

## Risk Assessment Form – Set Up of Live Sound Equipment in The New Athenaeum Theatre

Significant Hazard	Who Might Be Harmed?	Risk Factor (P x S)	How Is The Risk Controlled?	Further Action Necessary To Control The Risk	Residual Risk Factor	Completion Date
Manual Handling of Equipment (Desk, Speakers, Cables, etc)	Students Staff Crew Est No. 10	3 x 3 = <b>9</b>	Manual Handling Training (Completed by everyone) SSOW: Loads to be mechanically manoeuvred or wheeled (Flight Cases) as close as possible to final position. Area of Move and Lift should be free from slip or trip hazards and should be adequately lit. Establish whether equipment is hot or cold or if it has any sharp corners before lift. Establish if there are any trailing parts (Cables) before attempting the lift. Team lifting will be under the direction of a competent co-ordinator. Do Not Lift Unnecessarily. Do Not Double Lift. Use PPE if required (Gloves, Boots).		1 x 1 = <b>1</b>	13/02/2017
Flying (Speakers & Cabling)	Students Staff Crew Cast Est No. 10	2 x 5 = <b>10</b>	Rigging Training (Completed by all involved) Visual Inspection of sound equipment (Speaker, Cable) and rigging equipment (Clamps, Bonds, Tape). If unsure, then do not use. Ensure the Flying Bar/Area of Hang, has adequate space and weight allowance. Ensure all Rigging Equipment has a sufficient SWL or WLL. Ensure Cabling is taped onto Bar and no parts are hanging off the		1 x 5 = <b>5</b>	13/02/2017

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			<p>Follow Manual Handling SSOW during the process.</p> <p>Visual Inspection after Rig.</p> <p>Use PPE if required (Gloves).</p>			
Stacking (Speakers)	<p>Students</p> <p>Staff</p> <p>Cast</p> <p>Crew</p> <p>Est No. 10</p>	<p>2 x 3 =</p> <p><b>6</b></p>	<p>Sound Equipment Set Up Training.</p> <p>Visual inspection of area of work.</p> <p>Ensure the ground or platform is level and has a Non-Slip Surface before commencing work.</p> <p>Use Specialised and Specific Equipment (Speaker Stands, Stack Poles, etc).</p> <p>Specialised Hinges (if available) to secure boxes of 2 or more together in a stack.</p> <p>Hinges could be used to secure the stack to the ground.</p> <p>Ratchet Straps will used (when no specialised equipment is available) to secure Stacks of 3 Boxes or more high.</p> <p>Follow Manual Handling SSOW during the process.</p> <p>Inform others of the positioning of any ground stacks.</p> <p>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>Use PPE if required (Gloves, Boots).</p>	<p>If stack is tampered with, you must re-assess the stack. HOD will monitor</p>	<p>1 x 2 =</p> <p><b>2</b></p>	13/02/2017
Trips, Slips and Falls (Cabling on Floor).	<p>Students</p> <p>Staff</p> <p>Cast</p>	<p>3 x 3 =</p> <p><b>9</b></p>	<p>Sound Equipment Set Up Training.</p> <p>If possible, run all cabling in areas where the Audience will not have access.</p>	<p>If Cabling is tampered with, re-assess. HOD will monitor</p>	<p>1 x 3 =</p> <p><b>3</b></p>	13/02/2017

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	<p>Crew Audience Visitors Est No. 100</p>		<p>Tape all cabling to the ground and ensure maximum distance away from Audience paths.</p> <p>Ensure that any tape is secure to the ground or surface and make sure that the cables cannot come undone.</p> <p>Cabling in the Band Area will be Taped securely to the ground with Gaffa Tape, and be run out of the way of Access Areas.</p> <p>Cabling which is walk ways and “pit” access areas will be visible with White Gaffa or Fluorescent Tape.</p> <p>Stage Boxes will be used to minimise Cable Runs.</p> <p>The Band Area will have clearly marked Entrance and Exit areas.</p>			
Electric Shocks	<p>Students Staff Cast Crew Audience Contractors Visitors Est No. 100</p>	<p>2 x 5 = <b>10</b></p>	<p>Electrical Training will have been provided prior to work taking place (Lecturers / Venue Tech)</p> <p>SSOW:</p> <p>Visual inspection of any electrical equipment (Desks, Speakers, Cables, etc)</p> <p>Ensure Hands are drying before touching anything electrical.</p> <p>If Cable is damaged, replace the cable.</p> <p>Temporarily tape the affected area of the cable to stop anyone else coming into contact with the affected area.</p> <p>Ensure all equipment is PAT Tested.</p> <p>Use PPE if required.</p>	<p>Visual Checks and Sound Checks will be conducted before every show.</p>	<p>1 x 5 = <b>5</b></p>	<p>13/02/2017</p>

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Loud Noises	Students Staff Cast Crew Audience Contractors Visitors Est No. 350	2 x 4 = <b>8</b>	Audio will be measured in the front row of the audience and the last row using a Decibel Meter. Sound should not exceed 115dBA at any point during rehearsals and performances. Levels will be adjusted accordingly. Will follow the HSE Noise at Work Guidelines	Levels will be set during Sound Plot for each show	1 x 2 = <b>2</b>	13/02/2017
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**Compiled by: Calum Paterson**

**Date of assessment: 13/02/2017**

**Signature: .....**

**Date to review further actions: SEE ABOVE**

**Position: Student, 3rd Year Production Technology & Management**

**Assessment review date: After Performance or 1 year  
(Depending on activity)**

**Lecturer/Tutor Sign Off by: Gavin Jenkinson**

**Date of Sign Off: .....**

**Signature: .....**

**Position: Lecturer of Sound Technology**

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By Signing below, I confirm that I have read, understood and will follow the instructions laid out in this Risk Assessment

<b>Name</b>	<b>Signature</b>	<b>Date</b>