Health & Safety

RISK ASSESSMENT

Activity / Task	Artworks

Who is affected by this Activity/Hazard? (Enter the letter of those affected into the 'affected' column)

A = You or Your Staff
B = Buildings / Structures
C = Contracted Suppliers
D = Members of the Public / Guests

	Description of Hazard/Risk (See below)	**Affected**	**Likelihood (See below)**	**Severity (See below)**	**Risk Level (See below)**
1	Loading & Unloading: Manual Handling with possible injury to event crew (back strain and alike)	A	2	3	L
2	Maneuvering vehicles on site: Injury to pedestrians & hitting obstacles	A/B/C/D	2	4	L
3	Set up of PA equipment (when required): Electrical shock and trip hazards to guests and crew.	A	1	4	L
4	Set up of display screen: Screen falling down & obstruction to fire exits.	A/C/D	2	3	L
5	Building the picture: Crew falling off ladder	A	1	3	L

	Recommended Control Measures
1	The event manager will obtain a suitable and safe place for the vehicle to park and unload. All equipment will be moved in guidance with the 1993 Manual Handling Regulations and trolleys will be used if required and where possible.
2	Banks man to assist in vehicle operations if required.
3	All equipment to have undergone regular PAT testing. All leads routed to minimise trip hazard, use of cables ramps, ties and tape where appropriate. Speaker stands sited & highlighted to avoid trip hazard.
4	Screen is constructed with adequate bracing and weights to prevent it falling over. No tools are required to construct the screen. Adequate egress left around fire exits.
5	Only event crew trained to use ladders will do so.

Assessed By:	Guy Hodgson	**Position:**	Head of Events	**Signed:**	GKH	**Date:**	24/03/09

Likelihood	1 – V Unlikely	2 - Unlikely	3 – May Occur	4 - Likely	5 – V. Likely	6 – Will Occur
Severity	1 – V Minor Inj	2 – Minor Inj	3 – Lost Time	4 – Major Inj	5 - Fatality	6 – Multiple Fat

Risk Level = Severity x Likelihood

Risk Factor 0-6 LOW	**Risk Factor 7-17 MEDIUM**	**Risk Factor 18-36 HIGH**
No Action Required	Some action required, review for each event day as required	Immediate action and further controls required