|  |  |
| --- | --- |
| Ref: | This Risk assessment is a template for venues, performers and sound engineers to operate safely in medium to high risk areas. It is unlikely to be applicable in very high risk or tier 3 areas.It does not supersede any official guidance in the event of stricter lock down conditions. |
| 1 | Fire | All | **MEDIUM** | **Venue expected to have procedures in place for:**Exits via front doors or unlocked fire doorsFire doors to be unlocked an unobstructed when public in the premisesFire extinguishers available and Fire drill procedures Do not risk injury by firefighting (venue policy)Prohibit smoking in areas of risk | Familiarize on site team with venue policy.All equipment to be turned off when not attended.MIC on FOH to communicate in emergency. | **LOW** |  |
| 2 | Slips, trips & falls on level ground | All | **MEDIUM** | Keeping working area floors free from obstacles. | Clear up spills & dropped items immediately.Inspect outside loading areas before loading.Watch out for where colleagues are walking & advise if dangerous.Keep all cables taped down or safely coiled as far as is reasonably practicable | **LOW** |  |
| 3 | Slips, trips & falls on level ground | Public | **HIGH** | Keep public area and vestibule free form obstacles. | Keep public away and off of stage and mixing area. Spills in public areas are the venues responsibility. | **LOW** |  |
| 4 | Injury from stage diving from moshingfrom crowd surfing | Public | **MEDIUM** | Audience should not be aloud to leave a safe area except to use the toilets or visit the outdoor smoking area.Venue will supply security staff positioned near stage to identify and prevent stage divers and secure any other ledge or balcony. Where they see fit.Barriers 1 meter in front of stage for large events. | Keep public away and off of stage. | **LOW** |  |
| 5 | Injury from carrying (manual handling) | Crew | **MEDIUM** | Observation of proper lifting procedures. All staff should have carried out manual handling course. | Use lifts, trolleys and other aids whenever possible; Apply TILE principles.Workers should think through the safety hazards of each load and the route to follow before lifting; share heavy loads with others.Use bent legs and straight back when lifting from ground level.distribute the weight of a load evenly between people on stairs.avoid unstable loads, incl. trolley loads where a wheel may suddenly stop; check all handles and corners to be held are secure & dry.Wear safety boots and gloves. | **LOW** |  |
| 6 | Loading & unloading vehicles | crew | **HIGH** | Wear high visibility / reflective vests. Make sure areas are level and well lit. | Watch continually for moving vehicles | **LOW** |  |
| 7 | Loading & unloading vehicles | Public | **MEDIUM** | Keep the public away from loading and unloading activities. | Secure vehicle doors to prevent them swinging into road or people esp. if buffeted by wind or passing vehicles; where there is a choice, use the safest loading doors.give priority to passing pedestrians - always wait for pedestrians to pass. | **LOW** |  |
| 8 | Driving vehicles | Staff and Public | **MEDIUM** | Observe the highway code. Mobile phones prohibited whilst driving. Use of a banksman | Prohibit reversing without a second person being present to keep the public and the vehicle apart; | **LOW** |  |
| 9 | Soldering | Staff | **MEDIUM** | avoid breathing solder fumes by using in ventilated area | Do not lean over work. Avoid soldering in confined spaces. | **LOW** |  |
| 10 | Noise | Staff and guest engineer at mix position FOH | **HIGH** | Safe levels will be marked on the desk. | Continually assess and recommend adjustment where volume levels exceed 85dbA at staffing position. Crew should use molded earplugs to avoid discomfort with prolonged exposure.disposible foam Earplugs could be provided for guest engineer.s if required for comfort. Other staff and guests will need arrangements made for them by venue.  | **LOW** |  |
| 11 | Noise | Staff, Guest tech's, and Artists around stage and front of house speakers. | **HIGH** | Safe levels will be marked on the desk. Signage to indicate hearing protection areas around the FOH speakers and also on stage. | Continually assess and recommend adjustment where volume levels exceed 85db (130db peak). Venue staff should wear ear protection at all times.Guest techs and artists to be provided with ear protection where required, or venue to insist they provide their own. | **LOW** |  |
| 12 | Noise | Bar Staff | **HIGH** | Safe levels will be marked on the desk. Signage to indicate hearing protection areas around the FOH speakers and also on stage. Through routes not to enter any hearing protection areas. | Bar Staff could be provided with earplugs for their comfort by venue.Continually assess and recommend adjustment where volume levels exceed safe working levels | **LOW** |  |
| 13 | Noise | Public | **MEDIUM** | Safe levels will be marked on the desk. Signage to indicate hearing protection areas around the FOH speakers. | Public will be provided with earplugs for their comfort by the promoter where they deem it to be necessary. Continually assess and recommend adjustment where volume levels exceed safe levels | **LOW** |  |
| 14 | Electricity | Public | **MEDIUM** | Ensure all equipment is earthed; use of Earth Leakage Current Breakers;All cables and equipment P.A.T and certified.Keep mains connectors away from public reach. | Regularly check earth continuity, integrity of mains connections and operation of Earth Leakage Current Breakers to protect public and those using equipment (performers etc.).Avoid using connections to extend cables by using longer cables. | **LOW** |  |
| 15 | Electricity | Staff, Guest Engineers, Tech's and Artists | **HIGH** | Ensure all equipment is earthed; Use of Earth Leakage Current Breakers;All cables and equipment P.A.T and certified.Keep mains connectors away from public reach. | Regularly check earth continuity, integrity of mains connections and operation of Earth Leakage Current Breakers to protect public and those using equipment (performers etc.).Avoid using connections to extend cables by using longer cables. never leave exposed live equipment unattended;always double check that mains cables are unpowered before working on them; connect equipment under test to supplies protected by R.C.D. circuit breakers; never work on three phase supplies without supervision;protect equipment and connections against water - if non waterproof equipment or connections have become wet, switch off as soon as practicable. | **LOW** |  |
| 16 | Electricity and water (or other fluids) | All | **MEDIUM** | Ensure all indoor installations are protected by reasonable means from fluid spillage. | Switch off all equipment affected by accidental spillage;When delivering or installing equipment, advise others, switch off all equipment affected by accidental spillage. Clear up any spillage initially as it is also a trip hazard. | **LOW** |  |
| 17 | Other risks | All | **MEDIUM** | Notify superior or venue as applicable, of any dangers (actual or potential) that becomes noticeable; Warn all others at work of that damage and seek health & safety guidance as soon as practicable. | Apply dynamic risk assessment process while working to help maintain safe working environment. | **LOW** |  |
| 18 | Work Equipment | All | **HIGH** | Work equipment will be used by the technicians in several locations and in different ways. The equipment will be checked for safety before using and will be monitored during and after use for safe transport, handling, use and storage. All technicians will be trained in how to use equipment competently and to maintain their skill and expertise in doing so. | Staff to ensure they are familiar with all equipment and apply dynamic risk assessing before using equipment to ensure safety of themselves and others. (This to include acts and omissions.) | **LOW** |  |
| 19 | Fitting and removing of lavaliere microphones from delegates in line with COVID guidance.General cleaning of vocal and horn mics | All | **HIGH** | The management protocol that will be put in place for reducing the likelihood of contamination between technician staff and delegates during installation of clip like lapel mics are:Delegates and staff to wear a face mask.Staff (technicians) will wear face screens to protect the technicians and latex gloves to protect both.After contact with delegates staff to discard facemask and gloves, and then wash or disinfect hands. | All mics to be cleaned with suitable anti-bacterial and viral agent. Alcohol based mouth wash is perfect because it also smells minty. | **LOW** |  |
| 20 | Sharing of microphones and transmission through shared equipment | All | **HIGH** | Production technical staff will exchange microphone sets and disinfect with sanitizer after each use. |  | **LOW** |  |
| 21 | COVID19Staff or visitors to PRS carrying virus or being infected. Entering premises and spreading virus. controlling spread. | All | **HIGH** | Hand gel sanitisers at doors to disinfect hands immediately. Handwashing facilities available. One-way route to adhere to in premises. Touchpoints cleaned throughout the day by cleaning team.Wear PPE when possible.Maintain social distancing of 1.5 meters. | Wash hands with water and soap for 20 seconds.Temperature checks in entrance of venue. If temperature is high / above 38C then access will be denied. | **LOW** |  |
| 22 | Audience safety before during and after show. | Audience | **HIGH** | Create areas where social bubbles can remove masks. Tables are excellent for this, but some venues simply mark a square on the floor adequate to the maximum group number dictated by a division of floor space over venue license capacityInsist masks are worn outside allotted area.Service will be to and from these areas.Serving staff to wear masks and regularly clean hands. | All to wear masks at all times if no other social distancing measures are practical.  | **LOW** |  |
| 23 | Performers on stage | performers | **Medium** | Performers should be unmasked.Either the audience must be sufficient distance to avoid aerosol saliva reaching them in the case of vocalist or blown instrument.Pan pipes should be avoided. Not for reasons of transmissions they are just supper lame. |  | **LOW** |  |

ACTION PLAN:

|  |  |  |  |
| --- | --- | --- | --- |
| # | Recommendation / Action to carry out | Responsibility / Assigned to? | Completion / Comment |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |

RISK ASSESSMENT REVIEWS, CHANGES, UPDATES:

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Name | Section/Title | Change |
| 2015 | Will Fenton | - | RA created |
| 22 July 2020 | Chris Pieters | 6, 18 - 21  | High vis vest for traffic visibility, Addition of COVID19 precautions when changing microphones. Equipment and microphone sanitising |
| 13 Oct 2020 | Will Fenton | 3, 6, 12, 18-23 | To make more generic to venues, include latest covid info and updates |
|  |  |  |  |
|  |  |  |  |

Risk Rating



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Likelihood** |  |  |  |  |
| Very likely to Occur | 3 | 3 | 6 | 9 |
| Likely to Occur | 2 | 2 | 4 | 6 |
| Unlikely to Occur | 1 | 1 | 2 | 3 |
| Low | 1 – 2 | 1 | 2 | 3 |
| Medium | 3 – 4 | Minor outcome | Major outcome | Critical Outcome |
| High | 6 - 9 |
| Risk Rating | **Severity** |