

EVENT RISK ASSESSMENT

Event: Floe
Event Dates: 9th-11th December 2017 18.00-22.00
On-site Dates: 6th-12th December 2017
Site Address: C4Di Building, Hull

Risk Assessment date: 29th November 2017

Site visit by: Paul Wigfield

CONTENTS:

Page 2-3 Section 1: Introduction
Page 4 Section 2: Electrical
Page 5 Section 3: Projection Installation
Page 6 Section 4: Installations in Public Areas
Page 6 Section 5: Staff Manual Handling
Page 7 Section 6: Working at Height – Ladders
Page 8 Section 7: Slips and Trips
Page 9 Section 8: Fire Safety
Page 10 Section 9: Vehicle Movements
Page 10 Section 10: Further action required & additional notes

SECTION 1: INTRODUCTION

This is a site-specific risk assessment and method statement to supplement QED Productions Ltd’s existing Health & Safety Policy.

QED Productions Ltd is supplying fourteen low power Panasonic laser projectors, control equipment and signal distribution for external projection onto The Deep.

This risk assessment identifies specific hazards and their risk ratings, control measures, and risk ratings after the control measures have been implemented.

QED Productions Ltd’s management will ensure that staff are made aware of the significant findings of this risk assessment and the control measures necessary to eliminate or reduce the level or risk to the lowest possible level. A copy of this risk assessment should be available to all staff on site.

This Risk Assessment supplements any other risk assessments covering activities involving vehicle movements, structure construction and power generation.

Definitions

Hazard	The Hazard is something with the potential to cause harm, e.g. electricity, working at height, chemicals, vehicles
Risk	Combination of the likelihood and consequences of a specified hazardous event occurring.
Control Measures	The measures necessary to eliminate or reduce the level of risk
Risk Rating Without Controls	Level of risk before and control measures are implemented
Risk Rating With Controls	Level of risk after control measures have been implemented

SECTION 1: INTRODUCTION (Cont.)

Method used to determine the Risk Rating:

Likelihood (L)	The likelihood of harm occurring as a result of the hazard: 1 = Very unlikely 2 = Unlikely 3 = Possible 4 = Very likely 5 = Certain
Potential Severity (S)	The potential severity of harm caused: 1 = Injury, no time off work 2 = Injury, time off work 3 = More than three days off work 4 = Long term absence 5 = Death
Risk Rating (R)	Risk Rating = Likelihood (of the hazard occurring) X Potential Severity (of the loss): Low = 7 or less Med = 8 to 14 High = 15 or greater

SECTION 2: ELECTRICAL INSTALLATIONS								
Hazard	Those at Risk	Risk Rating Without Controls			Control Measures	Risk Rating With Controls		
		L	S	R		L	S	R
Electrocution (240V and 415V)	Staff, other workers on site	3	5	High	<ul style="list-style-type: none"> 1 x 125 amp 3-phase power supply is being supplied by Watergate Developments and should be protected by a suitably rated RCD. QED will provide RCD protection for all further QED circuits. System should be installed in agreement with IEE Regs (17th Edition) wherever practicable by a competent person All electrical equipment supplied by QED will have PAT certification Staff will constantly monitor the site during the event Cables should be routed away from walkways and moveable items that could damage or break cables, e.g. furniture, etc. 	1	5	Low
Trips over cables	Staff, other workers on site	4	4	Med	<ul style="list-style-type: none"> Cables should be routed away from traffic routes where practicable Any cables over traffic routes should be flown, covered with suitable matting or approved vehicle-rated ramps Staff will constantly monitor the site during the event 	1	4	Low
Fire (electrical short circuits, overloads)	Staff, other workers on site	2	5	Med	<ul style="list-style-type: none"> All electrical circuits should be protected by fuses or MCBs and RCDs Staff will constantly monitor the site during the event 	1	5	Low

SECTION 3: PROJECTION INSTALLATION								
Hazard	Those at Risk	Risk Rating Without Controls			Control Measures	Risk Rating With Controls		
		L	S	R		L	S	R
Electrocution (240V and 415V)	Staff, other workers on site	3	5	High	<ul style="list-style-type: none"> See Section 2 - Electrical 	1	5	Low
Fire	Staff, other workers on site	1	5	Low	<ul style="list-style-type: none"> Projectors to be installed with reference to manufacturer's guidelines 	1	5	Low
Working at height	Staff, other workers on site	3	5	High	<ul style="list-style-type: none"> QED personnel to wear PPE and be fully briefed for working at height 	1	5	Low
Manual handling of AV equipment	Staff	4	3	Med	<ul style="list-style-type: none"> all equipment to be handled in accordance with handling procedures as detailed in QED's manual handling policy Staff will have received manual handling training 	2	3	Low

SECTION 4: INSTALLATIONS IN PUBLIC AREAS								
Hazard	Those at Risk	Risk Rating Without Controls			Control Measures	Risk Rating With Controls		
		L	S	R		L	S	R
Personnel circulating in work areas	Staff	4	2	Med	<ul style="list-style-type: none"> If any unauthorised persons are in the work area, installation should stop until the work area is clear Team working wherever possible to maximise vigilance for above processes 	1	2	Low

SECTION 5: GENERAL STAFF MANUAL HANDLING								
Hazard	Those at Risk	Risk Rating Without Controls			Control Measures	Risk Rating With Controls		
		L	S	R		L	S	R
Manual handling (e.g. flight-cases, loudspeakers, projectors, etc.)	Staff	3	4	Med	<ul style="list-style-type: none"> Equipment delivered as close as possible to area where used Team lifting as necessary Staff to be shown correct lifting techniques as appropriate Majority of equipment delivered in wheeled flight-cases 	1	4	Low

SECTION 6: WORKING AT HEIGHT - LADDERS								
Hazard	Those at Risk	Risk Rating Without Controls			Control Measures	Risk Rating With Controls		
		L	S	R		L	S	R
Fall from Height	Staff	2	5	High	<ul style="list-style-type: none"> QED is not intending to use ladders 	1	4	Low
Objects falling from height	Staff, other workers on site, Public	3	5	High	<ul style="list-style-type: none"> No loose tools to be used on the balcony areas No loose objects to be left in situ 	1	4	Low

SECTION 7: SLIPS AND TRIPS								
Hazard	Those at Risk	Risk Rating Without Controls			Control Measures	Risk Rating With Controls		
		L	S	R		L	S	R
Spilt liquids	Staff, other workers on site	1	4	Low	<ul style="list-style-type: none"> • QED is not intending to use any liquids on site other than drinks • Any spills to be cleaned up straight away • Staff will constantly monitor the site during the event 	1	4	Low
Trips over cables	Staff, Other workers on site	4	4	Med	<ul style="list-style-type: none"> • Cables to be routed away from traffic routes wherever practicable • Any cables over traffic routes should be flown, covered with suitable matting or approved vehicle-rated ramps • Staff will constantly monitor the site during the event 	1	3	Low
Trips over floor-standing equipment	Staff, other workers on site	4	4		<ul style="list-style-type: none"> • Equipment to be sited away from traffic routes and within structures • Equipment feet to be placed to minimise trip hazard • Any equipment feet regarded as a potential trip hazard to be clearly marked with hazard tape 	1	4	Low

SECTION 8: FIRE SAFETY								
Hazard	Those at Risk	Risk Rating Without Controls			Control Measures	Risk Rating With Controls		
		L	S	R		L	S	R
Fire (localised)	Staff, other workers on site, general public	2	5	Med	<ul style="list-style-type: none"> • General fire fighting equipment is to be supplied by C4Di • QED to provide dry powder and CO2 fire extinguishers • Staff to monitor control areas and prevent the build up of any rubbish • QED is not bringing any flammable liquids on to site • All electrical circuits installed by QED to be protected by suitable RCDs 	1	4	Low
Fire (building / structures)	Staff, other workers on site, general public	2	5	Med	<ul style="list-style-type: none"> • The event organisers are in control of fire safety for staff and public • The organiser is in control of site fire safety • A copy of the organiser's fire safety plan should be made available to staff on site 	1	3	Low

SECTION 9: VEHICLE MOVEMENTS								
Hazard	Those at Risk	Risk Rating Without Controls			Control Measures	Risk Rating With Controls		
		L	S	R		L	S	R
Collision with person, vehicle or object	Staff, other workers on site, general public	2	5	Med	<ul style="list-style-type: none"> Vehicles only to operate as authorised by site staff Reversing with banksman if driver has restricted view Scheduling of vehicle movements for quiet times Comply with all venue vehicle regulations 	1	4	Low

SECTION 10: FURTHER ACTION REQUIRED & ADDITIONAL NOTES

Fire Safety

A copy of the organiser's fire safety plan should be made available to QED staff on site