RISK ASSESSMENT FORM (HSWF001)

TASK/ACTIVITY/AREA: CPP	**PERSONS AT RISK: Employees/Visitors/ Contractors/Public**	**REF.**	**INITIAL ASSESSMENT DATE: 05/05/2018**
DEPARTMENT: SOUND			**LAST ASSESSMENT DATE: 14/05/2018**
SITE/LOCATION: CHANDLER STUDIO	**SUPERVISOR:**	**ASSESSOR:** Clibberd.	**REVIEWED BY: CALLUM FARRELL** **APPROVED BY: CLARE HIBBERD**

RI=RISK INDEX C=CONSEQUENCE / SEVERITY L=LIKELIHOOD
[REFER TO GUIDANCE NOTES OVERLEAF]

HAZARD-CONSEQUENCES (SOMETHING WITH THE POTENTIAL TO CAUSE HARM AND THE EFFECT OF THAT HARM)	EXISTING CONTROL MEASURES	WITHOUT CONTROL MEASURES	ADDITIONAL CONTROLS REQUIRED	WITH CONTROL MEASURES
		RI (L x C)		RI(L x C)
Slips, trips and falls	All speakers are strategically placed not only for coverage but so that they are not a trip hazard, however all of the speakers at floor level or head height will be marked with white tape on the corners to avoid people tripping over them in the dark or hitting their head. All cables that run over doorways and walk ways will be taped down with Gaffa. Cable runs will be exact lengths to avoid coils of cable lying around in the wings.	20 (4 x 5)		4 (1 x 4)
Coming into contact with electricity/electric shock	Cables will be inspected visually before use. The sound department will only use one power supply, this power supply will be clean and not used by other departments, especially those heavy on power.	10 (2 x 5)		5 (1 x 5)

Rigging	Rigging accessories will be inspected visually before use. The sound department will only use rigging equipment designed for the intended purpose and will insure that the correct rigging procedure and safety bonds are used.	15 (3 x 5)		5 (1 x 5)
Manual Handling/Lifting speakers/Amps	Heavy equipment will be transported on wheels where possible. We will work out routes in advance when lifting heavy objects, I as manager will make sure we have enough people to complete any lifting tasks and that clear communication is established before lifting.	9 (3 x 3)		3 (1 x 3)
Exposure to sound above 87dB	Sound levels will meet the 'Control of Noise at Work Regulations 2005' with a maximum permitted exposure level of 87 dB and a peak sound level of 140 dB when wearing hearing protection.	6 (2 x 3)	The performers have had specific training on how to scream correctly. And hearing protection will be made available to employees, visitors, contractors and public.	3 (1 x 3)

RISK ASSESSMENT - GUIDANCE NOTES

HAZARD (Something with the potential to cause harm)	**PERSONS AT RISK (Someone at risk from the hazard)**	**IS THE RISK ADEQUATELY CONTROLLED (What are the existing controls)**	**WHAT FURTHER ACTION NEEDED TO CONTROL RISK (What more could reasonably be done)**
EXAMPLES	**EXAMPLES**	**EXAMPLES**	**Examples**
Slippage / Tripping Fire (flammable substances) Moving Parts Working at Height Vehicles Electrical wiring Noise Manual handling Fumes Dust Chemicals Ergonomic **IGNORE THE TRIVIAL**	Teaching Staff Cleaners Maintenance Personnel Students Contractors Visitors The Public Operators Young/inexperienced Trainees People Working Alone The Disabled Expectant Mothers	Is there adequate information / training? Are there adequate systems / procedures? Meet legal requirements? Meet Conservatoire Policy/Standards Comply with industry standards? Represent good practice? Reduce risk as far as possible? Calculate overall risk for job is V.High / High / Medium / Low. Are you doing all that is reasonably practicable? Can I eliminate the hazard? If not, how can I control the risk? Personal protective clothing should only be used when no other reasonable action exists	Prioritise for risks affecting large numbers or where serious harm may result **CONSIDER:** - Remove risk completely - Try less risky option - Prevent access to hazard, e.g. guarding - Reorganise work to reduce exposure - Issue personal protective clothing - Welfare facilities - Washing / First Aid - Administrative controls You are entitled to take cost into account (i.e. reasonably practicable). Review with Management. Assign responsibility and timescales.
CONCENTRATE ON SIGNIFICANT HAZARDS WHICH COULD SERIOUSLY HARM	**RISK INDEX RI)** Calculated by multiplying Consequence / Severity (C) of Hazard by Likelihood (L) of it occurring. Use a 5 x 5 scale.		

LIKELIHOOD	**CONSEQUENCE / SEVERITY**	**L x C**
5 A Certainty	5 Death	Low Risk = 1 - 6
4 Very Likely	4 Serious injury disablement	Medium Risk = 7 - 11
3 Likely	3 Lost time injury/illness	High Risk = 12 – 19
2 Unlikely	2 Requires First Aid	Very High Risk = 20 – 25
1 Remote	1 No injury/Minor Injury	

CONSULT: Colleagues, specialists / competent persons, Data Sheets, Manuals, Accident / ill health records, Manufacturer's instructions

RISK ASSESSMENTS TO BE COMPLETED BEFORE STARTING NEW ACTIVITES/TASKS

REVIEW ASSESSMENTS AT 2 YEARLY INTERVALS AS A MINIMUM, BUT IN THE EVENT OF AN ACCIDENT/INCIDENT OR SIGNIFICANT CHANGES TAKE PLACE CREATING NEW SIGNIFICANT HAZARDS, RE-ASSESS IMMEDIATELY!

Take Ownership - Be Accountable – Get Involved – Communicate – Collaborate

I confirm that the significant findings of the assessments in this file have been communicated to me and the control measures explained. I understand the legal requirements for me to comply with the control measures and to co-operate with my employer in the interest of health and safety. I agree to abide with the controls in place and to report any defects or problems with the systems.

Employee Name	Employee Signature	Date