

ANYTHING AUDIO – RISK ASSESSMENT

The aim of this risk assessment is to identify & minimise the possible risks arising from the activities of Anything Audio Ltd during the course of its business. Safe procedures and working practices have been designed & implemented to minimise the risks as far as is reasonably practicable.

OVERVIEW OF ACTIVITIES

Anything Audio Ltd general activities

1. Anything Audio Ltd provide audio crew to rig and operate PA systems for Live Concerts.

RISKS;

INJURY OR STRAIN DURING MANOEUVRING EQUIPMENT

Assessed risk level - medium

All staff will be shown the correct and safe way to lift and carry equipment.

Where possible castors will be employed on heavy equipment to ease transportation and reduce the risk of injury.

Hand trucks [sack wheels] will also be used where castors are not feasible

Items will be evaluated on an item-by-item basis and anything too large to be safely moved by one person, will be moved by two or more members of staff. **It is the responsibility of all persons moving, constructing, assembling, rigging and de-rigging equipment to look out for the health and safety of their fellow workers.**

ELECTRICAL RISKS GENERAL

Assessed risk level - low

The electrical supply to the stage will be controlled by a distribution unit protected by RCD/MCB as appropriate placed in such a position accessible at all times to authorised people in the stage area. All temporary electrical installations should be signed off by a qualified person before use.

ELECTRICAL RISKS CAUSED BY DRINK SPILLAGE

Assessed risk level - medium

All areas containing electrical equipment or cables will be made 'out of bounds' for liquids.

All staff and artists will be made aware either through the use of signs or through verbal instruction that NO drinks are to be taken into areas deemed 'high risk' in particular where 3 phase 415v cables/ distribution is being or going to be used.

ELECTRICAL RISKS TO MEMBERS OF THE PUBLIC

Assessed risk level - low

No members of the public will be admitted to restricted areas (Stage / Back-Stage and Front of House)

Any member of the general public placing drinks in restricted areas will immediately told to remove them.

All cables especially ones carrying a high voltage (240 /415v AC) will be placed outside or away from public areas. Where necessary will be covered with protective cable crossovers, or if necessary suspended away from reach or interference.

If cables are to be suspended especially at outdoor events this will usually be done in consultation with the acting Health & Safety Officer/s for the site.

If **cables heavy cables** are to be suspended over some distance a catenary wire will be used and secured by a competent person or if necessary a qualified rigger.

INJURY TO PERSON OR PERSONS FROM FALLING EQUIPMENT (FLOWN OR STACKED)

Assessed risk level - low

All equipment where necessary will be strapped down/or securely fastened, and checked by a competent person.

Where Equipment is to be 'flown' all appropriate pieces of equipment shall be rated for the use & purposes intended, and have a serial number and certificate showing the SWL or WLL (Safe Working Load / Working Load Limit). All such equipment shall be used only by competent persons and strictly in accordance with the manufacturer's guidelines or instructions.

Where specific lifting or rigging equipment is to be hired from an outside supplier, full guidance and instruction will be sought from such a supplier as to the worthiness of the equipment for the purpose intended. Where necessary full details will be given to the supplier as to the intended use of the equipment and a process of consultation will be undertaken to ensure safe and proper use of the equipment.

Where Equipment is to be flown this shall only be done by a competent person or persons following current guidelines and regulations for the safe and proper use of the equipment as set out in the Health and Safety Executives current guidelines.

No unauthorised persons or members of the public will at any time be allowed to install, adjust, set up or remove any part of any stacked or flown structure or equipment.

VIBRATION RELATED

Assessed risk level - low

Where applicable checks will be carried out on lashings / strops etc at regular intervals throughout an event

STRESS RELATED

Assessed risk level - low

All persons using and rigging lashings and strops will be instructed to report any damage, or undue wear to the person in charge of the equipment at the time. Any piece of equipment damaged in a way

that reduces its effectiveness will be taken out of commission and destroyed at the earliest practicable time.

MISTAKE RELATED

Assessed risk level - low

All persons authorised to set up fly-ware, lashings, etc... will be instructed that they must always ask another competent member of the crew to double check their work. In this way all equipment will be double-checked.

FIRE AT AN EVENT *Assessed risk level - low*

All staff should ensure that there is a CO2 extinguisher present at every point to which mains power is used for audio equipment [i.e. FOH and stage]. If there is none inform the stage manager immediately.

FIRE OR OTHER EMERGENCY NECESSITATING EVACUATION OF VENUE

Assessed risk level - low

All staff will make themselves aware of the evacuation procedures of the venue, asking a member of staff when necessary.

All staff will be informed that in the absence of proper instruction, as detailed above, that it is also their responsibility to familiarise themselves with any such procedures along with the location/s of the nearest fire exit/s.

HEARING DAMAGE TO EMPLOYEES

Assessed risk level - medium

All staff will be given a set of earplugs. All staff will be instructed as to the dangers of high-pressure sound levels, in particular they will be instructed not to allow promoters, artists or members of the public to bias their decision as to the overall sound pressure level. Where appropriate, members of staff will be instructed as to the use of SPL Meters.

HEARING DAMAGE TO THE AUDIENCE

Assessed risk level - medium

All staff will be made aware of their responsibilities both to themselves, other staff and the general public in terms of hearing damage caused by excessive SPLs. All staff will adhere to any SPL limit set by the venue or H&S representative.

HEARING DAMAGE TO PERFORMER/S

Assessed risk level - medium

Performers will be made aware of the dangers of high-pressure sound levels, as far as is reasonable practical.

All staff will be made aware of their responsibilities both to themselves, other staff and the general

public in terms of hearing damage caused by excessive SPLs. All staff will adhere to any SPL limit set by the venue or H&S representative.

DELIBERATE MISUSE OR DAMAGE TO EQUIPMENT LIKELY TO RESULT IN PERSONAL INJURY TO THE CULPRIT OR OTHERS

Assessed risk level - low

Staff:

Any member of staff found to have intentionally put others at risk by any action whatsoever will be immediately reprimanded and a verbal warning issued. If the offence is of a serious enough nature then following a review of the incident the person/s responsible will be immediately dismissed.

Others:

Any person or persons found to be tampering with, vandalising or damaging any equipment will be reported firstly to the promoter then as appropriate to the police.

INJURY CAUSED BY INTOXICATION OF ALCOHOL OF EMPLOYEES

Assessed risk level - low

Employees will be instructed that they are not allowed to drink alcohol whilst at work.

Any person/s arriving for works that are considered unfit to perform their duties will be sent home.

TRIP HAZARDS Assessed risk level - medium

Any piece of equipment that is a trip hazard and cannot be situated away from Public Areas will be fastened down and clearly marked to minimise the risk.

We will situate all of our equipment, in a manner, which will not create a trip hazard, whenever reasonably possible.

INJURY FROM HAND TOOLS Assessed risk level - medium

All staff will be shown the correct and safe use of all tools & relevant PPE.

INJURY REQUIRING MEDICAL ASSISTANCE Assessed risk level -low

All Accidents will be reported to the first aiders at the festival and logged in an accident book and where necessary the emergency services will be contacted immediately.



Signed:

Position: DIRECTOR

date: 01/01/2015