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| **Assessment of:** | **No Boundaries & Middle Child Pub Quiz** | **Assessment carried out by:** | **Carys Tavener** |
| **Assessment number:** | **001** | **Position:** | **Junior Production Manager** |
| **Date:** | **15/03/2017** | **Review date:** | **27.03.17** |

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| **No.** | **ACTIVITY & WHO IS AT RISK** | **HAZARDS PRESENT** | **EXISTING CONTROL MEASURES** | **No. at risk** | **Risk factors** | **FURTHER ACTION REQUIRED & BY WHOM** | **DATE OF ACTION** |
| **Likelihood** | **Severity** | **Risk Level** |
| **1.** | **Equipment Get-In/Out**Crew, artists, volunteers and members of the public | **Unloading a van from height****Potential Outcomes:**Falls leading to persons receiving physical injury from slight to moderate | **Only suppliers who are experienced and competent are to unload from tail lift** | **2** | **2** | **3** | **LOW** |  | **28.03.17** |
|  |  | **Trip Hazards** (cables etc.)**Potential Outcomes:**Persons receiving minor injuries: bruises, cuts, sprains | **Ensure all items are tied and stored appropriately****Ensure a clear path before moving equipment** | **7** | **2** | **2** | **LOW** | **CT to ensure cables are tied and stored before artists arrival** | **28.03.17** |
| **2.** | **Manual Handling of heavy items**Crew | **Carrying and positioning equipment****Potential Outcomes**:Spinal and muscular injuries, as well as foot, and toe injuries if dropped | **Only suppliers trained in manual handling to lift heavy items****Where possible, supports during movement, such as flycases, are to be used** | **2** | **2** | **3** | **LOW** |  | **28.03.17** |
| **3.** | **Installing temporary electrical items (PA systems, dimmers etc.)**Crew, artists, members of the public, and volunteers | **Faulty equipment or incorrect set-ups****Potential Outcomes:**Electric shocks and consequences of shocks e.g. falls from height | **All equipment to be PAT tested****Only suppliers who are competent and trained are to install devices** | **7** | **1** | **4** | **LOW** |  | **28.03.17** |
|  |  | **Cables across public spaces****Potential Outcomes:**Persons receiving minor injuries: bruises, cuts, sprains | **Ensure all cables are taped down** |  | **2** | **2** | **LOW** | **CT to ensure cables are tied and stored before guests arrival** | **28.03.17** |
| **4.** | **Raised temporary structure in reduced visibility**Artists | **Artists performing on raised surface****Potential Outcome:**Physical injury from trips and falls | **No consumption of alcohol permitted by artists****Artists will see dimensions and rehearse on the stage in performance state lighting prior to event****White gaffer tape will be placed outlining the edges of the stage** | **5** | **2** | **2** | **LOW** |  | **28.03.17** |
| **5.** | **Manual Build of Pub Flats Structure**Crew and artists | **Crew delivering, unloading, setting-up and securing, as well as working on, Pub Quiz Set****Potential Outcome:**Varying physical Injuries from minor to severe in cuts, entanglement, musculo-skeletal etc. | **Risk Assessment has been completed by Production Manager responsible for build & checked by CT *See Attached*****Appropriate PPE is to be worn at all times at work****Only those experienced building the structure are to do so** | **4** | **2** | **5** | **MEDIUM** | **Production Manager responsible, AR, to inform CT of any changes to the Method Statement**  | **28.03.17** |
| **6.** | **Temporary Cabaret style seating arrangement with added furniture to current venue's provisions**Crew, Staff, Artists, Members of the Public, Volunteers | **Impractical and obstructive layout of furniture****Potential Outcome:**Possible restrictions in evacuation or nuisance and inconvenience for passage and movement | **Venue staff have confirmed maximum capacity** **CT and venue staff to coordinate safe positions of furniture with regards to clear gangways, fire exits, and wheelchair movement** |  | **2** | **5** | **MEDIUM** | **CT to draw a plan of room as accurately as possible** | **28.03.17** |
| **7.** | **Drunk and Disorderly Behavior**Crew, volunteers, artists, members of the public | **Anti-social behavior****Potential Outcomes:**Aggression and physical violence leading to slight, moderate or severe injury | **Hull 2017 staff to inform venue staff of any unruly behavior to escort individuals out**  |  | **1** | **2** | **LOW** |  | **28.03.17** |

**RISK MATRIX**

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| **LIKELIHOOD****SEVERITY** | **1. Very unlikely****(*no known history*)** | **2. Unlikely****(*unlikely sequence of events*)** | **3. Possible****(*Foreseeable under unusual circumstances*)** | **4. Likely****(*Easily foresseable – some incidents may have occurred*)** | **5. Very likely****(*Common occurrence – aware of incidents*)** |
| **1. Negligible****(*no visible injury – no pain*)** | **LOW** | **LOW** | **LOW** | **LOW** | **LOW** |
| **2. Slight****(*minor cuts or bruises – no long term effects*)** | **LOW** | **LOW** | **LOW** | **MEDIUM** | **MEDIUM** |
| **3. Moderate****(*Heavy bruising, deep wounds, lost time*)** | **LOW** | **LOW** | **MEDIUM** | **MEDIUM** | **HIGH** |
| **4. Severe****(*Major injuries, lost time accidents, RIDDOR reportable*)** | **LOW** | **MEDIUM** | **MEDIUM** | **HIGH** | **HIGH** |
| **5. Very Severe****(*Long term disability or death*)** | **LOW** | **MEDIUM** | **HIGH** | **HIGH** | **HIGH** |

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| **NAME OF ASSESSOR:** | **Carys Tavener** | **DATE OF ASSESSMENT:** | **15/03/2017** |
| **SIGNATURE:** |  |
| **CONTACT DETAILS** |
| **EMAIL:** | **carys.tavener@hull2017.co.uk** | **PHONE:** | **07851077582** |