

Risk Assessment

Venue: The Cockpit			
Activity: Rehearsals, workshops, classes and filming which involve actions which may be considered a risk.	Location: Studio 2	Name of Assessor/s:	Deb Jones Dave Wybrow
<p>Please refer to Appendix A which contains:</p> <ul style="list-style-type: none"> • Outlines how to calculate the Risk Assessment • Contains other important information which you may wish to consider when completing this form, including: 			
<p><u>Legislation Considered</u></p> <ul style="list-style-type: none"> • 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 	<p><u>HSE Risk Matrix</u></p> <ul style="list-style-type: none"> • To be assessed before and after control methods. • Risk rating to be expressed numerically. 	<p><u>General considerations</u></p> <ul style="list-style-type: none"> • General Causes of injuries and hazards. • Examples of good practice. 	

<u>Initial Risk Assessment</u>	<p>SH = Severity of Hazard LR = Likelihood of Risk IRL = Initial Risk Level</p>	<u>Reassessed Risk Assessment</u>	RRL = Reassessed Risk Level

Who are the persons at Risk:	Staff, Audience, Hirers.
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<u>Hazards</u>	SH	LR	IRL	<u>Control Methods</u>	SH	LR	RRL
<ul style="list-style-type: none"> • Injuries caused by physical protrusions 	2	3	6	<ul style="list-style-type: none"> • Remove unnecessary protrusions 	1	2	3
<ul style="list-style-type: none"> • Trip hazards, trailing cables, imperfect floor surface 	2	3	6	<ul style="list-style-type: none"> • Visibility tape on supplied cables • Floor surface changes highlighted with hazard tape 	1	2	3
<ul style="list-style-type: none"> • Poor ventilation, spread of disease 	4	3	12	<ul style="list-style-type: none"> • During notified epidemic room to be taken off hire 	1	1	1
<ul style="list-style-type: none"> • Using electrical equipment 	5	3	15	<ul style="list-style-type: none"> • Electrical equipment regularly PAT tested. • Visual check of all electric equipment to be carried out before it is used. • Good housekeeping to be carried out to reduce the risk of fire. • Regular safety checks implemented by staff • Staff and hirers encouraged to report defective, discoloured or damaged equipment which must be removed from service. • No unauthorised appliances allowed i.e. kettle or microwave. 	5	2	10

Name of Assessor **Dave Wybrow**

SignatureDWybrow..... Date **9.9.24**

Appendix A

Display Screen Equipment **Health and Safety (Display Screen Equipment) Regs.**

General Causes

Poor seating adjustments	Display screen too high.	Display screen out of focus
Poor ergonomics	Keyboard not comfortable	Small work area
Lack of breaks away from work station.		

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

Poor Lighting

Trailing cables

Miscellaneous rubbish

Rugs/mats

Slippery surfaces

Change from wet to dry floor surfaces

Changes in the floor level

Unsuitable footwear

Smoke/steam obscuring view

Good Practice

Clean spills immediately

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

Keep areas clear, remove rubbish

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.
handled.

Reduce the weight of objects being
Less restrictive PPE.

Remove obstructions to free movement
appropriate handling aids training

Provide better flooring
Avoid steps and steep ramps

Provide

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 within one year
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

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 under RRFSO to be reviewed annually.

Licensing Acts

Good Practice

Restrict numbers of persons at performances to a maximum of 250
Remove anyone who is inebriated
Alcohol not to be sold or given to underage persons
Remove any disruptive or aggressive persons from the premises
Duty manager to continuously assess the situation
The sale of alcohol to be stopped if the circumstance warrant such action

Risk assessment (Significant risks and hazards)

1. Identify the hazards
2. Decide who might be at risk and how.
3. Evaluate the risks and appropriate control methods.
4. Record your findings and their implementations.
5. Review and update as necessary or within 12 months.

Persons at risk (include; Employees, Visitors, lone workers, disabled persons, contractors and visitors)

Severity Likelihood	No Injury	First Aid Injury	Lost Time (Over 3 days)	Major Injury or Disabling Disease	Death
Improbable	1	2	3	4	5
Remote	2	4	6	8	10
Possible	3	6	9	12	15
Probable	4	8	12	16	20
Very Likely to Occur	5	10	15	20	25

Risk Rating	Action Required
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.