

HIRE - SALES - INSTALLATIONS

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RISK ASSESSMENT

**34 Blinshall Street
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LOAD IN

Significant Hazard		Who Might Be Harmed?	Risk Factor (P x S)	How Is The Risk Controlled?	Further Action Necessary To Control The Risk	Risk factor after controls
1.	Unloading of Vehicle	<ul style="list-style-type: none"> • Show staff • Visitors • Members of Public 	3 x 3	Vehicles are parked to prevent vehicle passage. Pedestrians are advised to use opposite footpath	Staff to monitor unloading of truck to ensure that proper lifting procedures are followed.	1 x 3
2.	Manual handling of heavy equipment	<ul style="list-style-type: none"> • Show staff • Visitors 	3 x 3	The load may be either inanimate - such as a box or a trolley – Or stationary. Each person needs to reduce the risk of injury from hazardous manual handling,	staff to monitor the load in to reduce the risk of injury from hazardous manual handling, so far as is reasonably practicable.	1 x 3
3.	Placement of equipment	<ul style="list-style-type: none"> • Show staff • Guests • Visitors 	3 x 2	Each member of staff has a responsibility to keep their areas tidy	Staff to monitor load in of equipment into the hall	1 x 3
4.	Slip, trip, fall cabling	<ul style="list-style-type: none"> • Show staff 	3 x 2	All cabling to be laid in a manner to prevent the risk of slip, trip, fall.	Staff to monitor load in of equipment into the hall	1 x 3
5.	Blocking of Fire Exits	<ul style="list-style-type: none"> • Show staff • Visitors 	3 x 3	No stacking of materials in the fire exits during the load in	Staff to monitor during load into the hall	1 x 3
6.	Use of loading hoist.	<ul style="list-style-type: none"> • Show staff 	3 x 3	Hoist only to be used by a fully trained operator.	Staff to monitor during load into the hall	1 x 3
7.	Negotiating steep stairs during load in.	<ul style="list-style-type: none"> • Show staff 	3 x 3	Stairs to be kept dry and free from trip hazards. Safe manual handling practises to be followed.	Staff to monitor during load into the hall	1 x 3

STAGE

Significant Hazard		Who Might Be Harmed?	Risk Factor (P x S)	How Is The Risk Controlled?	Further Action Necessary To Control The Risk	Risk factor after controls
1.	Fall from height from the stage	<ul style="list-style-type: none"> Show staff Artistes 	3 x 2	Stage edge is highlighted by warning hazard tape. Store equipment at back of stage	Staff to monitor load in of equipment on stage	1 x 3
2.	Manual handling of PA equipment	<ul style="list-style-type: none"> Show staff 	3 x 3	No stacking of materials in the fire exits including the staircase	Staff to monitor during load in	1 x 3
3.	Struck by moving equipment	<ul style="list-style-type: none"> Show staff 	3 x 2	Show staff to load out in a safe manner	Staff to monitor load in of equipment on stage	1 x 3
4.	Slip, trip, fall from cabling, fall from height	<ul style="list-style-type: none"> Show staff 	3 x 2	All cabling/equipment to be laid in a manner to prevent the risk of slip, trip, fall.	Staff to monitor load in of equipment on stage	1 x 3
5.	Erection of barrier	<ul style="list-style-type: none"> Show staff 	3 x 2	Barrier to be constructed in accordance with manufacturers recommendations	Staff to inspect the barrier prior to the show ensuring a complete sign-off by whoever erected the barrier	1 x 3

HALL

Significant Hazard		Who Might Be Harmed?	Risk Factor (P x S)	How Is The Risk Controlled?	Further Action Necessary To Control The Risk	Risk factor after controls
1.	Crowd surge	<ul style="list-style-type: none"> Show staff Audience 	3 x 3	Use of a crowd barrier to prevent surge. Doghouse Staff to inspect stability	Staff to inspect the barrier prior to the show	1 x 3

2.	Crowd surfing	• Audience	3 x 3	Security staff to act as spotters ejecting anyone who acts improperly	Staff to discuss this at the stewards safety briefing	1 x 3
3.	Beer throwing	• Audience	3 x 2	Security staff to act as spotters ejecting anyone who acts improperly	Staff to discuss this at the stewards safety briefing	1 x 3
4.	Show stoppage	• Show staff	3 x 2	Security staff and artistes to be advised on the procedure in the event of stopping the show	Staff to discuss this at the stewards safety briefing	1 x 3
5.	Slip, trip, fall (moshing, etc)	• Show staff • Audience	3 x 2	Security staff to act as spotters ejecting anyone who acts improperly	Staff to discuss this at the stewards safety briefing	1 x 3

FIRE

Significant Hazard		Who Might Be Harmed?	Risk Factor (P x S)	How Is The Risk Controlled?	Further Action Necessary To Control The Risk	Risk factor after controls
1.	Fire Evacuation procedure during show	• Show staff • Audience	3 x 2	VENUE Management to provide Fire Evacuation to Band, Show staff, Safety stewards to be briefed on evacuation procedure prior to the show	Staff to deliver safety briefing, record attendance sheet. File the records.	1 x 3
2.	Blocked fire exits	• Caterers • Show staff • Audience	3 x 3	No stacking of materials in the fire exits including the staircase	Discuss importance at the Safety Staff briefing. DFC to monitor throughout the day	1 x 3
3.	Emergency Lighting	• Show staff • Audience	3 x 3	VENUE Management has a responsibility to ensure all fire exits are tested and light in a power failure.	Staff to monitor prior to the show. Advise VENUE Management in the event of any malfunction	1 x 3

4	Lack of portable fire extinguishers	<ul style="list-style-type: none"> Show staff Audience 	3 x 3	VENUE Management has a responsibility to ensure all fire extinguishers are in good order	Staff to monitor prior to the show. Advise VENUE Management in the event of any malfunction	1 x 3
5.	Stewards unaware of fire procedure	<ul style="list-style-type: none"> Show staff Audience 	3 x 3	Band, show staff, Safety stewards to be briefed on evacuation procedure prior to the show	Staff to deliver safety briefing, record attendance sheet. File the records.	1 x 3
6.	Smoking within dressing room	<ul style="list-style-type: none"> Show staff Audience Band 	4 x 3	Band, show staff to be briefed on smoking within the dressing room / building	Venue staff to monitor prior to the show	1 x 3

GOOD HOUSEKEEPING

Significant Hazard		Who Might Be Harmed?	Risk Factor (P x S)	How Is The Risk Controlled?	Further Action Necessary To Control The Risk	Completion Date
1.	Slips, trips and falls (same level)	<ul style="list-style-type: none"> VENUE staff Show Staff Visitors 	3 x 2	<p>There are sufficient electrical sockets to minimise trailing cables.</p> <p>Trailing cables are protected by proprietary cable covers.</p>	Trailing cables (power and communication) are routed to avoid tripping hazards. VENUE Management to monitor on a weekly basis	1 x 3
2.	Slips, trips and falls (hallway, staircase)	<ul style="list-style-type: none"> VENUE staff Show Staff Visitors 	3 x 3	No stacking of materials in the hallway including staircase as these are fire exits	Discuss importance at the Staff Meeting. VENUE Management to monitor on a daily basis	1 x 3

3.	Equipment stored in corridors	<ul style="list-style-type: none"> • VENUE staff • Show Staff • Visitors 	3 x 2	Each member of staff has a responsibility to keep their areas tidy	Discuss importance at the Staff Meeting. VENUE Management to monitor on a weekly basis	1 x 3
4.	Storage of files, posters, equipment etc	<ul style="list-style-type: none"> • VENUE staff • Show Staff 	3 x 2	Each member of staff has a responsibility to keep their areas tidy, no blocking of fire exits or stacking on or close to electrical equipment	Discuss importance at the Staff Meeting. VENUE Management to monitor on a weekly basis	1 x 3
5.	Electrical safety	<ul style="list-style-type: none"> • VENUE staff • Show Staff • Visitors 	3 x 2	No overloading of electrical sockets or power blocks. PAT testing of all electrical appliances	Discuss importance at the Staff Meeting. VENUE Management to monitor on a weekly basis	1 x 3

Assessment compiled by: Michael Murison

Date of assessment: 26/08/2017

Signature:

Date to review further actions:

Position: Production Department

Assessment review date: 25/08/2018