

Risk Assessment

Activity		Setting up of and use of P.A. and lighting equipment						
Equipment description		Speakers, Lighting effects, Mixers, Amplifiers, Electrical equipment, Cables.						
Key: 0 = Low 5 = High		Risk Assessment Carried out by:					Date: -	
L = low, L/M = low/medium M = Medium, M/H = medium/high, H=High		Calculation of Existing Risk			Calculation of Residual Risk			
Hazard	Who Might Be Harmed	Harm (0-5)	Chance (0 - 5)	Risk	Controls to reduce risk	Harm (0 - 5)	Chance (0 - 5)	Risk
Injury whilst lifting and carrying equipment	Staff	3	4	H	Lifting properly Less equipment moved in one go Wheels on cases. Use of trolleys Use of safety footwear Training in lifting techniques	3	1	L
Injury whilst setting up equipment	Staff Venue staff Guests	3	2	L	Clear space for equipment Remove trip hazards Keep area clear of guests Use suitable stands and tables	3	1	L
Tripping over tripod speaker and lighting stands	Staff Venue staff Guests	4	3	M/H	Placing in clearly defined area Mark with hazard tape Place behind other equipment Lighting stand	4	2	M
Trip hazard - Cables laid on the floor	Staff Venue staff Guests	2	4	H	Cables taped with gaffa tape Use rubber matting cable cover Lay cables out of the way	2	0	L
Risk of strangulation from cables on stands and truss	Staff Venue staff Guests	5	1	L	Cables taped Cables secured with velcro	5	0	L

Hazard	Who Might Be Harmed	Calculation of Existing Risk			Controls to reduce risk	Calculation of Residual Risk		
		Harm (0-5)	Chance (0 - 5)	Risk		Harm (0 - 5)	Chance (0 - 5)	Risk
Electric Shock	Staff Venue Staff Guests	5	2	L/M	Regular visual inspection Portable appliance testing Use of RCDs Use of socket testers	5	1	L
Lighting falling from overhead bars and truss	Staff Venue staff Guests	5	4	M/H	Use of heavy duty clamps Use of safety bonds Ensure fixtures are secure	5	1	L
Burns from hot equipment	Staff	2	2	L	Ensure sufficient time before moving hot equipment Ensure sufficient time before changing lamps in lighting fixtures Sufficient ventilation	2	0	L
Fire	Staff Venue staff Guests	5	2	L/M	Portable appliance testing Carrying fire extinguisher Not blocking fire exits Use of emergency procedures	5	1	L
Hearing damage	Staff Venue staff Guests	3	2	L/M	Headphones Ear defenders Keeping sound levels down	3	2	L
Effects of strobing Lights	Staff Venue Staff Guests	2	1	L	Warning signs Common sense with use Announcements	2	1	L
Hanging equipment on stands and bars	Staff	4	3	L/M	Use of step ladders Use of winch stands	4	1	L