|  |  |  |  |
| --- | --- | --- | --- |
| **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** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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** |

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME OF ASSESSOR:** | **Carys Tavener** | **DATE OF ASSESSMENT:** | **14.11.17** |
| **SIGNATURE:** |  |
| **CONTACT DETAILS** |
| **EMAIL:** | **carys.tavener@hull2017.co.uk** | **PHONE:** | **01482 318860** |