will not work within 2 metres of an unprotected edge and will be attached to fall arrest systems at all times whilst working on roofs with unprotected edges</p> <p>All ladders to be tied off or footed.</p> <p>All equipment to be removed from site / locked to prevent un-authorized access.</p> <p>HSE guidance form INDG401 working at height guidance to be followed at all times.</p> <p>The majority of tasks carried out at height involve working below 2 metres from step ladders; all staff have been made aware of the dangers of working from step ladders and have been instructed on the safe use of ladders. Staff are required to read and understand HSE leaflet INDG402 the Safe use of Ladders & Stepladders. Only competent members of staff will be allowed to work from stepladders and it is the responsibility of the DJ & Presenter or Road Crew Lead to ensure conditions are safe before allowing any ladder work to take place.</p>	2	3	6



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Hazard / Consequences	Control Procedures	Likelihood (a)	Severity (b)	Risk Ranking (= a x b)
Dropping equipment from height leading to injury of persons on the ground	<p>The area below ladders where other person may be liable to walk will be marked out with warning tape or barriers, and persons prevented from travelling across the danger area.</p> <p>Installers have been instructed to take extra care when carrying tools at height, tool belts will be worn.</p> <p>If necessary a banksman will be stationed under the work area to prevent anybody from coming into the work area.</p>	2	3	6

Hazard / Consequences	Control Procedures	Likelihood (a)	Severity (b)	Risk Ranking (= a x b)
Injury from contact with Electricity	<p>Inspect tools for safety before use.</p> <p>Only competent persons should work with electricity and power tools.</p> <p>When working on electrical systems all equipment is adequately insulated and earthed.</p> <p>Electrical tools will be battery powered or 110V where possible</p> <p>Projects involving work on electrical systems are designed and certified as safe by a competent person before they are passed to users</p> <p>Appropriate PPE to be worn including gloves, utility belt with fall restraint for tools and eyewear</p> <p>All technical equipment is annually PAT tested</p>	1	5	5

	Likelihood		Severity		Priority
1	Highly Unlikely	1	Trivial	1	Urgent action – (Risk no 15 – 25)
2	Unlikely	2	Minor Injury	2	High Priority – (Risk no 10 – 12)
3	Possible	3	Over 3 day Injury	3	Medium Priority – (Risk no 5 – 9)
4	Probable	4	Major Injury	4	Low Priority – Risk no (2 – 4)
5	Certain	5	Incapacity or Death	5	Very Low Priority– No Action required (Risk no 1)



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