Chiltern Consulting

RISK ASSESSMENT

Site:	MILL RYTHE HOLIDAY VILLAGE	**Date of this assessment**	6th FEBRUARY 2015
Task/Work Activity:	SPECIFIC STAGE EQUIPMENT	**Date of previous assessment**	22ND SEPTEMBER 2010
Assessment Carried Out By:	Carlton Gronow	**Signature of Assessor:**	

Hazards identified	**Persons at risk**				**Probable outcome**					**Likelihood**					**Risk Factor**
	E	Con	Pub	Vis	F	Maj/ Pd	Min inj	Cut bru	No inj	Likely	Prob	Poss	Rem	Imp	**Outcome x likelihood**
					10	**5**	**3**	**2**	**1**	**10**	**5**	**3**	**2**	**1**	**TOTAL**
:: MECHANICAL STAGE PULL OUT															
Trapped fingers	X	X	X				X				X				15
Collision	X	X	X					X			X				10
Loss of Balance	X			X			X					X			9
Electric Shock	X	X			X							X			30
:: CHICAGO SIGN															
Falling from height	X		X			X						X			15
Manual Handling	X						X				X				15
Electric Shock	X				X							X			30
Obstruction / Collision	X		X				X				X				15
:: CHANDELIER															
Falling from height	X		X			X						X			15
Manual Handling	X						X				X				15
Electric Shock	X				X							X			30
Obstruction / Collision	X		X				X				X				15
Manual Lifting	X					X						X			15

:: MIRROR BALL															
Falling from height	X		X	X		X						X			15
Manual Handling	X						X				X				15
Electric Shock	X				X							X			30
Obstruction / Collision	X		X				X				X				15
Sharp Edges	X							X			X				10

Action Plan

Hazards Identified	Existing Controls	Residual Risk after controls	Further /On-going action required	Action By	Date
:: MECHANICAL STAGE PULL OUT					
Trapped fingers	• Stage Extension has fixed skirt in place to prevent access to mechanism. • Staff trained in operation of equipment, which includes ensuring the movement of the stage only occurs when there is no obstruction from object or person. • Clear line of sight between control points and the equipment is present. • Emergency Stop function operated at the control point, should an employee or guest come close to the equipment when being used. • Staff to steward guests/young people away from the equipment when being moved.	6			
Collision	• Staff trained in operation of equipment, which includes ensuring the movement of the stage only occurs when there is no obstruction from object or person. • Clear line of sight between control points and the equipment is present. • Emergency Stop function operated at the control point, should an employee or guest come close to the equipment	4			

	when being used. • Staff to steward guests/young people away from the equipment when being moved.				
Loss of Balance	• Staff trained in operation of equipment which includes ensuring that nobody is on top of the stage when being moved. • Clear line of sight between control points and the equipment is present. • Emergency Stop function operated at the control point, should an employee or guest try to get on top of the stage whilst being moved.	6			
Electric Shock	• Venue has system in place for reporting any permanent wiring that comes loose to be rectified by the maintenance department. • Distribution board to stage to have fixed electrical testing as per BS7671 which should be conducted annually by approved NICEIC contractor as per Public Entertainment Licence conditions. • Wear and Tear of Electrical elements of the equipment inspected annually as part of the annual service.	20			
:: CHICAGO SIGN	•				
Falling from height	• Rigged from Lighting Bar which has been load tested to ensure that weight does not exceed maximum weight allowance. • Fixings used to attach rigging strops to Chicago Sign are checked regularly for wear and tear • Rigging strops have been approved for use of this type of	10			

	weight and loading.				
Manual Handling	• Staff induction to take place. • Requirement for manual handling minimised through use of alternative means of stage use. Eg. Projecting backdrops rather than wooden flats. • Team lifting to be utilised when manoeuvring large or awkward items – ongoing.	9			
Electric Shock	• Portable Appliances Test checks to be carried out by competent person and register to be kept of equipment tested. • Staff instructed to immediately report any instances of concern.	20			
Obstruction / Collision	• Either Hazzard Barriers or other items of staging are used (depending on the show) to demarcate and prevent access to the area that the Chicago Sign hangs.	6			
:: CHANDELIER					
Falling from height	• Rigged from Fixed Winch Point which has been load tested to ensure that weight does not exceed maximum weight allowance. • Fixings used to attach Chandelier to the Winch are checked for wear and tear during rigging. • Fixings used to attach Chandelier to the winch have been approved for use of this type of weight and loading.	10			
Manual Handling	• Staff induction to take place. • Requirement for manual handling minimised through use of alternative means of	9			

	stage use. Eg. Projecting backdrops rather than wooden flats. • Team lifting to be utilised when manoeuvring large or awkward items – ongoing.				
Electric Shock	• Portable Appliances Test checks to be carried out by competent person and register to be kept of equipment tested. • Staff instructed to immediately report any instances of concern.	20			
Obstruction / Collision	• Most of the time the Chandelier is used it is raised above head height. • When chandelier is below head height, stage blocks are used to demarcate the area inhabited by the Chandelier and prevent collision.	6			
Manual Lifting	• A hemp rope and pulley system is used to manually lift the Chandelier into it's store position. • Rope is inspected regularly for wear and tear. • An approved cleat is used to tie of the the hemp rope. • Staff have been trained in the correct way to tie of the chandelier onto the cleat. • Rigging equipment (pulley system) has been load tested to ensure weight of chandelier does not exceed maximum load allowed.	10			
:: MIRROR BALL					
Falling from height	• Rigged from Fixed Winch Point which has been load tested to ensure that weight does not exceed maximum	10			

	weight allowance. • Fixings used to attach Mirrorball to the Winch are checked for wear and tear during rigging. • Fixings used to attach Mirrorball to the winch have been approved for use of this type of weight and loading • Secondary Safety Wire used.				
Manual Handling	• Staff induction to take place. • Requirement for manual handling minimised through use of alternative means of stage use. Eg. Projecting backdrops rather than wooden flats. • Team lifting to be utilised when manoeuvring large or awkward items – ongoing.	9			
Electric Shock	• Portable Appliances Test checks to be carried out by competent person and register to be kept of equipment tested. • Staff instructed to immediately report any instances of concern.	20			
Obstruction / Collision	• Most of the time the Mirrorball is used it is raised above head height. • When Mirroball is below head height, stage blocks are used to demarcate the area inhabited by the Mirrorball and prevent collision.	9			
Sharp Edges	• During cleaning of the mirrorball staff have been instructed to wear gloves or to use thick weight cleaning cloths. • During movement of the mirrorball staff have been	4			

	instructed to carry from the fixing points on the mirrorball.				

Signed by:	**Reassessment due 1 year or on change of procedure / practice / after an incident.**	**Due date**
Date:		