**PRODUCTION RISK ASSESSMENT**

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| Date of Production / Event | 17/10/19 |

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| **Location** | Bradford College Lister Building Room B41 | | |
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| **Outline of risk assessment**  *Summary of what is proposed* |  | | |
| **Team members / experts / contractors / etc.**  *List those involved* | Tutors, Performers, Sound Engineers, Lighting Engineers | | |
|  | | | |
| **Assessor** Name  Signature |  | **Date**  **completed** |  |

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| Hazard list – select your hazards from the list below and use these to complete Part B | | | | | |
| **Situational Hazards** | **Tick** | **Physical / Chemical Hazards** | **Tick** | **Environmental Hazards** | **Tick** |
| Assault by person |  | Contact with hot or cold liquid / vapour |  | Litter |  |
| Over Crowding |  | Contact with hot or cold surface(s) |  | Public Liability Insurance (PLI) |  |
| Objects falling, moving or flying |  | Electric shock |  | Physical damage |  |
| Crush by load(s) |  | Explosive blast |  | Substance released into soil / water |  |
| Working at Height (roof, scaffolding, hoists, ladders, etc) |  | Explosive release of stored pressure |  | Substance released into air |  |
| Vehicle impact / collision / pedestrians |  | Fire |  | Adverse Weather Conditions (outdoor events) |  |
| Obstruction / exposed feature |  | Hazardous / chemical substance |  |  |  |
| Ergonomic risk due to lack of space |  | Hot or Cold environment |  | **Additional Hazards (please list)** |  |
| Slip, Trips and Falls |  | Laser light (Class 1 or 2) |  |  |  |
| Manual Handling (separate Assessment required) |  | Stroboscopic Lights (flashing lights) |  |  |  |
| Props (guns, knives, etc) |  | Vibration |  |  |  |
| Unsafe Ground Conditions (excess water, mud, underground tunnels, caves, slopes, etc) |  | Noise |  |  |  |
| Overhead obstructions (power lines / cables, suspended ceilings) |  | Smoke |  |  |  |
| Sharp object / material |  | Live Electrical Working |  |  |  |
| Lone Working (Permit required) |  |  |  |  |  |
| Confined Spaces (Permit required) |  | **Health Hazards** | **Tick** |  |  |
| Machinery / Equipment (cranes, hoists, electrical, tools etc) |  | Disease/Infection |  |  |  |
| Restriction by Work Equipment or PPE/RPE |  | Lack of food/water |  |  |  |
| Young Persons (under 18 years of age) |  | Physical fatigue (unusual working patterns, night working, etc) |  |  |  |
| Animals (wild / domestic) |  | Static body posture (standing for long periods) |  |  |  |
|  |  | Repetitive action (RSI) |  |  |  |
|  |  | Stress |  |  |  |
|  |  | Extra medical issues adding further risk (please list) |  |  |  |
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| **Risk Matrix** – use this to determine risk for each hazard i.e. how bad and how likely | | | |
|  | **Likelihood of Harm** | | |
| **Severity of Harm** | **Unlikely** | **Possible** | **Probable** |
| **Slight** *e.g. minor cuts and bruising, irritation, headaches, etc* | **Very low** | **Low** | **Medium** |
| **Moderate** *e.g. deep cuts, burns, minor fractures, etc* | **Low** | **Medium** | **High** |
| **Severe** *e.g. major fractures, poisonings, multiple & fatal injuries etc* | **Medium** | **High** | **Extremely high** |

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| **Hazards2**  List what could cause harm from this activity  *e.g. working at height, trip hazard, fire, etc.* | **Who exposed**  List who might be harmed from this activity esp. ’at risk groups’ *e.g. staff, public, children, disabled, elderly etc.* | **Risk**  For each hazard, decide level of risk as if you were to do the activity without your controls | **Control measures**  For each hazard, list the measures you will be taking to minimise the risk identified  *e.g. appointing competent persons, training received, use of personal protective equipment, provision of first aid, etc.* | **Observations and additional comments** | **Risk**  For each hazard, now decide level of risk once all your controls are in place |
| Over Crowding | Audience | **Low** | Do not sell tickets over the maximum capacity of 100 persons. |  | **Very Low** |
| Objects Falling, Moving or Flying | Staff, Audience, Performers and Engineers | **Medium** | When setting up, test the sturdiness of objects and make sure the brakes are put onto the PA speakers to stop them from rolling or falling. |  | **Low** |
| Crush by Load(s) | Engineers, Audience, Performers and Staff | **Medium** | When setting up make sure you lift correctly (with your knees) and test the sturdiness of objects such as speakers. |  | **Low** |
| Slips, Trips and Falls | Performers, Audience and Staff | **Medium** | Do not allow liquids into the venue, make sure all trip hazards such as wires are put out of the way or have been made aware of. |  | **Very Low** |
| Young Persons (Under 18s) | Audience, Performers and Engineers | **Very Low** | The audience may have children under the age of 18 and there are some students (performers and engineers) that are also under this age. So, there should not be any alcohol or other similar substances on the premises. | Alcohol is not allowed onto the Bradford College campus and all performers have signed a contract to state they will not use it. | **Very Low** |
| Electric Shock | Staff, Performers and Engineers | **Medium** | During set up, check that all wires and cables have not been damaged before plugging them in as they cause a huge risk of electric shock. We can also prevent this by not having liquids near the electricals and make sure that all equipment is PAT tested. | College have had all of the equipment PAT tested | **Low** |
| Fire | Audience, Engineers, Performers and Staff | **Medium** | Always have a fire extinguisher on hand and make sure that everyone in the venue is aware of the fire evacuation procedure. |  | **Very Low** |
| Vibration | Audience, Engineers, Performers and Staff | **Low** | Make sure that during sound check any feedback and vibration that comes with it is limited as much as is possible. |  | **Very Low** |
| Noise | Audience, Engineers and Performers | **Medium** | We must adhere to the legal volume levels to prevent damage to the ears or cause a nuisance to people in the surrounding areas of the venue. | Must not exceed 140 dB | **Very Low** |
| Repetitive Action (RSI) | Performers | **Medium** | Repetitive Strain Injury can be prevented by warming up and going to see a doctor if pain is experienced. |  | **Low** |
| Litter | Audience | **Low** | Do not allow food or drink on the premises and ask that any rubbish be put in bins, which should be provided or ask that it is taken home with them to prevent slips and therefore injury. |  | **Very Low** |
| Public Liability Insurance (PLI) | Audience and Staff | **Low** | If anyone is injured by the equipment, PLI ensures that if it was set up properly the venue is not liable. | College will have this. | **Very Low** |
| Physical Damage | Audience, Staff, Engineers and Performers | **Medium** | Be sensible, do not leave anything lying around, check safety of all equipment. |  | **Low** |

*1 – complete separate table for each activity 2 - from hazard list in Part A 3 - from risk matrix in Part A*