

THE COCKPIT

Risk Assessment

Department: The Cockpit Risk Assessment: Maintenance Date: 26th September 2024		
Review Date: 26th September 2025		
Activity	Location	Name of Assessor/s:
Maintenance and support service working	The Cockpit	Deb Jones Dave Wybrow
Please refer to Appendix A which contains: <ul style="list-style-type: none">• Outlines how to calculate the Risk Assessment• Other important information which is considered when completing this form, including:		
<u>Legislation Considered</u> Health and Safety (Display Screen Equipment) Regs. Health and Safety at Work Act. Manual Handling Operations Regulations. Working at Height Regulations. Electricity at Work Regulations. Control of Substances Hazardous to Health Regs. Regulatory Reform (Fire Safety) Order. Licensing Acts.	<u>HSE Risk Matrix</u> To be assessed before and after control methods. Risk rating to be expressed numerically.	<u>General considerations</u> General Causes of injuries and hazards. Examples of good practice.

<u>Initial Risk Assessment</u>							<u>Re-assessed Risk Assessment</u>			
Persons at Risk. Staff, members of the public and hirers'	Severity of Hazard = SH	Likelihood of Risk = LR	Initial Risk Level = IRL	SH	LR	IRL	RRL = Reassessed Risk Level	SH	LR	RRL
<u>Activities</u>	<u>Hazards</u>						<u>Control Methods</u>			
Access and Egress	<ul style="list-style-type: none"> • Tripping over objects • Slipping on spillages • Impact injuries • Wheelchair access 			4	4	16	<ul style="list-style-type: none"> • General good housekeeping carried out. • All areas and stairs are well lit during audience movement. • All staff to be instructed and practised in conducting an audience emergency evacuation. • No trailing leads or cables. • Staff to keep all areas free of obstructions. • No obstructions permitted at any time in the emergency exit routes and walkways. • Liquid spills to be removed as soon as possible. • Flooring to be regularly inspected for damage and repairs carried out as soon as possible. 	4	2	8
Working at height	<ul style="list-style-type: none"> • Falls from height • Being struck by falling items 			4	4	16	<ul style="list-style-type: none"> • Avoid storing any items at height. • Shelving not to be above an easily reachable height. • Step ladders to be used by staff. • Staff are to use ladders, or step ladders and not to climb to gain access to items etc. • Access below the work area to be restricted. • Fall restraint equipment provided if needed. • Loose tools etc must be secured to prevent them falling. 	45	3	12

Gantry Work and high level working	<ul style="list-style-type: none"> ● Falls from height ● Being struck by falling items 	5	4	20	<ul style="list-style-type: none"> ● Authorised persons only to be allowed access to the gantry. ● Kick plates to be checked weekly. ● Loose items and equipment to be secured, or removed. ● Avoid storing items in the gantry area. ● Working outside the gantry to be risk assessed in writing beforehand. ● Fall restraint equipment to be used when working or being outside the gantry. ● No more than five persons on the gantry at any one time. ● Rigging time to be scheduled separately from other technical work, stage to be cleared and closed using retractable tape barriers across wings during rigging. ● Items are only to be stored within designated and identified areas within the gantry. ● No trip hazards to be left on the gantry. ● Bump caps must be worn. ● No stepladders to be used on the gantry. ● Safety chains/bonds to be used with lanterns, bar mounted appliances and free standing tripods and stands. ● During rigging, all entrance drapes must be fully open and retractable hazard barriers used. ● No persons allowed below any overhead working. 	4	2	8
Working on stage	<ul style="list-style-type: none"> ● Falls ● Slip on spillages ● Slip on covered stage trap area ● Impact injury ● Pulled muscle ● Skeletal damage 	4	4	16	<ul style="list-style-type: none"> ● General good housekeeping carried out. ● Trailing leads or cables on stage to be taped down. ● Staff to keep all areas free of obstructions. ● No obstructions permitted at any time in the emergency exit routes and walkways. ● Liquid spills to be removed as soon as possible. ● Flooring to be regularly inspected for damage and repairs carried out as soon as possible. 	4	2	8

Carrying heavy items	<ul style="list-style-type: none"> ● Physical injury ● Strains and sprains 	4	4	16	<ul style="list-style-type: none"> ● Company fire and cleaning warden (responsible person nominated by the company) to be briefed on differing surfaces and uneven areas of stage, and to pass this information on to all company members. ● A trolley or dolly to be used to transport heavy objects. ● No heavy objects to be stored on high shelves. ● A person is only to lift an item that they can safely lift. ● Bulky or heavy items should be purchased in reasonably sized and weighted dimensions. 	4	2	8
High volume and pressure of work	<ul style="list-style-type: none"> ● Unacceptably high stress levels. ● Increased likelihood of accidents. ● Increased likelihood of illness. ● Deteriorating relationships. 	4	4	16	<ul style="list-style-type: none"> ● Detailed job descriptions provided to all members of staff. ● A written, stress, risk assessment must be carried out by the line manager of any member of staff that shows signs, or complains of undue stress. ● Confidential stress counselling is available to all members of staff. ● Staff to be reminded of the confidential counselling help line. ● Policy to prevent bullying in the workplace is to be enforced by all supervisors. ● Stress awareness training given to all supervisors. ● Regular one to one meetings conducted and individual performance reviewed. 	4	2	8
Using electrical equipment	<ul style="list-style-type: none"> ● Electrocution ● Fatal injuries ● Serious injuries ● Burns 	5	3	15	<ul style="list-style-type: none"> ● Electrical equipment to be PAT tested. ● Visual check of all electric equipment to be carried out before it is used. 	5	2	10

	<ul style="list-style-type: none"> • Smoke inhalation. • Panic induced injuries • Damage to property 				<ul style="list-style-type: none"> • Good housekeeping to be carried out to reduce the risk of fire. • Equipment to be secured when not in use. • Fire detection system checked weekly. • Monthly safety checks are to be implemented by staff and a record kept. • Evacuation plans to be displayed in prominent locations. • Practice evacuations regularly carried out. • All staff to be practised in carrying out emergency evacuations. • Staff are to be encouraged to report defective, discoloured or damaged equipment which must be removed from service. • No unauthorised appliances allowed i.e. kettle or microwave. • The use of stacked multi adapters and coiled power cables is not allowed. 			
Use of smoke generating machines	<ul style="list-style-type: none"> • Vision impairment • Hazards obscured 	3	4	12	<ul style="list-style-type: none"> • The use of smoke generating machines is to be constantly monitored. • Excess smoke is not to obscure the emergency exits. 	5	2	10
Lone Working	<ul style="list-style-type: none"> • Becoming ill and medical assistance not forthcoming. • Criminal activity. 	5	3	15	<ul style="list-style-type: none"> • Keyholder on premises at all times in addition to any lone workers. • Keyholder to be informed in advance of any abnormal working times. • Two way communication provided in all work areas. 	5	2	10
Confined space work	<ul style="list-style-type: none"> • Overcome by fumes or gas • Becoming trapped • Asphyxiation • Crush injuries 	5	4	20	<ul style="list-style-type: none"> • Confined space working is not to be carried out unless an alternative method of work is not a practicable option. • A written risk assessment must be carried out for all confined space work, with 	5	3	15

<p>Hot Work (use of hot flame equipment)</p>	<ul style="list-style-type: none"> ● Burns ● Fire damage ● Smoke inhalation 	5	4	20	<p>approval obtained before the work commences.</p> <ul style="list-style-type: none"> ● Routes of escape to be surveyed, and a practice evacuation carried out. ● Ventilation to be checked before the work commences. ● Environment to be ventilated to remove toxic or flammable gas or vapours. ● Adequate lighting to be provided. ● Lone working in confined spaces is not to be undertaken, and another member of staff must be within hailing distance. ● PPE identified for the task is to be used. ● Supervision to be sufficient for the hazards identified. ● Rescue procedure to be established and practised by those taking part and potential rescuers. <ul style="list-style-type: none"> ● Permit to work to be completed whenever hot work is carried out. ● Site to be monitored for one hour after hot work has been finished, to check that a fire does not erupt. ● Only persons qualified in hot work are to undertake the work. ● An appropriate fire extinguisher is to be kept near to the site of hot working. ● Hot work is not to be carried out near to highly flammable materials. ● A qualified first aider is to be available. 	5	2	10
<p>Drilling into or breaching walls</p>	<ul style="list-style-type: none"> ● Exposure to asbestos ● Electrocuting ● Wall collapse ● Inhalation of dust/toxic matter ● Impact injuries ● Cuts ● Audio damage ● Eye injuries 	5	4	20	<ul style="list-style-type: none"> ● A careful assessment of the wall is to be conducted to identify any potential hazards. ● The Asbestos Register is to be examined and if there is asbestos present the work is only to be carried out by a qualified contractor. ● Cable detector to be used to provide a profile of electric cables and pipes. ● The appropriate equipment must be used when drilling or breaching a wall. 			

<p>Replacing electrical components (Lights, plugs etc.)</p>	<ul style="list-style-type: none"> ● Electrocutation ● Falls from height ● First aid injuries 	4	4	16	<ul style="list-style-type: none"> ● A competency level must be achieved before an employee is given this task. ● Housekeeping to reduce the risk of fire. ● PPE appropriate for the job to be used i.e. eye protection, gloves, face mask, ear protectors etc. ● A dynamic risk assessment is to be carried out to identify any potential hazards. ● The skills required to replace the item must be established before a member of staff undertakes the replacement. ● Safe system of working to be produced. ● When working at height, the appropriate genie, ladder, stepladder or work platform is to be used. ● The electrical equipment is to be isolated before the work commences. ● A stop to be applied to any circuit before work is carried out. ● No major electrical work is to be undertaken by a member of staff not qualified for the task. 	4	2	8
<p>Cleaning</p>	<ul style="list-style-type: none"> ● Contact with Biohazards ● Allergic reactions ● Splash contamination ● Cuts ● Burns 	4	4	16	<ul style="list-style-type: none"> ● Only approved cleaning materials and equipment are to be used. ● The greatest care is required when dealing with body fluids and faeces, when PPE to include eye protection, gloves and face mask, must be worn. ● Absorbent granules/disinfectant is to be used when dealing with body fluids etc., and the matter placed into a sealable plastic bag to be disposed safely. ● PPE to include eye protection, gloves, washable footwear and clothing is to be issued to all staff carrying out maintenance tasks. ● Face masks are to be worn where dust is encountered. 	4	2	8

Deliveries by motor vehicle	<ul style="list-style-type: none"> Crush injuries Death Serious injuries 	4	4	16	<ul style="list-style-type: none"> Contaminated clothing to be hot washed. A safe route is to be identified to the driver. Non-essential persons to be excluded from the area. Delivery is only accepted when the delivery is placed on the ground. Unloading or loading the vehicle is to be done in a planned and orderly fashion. Mechanical means of transporting heavy items is to be available. Before a vehicle leaves the premises, a check is to be made that there is a safe exit route free of pedestrians. 	4	3	12
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Assessors							
Name of Assessor	Deb Jones	Role	Technical Production Manager	Signature	DJones	Date	26.9.24
Name of Assessor	Dave Wybrow	Role	Theatre Manager	Signature	DWybrow	Date	26.9.24

<u>Appendix A</u>

Display Screen Equipment

Health and Safety (Display Screen Equipment) Regs.

General Causes

Poor seating adjustments.
Keyboard not comfortable.

Display screen is too high.
Small work area.

Display screen out of focus.
Lack of breaks away from the workstation.

Poor ergonomics.

Good Practice

Written workstation self-assessment carried out.

Breaks taken away from work station.

Slips trips and falls

Health and Safety at Work Act 1974

General Causes

Spillage of wet and dry substances.
Rugs/mats.
Changes in the floor level.

Poor Lighting.
Slippery surfaces.
Unsuitable footwear.

Trailing cables.
Change from wet to dry floor surfaces.
Smoke/steam obscuring view.

Miscellaneous rubbish.

Good Practice

Clean spills immediately.

Keep areas clear, remove rubbish.

Avoid exposed cables, use cable covers, or cordless tools.

Ensure mats are securely fixed and without curling edges.

Manual handling

The Manual Handling Operations Regulations 1992 & 2002

Good Practice

AVOID the need for hazardous manual handling; as far as is reasonably practicable.

ASSESS the risk of injury from any hazardous manual handling that can't be avoided

REDUCE the risk of injury from hazardous manual handling, so far as is reasonably practicable.

Example:

A person can carry 25Kg (52Lb) for approx 25 metres in comfort. Anything above these needs to be assessed and if a repetitive activity.

Ways to reduce the risk of injury.

Pay particular attention to those with physical weakness.

Unrestrictive and suitable PPE.

Provide suitable flooring.

Training.

Reduce the weight of objects being handled.

Remove obstructions to free movement.

Provide appropriate handling aids.

Avoid steps and steep ramps.

Working at Height**Work at Height Regulations 2005****Provision and Use of Work Equipment Regs. 1998**Good Practice

Avoid work at height where possible.

Do not store heavy objects or bulky items at height

Use work equipment or other measures to prevent falls where working at height cannot be avoided.

Where the risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

Ensure

All work at height is properly planned and organised.

Risks from falling objects are properly controlled.

Trained and competent staff.

Ensure the place that the work at height is carried out is safe.

Equipment for work at height is appropriately inspected. Appropriate Step/Ladder to be used and inspected beforehand.

Electrical Equipment**Electricity at Work Regulations 1989**Good practice

Check electric cabling for signs of wear and tear.

Portable Appliance Test to be carried out annually.

Personal electrical equipment not to be taken into the workplace.

Damaged equipment to be replaced.

Liquids to be kept away from electrical equipment.

Repairs to be carried out by a qualified person.

Use of Chemicals**Control of Substances Hazardous to Health Regulations 2002**Good Practice

Replace irritant chemicals with milder alternatives.

Check that staff do not have any allergic reactions to the chemicals used.

Risk of Fire**Regulatory Reform (Fire Safety) Order 2005**Good Practice

Good Housekeeping to be carried out.

Desks and work areas to be kept clear of unnecessary paper.

No unauthorised electrical equipment to be used.

Vents on computers to be kept clear.

Fire Risk Assessment to be reviewed annually.

Licensing Act 2003Good Practice

Restrict numbers of persons at performances to a maximum of 250.

16 to 25	High risk and may require the provision of considerable resources involving special equipment, training, high levels of supervision and consideration of the most effective methods of eliminating or controlling hazards.
6 to 15	Medium risk and will require an appropriate level of resources.
1 to 5	Low risk but actions should still be taken to try to reduce these risks further, if possible, within reasonable limits.