

CCS
Standard Risk Assessment

PROJECT	Standard risk assessment Note: each event is a separate entity and not all the activities listed below may be used for each event	SPECIFIC LEGAL REQUIREMENTS	Health and Safety at Work Act 1974 Management of Health and Safety at Work Regulations 1999 Workplace, Health Safety and Welfare Regulations 1992 Electricity at Work Regulations 1989 Lofting Operations and Lifting Equipment Regulations 1998
STATUS	Final	APPROPRIATE STANDARDS AND GUIDANCE	Guide to Fire Precautions in Places of Entertainment and Like Premises (Home Office) BS7909:1998 Code of Practice for the Design and installation of temporary distribution systems delivering a.c. electrical supplies for lighting, technical services and other entertainment related purposes Technical standards for places of entertainment LPGA Code of Practice Part 4:1999 Use of LPG for catering at outdoor functions
DATE	14 th January 2009		
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WORK ACTIVITY OR AREA	HAZARD	PEOPLE AT RISK	WORST RESULT	PRINCIPAL CONTROL MEASURES	RESID RISK	COMMENTS AND/OR ADDITIONAL CONTROLS
Stage	Collapse of Structure	Performers	Serious	Stage constructed from steeldeck (loading 7.5kN/m ²) Steeldeck legs in place to support stage, where appropriate located on spreader plates Steeldeck sections connected together to ensure it is level and that any loads are spread Deck designed and installed to avoid placing excessive load on the central section of the floor (small stage 8ft x 16ft ~ lightly loaded)	Low	

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Power Distribution	Contact with electricity	Guests Crew	Catastrophic	Power supplied from venue source, power requirements calculated on the basis of available power, connections power connection box in secure area Distribution equipment selected for suitability for its working environment ~ Ceeform connectors used for primary distribution system 13Amp local distribution to stage and portable equipment (indoor use) All portable equipment (class 1) earthed in accordance with current practice RCDs set at 30mA and operational on all circuits except lighting All distribution equipment PA tested and visually inspected before use System under control of competent persons Distribution boxes located in secure areas, where this is not possible they will be locked shut. Cable runs routed to avoid areas where tampering may occur (eg unplugging) or where they may encounter physical damage	Low	
Power Distribution	Trips	Guests Crew	Serious	Distribution planned to avoid crossing traffic routes - layout of site enables distribution around the outside of room Where cables cross traffic routes- flown, or if no alternative then they will be ramped Back stage cable runs to coffee bar etc, cables ramped	Low	
Power Distribution - Speaker's stage	Contact with electricity	Guests Crew	Catastrophic	Planning of distribution and equipment to avoid areas where guests will cross or assemble Distribution equipment located backstage in safe area Exposed metal cross-bonded to earth	Low	
Box Truss	Collapse of structure	Guests Crew	Catastrophic	Truss designed to take suspended loads Truss supported by four legs on base plates, true and stable Self climbing truss using motor hoists, hoists disconnected when in position Steels used to provide secondary means of suspension and connect truss to legs Truss positioned around stage area and away from areas where guests may crowd	Low	
Motor hoists (or chain as appropriate)	Failure of hoists	Guests Crew	Catastrophic	Motors checked and inspected as required under the Lifting Operations and Lifting Equipment Regulations 1998 Motors installed and operated by qualified and experienced crew Area around truss clear of crew when lifting and warnings given before lifting	Low	

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				Self climbing truss, motor points on truss not Passenger Shed structure Motors bumped before operation to check phasing on hoists Motors disconnected during period of residency		
Lighting and flown equipment	Struck by falling objects	Guests Speakers	Catastrophic	Limited use of flown equipment Flown equipment securely attached to truss and Secondary safety bonds on all suspended equipment	Low	
Smoke and haze	Respiratory and health problems	Guests	Serious	Warning signs displayed on entry to premises Smoke fluids classified as non-harmful and manufactured from food grade products Smoke and haze free area in chill out and catering	Low	
Speakers	Collapse and toppling	Guests Speakers	Serious	Speakers installed on purpose built stands with tripod legs fully extended Speakers positioned away from traffic routes and places where the tripod legs may present a tripping hazard	Low	
In loading and out-loading	Manual Handling	Crew	Serious	Access for deliveries at Temple Meads loading bay end Loading bay permits flat access from lorries into venue and therefore flight cases and roll cages can be used (eliminating handling) Double doors enable stage sections etc to be carried in easily	Low	
	Falls from height	Crew	Serious	Low level loading bay protected by sliding pole barrier Barrier replaced when loading finished (forms part of fire escape)	Low	
Carpet	Trips and slips	Guests Crew	Serious	Venue carpet in good condition and in regular use Temp carpet on stage - laid level without rucks and taped into position	Low	Check venue carpet for wear
Floor mounted cable outlet box covers	Trips	Guests Crew	Serious	Cables run from floor mounted boxes routed in through outlet holes to ensure cable box lids can lay flat Cables taped or secured to floor to reduce trip hazards Unused boxes checked to ensure that tops are flat and level	Low	Note a number of boxes are in a poor state of repair ~ monitor
Dance Floor	Trips and Slips	Guests Crew	Serious	Dance floor installed on level carpeted surface which will accommodate any slight variations in level Dance floor sections connected together Dance floor edges fitted with ramps to reduce trip hazard Dance floor inspected daily to ensure connections still tight	Low	
Drapes ~ soft scene or scaffold	Collapse of drapes	Guests Crew	Serious	All soft scene supporting leg bases fully open Soft scene drapes tied securely to supporting bar	Low	

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and base plates				Soft scene legs extended to working height and secured		
Drapes	Fire	Guests Crew	Catastrophic	All drapes meet the requirements of BS5867 Type B	Low	
Bars	Collapse	Guests Crew	Serious	Bars made from steeldeck sections securely connected together	Low	
Access Control	Overcrowding	Guests Crew	Serious	Stewards (SIA registered where necessary) deployed to entrance and exits to check that only authorised persons are on the premises Stewards deployed around the venue to ensure that emergency exits are kept clear and no unauthorised access is permitted	Low	Also potential for breach of licence conditions
Public Order	Public order, disturbance	Guests Crew	Serious	Stewards deployed throughout the venue to monitor crowd and behaviour; normal ratio - stewards to crowd 1:100 one of whom always on main door	Low	
Rubbish	Fire	Structure	Catastrophic	All waste and rubbish removed from the building through out the evening All waste and rubbish placed in locked wheeled bins outside	Low	
Residual Risk for events during 2009					Low	
LPG – Kitchen	Fire & Explosion	Guests Crew Structure	Catastrophic	Gas cylinders removed at the end of the dinner, ie no spare gas stored on premises Gas and kitchen equipment supplied by Gambles and operated by Relish - inspected and checked before delivery and on installation Gas piping to cylinders routed away from traffic routes, hot surfaces and any other places where mechanical damage may be incurred No changing of gas bottles with any naked flame in the kitchen		The use of gas cylinders within the a building used for assembly runs counter to best practice as set out in LPGA guides and the Yellow Guide. Its use has been agreed by the Venue, its insurers and the fire service

Definition of terms used in this risk assessment					
PERSONS AT RISK		POTENTIAL WORST RESULT		ESTIMATION OF RESIDUAL RISK	
Crew	permanent and temporary staff, contractors working directly on the event	Catastrophic	Fatality, multiple major injuries, major property damage or fire	High	Imminent danger exists and the work activity should be stopped immediately (or not started)
Guests	Guests	Serious	Major injury, damage to health, serious property damage or fire	Medium	Additional actions required to control hazards fully
		Minor	Minor injury, minor property damage	Low	Hazards controlled and minor injury unlikely

