

EVENT RISK ASSESMENT

Event Name	Swaminarayan Mandir Opening Festival
Event Date	16 th -25 th August 2014
Client	Swaminarayan
Venue	Roe Green Public Park
General Description of Works	Full production
Most Recent Update	Tuesday, 27 May 2014



DOCUMENT OVERVIEW

This document is an event-specific risk assessment that relates to the above project. This is not a global policy and must work alongside our "Global health and Safety Policy", which covers general terms and general safety practices. This document can be found here:

<http://www.sxsevents.co.uk/healthsafety/SXS%20Global%20Health%20and%20Safety%20Document%20for%20clients.pdf>

This document outlines the specific risks associated with this event. These risks are generally unique to the venue, production needs, or objectives of the specific event.

PROJECT OVERVIEW

Arrival at Venue

Upon arriving at Venue all staff will group at a pre-agreed location (stage left side entrance) for site briefing.

Briefing

Once grouped together a brief is given to all crew covering:

- Background of client
- Clients objectives from the event
- Key areas of importance or concern for the client, in particular our build schedule and overlap with other contractors on site.
- Briefing on general tasks to be achieved
- Discussion of risk assessment and site-specific and event specific risks
 - In particular working in a public park, reducing noise levels in the evening
- Discussion of site plan, locations and responsibilities
- Allocation of tasks

Off-loading Equipment

The details of loading access will be discussed, and all crew do an empty-hand walkthrough of the route, with open discussions of any specific concerns, and a brief of any risks identified. Particularly ensuring trees are not damaged by large items and that while transporting goods everything is moved over track way not over bare grass.

Parking/Removal of Vehicles

Vehicles will be parked for loading purposes in the most reasonably practical manner. Client is to ensure relevant roads are closed/parking restrictions eased where appropriate.

Crew Numbers and Structure

Crew quantities and names will be established the week before the event.

The project build will be overseen by a single project manager, Jonathan Smale.

Working at Height Hazard	Type of injury which could result if harm occurs	Type of People affected	Likelihood of injury occurring			Severity of harm if injury does occur			Risk Level 0(low) 3-4 (Med) 6 (High)	Risk Control	Likelihood of injury occurring			Severity of harm if injury does occur			Risk Level 0-2 (Low) 3-4 (Med) 5-6 (High)
			Without proposed Risk Control in place								Without proposed Risk Control in place						
			L (1)	M (2)	H (3)	L (1)	M (2)	H (3)			L (1)	M (2)	H (3)	L (1)	M (2)	H (3)	
Falling	Broken Bones, Impalement or death	All working at height			*			*	6	1. Avoid working at height where possible 2. Height awareness training 3. Use of suitable ladders or access towers 4. Particular attention to be paid near stairwell. 5. Suitable placement of equipment with respect to uneven floor surfaces throughout venue	*					*	4
Objects falling from height	Being struck by falling object and head injuries	All working at ground level		*				*	5	1. Creating a controlled area beneath height work 2. Hard hats to be worn 3. Lanyards to be attached to all tools at height 4. Ensure that workers at height have no loose items on their person	*				*		3

Fire Hazard	Type of injury which could result if harm occurs	Type of People affected	Likelihood of injury occurring			Severity of harm if injury does occur			Risk Level 0(low) 3-4 (Med) 6 (High)	Risk Control	Likelihood of injury occurring			Severity of harm if injury does occur			Risk Level 0-2 (Low) 3-4 (Med) 5-6 (High)
			Without proposed Risk Control in place								Without proposed Risk Control in place						
			L (1)	M (2)	H (3)	L (1)	M (2)	H (3)			L (1)	M (2)	H (3)	L (1)	M (2)	H (3)	
Wood catching fire (Staging, set etc.)	Smoke inhalation, minor-major burns, death	All people in the vicinity of the fire		*				*	5	1. Fire extinguishers located nearby (CO2 or foam) 2. Evacuation procedure understood by all in the venue 3. Sufficient lighting for exit routes and exit signs 4. Not leaving combustibles near wood (Assigned storage areas away from temporary	*					*	4
Fabrics/Materials catching fire	Smoke inhalation, minor-major burns, death	All people in the vicinity of the fire		*				*	5	1. Use of NDFR fabrics only 2. Evacuation procedure understood by all in the venue 3. Sufficient lighting for exit routes and exit signs 4. Fire extinguishers located near by 5. Not leaving combustibles near fabrics	*					*	4
Electrical fire	Minor-major burns, death	All people in the vicinity of the fire		*				*	5	1. Fire extinguishers located nearby (CO2 or Power) 2. Evacuation procedure understood by all in the venue 3. Sufficient lighting for exit routes and exit signs 4. Testing and inspecting of appliances for electrical safety 5. Testing and inspecting of cable for electrical safety	*					*	4

Trips, falls and crushing Hazard	Type of injury which could result if harm occurs	Type of People affected	Likelihood of injury occurring			Severity of harm if injury does occur			Risk Level 0(low) 3-4 (Med) 6 (High)	Risk Control	Likelihood of injury occurring			Severity of harm if injury does occur			Risk Level 0-2 (Low) 3-4 (Med) 5-6 (High)
			Without proposed Risk Control in place								Without proposed Risk Control in place						
			L (1)	M (2)	H (3)	L (1)	M (2)	H (3)			L (1)	M (2)	H (3)	L (1)	M (2)	H (3)	
Public being crushed	Serious injury to limbs	Public and spectators			*		*		5	1. Venue assessment for maximum capacity 2. Crowd control 3. Clear exit routes 4. Crowd Marshalls	*				*		3
Tripping over equipment during the set up and pack down.	Cuts, bruises and possible broken bones	Workers and performers		*			*		4	1. Adequate storage for unused cases etc. 2. Trip hazard awareness by all workers 3. Door thresholds in temporary doors clearly marked and staff using them briefed in advance. 4. Presence of site management at all times	*				*		3

Temporary Electrical distribution Hazard	Type of injury which could result if harm occurs	Type of People affected	Likelihood of injury occurring			Severity of harm if injury does occur			Risk Level 0(low) 3-4 (Med) 6 (High)	Risk Control	Likelihood of injury occurring			Severity of harm if injury does occur			Risk Level 0-2 (Low) 3-4 (Med) 5-6 (High)
			Without proposed Risk Control in place								Without proposed Risk Control in place						
			L (1)	M (2)	H (3)	L (1)	M (2)	H (3)			L (1)	M (2)	H (3)	L (1)	M (2)	H (3)	
Electrocution	Death	Technicians and Performers		*				*	5	1. Electrical safety awareness training 2. RCD protection 3. Testing and inspection of all appliances and cable 4. RCD testing	*					*	4
Tripping on Cables	Minor cuts, bruise and possible broken bone	Any person in the set up area		*			*		4	1. Safe routing of cable 2. Using cable ramp where appropriate 3. Flying cable in all public spaces	*			*			2
Wet weather conditions	Electrocution	Any person that could come in contact with electrical equipment			*			*	6	1. Using the appropriate IP rated equipment for the environment (indoors, IP22) 2 Electrical safety awareness training	*				*		3

Overhead Equipment Hazard	Type of injury which could result if harm occurs	Type of People affected	Likelihood of injury occurring			Severity of harm if injury does occur			Risk Level 0(low) 3-4 (Med) 6 (High)	Risk Control	Likelihood of injury occurring			Severity of harm if injury does occur			Risk Level 0-2 (Low) 3-4 (Med) 5-6 (High)
			Without proposed Risk Control in place								Without proposed Risk Control in place						
			L (1)	M (2)	H (3)	L (1)	M (2)	H (3)			L (1)	M (2)	H (3)	L (1)	M (2)	H (3)	
Falling Equipment	Head injuries	All workers below		*				*	5	<ul style="list-style-type: none"> 1. All equipment to conform with L.O.L.E.R regulations 2. All equipment will be attached to a safety line whilst being installed. 3. Hard Hats will be worn beneath work at all times. 4. Create a no work zone on the ground beneath the work in progress if possible 	*					*	4
Ground supported structures	Crushed	All workers below		*				*	5	<ul style="list-style-type: none"> 1. All equipment to conform with L.O.L.E.R regulations 2. Structure to be subject to an independent structural report 3. Thorough load calculations complete 4. Anemometer to be fitted if structure is used outside 5. Safe working area for build and pack down 	*					*	4
Flown Structures	Crushed	All workers below		*				*	5	<ul style="list-style-type: none"> 1. All equipment to conform with L.O.L.E.R regulations 2. Thorough load calculations to be complete 3. Safe working area for build and pack down 	*					*	4

Power Tools Hazard	Type of injury which could result if harm occurs	Type of People affected	Likelihood of injury occurring			Severity of harm if injury does occur			Risk Level 0(low) 3-4 (Med) 6 (High)	Risk Control	Likelihood of injury occurring			Severity of harm if injury does occur			Risk Level 0-2 (Low) 3-4 (Med) 5-6 (High)
			Without proposed Risk Control in place								Without proposed Risk Control in place						
			L (1)	M (2)	H (3)	L (1)	M (2)	H (3)			L (1)	M (2)	H (3)	L (1)	M (2)	H (3)	
Electricity	Electric shock	All workers using power tools	*					*	4	<ol style="list-style-type: none"> 1. Check condition of lead and plug before use. 2. Use 110v or battery tools or RCD where practicable. 3. Check for hidden/buried cables before drilling etc. 4. Do not work where water is present without specialist advice. 5. Qualified person to test all portable electrical hand tools at least annually. 	*				*		3
Moving parts	Entanglement	All workers using power tools	*				*		3	<ol style="list-style-type: none"> 1. Loose clothing, jewellery and long hair to be kept clear of moving parts. 2. Use guards where appropriate. 	*			*		2	

Flying debris, swarf etc.	Eye, hand or facial injury	All workers near workers with power tools	*			*		3	<ol style="list-style-type: none"> 1. Use protective eyewear or face shield. 2. Use guards where appropriate. 3. Wear protective gloves where appropriate. 4. Advise nearby persons of hazard. 5. Isolate area with barriers, tape etc. where necessary. 	*			*		2
Noise	Hearing damage	All workers near workers with power tools		*		*		4	<ol style="list-style-type: none"> 1. Wear hearing protection if above 80dB(A) or if uncomfortably loud (request assessment if in doubt). 2. Advise nearby persons of hazard. 3. Supervisors should inform users of risks from noise 	*			*		3
Vibration	Hand/Arm Vibration Syndrome (HAVS) Carpal Tunnel Syndrome	All workers using power tools		*		*		4	<ol style="list-style-type: none"> 1. Select power tools with lowest vibration levels. 2. Minimise the time individuals use the equipment (e.g. job rotation). 3. Restrict use of vibration inducing tools to recommended times (see Departmental guidance, manufacturer's information, local risk assessment or label on equipment/ box). 4. Ensure tools are properly stored, maintained and used according to manufacturer's instructions. 5. Supervisors should inform users of risks from vibration. 6. Arrange health surveillance for those identified at risk from vibration. 	*			*		2
Ergonomic	Musculo-skeletal injury	All workers using power tools		*		*		4	<ol style="list-style-type: none"> 1. Ensure there is adequate room to do the job. 2. Minimise the time individuals use heavy equipment (e.g. job rotation). 3. Use jigs and suspension systems to assist the handling of heavy equipment (e.g. large grinders). 	*			*		2

										4. Wear safety footwear unless feet protected by other means (e.g. sitting at a bench).						
Dust	Respiratory illness Reduced visibility Skin irritation	All workers near workers with power tools			*		*		5	1. Use a dust mask (check for fit). 2. Increase ventilation to work area (e.g. open windows, temporary extract etc.) 3. Wear close-fitting safety goggles. 4. Stop working if visibility is noticeably reduced. 5. Wear suitable protective clothing (especially gloves). 6. Clean work area regularly (e.g. sweep, vacuum, wash down).	*				*	3
Tool jamming or binding	Wrist/hand injury	All workers using power tools	*				*		3	1. Check tool is appropriate for the job and used in accordance with manufacturer's instructions. 2. Trained operators only (or under strict supervision). 3. Ensure tools are maintained according to manufacturer's instructions.	*			*		2
Inappropriate use	All of above	All workers using power tools		*				*	5	1. Check tool is appropriate for the job and used in accordance with manufacturer's instructions. 2. Users shall be trained in the correct use of portable tools. 3. Experienced power tools users should be supervised or observed when first using an unfamiliar item of equipment or in an unfamiliar environment. 4. Power tools should be securely stored when not in use.	*				*	3

Fork Lift Truck Hazard	Type of injury which could result if harm occurs	Type of People affected	Likelihood of injury occurring			Severity of harm if injury does occur			Risk Level	Risk Control	Likelihood of injury occurring			Severity of harm if injury does occur			Risk Level
			Without proposed Risk Control in place						0(low)		Without proposed Risk Control in place						0-2 (Low)
			L (1)	M (2)	H (3)	L (1)	M (2)	H (3)	3-4 (Med)		L (1)	M (2)	H (3)	L (1)	M (2)	H (3)	6 (High)
Forklift Truck used on a poor surface and toppling over	Minor to fatal injuries	All workers in building		*				*	5	<ol style="list-style-type: none"> 1. Forklift to be used correctly in a safe environment where they are designed for use. 2. Attention to be paid to reducing risks associated with the workplace. 3. Other workers to stay away from forklift while moving 	*					*	4
Forklift Truck used on sharp bends.	Minor to fatal injuries	All workers in building		*				*	5	<ol style="list-style-type: none"> 1. Attention to be paid to reducing risks associated with the workplace environment. 2. Truck operator to pay careful attention when cornering. 3. Notice to be given (Horn sounded) when going round corners or other reduced visibility areas by operator to other workers. 	*					*	4
Forklift Truck used on roads, gangways and aisles with insufficient width or overhead clearance.	Minor to fatal injuries	All workers in area		*				*	5	<ol style="list-style-type: none"> 1. Attention to be paid to reducing risks associated with the workplace environment. 2. Truck operator to pay careful attention when entering and passing through areas with limited clearance. 3. A second person to give second opinion on view point when attempting such manoeuvres. 4. Horn to be used when passing through these areas 	*					*	4

Forklift Truck used in poor working environments.	Minor to fatal injuries	All workers in building		*				*	5	1. Forklift truck to be used correctly in the environment they are designed for use. 2. Attention to be paid to reducing risks associated with the specific workplace.	*				*	4
Battery checks on the Forklift Truck (where electric)	Severe electric shock resulting in possible fatality	Operator	*					*	4	1. Insulating PPE to be worn. 2. Chemically resistant gloves to be worn while inspecting for leaks. 3. Ensure charger is off before disconnecting before use. 4. Ensure charger and lead are free from damage before use.	*			*		3
Damaged parts on the forklift truck including carriage, roll protection device and attachments	Increase in likely hood of other accidents.	All workers in building		*				*	5	1. Planned preventative maintenance checks. 2. Insurance checked conducted under LOLER and PUWER. 3. Checks conducted before each use.	*				*	4
Damaged tyres on the forklift truck	Increase in likely hood of other accidents.	All workers in building		*				*	5	1. Planned preventative maintenance checks 2. Checks conducted before each use.	*				*	4
Forklift Truck used in areas where other vehicles are operating	Serious to fatal.	Operator and other vehicle operator		*				*	5	1. Forklift to be kept away from other vehicles where possible 2. Clearly marked/identified traffic routes where appropriate. 3. High vis vests to be worn in poor light or traffic areas.	*				*	4

Forklift Truck used in areas where pedestrians are present and/or working	Serious to fatal.	Pedestrians	*				*	4	<ol style="list-style-type: none"> 1. Forklift truck to be kept away from pedestrians where possible. 2. Attention to be paid to reducing risks associated with the pedestrians and forklifts. 3. Barriers in place and clearly marked. 4. Clearly marked/identified pedestrian walkways and authorised only access areas. 	*					*	4
Forklift Truck used in an unsafe manner due to lack of competence and/or training.	Minor to fatal.	All workers in building	*				*	5	<ol style="list-style-type: none"> 1. Forklift truck only to be used by fully trained and competent people. 2. Forklift to be used correctly. 3. Training and refresher training to be conducted. 4. Forklift operators are to be assessed as to competency. 	*					*	4

Cherry Picker Hazard	Type of injury which could result if harm occurs	Type of People affected	Likelihood of injury occurring			Severity of harm if injury does occur			Risk Level 0(low) 3-4 (Med) 6 (High)	Risk Control	Likelihood of injury occurring			Severity of harm if injury does occur			Risk Level 0-2 (Low) 3-4 (Med) 5-6 (High)
			Without proposed Risk Control in place								Without proposed Risk Control in place						
			L (1)	M (2)	H (3)	L (1)	M (2)	H (3)			L (1)	M (2)	H (3)	L (1)	M (2)	H (3)	
Cherry Picker used on a poor surface and toppling over	Minor to fatal injuries	All workers in building		*				*	5	<ol style="list-style-type: none"> Cherry Picker to be used correctly in a safe environment where they are designed for use. Attention to be paid to reducing risks associated with the workplace. Other workers to stay away from Cherry Picker while moving 	*					*	4
Cherry Picker used on sharp bends.	Minor to fatal injuries	All workers in building		*				*	5	<ol style="list-style-type: none"> Attention to be paid to reducing risks associated with the workplace environment. Operator to pay careful attention when cornering. Notice to be given (Horn sounded) when going round corners or other reduced visibility areas by operator to other workers. 	*					*	4
Cherry Picker used on roads, gangways and aisles with insufficient width or overhead clearance.	Minor to fatal injuries	All workers in area		*				*	5	<ol style="list-style-type: none"> Attention to be paid to reducing risks associated with the workplace environment. Operator to pay careful attention when entering and passing through areas with limited clearance. A second person to give second opinion on view point when attempting such manoeuvres. Horn to be used when passing through these areas 	*					*	4

Cherry Picker used in poor working environments.	Minor to fatal injuries	All workers in building		*				*	5	1. Cherry picker to be used correctly in the environment they are designed for use. 2. Attention to be paid to reducing risks associated with the specific workplace.	*				*	4
Battery checks on the cherry picker (where electric)	Severe electric shock resulting in possible fatality	Operator	*					*	4	1. Insulating PPE to be worn. 2. Chemically resistant gloves to be worn while inspecting for leaks. 3. Ensure charger is off before disconnecting before use. 4. Ensure charger and lead are free from damage before use.	*			*		3
Damaged parts on the cherry picker including carriage, roll protection device and attachments	Increase in likely hood of other accidents.	All workers in building		*				*	5	1. Planned preventative maintenance checks. 2. Insurance checked conducted under LOLER and PUWER. 3. Checks conducted before each use.	*				*	4
Damaged tyres on the cherry picker	Increase in likely hood of other accidents.	All workers in building		*				*	5	1. Planned preventative maintenance checks 2. Checks conducted before each use.	*				*	4
Cherry picker used in areas where other vehicles are operating	Serious to fatal.	Operator and other vehicle operator		*				*	5	1. Cherry picker to be kept away from other vehicles where possible 2. Clearly marked/identified traffic routes where appropriate. 3. High vis vests to be worn in poor light or traffic areas.	*				*	4

Cherry picker used in areas where pedestrians are present and/or working	Serious to fatal.	Pedestrians		*			*	4	<ol style="list-style-type: none"> 1. Cherry picker to be kept away from pedestrians where possible. 2. Attention to be paid to reducing risks associated with the pedestrians and forklifts. 3. Barriers in place and clearly marked. 4. Clearly marked/identified pedestrian walkways and authorised only access areas. 	*				*	4
Cherry picker used in an unsafe manner due to lack of competence and/or training.	Minor to fatal.	All workers in building		*			*	5	<ol style="list-style-type: none"> 1. Cherry picker only to be used by fully trained and competent people. 2. Cherry picker to be used correctly. 3. Training and refresher training to be conducted. 4. Cherry picker operators are to be assessed as to competency. 	*				*	4
Cherry picker used in vicinity of overhead cables or other overhead obstruction	Electric Shock, Explosion, Minor to Fatal	Operator and all nearby		*			*	5	<ol style="list-style-type: none"> 1. Ensure Cherry picker used clear of overhead obstructions. 2. Use a second person as a 'spotter' to ensure you have clearance. 	*				*	4
Overloaded	Death, falls	Operator and all nearby		*			*	5	<ol style="list-style-type: none"> 1. Ensure load is within the safe working load marked on the cherry picker. 2. Do not use cherry picker if safe working load not displayed. 	*				*	4
Personnel falling from height	Death, severe injury	Operator and all nearby		*			*	5	<ol style="list-style-type: none"> 1. Harnesses to be worn at all times. 2. Cherry picker to be used only by trained operatives. 	*				*	4

Tools, equipment, etc. falling from height,	Death, severe injury	Operator and all nearby		*				*	5	<ol style="list-style-type: none"> 1. All tools to be attached to operator with lanyards. 2. Access at base of cherry picker to be restricted. 3. All personal working in same area to wear hard hats. 	*					*	4
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Compiled and Managed by

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