

RCS	Risk Assessment Guidance Notes					
Hazard	Persons At Risk		Is The Risk Adequately Controlled	What Further Action Needed to Control Risk		
(Something with the potential to cause harm)	(Someone at risk from the hazard)		(What are the existing controls)	(What more could <u>reasonably</u> be done)		
Examples	Examples		Examples	Examples		
Slippage / Tripping	Teaching Staff		Is there adequate information / training?	Prioritise for risks affecting large numbers or where serious harm may result		
Fire (flammable substances)	Cleaners		Are there adequate systems / procedures?	Consider:		
Moving Parts	Maintenance Personnel		Meet legal requirements?	- Remove risk completely		
Working at Height	Students		Meet Conservatoire Policy/Standards	- Try less risky option		
Vehicles	Contractors		Comply with industry standards?	- Prevent access to hazard, e.g. guarding		
Electrical wiring	Visitors		Represent good practice?	- Reorganise work to reduce exposure		
Noise	The Public		Reduce risk as far as possible?	- Issue personal protective clothing		
Manual handling	Operators		Calculate overall risk for job is V.High / High / Medium / Low.	- Welfare facilities - Washing / First Aid		
Fumes	Young/inexperienced		Are you doing all that is reasonably practicable?	- Administrative controls		
Dust	Trainees		Can I eliminate the hazard?	You are entitled to take cost into account (i.e. reasonably practicable).		
Chemicals	People Working Alone		If not, how can I control the risk?	Review with Management. Assign responsibility and timescales.		
Ergonomic	The Disabled		Personal protective clothing should only be used when no other <u>reasonable</u> action			
Ignore the Trivial	Expectant Mothers					
	Performer					
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						
HAZARD INDEX MATRIX						
5x5 Scale	LIKELIHOOD					
		A Certainty	Very Likely	Likely	Unlikely	Remote
SEVERITY		5	4	3	2	1
Death	5	25	20	15	10	5
Serious injury disablement	4	20	16	12	8	4
Lost time injury/ illness	3	15	12	9	6	3
Requires First Aid	2	10	8	6	4	2
No Injury/ Minor Injury	1	5	4	3	2	1
As Low as Reasonably Possible (ALARP)						

Preliminary Hazard Analysis (PHA)		5 Steps to Risk Assessment	
	SEVERITY		
1	No Injury/ Minor Injury	1. Identify the hazard.	
2	Requires First Aid	2. Identify who may be harmed and how.	
3	Lost time injury/ Minor Injury	3. Analyse the risks - likelihood and severity.	
4	Serious Injury/ Illness	<ul style="list-style-type: none"> ●Consider the frequency and number of persons. ●Establish a risk rating (Likelihood x severity). ●Evaluate the risk and decide whether the existing precautions ●Decide on measures for risk reduction. 	
5	Death		
	LIKELIHOOD		
1	Remote	4. Record significant findings.	
2	Unlikely	5. Review	
3	Likely		
4	Very Likely		
5	A Certainty		



Risk Assessment Form ASSESSMENTS TO BE COMPLETED BEFORE STARTING NEW ACTIVITES/TASKS

Task/Activity/Area:	Persons At Risk:	Ref: The Jungle Book	Initial Assessment Date: 31/10/2017
Rigging sound equipment and noise expousure/ levels in venue	Employees/Visitors/Contractor/ Public/ Students		
Department: SOUND	Risk Assessment WITHOUT Controls: VERY HIGH / HIGH/ MEDIUM / LOW	Risk Assessment WITH Controls: VERY HIGH / HIGH/ MEDIUM / LOW	Last Assessment Date: 20/12/2017
Site/Location: New Athenaeum Theatre	Assessor: Steven Selby Signature:	Reviewed By: Malcolm Frew Signature:	

Hazard <i>Something with the potential to cause harm</i>	Consequence <i>The effect of that harm</i>	Without Control Measures Ri (L x C)	Control Measures	With Control Measures Ri (L x C)
Slips trips and falls	Minor injury to severe injurys/Death	4x3 =12	<p>All cable runs will be securely taped if on the floor and if in necessary to cross a door way the cable shall be paced over the top of the door frame.</p> <p>All Speakers shall be placed in a way that will not become a trip hazard. If they are needing to be placed where they can become a hazard, All cast and crew will be told where they are placed and clearly marked with white tape.</p> <p>Cable runs should be keped as close to length of cable required to reduce the amount of exes cable on the ground.</p>	2x1=2

<p>Manual Handling</p>	<p>Minor injury to severe injuries.</p>	<p>3x3 =9</p>	<p>All crew must use PPE, steel toe cap boots are a must and gloves to be used if required. All crew to have completed the RCS manual handling training and also comply with the RCS SSOW. Area and route of move and lift should be checked and made clear of trip/slip hazards and be easily navigated before the lift commences. The object should be inspected prior to lift to establish whether equipment has any sharp edges/corners and also its temperature and any other factor that could impede the lift. All crew members involved with the lift operation will be briefed fully and also under the direction of a competent co-ordinator. Do not lift unnecessarily. .</p>	<p>3x1 =3</p>					
<p>High sound levels</p>	<p>Temporary impaired hearing to Permanent loss/impaired hearing</p>	<p>2x4 =8</p>	<p>All audio levels within the venue should not exceed 115dba (a weighted over 15 min). This level should not be exceeded at any point during rehearsals and performances. This will be monitored using a calibrated decibel meter. So as to conform to the guidelines set by the HSE Noise at Work Act.</p>	<p>2x1 =2</p>					
<p>Rigging Speakers (Flying & Cabling)</p>	<p>Serious Injury to Death</p>	<p>3x5 =15</p>	<p>All Rigging to be completed by a competent trained person. Working area below where rigging occurs should be clear and shut off. A visual inspection of all equipment and rigging before being rigged, this includes (Clamps, Safety bonds, Speakers and Cables). Ensure the rigging point is rated and has adequate space to rig safely. All rigging and lifting equipment used must have a current inspection certificate and used within its SWL or WLL limits. All cabling should be kept tidy and well managed. During the rigging process follow the Manual Handling SSOW. Regular visual inspections of the rig should also take place throughout the run.</p>	<p>1x5 = 5</p>					

<p>Rigging Speakers (Stacking)</p>	<p>Serious Injury to Death</p>	<p>3x3 =9</p>	<p>All Rigging to be completed by a competent trained person. Consideration should be taken to the surface where the stack is to be built. (e.g. Gradient, Surface, Softness of ground) Use Specialised and Specific Equipment (Speaker Stands, Stack Poles, etc). Hinges could be used to secure the stack to the ground. Ratchet Straps will used to secure Stacks of 3 Boxes or more high. Follow Manual Handling SSOW during the process. Inform others of the positioning of any ground stacks. Ensure there is a small perimeter around the stack so that no-one interferes with it (this can be done with WHITE Gaffa Tape on the ground).</p>	<p>1 x 2 = 2</p>					
<p>Electric Shocks</p>	<p>Serious Injury to Death</p>	<p>2x5 =10</p>	<p>All crew to have completed basic electrical safety training prior to any work taking place. All electrical work to be carried out to comply with HSE guidelines and the RCS SSOW and method statements. A visual inspection of all electrical equipment (Desks, Speakers, Cables, table lamps,etc) to be undertaken before powering the equipment. Ensure hands and work area are dry before touching or locating electrical appliance. If any cable or appliance is damaged, replace the cable or appliance and clearly mark and report the defected equipment. Ensure all equipment is PAT Tested with a current test and not out of date. Use PPE if required when working on appliances.</p>	<p>1x3 =3</p>					
<p>FURTHER ACTIONS/MEASURES REQUIRED</p>			<p>Target Date:</p>	<p>Responsible Person:</p>	<p>Completion Date:</p>				
<p>Take Ownership - Be Accountable - Get Involved - Communicate - Collaborate</p>									
<p>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</p>									
<p>Employee Name</p>			<p>Employee Signature</p>			<p>Date</p>			
