



RISK ASSESSMENT

Client Site:	Mill Rythe Holiday Village	Date of this assessment	6 th February 2015
Task/Work Activity:	Shows / Stage / Dressing Rooms	Date of previous assessment	22 nd September 2010
Assessment Carried Out By:	Carlton Gronow (Entertainment Manager)	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
Equipment Delivery	X			X			X					X			9
Congested Fire Routes due to Storage	X	X	X	X	X							X			30
Electricity	X				X							X			30
Pyrotechnics	X		X	X		X							X		10
Smoke Effects	X		X	X		X							X		10
Lighting Rigs – Working at Height	X	X			X							X			30
Slips/Trips/Falls - Danger	X	X	X	X		X						X			15
Stage Spotlight / Electricity	X				X							X			30
Manual Handling/Scenery	X					X						X			15
Trips/blocking Escape Routes Costume storage / Housekeeping	X	X		X	X							X			30
Lights falling from rig	X		X	X	X							X			30
Strobe lights causing epilepsy	X		X	X		X							X		10
Falling off stage	X		X	X		X						X			15
Steps	X		X	X			X					X			9
Loose Electric Wires	X		X	X			X				X				15
Fire	X		X	X	X							X			30

Action Plan

Hazards Identified	ERR	Existing Controls	RR	Further /On-going action required	Action By	Date
Equipment Delivery	15	<ul style="list-style-type: none"> Visiting acts to use the closest entrance/exit to the stage. Employees not to assist visiting acts with their equipment 	6	<ul style="list-style-type: none"> None required 		
Congested Fire Routes due to Storage	30	<ul style="list-style-type: none"> Daily and weekly fire checks carried out. Supervised management of vehicles away from fire exits. 	10	<ul style="list-style-type: none"> Daily and weekly fire checks to be carried out. 		
Electricity	30	<ul style="list-style-type: none"> Portable Appliances Test checks to be carried out by competent person and register to be kept of equipment tested. Fixed Electrical Installation tests to be carried out by competent person. All visiting artistes equipment is to be tested in accordance with Entertainment Agreement and Complex Manager to periodically check this has been carried out Staff instructed to immediately report any instances of concern. 	10	<ul style="list-style-type: none"> All visiting artistes equipment is to be tested in accordance with Entertainment Agreement and Complex Manager to periodically check this has been carried out 		
Pyrotechnics	10	<ul style="list-style-type: none"> Key lock system to be put in place. Only firer to have key, which is to be linked to front of house to ensure 6ft distance to nearest person. Storage to be in metal box which is then stored in secure location. 	5	<ul style="list-style-type: none"> Storage to be in metal box which is then stored in secure location. Guidance in HSE Document Entertainment Information Sheet 16 (revision 1) " Special or visual effects involving explosives or pyrotechnics used in film and television productions" to be followed as best practice. 		
Smoke Effects	10	<ul style="list-style-type: none"> Fluid used to be manufacturer approved. COSHH assessment completed for fluid and outcome instructions followed. Notices displayed in venue to alert people that may be higher risk. Controlled and minimised use. 	5	<ul style="list-style-type: none"> Guidance in HSE Document Entertainment Information Sheet 3 (revision 1) " Smoke and Vapour effects used in Entertainment" to be followed as best practice. 		

Hazards Identified	ERR	Existing Controls	RR	Further /On-going action required	Action By	Date
Lighting Rigs – Working from Height	30	<ul style="list-style-type: none"> Staff to be formally trained in Working at Height procedure. Two man operation to be carried out when footing ladder. Ensure ladders are inspected and entered onto a Register. Ensure a mobile tower is used for prolonged operations. Suitable ladder for the task to be used. 	5	<ul style="list-style-type: none"> Guidance in HSE Document Entertainment Information Sheet 6 (revision 1) “ Working at heights in the broadcasting and entertainment industries” to be followed as best practice. 		
Slips/Trips/Falls - Danger	15	<ul style="list-style-type: none"> Non slip flooring fitted in the venue. Flooring kept clear and clean as part of setup/striking of each activity or entertainment taking place. Any spillages are mopped and dried straight away with microphone announcements to alert people to the temporary hazard. General Housekeeping regimes in place. Entertainments staff to report any defects or deterioration immediately to the maintenance department for correction. 	5	None required		
Stage Spotlight / Electricity	30	<ul style="list-style-type: none"> Lights, which are not hard wired are to be subject to annual PAT by competent person. 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. 	5			
Manual Handling/Scenery	15	<ul style="list-style-type: none"> 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. 	5			
Trips/blocking Escape Routes Costume storage / Housekeeping	30	<ul style="list-style-type: none"> Flooring kept clear and clean as part of setup/striking of each activity or entertainment taking place. General Housekeeping regimes in place. Signage in place to draw attention to areas that must be kept clear. Items not required for immediate use are kept in storage. Stage has edge definition guidelines. 	10			

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Lights falling from rig	30	<ul style="list-style-type: none"> Fixing clamps (Hook clamps) are used to fix lanterns to the trussing that are industry standard and suitable for the weight of the lantern it is supporting. Lighting safety wires are used as a secondary means of securing lanterns to the trussing. The cabling used on each lantern is sufficient to hold the lanterns weight as a third means of securing the item. 	10			
Strobe lights causing photosensitive epilepsy	10	<ul style="list-style-type: none"> Visiting acts inform us of their intention to use strobe lighting as part of their act during the visiting artiste checklist, completed prior to the start of each performance. If Strobe lighting is identified an announcement is made prior to the start of their performance to alert those susceptible to epilepsy. Any strobe lighting used is restricted to no more than 5 flashes per second to reduce and sustained for no more than 30 seconds. 	5	<ul style="list-style-type: none"> Guidance in Industry Document "Strobe Lighting Safety" to be followed as best practice. 		
Falling off stage	15	<ul style="list-style-type: none"> Edge of the stage clearly demarcated by white tape. Audience members are escorted when on stage. Smoke is kept to a minimum to ensure the edge of the stage is visible. 	10			
Steps	9	<ul style="list-style-type: none"> Steps even and in good repair. Team members assist people up and down onto the stage Rear of stage steps to have contrasting nosings. Edge of the steps clearly demarcated by white tape. 	3			
Loose Electric Wires	15	<ul style="list-style-type: none"> All venue wiring is housed in electrical conduit or trunking. Where a temporary wire is run gaffer tape is used to tape it down. Visiting artistes are made to tape down any wires that may cause a hazard, the venue keeps a small stock of gaffer tape should the artiste not have any. Venue has system in place for reporting any permanent wiring that comes loose to be rectified by the maintenance department. 	3			

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Fire	30	<ul style="list-style-type: none"> Main venue fire prevention procedures are held in main venue risk assessment. In addition to these procedures: During any fire based performance a safety announcement is made prior to the start of the performance, team members keep the performance area clear and standby to man fire fighting equipment. Stage curtains are flame retardant. Fire evacuations to be carried out as per policy requirements. Fire alarm to be tested to requirements set out in BS5839:1 and company policy. Fully automatic detection system to be put in place in club complex and alarm to be compliant with BS5839:4. Automatic cut-off for DJ and PA equipment and linking them to the main fire alarm installed. 	10			

Signed by:	Reassessment due 1 year or on change of procedure / practice / after an incident.	Due date: 6th Feb 2016
Date:		