**BLUE i Event Technology Ltd : Risk Assessment**

Detailed on the following pages is a risk assessment for **J1276:** **Production Values – Awards Event @ BAFTA**

All activities carried out during the “get in” of the event and “get out” of the event are listed, except for events deemed acceptable in everyday life. Every activity has been given a likelihood and probability rating which when multiplied gives a risk rating.

The Management of Health and Safety at Work Regulations (1999) require employers and the self-employed to make a suitable and sufficient assessment of the risks to the workers and any other member of the public, who may be affected by the tasks they are undertaking. The following risk assessment is based on the HSE five step guide to risk assessment.

This process involves:

* Identification of hazards
* Identification of who might be harmed
* Evaluation of risks arising from the hazards and deciding on appropriate precautions
* Recording of findings
* Ongoing review and re-assessment

The scales for these measures are listed below:

The risk rating is calculated by multiplying the figures given for the likelihood of harm and the probable severity so that the rating obtained reflects both elements. As far as reasonably practicable risk ratings should be reduced to the lowest band – however it is not always possible to eliminate all risks entirely and it is at this point that professional judgement needs to be used in order to ensure that where risk remains it is at an acceptable level.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Likelihood of harm |  | Probable Severity |  | Risk Rating |  |
| Very unlikely | 1 | Trivial injury | 1 | LOW | 1 -8 |
| Unlikely | 2 | Minor injury | 2 |  |  |
| 50/50 likelihood | 3 | Moderate injury | 3 | MEDIUM | 9 -17 |
| Likely | 4 | Major injury | 4 |  |  |
| Very likely | 5 | fatality | 5 | HIGH | 18 -25 |

**Risk Assessment: Pre-event Activities**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Ref | Activity | Potential Hazard | Persons  at risk | Likelihood  of harm | Probable  severity | Risk rating | Current controls | Further precautions necessary |
| 1 | Safe system of work | Risk of injury and accidents or ill health to all attending, working on or affected by the event | Employees | 2 | 3 | 6 | a) A full discussion with production company to take place prior to work to ascertain potential difficulties  b) A safe system of work to be put in place and monitored  c) Operational plans to be devised for this period  d) Liaison with all relevant authorities and services  e) A designated member of the event management to co-ordinate and monitor health and safety on site and liaise with production company |  |
| 2 | General movement of vehicles at or around venue | Risk of injury to people on Road outside venue | Employees  Public  Crew | 3 | 3 | 9 | a) Vehicles when around site to be restricted to 5mph  b) Hazard lights to be used when parked. | a) Movement of vehicles to be limited during this period. Banksman to be used when reversing. |
| 3 | Unloading of vehicles | Injury to crew whilst unloading | Employees | 3 | 3 | 9 | a) Defined loading and unloading areas  b) Gloves to be worn by crew  c) Correct lifting methods to be used | a) Mechanical means to be used whenever possible |
| 4 | Manual handling | Strain to muscles, fractures to bones if objects dropped | Employees | 3 | 3 | 9 | a) Correct lifting methods to be used  b) Minimum of two people to be present when manual handling carried out  c) Safety footwear to be worn  d) Appropriate safety gloves to be worn | a) Mechanical means to be used whenever possible |
| 5 | Electrical installations | Electrocution and burns | Employees | 3 | 3 | 9 | a) Installation only to be carried out by a competent person  b) Employees and non-essential crew to be denied access to installation areas  c) isolation devices to be used at all times on mains distribution panel supplies.  d) All equipment to be PAT tested prior to going on site | a) All power cable runs to be run as a separate supply on lighting rigs |
| 6 | Use of towers | Tower collapsing, crushing, personnel falling | Employees | 0 | 0 | 0 | a) Towers only to be erected by trained personnel  b) Visual inspection of towers to be carried out before use  c) Ensure that toe-boards and safety guard rails are fitted | No Towers used on this event |
| 7 | Falling Objects | Injury to personnel | Employees | 3 | 4 | 12 | a) Where practicable lanyards should be used on all tools    b) All flown equipment to have secondary fittings. |  |
| 8 | Set up and installation of sound system | Falling objects, strains, damage to hearing through feedback | Employees | 0 | 0 | 0 | a) Only competent crew to be involved  b) Correct lifting methods used  c) Minimum of two persons present when manual handling is carried out |  |
| 9 | Use of ladders | Sprains, strains and breaks, due to falling from ladders, tripping or carrying | Employees | 2 | 2 | 4 | a) Only persons familiar with correct use of ladders to use them  b) When not in use ladders to be stored out of reach of unauthorised persons | a) Visual inspection of ladders to be made prior to use  b) Personnel to be reminded regularly that it is not safe to use the top step as a working platform – as this leads to people over-reaching |
| 10 | Working at height | Injury to employees from falls  Injury to employees from falling objects | Employees | 0 | 0 | 0 | a) All employees to wear safety harness when working at height except in Scissor Lift use as per IPAF | No Scissor Lift to be used on this event |
| 11 | Installation of cable runs | Trips, slips and falls, entanglement manual handling injuries, electrocution, burns | Employees | 3 | 3 | 9 | a)Cables to be used to be in good working order both electrically and mechanically.  b) Ensure use of correct size cable and appropriate protection for the power supply required to avoid overheating and causing a fire.  c) Cables to be laid in a manner that is safe to both personnel and the cable. Place protective coverings on sharp corners to prevent cutting into cables.  d) Ensure that the electrical supplies are turned off before connecting to avoid the risk of electric shock. (Where necessary have a colleague present while making connections**.)**  e) Mark holes and gaps in flooring to avoid falls and slips down duct entries.  f) Use protective barriers to warn others in the area of work being carried out below ground. | a) All controls for manual handling also to apply  b) The use of harness and rope access equipment to be implemented when working on shafts and ducts penetrating underground. **Never work alone in underground** |
| 12 | Use of genie lifts | Falling objects, entanglement, equipment toppling over, collision, crushing | Employees | 0 | 0 | 0 | a) Inspect machine before use  b) Ensure machine is never overloaded  c) Always use machine on firm and level surface  d) Ensure loads are secured tightly and with correct equipment  e)Ensure any loose clothing is kept clear of the winch and long hair tied back.  f)All personnel not involved with raising the load should stand clear of area  g) Pay attention to any low ceilings and overhead obstructions during lifting operations  h) Wear a hard hat when involved in overhead working  i) Loaded machines will not be left unattended  j) A pre-operational inspection will be conducted prior to use - any damaged or malfunctioning machine will be removed from use  k)A check will be carried out to ensure that machine is properly lubricated on the winch but that there is no oil or grease on braking surfaces | No genie lifts to be used on this event |
| 13 | Use of forklift trucks | Falling persons or materials, overturning due to overloading, uneven ground, winds etc, collapse of equipment, moving parts, collisions and contact with overhead obstructions | Employees | 0 | 0 | 0 | a)Only fully trained personnel who hold the correct licence to operate FLT  b)Personnel must observe machine/equipment operating instructions and follow company procedures at all times.  c) All personnel must follow venue speed limits and restrictions  d) Personnel should only use equipment which is suitable for the purpose . They must not attempt to improvise or adapt equipment  e) All equipment must be checked for defects before use and any defects reported immediately. Do not use any faulty or damaged equipment.  f) Keys should not be left in the ignition when the equipment is left unattended | No Forklifts to be used for this event |
| 14 | Movement of flight cases | Manual handling injuries, | Employees | 3 | 2 | 6 | a) Personnel must not ride on flight cases  b) A minimum of two persons must used when cases are being carried - more when heavier items transported or when route requires additional manoeuvring of load  c) Wherever possible cases should be wheeled rather than carried  d) When cases are carried down flights of stairs the rear man should always ensure that they have a straight back and his feet cannot become trapped.  e) Always check the route for flight cases before beginning to transport them  f) NEVER set up a human chain to wheel cases from one person to another if the ground is uneven or there are other personnel in the vicinity | a) Once the equipment has been unloaded from the flight case it should be stored safely but never across an escape route  b)Wherever possible store cases on level ground. Where cases cannot be stored on level ground, ensure the brakes are applied on each wheel on the flight case or the flight case is tipped off of its wheels.  c) Ensure the equipment is stacked at a reasonable height depending on size, shape and weight |
| 15 | Working with lighting truss | Manual handling injuries from unwieldy load, severe back and neck injuries if load is not carried correctly, injuries from hand tools, back injuries, nips, entrapment | Employees | 0 | 0 | 0 | a) Lighting truss will always be carried by two people and never be placed over the head  b) When assembling or disassembling a lighting truss a nylon/brass hammer will be used to prevent shearing and steel splinters  c) Ensure fingers and toes kept clear when the truss is being raised and lowered. | No truss to be used on this event. All lighting to be venues own |
| 16 | Working alongside other contractors | Collisions, slips, trips and falls, injuries from falling objects | Employees and other contractors | 2 | 3 | 6 | a) Hi-Viz must be worn when there are vehicles in the area  b) Hard hats must be worn when overhead work is taking place in the vicinity  c) Work areas must be kept tidy at all times to minimise risk to self and others  d) Regular briefings held to keep all employees aware of work taking place /scheduled to take place in vicinity | a) Site manager to be kept informed of any changes to working schedule which might impact on work programmes of other contractors |
| 17 | Installation of video equipment | Manual handling injuries,  electrocution | Employees | 2 | 2 | 4 | a) All electrical cables to be checked prior to commencement of work  b) All items to be installed as per manufacturer's instructions  c) All heavy equipment will be regarded as a two man lift  d)If working at height correct PPE will be worn | a) Any faulty or damaged cables to be removed from circulation  b) Venue to ensure that appropriate fire extinguishers are available in vicinity once equipment is live |
| 18 | Installation of plasma screens | Manual handling risks, slips, trips and falls, trapping fingers | Employees | 0 | 0 | 0 | a) Two persons to work on this task at all times.  b) Ensure that correct size bolts and screws are available prior to beginning task to minimise the risk of damage to equipment and entrapment when working with fitments  c) Check all tubes for damage prior to commencement of work - never try to force a join as this can lead to entrapment and damage to equipment  d) All bolts will be double checked on completion to minimise risk of falling/slipping | NO PLASMAS ON THIS EVENT |
| 19 | Construction of LED Screen and support systems | Manual handling risks, entrapment and entanglement, risks from hand tools | Employees | 0 | 0 | 0 | a) This must always be regarded as a two man task  b) All components should be checked before construction begins  c) Weight bearing limit of floor should always be checked and level installation  d) Ground support system to be made safe with ballast system supplied. | No LED Screen on this event |
| 20 | Construction of set | Manual handling injuries, injuries arising from use of hand tools | Employees | 0 | 0 | 0 | a) Care must be taken when manoeuvring with flats as they can be long and light-weight and can easily catch the wind  b) Always ensure that the route is clear prior to manoeuvring with flats/large set  c) Flats will be stored face to face and stacked on floor, never leant against walls to prevent risk of them falling  d) Before beginning work, pieces will always be visually checked for protruding nails, screws, staples etc. Safety gloves will be worn  e) The need for handling will be minimised by storing as close to actual location as possible  f) Wherever practicable work will be done at ground level to minimise need for working at height  g) Sufficient crew will always be available to raise set in to position to minimise risk of set falling  h) Set must not be allowed to free stand: braces and stage weights must be engaged as swiftly as possible to minimise risk to workers in vicinity | NO SET ON THIS EVENT |
| 21 | Construction of staging units | Manual handling risks,  entrapment and entanglement. risks associated with hand tools, hearing risks | Employees | 0 | 0 | 0 | a) Care must be taken to avoid striking head when working underneath staging units. A Hard Hat /bump cap will be worn  b) Work gloves are required to minimise risk of nips from bolt gun  c) Disposable ear-plugs are required if bolt guns are in use. | VENUE STAGING (IF ANY) TO BE USED ON THIS EVENT |
| 22 | Evacuation procedures | Crushing and serious injury to employees | Employees | 2 | 3 | 6 | a) All employees must comply with venue Emergency Evacuation Procedures | a |
| 23 | Site Awareness | Injury to personnel | Employees | 2 | 4 | 8 | a) All employees must comply with any site regulations as regards the wearing of PPE eg hi-vis, hard hats etc | VENUE SAFETY STAFF TO BRIEF CREW ON VENUE SAFETY PROCEEDURES ON ARRIVAL BEFORE FIT UP BEGINS |

**BLUE i Event Technology**

**Risk Assessment: Post-event activities**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Ref | Activity | Potential Hazard | Persons  at risk | Likelihood  of harm | Probable  severity | Risk rating | Current controls | Further precautions necessary |
| 1 | Safe system of work | Risk of injury and accidents or ill health to all attending, working on or affected by the event | Employees | 2 | 3 | 6 | a) A safe system of work to be put in place and monitored  b) Operational plans to be devised for this period  c) Liaison with all relevant authorities and services  d) A designated member of the event management to co-ordinate and monitor health and safety on site and liaise with the production company |  |
| 2 | General movement of vehicles in venue | Risk of injury to people on site | Employees | 3 | 3 | 9 | a) Vehicles when on site to be restricted to 5mph  b) Hazard lights to be used when on site | a) Movement of vehicles to be limited during this period |
| 3 | Loading of vehicles | Injury to crew whilst loading | Employees | 3 | 3 | 9 | a) Defined loading and unloading areas  b) Gloves to be worn by crew  c) Correct lifting methods to be used | a) Mechanical means to be used whenever possible |
| 4 | Manual handling | Strain to muscles, fractures to bones if objects dropped | Employees | 3 | 3 | 9 | a) Correct lifting methods to be used  b) Minimum of two people to be present when manual handling carried out  c) Safety footwear to be worn  d) Appropriate safety gloves to be worn | a) Mechanical means to be used whenever possible |
| 5 | Removal of electrical installations | Electrocution and burns | Employees | 3 | 3 | 9 | a) Removal only to be carried out by a competent person  b) Employees and non-essential crew to be denied access to installation areas  c) All power to be switched off prior to commencement of de-rig | a) Venue to ensure that appropriate fire extinguishers are available in vicinity whilst equipment is live |
| 6 | De-rig of LED SCREEN & SUPPORT SYSTEM | collapsing, crushing, personnel falling | Employees | 0 | 0 | 0 | a) LED Screen only to be de-rigged by trained personnel  b) Scissor lift and ladders to be used as needed. | NO LED Screen on this event |
| 7 | De-rig of set on site | Injury to employees due to strains, falling objects etc. | Employees | 0 | 0 | 0 | a) Set only to be de-rigged by crew familiar with all equipment | NO SET ON THIS EVENT |
| 8 | De-rig of sound system | Falling objects, strains | Employees | 2 | 2 | 4 | a) Only competent crew to be involved  b) Correct lifting methods used  c) Minimum of two persons present when manual handling is carried out | VENUE SOUND SYSTEM TO BE USED ON THIS EVENT. COMMS AND AUDIO PLAYBACK MACHINE SUPPLEMENTED BY BLUE I |
| 9 | Use of ladders | Sprains, strains and breaks, due to falling from ladders, tripping or carrying | Employees | 2 | 2 | 4 | a) Only persons familiar with correct use of ladders to use them  b) When not in use ladders to be stored out of reach of unauthorised persons | a) Visual inspection of ladders to be made prior to use  b) Personnel to be reminded regularly that it is not safe to use the top step as a working platform – as this leads to people over-reaching. Ladders to be erected correctly on this event |
| 10 | Working at height | Injury to employees from falls  Injury to employees from falling objects | Employees | 3 | 3 | 9 | a) All employees to wear safety harness when working at height except in Scissor lift use as per IPAF. |  |
| 11 | De-rig of cable runs | Trips, slips and falls, entanglement manual handling injuries, electrocution, burns | Employees | 3 | 3 | 9 | a) No work will be carried out on live cables  Ensure that the electrical.  b) Use protective barriers to warn others in the area of work being carried out below ground.  c) Cables will be freed up at both ends before being coiled  d)Cables will always be coiled on the floor and not around arms  e)Cables should always be taped up when coiled to reduce risk of entanglement / trips when being carried  f) Tape being used to hold bundles of cables together will always be removed carefully to minimise risk of damage to cable | a) All controls for manual handling also to apply  b) The use of harness and rope access equipment to be implemented when working on shafts and ducts penetrating underground. **Never work alone in underground**  c) If a cable becomes stuck when being removed, DO NOT PULL IT. Always check to see what is causing the obstruction |
| 12 | Use of genie lifts | Falling objects, entanglement, equipment toppling over, collision, crushing | Employees | 0 | 0 | 0 | a) Inspect machine before use  b) Ensure machine is never overloaded  c) Always use machine on firm and level surface  d) Ensure loads are secured tightly and with correct equipment  e)Ensure any loose clothing is kept clear of the winch and long hair tied back.  f)All personnel not involved with raising the load should stand clear of area  g) Pay attention to any low ceilings and overhead obstructions during lifting operations  h) Wear a hard hat when involved in overhead working.  i) Loaded machines will not be left unattended  j) A pre-operational inspection will be conducted prior to use - any damaged or malfunctioning machine will be removed from use  k)A check will be carried out to ensure that machine is properly lubricated on the winch but that there is no oil or grease on braking surfaces | No Genie lifts used by Blue I Crew on this on this event |
| 13 | Use of forklift trucks | Falling persons or materials, overturning due to overloading, uneven ground, winds etc, collapse of equipment, moving parts, collisions and contact with overhead obstructions | Employees | 0 | 0 | 0 | a)Only fully trained personnel who hold the correct licence to operate FLT  b)Personnel must observe machine/equipment operating instructions and follow company procedures at all times.  c) All personnel must follow venue speed limits and restrictions  d) Personnel should only use equipment which is suitable for the purpose . They must not attempt to improvise or adapt equipment  e) All equipment must be checked for defects before use and any defects reported immediately. Do not use any faulty or damaged equipment.  f) Keys should not be left in the ignition when the equipment is left unattended | No forklifts used by Blue I Crew on this on this event |
| 14 | Movement of flight cases | Manual handling injuries, | Employees | 3 | 2 | 6 | a) Personnel must not ride on flight cases  b) A minimum of two persons must used when cases are being carried - more when heavier items transported or when route requires additional manoeuvring of load  c) Wherever possible cases should be wheeled rather than carried  d) When cases are carried down flights of stairs the rear man should always ensure that they have a straight back and his feet cannot become trapped.  e) Always check the route for flight cases before beginning to transport them  f) NEVER set up a human chain to wheel cases from one person to another if the ground is uneven or there are other personnel in the vicinity | a) Once the equipment has been unloaded from the flight case it should be stored safely but never across an escape route  b) Ensure that cases are secured correctly before loading on to vehicles |
| 15 | Working with lighting truss | manual handling injuries from unwieldy load, severe back and neck injuries if load is not carried correctly, injuries from hand tools, back injuries, nips, entrapment | Employees | 0 | 0 | 0 | a) Lighting truss will always be carried by two people and never be placed over the head  b) When disassembling a lighting truss a nylon/brass hammer will be used to prevent shearing and steel splinters  c) Ensure fingers and toes kept clear when the truss is being lowered. | No lighting truss to be used on this BY BLUE I |
| 16 | Working alongside other contractors | Collisions, slips, trips and falls, injuries from falling objects | Employees and other contractors | 2 | 2 | 4 | a) Hi-Viz must be worn when there are vehicles in the area  b) Hard hats must be worn when overhead work is taking place in the vicinity  c) Work areas must be kept tidy at all times to minimise risk to self and others  d) Regular briefings held to keep all employees aware of work taking place /scheduled to take place in vicinity | a) Site manager to be kept informed of any changes to working schedule which might impact on work programmes of other contractors |
| 17 | De-rig of video equipment | Manual handling injuries | Employees | 2 | 2 | 4 | a) All heavy equipment will be regarded as a two man lift  b)If working at height correct PPE will be worn | a) Venue to ensure that appropriate fire extinguishers are available in vicinity whilst equipment is live |
| 18 | De rig of plasma screens | manual handling risks, slips, trips and falls, trapping fingers | Employees | 0 | 0 | 0 | a) Two persons to work on this task at all times.  b) All equipment will be placed in correct boxes as it is taken apart.  d) Bolts and poles should be stored in boxes as soon as they have been removed to minimise trip hazards in work area | NO FLAT SCREENS ON THIS EVENT |
| 19 | De-rig of LED Screen & support systems | manual handling risks, entrapment and entanglement, risks from hand tools | Employees | 0 | 0 | 0 | a) This must always be regarded as a two man task  b) All equipment will be placed in correct boxes as it is taken apart.  c) All components be stored in boxes as soon as they have been removed to minimise trip hazards in work area | NO LED on this event |
| 20 | De-rig of set | Manual handling injuries, injuries arising from use of hand tools | Employees | 0 | 0 | 0 | a) Care must be taken when manoeuvring with flats as they can be long and light-weight and can easily catch the wind  b) Always ensure that the route is clear prior to manoeuvring with flats/large set  c) All pieces will be visually checked for protruding nails, screws, staples etc. Safety gloves will be worn  d) Wherever practicable work will be done at ground level to minimise need for working at height  e) Set will be supported by an adequate number of people before releasing the Stage weights and Set braces.  f) The set will be "walked down" if heavy or awkward.  Where practicable set will be "floated" down. The area in front of the set will be checked and made clear of obstructions and personnel before the order to float is given. | NO SET ON THIS EVENT |
| 21 | De-rig of staging units | Manual handling risks,  entrapment and entanglement. risks associated with hand tools, hearing risks | Employees | 0 | 0 | 0 | a) Care must be taken to avoid striking head when working underneath staging units. A Hard Hat /bump cap will be worn  b) Work gloves are required to minimise risk of nips from bolt gun  c) Disposable ear-plugs are required if bolt guns are in use.  d)All bracing will be packed into stillages as it is removed to reduce trip hazards in the work area  e) Bolts used to hold the individual Modular Staging pieces together will be returned directly into boxes as they are loosened to reduce trip hazards in the work area  f)Leg restraining bolts will not be loosened until the individual unit has been removed from the group and turned upside down. Legs will be stored directly into stillages  g) Individual modular staging tops will be stacked ready for loading as soon as the legs have been removed from that piece | Venue staging to be left in place on this event |
| 22 | Evacuation procedures | Crushing and serious injury to employees | Employees | 2 | 3 | 6 | a) All employees must comply with venue Emergency Evacuation Procedures | All BLUE I CREW to be briefed on venue Emergency Evacuation Procedures prior to work on site |
| 23 | Falling Objects | Injury to personnel | Employees | 3 | 4 | 12 | a) Where practicable lanyards should be used on all tools  b) Toe-boards to be used on towers at all times  c) All flown equipment to have secondary fittings |  |
| 24 | Site Awareness | Injury to personnel | Employees | 2 | 4 | 8 | a) All employees must comply with any site regulations as regards the wearing of PPE eg hi-vis, hard hats etc | VENUE TO ADVISE ON EVACUATION PROCEEDURES- AS ON INSTALL |
| 25 | Pressure of time constraints for get out activities | Injury to personnel involved in get out as a result of fatigue | Staff | 2 | 4 | 8 | a) Rotation of key personnel to assure ongoing adequate supervision and control  b) Availability refreshment on site to ensure that crew take adequate rest breaks and are sufficiently nourished.  b) Planned schedule of activities to facilitate safe get out |  |

Signed on Behalf of Blue i Event Technology Ltd

*Lee Ryan*

Dated: 16/5/17

**Notes**.

ON SITE CONTACT FOR ANY BLUE I HEALTH AND SAFETY MATTERS IS – DAVE STRANGE

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