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| **Assessment of:** | **Substance: Future Forum** | **Assessment carried out by:** | **Carys Tavener** |
| **Assessment number:** | **001** | **Position:** | **Junior Production Manager** |
| **Date:** | **14/11/17** | **Review date:** | **04/12/17** |
| **Humber Street Gallery,** HU1 1TU  **Fruit,** HU1 1TU  **1 @ The Dock,** HU1 1UU  **C4Di: Theatre,** HU1 1UU  **Hull Minster,** HU1 1RR | | **Sections:**  **1.0 Production**  **2.0 Venue & Fire**  **3.0 Audience & Public**  **HPSS – See attached** | |

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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** |
| **1.1** | **Loading equipment in/out** Crew | **Trip Hazards**  **Potential Outcomes:**  Trips, minor physical injury | **Clear path made to venue space**  **Suppliers responsible for tying and storing all items away safely and appropriately** | **9** | **1** | **2** | **LOW** | **Please refer to supplier’s H&S documentation** | **06.17.17 - 07.12.17** |
|  |  | **Manual Handling**  **Potential Outcomes:** Spinal, muscular, physical injury | **Contractors responsible for providing employees with manual handling training and PPE.**  **Only those trained and competent to handle equipment** | **9** | **2** | **3** | **LOW** | **Please refer to supplier’s H&S documentation** | **06.17.17 - 07.12.17** |
| **1.2** | **Installing temporary electrical items**  Crew | **Faulty or incorrect set-ups**  **Potential Outcomes:** Electric shocks and consequences of shocks e.g. falls | **All equipment to be PAT tested**  **Only trained and competent persons to install items**  **Suppliers responsible for providing competent and trained persons to install equipment**  **Suppliers responsible to check for any visual faults before using electrical items** | **9** | **1** | **4** | **LOW** | **Please refer to supplier’s H&S documentation** | **06.17.17 - 07.12.17** |
| **1.3** | **Installing fixtures onto temporary stands**  Crew and public | **Unsecure items falling from height**  **Potential Outcomes:** Serious physical injury from falling projectiles | **Only those competent and trained are to rig at height**  **Items positioned at height to be secured with safety chain**  **Weight and number of fixtures not to overload bars** | **9** | **1** | **5** | **LOW** | **Inspection of item's security checked by more than one crew member**  **Supplier responsible for providing competent and trained persons** | **06.17.17 - 07.12.17** |
| **2.1** | **Fire & Emergencies** | **Emergency Evacuation**  **Potential Outcomes:**  Panic, delays of time, severe physical injury | **Venues existing fire evacuation procedures are to be followed**  **CT to brief all Venue Event Managers prior to work**  **Event Managers given notes and time on site prior to event to familiarise themselves with exits and assembly points** |  | **1** | **5** | **LOW** | **Please refer to attached Venue Event Manager Handbook with information given prior to festival**  **All fire escape routes to be kept clear at all times**  **House lights raised to full in the event of emergencies** | **07.12.17** |
| **2.2** | **Activity occurring in public environment**  **(Humber Street Gallery + C4Di)**  Members of the public | **Untrained and inexperienced persons present for production activity**  **Potential Outcomes:**  Public nuisance and irritation, slight physical injury | **Venue to inform staff of production activity**  **As much activity as possible to be restricted to the event area** |  | **3** | **1** | **LOW** | **Suppliers and Venue to ensure clear access to usual business routes**  **Venue to notify public of area of work with restricted entry** | **07.12.17** |
| **2.3** | **Refreshments provided for panelists and delegates**  All staff and public | **Excess waste in venue spaces**  **Potential Outcomes:**  Public nuisance and irritation | **Venue Event Manager and volunteers to assist Venue with waste collection and disposal following the event**  **CT to provide waste units in 1 @ The Dock** |  | **1** | **1** | **LOW** |  | **07.12.17** |
| **2.4** | **Hired temporary seating in 1 @ The Dock**  All staff and public | **Unfamiliar egress and obstructions in emergency evacuation**  **Potential Outcomes**:  Falls and accidental collisions, panic and delays in evacuation | **Venue Event Manager will familiarise themselves with the auditorium as well as designated volunteers to direct audiences around specific routes**  **Seatways positioned not less than 400mm wide and gangway no less than 1100mm wide**  **Route to fire exit kept clear at all times and indicated in a show-stop**  **Cable ties on chairs in rows of more than four** |  | **1** | **5** | **LOW** | **First Aid will be contactable by radio at all times**  **Adequate lighting for public’s visibility during access and egress will be set**  **All house lights raised in an emergency situation**  **Volunteers to be positioned in the auditorium to alert audiences to hazards** | **07.12.17** |
| **2.5** | **Number of audience interest in panel over venue capacity allowance**  All staff and public | **Venue over safe capacity for emergency egress**  **Potential Outcomes:**  Falls and accidental collisions, panic and delays in evacuation | **Venue Event Managers to give volunteers capacity counters to ensure the numbers of those attending remains within the limit** |  | **1** | **5** | **LOW** | **First Aid will be contactable by radio at all times**  **Venue Event Managers to encourage those unable to attend to attend another panel** | **07.12.17** |

**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:** | **14.11.17** |
| **SIGNATURE:** |  | | |
| **CONTACT DETAILS** | | | |
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