



# **Risk Assessments for Transport Hub**

## **Radio 1 Big Weekender**

**Site:** Defence School of Transport, Leconfield

**Client:** Hull UK City of Culture 2017

**Author:** James Haworth – Gallowglass Health and Safety LLP

**Version:** 1

**Document Control**

**THIS DOCUMENT IS LIVE AND IS SUBJECT TO REVISION.**

**PLEASE ENTER REFERENCES IN THE TABLES BELOW.**

**Author Control**

Name	Version	Action	Sections	Date
James Haworth	1.0	Draft	All	13/04/2017

**Release Control**

Name	Version	Release Date	Released to?
James Haworth	Draft	13/04/2017	Chris Clay Zoe Snow

## Contents

Document Control .....	1
Contents .....	2
H&S Management Statement .....	3
1.0 H&S Management Statement .....	3
1.1.1 The Health and Safety at Work etc. Act 1974 .....	3
1.1.2 The Management of Health and Safety at Work Regulations 1999.....	3
Risk Assessment Information .....	4
Risk Assessment Matrix .....	5
Risk Assessment .....	6
References .....	20

## H&S Management Statement

### 1.0 H&S Management Statement

This document is provided as a supplement to the requirements placed on individuals and organisations by current health and safety legislations and contractual agreements.

Compliance with this document should therefore not be regarded as fulfilling all the relevant statutory obligations pertinent to a particular individual or organisation, which remains their own responsibility.

In keeping with its overall objectives and in accordance with the requirements of the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999, Hull UK 17 take all reasonably practicable steps to ensure the health, safety and welfare of its employees and sub-contractors.

A high standard of performance in this respect is one of the Company's principal objectives and an integral part of its approach to service delivery.

The involvement and co-operation of all employees and sub-contractors on both an individual and collective basis are crucial to the achievement of these aims. In all its activities the Company acknowledges and will seek to meet its responsibilities for health and safety in respect of those who are not its employees and the environment in which it operates.

#### 1.1.1 The Health and Safety at Work etc. Act 1974

S.2 (1) "It shall be the duty of every employer to ensure, as far as is reasonably practicable the health, safety and welfare of all his employees"


S3(1) "It shall be the duty of every employer to conduct his undertaking in such a way as to ensure, as far as is reasonably practicable, that persons not in his employment who may be affected thereby and are not exposed to risks to their health and safety"

#### 1.1.2 The Management of Health and Safety at Work Regulations 1999

Regulation 3 (1) "Every employer (and self-employed) shall make a suitable and sufficient assessment of -:

- a) The risks to the health and safety of his employees to which they are exposed whilst they are at work, and
- b) The risks to the health and safety of persons not in his employment arising out of or in connection with the conduct of him or his undertaking, for the purpose of identifying the measures he needs to take to comply with the requirements and prohibitions imposed on him by or under the relevant statutory provisions"

## Risk Assessment Information

<b>Document Dates:</b>	13/04/2017		
<b>Event Dates:</b>	27/05/2017 – 28/05/2017		
<b>Task</b>	Transport Hub for Radio 1 Big Weekender – Park and Ride Service		
<b>Site / Site</b>	Defence School of Transport	Leconsfield	
<b>Ares to be used</b>	As per the site plans and Memorandum of Understanding		
<b>Who will this risk assessment be communicated to</b>	All Technical HOD's. Production Staff. Team Leaders.		
<b>When should this risk assessment be communicated</b>	Prior to Installation and Operation		
<b>Completed document to be submitted to</b>	Hull UK, Gary Beeston, Leconsfield		
<b>Completed by</b>	James Haworth		
<b>Required Personnel Protective Equipment (PPE)</b>	High Visibility Vest	Safety Shoes	Hard Hat - During any working at height
<b>Overview:</b>			
<p>This risk assessment has been produced to cover all activities, tasks and associated risks relating to the operation of the transport hubs for the Radio 1 Big Weekender. Gary Beestone Ltd have been appointed by Hull UK 17 to manage the transport hubs and install any additional event infrastructure. They shall produce an 'operational plan' for which this risk assessment shall supplement. The risk assessments have been split into 3 x sections; Build / De-Rig, Operational and Fire.</p>			
<b>Emergency Procedures:</b>	<p>In case of injury, the individual should cease work immediately, be checked out by first aider onsite and if too severe for the first aider, an ambulance shall be called. This should be recorded in the accident report book in accordance with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)</p>		
 <b>First Aid Facilities</b>	<b>Name of On-Site First Aider:</b>	<b>TBC</b>	
	<b>First Aid Box Location:</b>	<b>TBC</b>	

## Risk Assessment Matrix

### Severity

<b>5</b>	5	10	15	20	25
<b>4</b>	4	8	12	16	20
<b>3</b>	3	6	9	12	15
<b>2</b>	2	4	6	8	10
<b>1</b>	1	2	3	4	5
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

**Likelihood**

### Likelihood

- 1 Extremely Unlikely
- 2 Possible but unlikely
- 3 Conceivable
- 4 Probably would happen at some time
- 5 Almost certain to happen

### Severity

- |   |                                 |  |
|---|---------------------------------|--|
| 1 | No or minimum injury            | No equipment or property damage        |
| 2 | First aid treatment on site     | Minimum equipment or property damage   |
| 3 | First aid treatment off site    | Equipment and property damage          |
| 4 | Major injury or hospitalisation | Localised equipment or property damage |
| 5 | Fatality                        | Extensive property or equipment damage |

### Risk = Risk Rating

### L = Likelihood

### S = Severity

1 – 6 Low Risk

*Action is not required to lower the risk. Time effort and money is proportionate to the risk*

7 – 15 Medium Risk

*Action may be required to control the risk. Immediate short term measures may be required*

16 – 25 High Risk

*Action is required urgently to control the risk. Further resources are almost inevitable*

## Risk Assessment

'People at Risk' Code		'Responsibility' Code	
Who / What	Description	Code	Description
S	Staff member	Hull	Hull UK City of Culture
I	Installed Equipment and Infrastructure	GB	Gary Beestone Ltd
C	Contractor	C	Contractor
V	Visitor / Guest	DST	Defence School of Transport

Ref	Hazard / Task	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
<b>Build and De-Rig Phase (BP)</b>											
BP1	Loading / unloading	C; V; S	Serious injury through lack of awareness; Contact with moving vehicles; Contact with members of the public	4	2	8	All drivers, staff and contractors must have the sufficient PPE, including steel-toe safety footwear and hi-vis vest as a minimum.  All vehicle loads will be securely packed and strapped prior to arriving on site. The driver will check the load before unloading.  Where necessary, equipment will be placed securely on the centre of the tail-lift by use of a non-mechanical lifting aid. Ensure the equipment is away from the edges and back of the tail-lift. Manufacturers SWL will be displayed within the tail lift area on the vehicle and this weight shall never be exceeded.  Where necessary, designated Banksman/ traffic marshal will control vehicle movements.  At no time shall any member of staff/ contractor ride on a moving tail-lift. Insecure loads will be held by staff/ contractors at ground level.	2	3	6	Hull, GB, C

Ref	Hazard / Task	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
BP2	Protection of Staff and Contractors	S;C	Unfamiliarity with working environment Unsure of site arrangements	3	3	9	All staff given all site arrangements at induction.  Access and Egress information to each area shall be provided before arriving onsite and site personnel will be on hand to help guide Hull UK contractors to their designated area.  All equipment shall be loaded into Site through designated area. All contractors engaged to be advised before arriving to the Site and briefed/ inducted before starting work .  All Hull UK personnel working on the build phase should understand the risks associated with their task and work.  Adequate welfare facilities available. DST to provide information on any activities taking place which may impact on the build or de-rig.	2	2	4	Hull, GB, C, DST
BP3	Failure of Communication	S;C	Contractors creating unsafe working environment as a result of unfamiliarity with procedures  Unclear lines of reporting	3	4	12	Briefings between contractors to identify works taking place throughout the build phase.  A daily schedule of works will be available and circulated to all contractors by the Production Team.  Where necessary segregated work areas will be established while certain tasks are undertaken. This will be identified in the daily briefing with liaison with DST	2	2	4	Hull, GB, C, DST
BP4	Unsafe Work Practices	S;C	Accidents, incidents and near misses  Event jeopardised as a result of accident  Contractors creating hazard to other site contractors	3	4	12	All contractors to follow methods identified in pre-approved documentation.  Warning to be given to contractors who undertake unsafe working practises and removal of contractor staff from site if persistent unsafe methods are used.	2	3	6	Hull, GB, C



Ref	Hazard / Task	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
BP5	Non – Use of PPE	C;S	Injury caused by a variety of site hazards affecting eyes, head, feet, hands, ears and body parts..	3	4	12	High visibility vest or jacket to be worn at all times by all staff / contractors.  Safety footwear to be worn at all times to protect from objects landing on the foot or from standing on sharp objects.  Safety helmets (hard hats) to be worn at all times when work at height is being undertaken by all staff / sub-contractors to protect against any potential impact to the head from any falling objects.  All other PPE will be worn in accordance with contractor risk assessments and always maintained in good working order.	1	4	4	Hull, GB, C
BP6	Failure of Installed Elements	C;S	Equipment Failure Electrical Failure Equipment falling from height	3	4	12	All equipment supplied by competent contractors under Hull UK and GB. All contractors are required to provide adequate information for all works taking place prior to arrival onsite.	2	3	6	Hull, GB, C
BP7	Protection of Visitors	C;S;V	Unfamiliarity with site environment resulting in accident	3	3	9	All visitors to be accompanied by a member of the event management team for the duration of the visit.  PPE will be worn by all site visitors, the minimum requirement for site visitors will be high visibility vests and closed shoes. Additional PPE shall be worn if stated in the site rules.	2	2	4	Hull, GB, C
BP8	Failure of Housekeeping	C;S	Slips, trips and falls Fire	4	3	12	All floor surfaces within the site event areas will be suitably slip resistant where practicable, kept in good condition with defects reported immediately to management to be rectified, and fire exits and routes be free of obstructions at all times.  Equipment, material and tools when not in use should be stored away safely and securely to prevent creating additional hazards.  Where a build-up of large volumes of waste / discarded materials occurs, special detail shall be instructed via communication and removal will be prioritised.	2	3	6	Hull, GB, C

Ref	Hazard / Task	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
BP9	Excessive working hours / illness	C;S	Fatigue, lack of concentration, reduction in output.	4	4	16	Event Management team to ensure that adequate rest and meal breaks are taken. Maximum shift 12 hours, not to be exceeded without the permission of the contractor manager onsite.  Any staff member who feels unwell or fatigued will inform the GB site manager of their condition or if in their opinion appears to be unwell or fatigued will not continue his shift and will leave site, unless it is unsafe to do so.  Event management team will monitor all working staff and the hours worked.	2	4	8	Hull, GB, C
BP 10	Adverse weather conditions.  Exposure to extreme weather conditions.	C;S	Heat exhaustion, sunburn  Wet weather, vision impaired activities, slips and falls	3	4	12	In the event of severe weather which constitutes a risk to the health and safety of staff and contractors on site, the site management team will assess conditions and advise all staff and contractors of necessary action to reduce the risk.  Access to suitable and sufficient welfare facilities shall be a requirement.  Regular breaks shall be taken to reduce exposure time and all wet clothing shall be removed and the body dried in warm and dry conditions at the earliest opportunity. Suitable footwear must be worn to protect against wet conditions, grips on the soles of the boots must be adequate.	2	3	6	Hull, GB, C
BP 11	Failure to identify unauthorised persons.	C;S;V	Injury to persons  Loss of personal belongings  Damage to property / environment	4	2	8	A Security contractor shall be appointed to provide 'on site' security provision.  All persons accessing each site shall receive site specific induction briefings prior to commencing work.  Security personnel will liaise closely with the site management team from DST  As all staff will be wearing hi-visibility vests; identification of persons not authorised to be onsite will be easily undertaken	2	2	4	Hull, GB, C

Ref	Hazard / Task	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
BP 12	Insects / Bugs	C;S	Bites, Stings	3	4	12	All crew / staff are informed that adequate clothing must be worn.  First Aid kit available onsite.  Any staff members with allergies to alert event management staff on arrival to site.	2	3	6	Hull, GB, C
BP 13	Manual Handling	C; S	Musculoskeletal disorders from improper technique. Broken limbs, bruising and abrasions from dropped items.	4	4	16	All staff / contractors to be trained in correct manual handling techniques and to be competent in their use. All staff / contractors to be instructed not to undertake any manual handling that is beyond their physical means.  Wherever possible mechanical lifting aids will be used to reduce manual handling requirements. Team lifting will be used where practicable especially when large and bulky items are being moved. All material to be checked before lifting for sharp edges or any other potential for harm they present. All appropriate PPE must be worn. All routes to be pre-checked before lift is made to ensure they are clear from obstruction or hazard. Contractors ensure good communication before and during lift.  Where any repetitive manual handling is required contractors are encouraged to take regular breaks.  Ensure adequate supervision is provided and that control measures remain valid for the duration of the work. Further training and verbal instruction to be given where appropriate.	2	4	8	Hull, GB, C
BP 14	Working at height.	C; S	Falling from height causing injury.  Falling objects causing injury to people working on the ground.	3	4	12	The hierarchy of control must be considered before all work at height. If work at height can be eliminated it must be. Where work at height is unavoidable work equipment or other measures must be used to prevent falls. Where you cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.	2	4	8	Hull, GB, C

Ref	Hazard / Task	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
BP 15	First Aid provision	C; S; V	Injuries sustained within the event site  Liquid / fuel spillage.  Slips, trips and falls.  Inability to deal with first aid and medical requirements	3	4	12	First Aiders shall be present during the installation and de-rig.  Designated, appointed staff shall be trained in First Aid and certificates made available for inspection if required by an authorised officer of the licensing authority.  Adequate and appropriate First Aid equipment shall be available at the event site at all times it is occupied.  A dedicated first aider will be available when guests are within the site.  Continual monitoring of the situation throughout the duration of the installation and de-rig.	1	4	4	Hull, GB, C
BP 16	Non Reporting of accidents.	C; V; S	Legislation breach  Inability to deal with worsening injuries.	4	2	8	Written records of all accidents / safety incidents involving contractor shall be kept on the premises and be made available to an authorised officer if requested.  An Accident book shall be kept on the premises and accidents / safety incidents shall be entered for staff, all contractor and visitors.  Continual monitoring of the situation throughout the duration of the event.	2	2	4	Hull, GB, C
BP 17	Site Rules	C; V; S	Persons accessing restricted areas  Failure to follow procedures  Staff unaware of arrangements.	3	3	9	All staff will be given all site rules and procedures prior to going onsite.  All site rules and emergency arrangements will be communicated to all staff at in an induction when first arriving onsite before undertaking any work.	2	1	2	Hull, GB, C

Ref	Hazard / Task	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
BP 18	Fatigue	S; C; V	Accidents occurring as a result of tiredness  Unsuitable / long working hours  Insufficient staff to cover long days	3	4	12	Schedule created to ensure days are kept to a maximum of 12 hours where possible.  Sufficient rest / breaks given to staff and contractors.  Staff members / crew to be rotated at suitable intervals  Staff area available for breaks.	1	3	3	Hull, GB, C
BP 19	Contractor Competence	S; C	Unsafe working practices  Unsafe site conditions  Danger to other sub-contracted services	3	4	12	All sub-contractors to provide health and safety documentation to Hull UK as part of the pre-site requirements. All health and safety documentation to be reviewed by the Hull UK health and safety advisor.  Following documentation will form part of documentary requirements: <ul style="list-style-type: none"> <li>• Risk Assessment</li> <li>• Method Statement</li> <li>• Proof of Insurance</li> <li>• Staff competency certification (plant users etc.)</li> <li>• Fire Certification if applicable</li> <li>• PAT / Electrical testing records</li> </ul>	2	3	6	Hull, GB, C

Ref	Hazard / Task	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
<b>Operational Phase (OP)</b>											
OP1	Unable to Deliver contracted event infrastructure	I; C	Event infrastructure unfit for purpose Event infrastructure not delivered on time	3	3	9	All contractors have a pre-existing relationship with the Production Company and the local environment. All contractors have full scope of works and delivery times for project. All contractors have been selected on previous examples of the same type of delivery requirements	2	2	4	Hull, GB, C
OP2	Breakdown of Communication	S; C	Uncertainty over working arrangements Confusion over responsibilities Contractors unsure of other contractor's timeframes Daily site operations being hampered by Hull UK activities	3	3	9	Each contractor will be aware of their responsibilities onsite by way of verbal communication, meetings and site induction. A full schedule of works will be created to ensure that all contractors are aware of deadlines for completion and other contractors reliant on completion times to install other equipment. GB shall allocate a specific site manager to Leconsfield. A means of communication shall be agreed between the site manager and the DST liaison officer Hull UK area demarcated from rest of the site to avoid interruption with daily operations	2	2	4	Hull, GB, C, DST
OP3	Inadequate Welfare Facilities	C; V; S	Staff not provided with adequate welfare facilities	3	3	9	Site toilet facilities available, but limited. For both staff and guests additional facilities will be brought to site, using the event safety guide guidelines. Staff room / area to be available for breaks and for an office area. An onsite 'burger van' is available for staff and driver welfare. Special dietary requirements to be considered. Water supplied to all staff members throughout the build, event and de-rig phase. Adequate first aid provision available throughout each event. All of the above shall be discussing during any staff briefings	1	2	2	Hull, GB, C

Ref	Hazard / Task	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
OP4	No Evacuation Arrangements	C; V; S	Confusion in emergency situation Inability to account for staff member's within the site Inability to raise the alarm	4	5	20	Each sites' evacuation arrangements shall be circulated / communicated to all staff prior to commencing work on site.  Detailed list of roles and responsibilities to be circulated to staff.  All staff made aware of all arrangements including how to raise the alarm in the pre-work briefing.  Assembly points clearly identified on map.  In the first instance the responsibility for calling the emergency services shall lay with BG / Hull and they shall liaise with DST liaison officer whom shall assist in coordinating logistics onsite	1	5	5	Hull, GB, DST
OP5	Emergency Arrangements	C; V; S	Causing panic and leading to delay in reaction time leading worsening of injuries and compromising the preservation life and property	4	5	20	Hull UK will make sure there are adequate emergency processes, procedures and provision in place. DST shall ensure they are familiar with the procedures and the liaison officer has a clear line of communication with the GB site manager. A pre-start briefing could be coordinated.  General Emergency Evacuation Procedures (GEEP) to be in place to assist anyone with special requirements for the evacuation, medical and welfare provision of vulnerable persons or those with mobility, vision or hearing disabilities involved in the event.	1	5	5	Hull, GB, DST
OP6	Smoking	C; V; S	Fire / Discard of cigarette butts  Non-smokers exposed to chemicals in cigarette smoke	3	4	12	Smoking area created and sign posted.  All staff made aware of the smoking area during the pre-work induction.  All guests shall be monitored by staff to ensure smoking only occurs within the designated areas.	2	3	6	Hull, GB, C

Ref	Hazard / Task	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
OP7	Inclement weather	C; V; S; I	Cold and wet weather conditions resulting in guests discomfort  Damaged equipment and infrastructure	3	4	12	In the event of severe weather which constitutes a risk to the health and safety of person's onsite outside in the elements, the site manager will assess the conditions and decide upon which any remedial action  The weather forecast shall be checked regularly during the run up to the event.  Due to the time of year the weather is anticipated to be fair, and the site is designed on hard standing ground.  If necessary, temporary shelters may be considered and installed at the pickup and drop off points for guests.  Staff welfare areas available in pre-existing buildings onsite	2	3	6	Hull, GB
OP8	Traffic management and vehicle movement	C; V; S; I	Collisions with moving vehicles  Vehicles accessing unauthorised areas	4	3	12	Hull have engaged a competent traffic management company SEP Events whom shall coordinate and manage all vehicle movements onsite in accordance with their traffic management plan (within the site). Car park marshals shall guide vehicle in and out of the parking zones at the start and end of the event  They shall demarcate restricted vehicle areas using cones and / or reflective signs.  All event staff shall wear suitable hi-visibility clothing. Vests or similar and they shall ensure guests do not walk into any vehicle routes  Vehicles require a pass to gain entry	1	3	3	Hull, GB
OP9	Poor lighting levels	C; V; S; I	Slips, trips and falls	3	3	9	Lighting towers shall be strategically positioned throughout the site to provide suitable and sufficient lighting coverage for staff and guests.  Additional stewarding shall be engaged to assist with pedestrian movements, along with SIA trained security.  An uneven surfaces shall be demarcated using cones and tape or similar and suitable signage, where applicable	1	3	3	Hull, GB



Ref	Hazard / Task	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
OP 10	Crowd management and site security	C; V; S; I	Crushing injuries Inability to egress safely in an emergency Claustrophobia	4	2	8	<p>Arrangements shall be stated and briefed relating to entry and egress of the site and emergency evacuation.</p> <p>SIA Security shall monitor the entrance and exit routes to the site</p> <p>Trained supervisory staff shall oversee the general safety within the site and security called to assist with any unruly behaviour</p> <p>Additional stewarding shall be engaged to assist with pedestrian movements, along with SIA trained security</p> <p>Heras fencing to be installed to demarcate the Grange Road entrance</p> <p>DST shall still maintain a security presence onsite, although primary responsibility within the transport hub area lies with Hull UK.</p> <p>Signage plan shall be developed to give information and direction to guests</p>	2	2	4	Hull, GB, DST
OP 11	Litter	C; V; S; I	Vermin Trips, slips and falls	2	4	8	<p>All waste must be collected and removed to a designated point to be advised. It is the responsibility of the Hull UK and GB to ensure that any waste generated by their operations is removed from site promptly following the conclusion of the event</p> <p>Controlled waste should be collected and disposed in accordance with the Environmental Protection Act 1990</p>	2	2	4	Hull, GB
OP 12	Bus pick up and drop off	C; V; S; I	Over crowding of people Too many people on certain buses	2	4	8	<p>Bus capacities shall not be exceeded</p> <p>Competent bus contractors engaged</p> <p>No alcohol permitted on the bus</p> <p>Seat belts should be worn</p> <p>No standing on any buses</p> <p>Any person deemed to be unruly may be politely spoken by SIA trained security</p> <p>If the situation escalates then the police maybe called to assist</p>	2	2	4	Hull, GB

Ref	Hazard / Task	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
OP 13	Vehicle overcrowding in car park zones	C; V; S; I	Compromise of safe egress/access route  Damage to vehicles	3	4	12	Additional area available for in the event of overflow parking needed.  Carpark operator to ensure that if the need for overflow parking is made apparent and suitable staffing numbers available to manager the area	2	3	6	Hull, GB, DST

Ref	Hazard / Task	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
<b>Fire Risk Assessment (FA)</b>											
FA1	Electricity / Fire	S; C; V	Fire / Electrocutation Fire from electric overload / short	2	4	8	Electrical installations to be inspected by a competent person. Regular monitoring of electrical systems (primarily tower lights) Additional firefighting equipment may be provided following a further assessment.	1	4	4	Hull, GB
FA2	Cigarette discard	S; C; V	Fire	2	4	8	Smoking will only be allowed in the predetermined smoking areas during the build and de-rig, this shall be monitored by the production team.  During the event phase at each site, the smoking area will be indicated by prominent signage at appropriate points and will be policed by the event security.	1	4	4	Hull, GB, C
FA3	Flammable material	S; C; V	Fuel for fire	2	4	8	All staff and contractors will ensure all material brought to the site for the event has been fire rated.  Certificates to be provided and stored in event safety file.  For this site it isn't anticipated that any flammable material be brought to site	1	4	4	Hull, GB, C
FA4	Fire or bomb threat.	S; C; V	Major Injury, mass panic, confusion.  Risk of trampling as large numbers of guests try to exit the structure.	5	3	15	Potential for fatal or serious injury caused by an outbreak of fire, explosion or panic. An Emergency PA will be in place to alert the guests if an emergency should arise (loud hailers?)  Fire marshals will be familiar with evacuation procedures and will co-ordinate the evacuation of the car park in the event of a small fire or minor incident.  The GB site manager shall liaise with the DST liaison officer  In the event of a major incident the emergency services will take over the co-ordination of the evacuation.	4	2	8	Hull, GB, C, DST

Ref	Hazard / Task	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
FA5	Egress Blocked	S; C; V	Blocked egress Trip hazards Panic / crushing	3	4	12	Access routes shall be kept clear at all times during the event. A final walk around shall take place prior to the guests arrival to ensure all access routes are clear and unobstructed. Production team and security shall monitor during the event. Cones and signs shall be strategically positioned to avoid unauthorised vehicle access. Posts and rope (or similar) maybe installed to direct pedestrians within the authorised areas Suitable signage shall be installed around the site No buses shall be permitted to stop, collect or drop off passengers between the collection point and South gate	2	3	6	Hull, GB
FA6	Evacuation of each site	S; C; V	Mass Panic Hysteria Confusion Trampling / crushing	3	5	15	In the event of evacuation, all staff will follow the emergency procedure for the site. Event staff will assume control of the situation under instruction of the GB site manager, in close liaison with the DST liaison officer. Fire and Emergency services will be called on 999 Ensure all staff are to be briefed on the emergency plan and aware of individual responsibilities.	2	4	8	Hull, GB, DST

## References

1. The Event Safety Guide - A Guide to Health, Safety and Welfare at Music and Similar Events, HSE, HSG195, ISBN 0717624536.
2. Five steps to risk assessment: A step by step guide to a safer and healthier workplace, ING163, HSE, ISBN 0717609049.
3. Maintaining portable and transportable electrical equipment, HSG107, HSE, ISBN 0717607151.
4. Management of Health and Safety at Work Regulations 1999.
5. The Regulatory Reform (Fire Safety) Order 2005.