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| **Assessment of:** | **Paper City Installation**  | **Assessment carried out by:** | **Hannah Williams Walton / Haith Ridha** |
| **Assessment number:** | **1** | **Position:** | **Producer/Assistant Producer** |
| **Date:** | **28/06/2017** | **Review date:** | **03/07/2017** |

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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** | Paper City Installation – Public, Artists, Volunteers, Hull 2017 Staff  | **Risk of fire** | **Existing fire alarm system as C4Di and Pier Street** |  | **2** | **5** | **10** | **Fire extinguishers provided in every venue – C4DI, Smoke House, Gallery 4, 71-72 Humber Street. No smoking signs displayed in all venues. Volunteer briefing to include fire and evacuation procedure. Volunteers to be in radio contact and on-site event manager will be within a 3-min walk of venues at all times. Vehicle located in Gallery 4 will be positioned with an empty fuel tank. Event mangers will call 999 and contact emergency services in the event of a fire.**  | **27/06/17** |
| **2** | Paper City Installation – Public, Artists, Volunteers, Hull 2017 Staff | Slips & trips  | **None** |  | **3** | **2** | **6** | **Volunteers briefed to notify audience members of uneven surfaces, specifically at Gallery 4 and for the raised floor sockets at C4Di. Artists and staff to be briefed on uneven floor surfaces before working in the space.**  | **Ongoing**  |
| **3** | Paper City Installation – Public, Artists, Volunteers, Hull 2017 Staff | **Falling from Height**  | **None** |  | **2** | **2** | **4** | **We are building a temporary rail in Pier Street to restrict access to the edge of the railed platform. Volunteers will also brief audiences about the platform.**  | **28/06/17** |
| **4** | Paper City Installation – Public, Artists, Volunteers, Hull 2017 Staff | **Electric Shock**  | **No public will be operating electric machinery.** |  | **2** | **5** | **10** | **The sites are supervised by volunteers. New electrical work at Gallery 4 was undertaken to remove sockets from the ground level and replace light switches.**  | **26/06/17** |
| **5** | Paper City Installation – Public, Artists, Volunteers, Hull 2017 Staff | **Assault by person and Intimidation**  | **Volunteers have all undertaken training and have told to not engage in confrontation.**  |  | **2** | **2** | **6** | **In volunteer briefings they will be reminded to avoid confrontation with members of the public. Volunteers will also be on radio to contact event managers in case of an issues. Event Managers will call 999 if needed.**  | **Ongoing**  |
| **6** | Paper City Installation – Public, Artists, Volunteers, Hull 2017 Staff | **Overcrowding** | **None** |  | **2** | **2** | **4** | **All venues to be monitored by Hull 2017 Volunteers who will restrict access if overcrowding occurs within a specific venue. Venue entrances and exits to be kept clear at all times.** |  |
| **7** | Paper City Installation – Artists, Volunteers, Hull 2017 Staff | **Manual Handling**  |  |  | **2** | **2** | **4** | **Artists to follow their own manual handling procedures. Hull 2017 volunteers to be instructed on correct manual handling by on-site event manager.**  |  |

**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:** |  | **DATE OF ASSESSMENT:** | **28/06/17** |
| **SIGNATURE:** |  |
| **CONTACT DETAILS** |
| **EMAIL:** |  | **PHONE:** |  |