

The Guildhall Trust

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Dance Live! tour 2023

Reference: Dance Live! tour 2023

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1.0 Method Statement

- 1.1 - Scope of works
- 1.2 - Covid 19 / Coronavirus
- 1.3 - Personnel involved in this project
- 1.4 - Training & Competence
- 1.5 - Legislation
- 1.6 - Access arrangements
- 1.7 - Special permits
- 1.8 - Tools and equipment
- 1.9 - Electrical Isolations
- 1.10 - General waste handling
- 1.11 - Emergency procedures
- 1.12 - First aid provision
- 1.13 - Welfare provision
- 1.14 - Manual handling.
- 1.15 - Amendments and Authorisation

2.0 Risk Assessment

- 2.1 - Moving vehicles or plant
- 2.2 - Working on external sites
- 2.3 - Electrical equipment (Use of)
- 2.4 - Live electrical services
- 2.5 - Mains circuit
- 2.6 - Cramped / Low head space areas
- 2.7 - Display screen equipment (Laptops and mobile devices)
- 2.8 - Noise
- 2.9 - Third party power systems and supplies
- 2.10 - Portable appliances (Use of)
- 2.11 - Young Persons
- 2.12 - Tail lift
- 2.13 - Suspended loads
- 2.14 - Cable pulling
- 2.15 - Manual Handling
- 2.16 - Display screen equipment (Laptops and mobile devices)
- 2.17 - Electrical equipment within Office
- 2.18 - Electrical equipment
- 2.19 - Use of portable appliances
- 2.20 - Ladders
- 2.21 - Work at height
- 2.22 - Work at height (Loading/Unloading from trailer)
- 2.23 - Portable appliances (Use of)
- 2.24 - Cables
- 2.25 - Stairs
- 2.26 - Portable appliances (Use of)
- 2.27 - Fire alarm
- 2.28 - Coronavirus / Covid 19

2.29 - Travel
2.31 - AV equipment in public areas
2.33 - accessing the stage and auditorium
during show set up
2.35 - disability access

2.30 - staff welfare
2.32 - vulnerable persons in the venue
2.34 - hanging and rigging equipment
2.36 - housekeeping

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1.0 Method Statement

Project: Dance Live! tour 2023

Reference: Dance Live! tour 2023

Site Address:

Tour Venues

Guilford, Wycombe, Eastbourne, Poole, Sheffield

Start date: 07 Feb 23

End/Review date: 30 May 23

Works Supervisor: Hayley Reay

Works Supervisor phone: 02393 870 193

1.1 Scope of works

Children and Young People (CYP) will be taking part in a schools Dance competition, in the Main Concert Hall, at the Lighthouse Poole.

Schools will perform a pre-choreographed routine, of 5-7 minutes in length. Some CYP will be taking part in the technical production of the event and will work alongside Guildhall technical crew, on the lighting/sound and positioning of small props. There will not be any heavy set involved, rather CYP will have created a digital backdrop, displayed on an LED screen.

CYP will also be screening a 2 minute film, before the performance, on their journey leading up to the event. This will have been created in advance.

They will arrive into the building to start rehearsals at 13.15.

As they enter the building, they will sign in with our Dance Live! team, who will check the school's details, and ensure that they have adequate numbers of chaperones. All participating CYP and staff will have already been given wristbands in advance. It is the responsibility of the school to ensure that all staff and children wearing wristbands, correlates with the staff and student lists that they have given to us. Dance Live! staff will check everyone's wristbands as they enter the building.

At this time, each school will have a 25-minute rehearsal period, on the main stage. This will be an opportunity for performers to become accustomed to their performance environment, and will allow the CYP working on the technical side, the opportunity to programme their lighting and sound/video.

Whilst one school is rehearsing on stage, other schools will be supporting in the seating area of the auditorium.

Some schools may be dismissed to dressing rooms at this point, which are located in other areas of the building. Each dressing room will feature pop up tents, to ensure that there are gender appropriate changing rooms. Partitions will also be in place, to ensure separation for changing.

After all schools have finished rehearsing, they will come together again in the auditorium for a final production meeting and warm up activity, and then dismissed back to dressing rooms to finish getting ready with costume and make up.

The show to public will start at 7pm.

Each school group will first screen their 2 minute film. Then they will perform their 5-7 minute piece of dance. After they have finished, they return to the stage to hear the judges feedback. The head judge will give comments about each piece, after which schools are dismissed back to their dressing rooms.

In total, each school group will be on stage for a maximum of 15 minutes at this point.

There will be 5 schools performing, 2 junior schools and 3 senior schools. The junior schools will perform in the first half, the senior schools will perform in the second half.

At the end of the evening, judges will reveal their final marks. The winners of the junior and senior events, will go through to a final at the Portsmouth Guildhall in May

The show will finish a maximum of 8 hours after the young people enter the building.

1.2 Covid 19 / Coronavirus

Due to the ongoing Covid19 / Coronavirus pandemic, we have included Covid 19/Coronavirus as we consider this to be a significant risk to our workforce. We believe the site is wholly compliant with the current Covid-19 Regulations.

Specific details of how the site is managing Covid 19 / Coronavirus are detailed within the venues covid-19 policies.

As a company (Including all sub-contractors), we shall comply with all rules implemented by the management team to control Covid 19 / Coronavirus on their site.

1.3 Personnel involved in this project

The following persons will be working on site throughout this project:

- Hayley Reay
- Cherry Lambert
- Ben Clabon
- Nick Coles
- Craig Paterson
- Shane Spears
- Tom Ellins
- Ben Stitson
- Summer Sprake
- Bart Rogers
- Niki Dickinson
- Archie Richinson
- George Barlet

1.4 Training & Competence

All Company operatives are competent and sufficiently trained to carry out the tasks that are required as part of the project.

1.5 Legislation

Delete As Appropriate

Associated legislation:

- Health and Safety at Work Act 1974.
- Environmental Protection Act 1990.
- Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013.
- Construction (Design and Management Regulations) 2015.
- Provision and Use of Work Equipment Regulations 1998.
- First Aid at Work Regulations 1981.
- Personal Protective Equipment at Work Regulations 1992.
- Health and Safety (Signs and Signals) Regulations 1996.
- The Workplace (Health, Safety and Welfare) Regulations 1992.
- Coronavirus Act 2020
- Electricity at Work regulations 1989
- Electromagnetic Fields at Work Regulations 2016
- The Control of Noise at Work Regulations 2005
- Work at Height Regulations 2005
- Lifting Operations and Lifting Equipment Regulations 1998
- Manual Handling Operations Regulations 1992
- Health and Safety (Display Screen Equipment) regulations 1992

1.6 Access arrangements

All company Employees and contractors will be inducted in before commencing with work on site.

Access and egress from the site shall be via the designated entrance and exit routes provided by the management team. The management team will be informed of any problems with access & egress routes should they arise.

Upon arrival, all employees and contractors will sign in at the reception (Or other designated area) before accessing the working area on site. Before leaving the site, all employees and contractors will sign out.

1.7 Special permits

Delete as appropriate -

1.8 Tools and equipment

All tools and equipment utilised throughout the project shall be in good working order and inspected according to any relevant statutory provisions explicitly placed upon the tool or equipment. The Accompanying risk assessment shall identify the control measures that all employees and contractors shall adhere to safely operate company (Including hired) tools and equipment while on site.

The use of specialised manual handling aids shall only be undertaken by trained and competent personnel who have received suitable information, instruction and training in the use of the equipment.

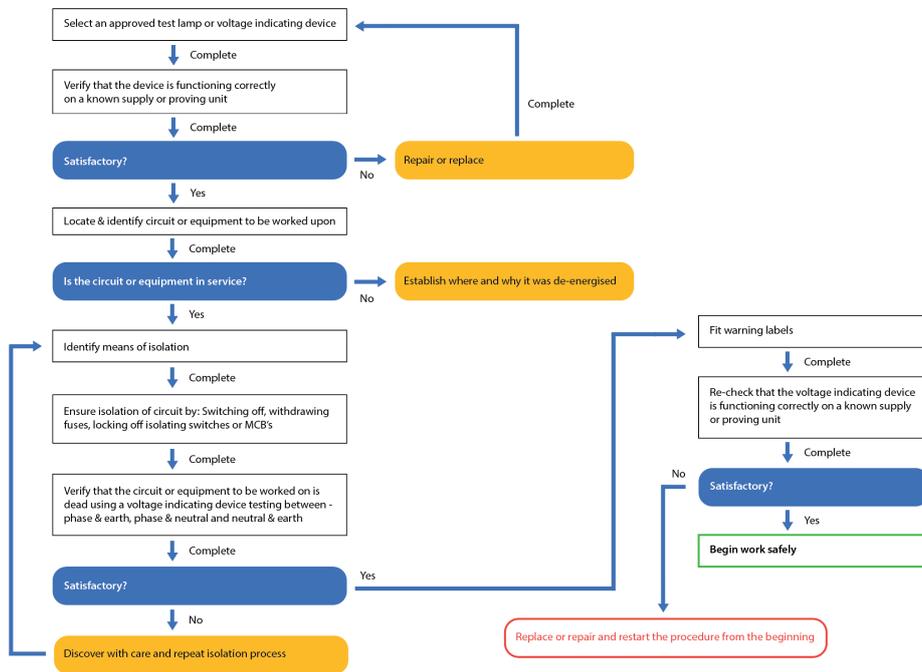
If any tool or item of equipment is found to be impaired or not suitable for the task for any reason, it shall be removed from service and a suitable alternative sourced.

1.9 Electrical Isolations

Work can only commence following the installation of adequate isolations on the power supply. Locks with warning tags are required where the point of isolation is not directly and continuously under control or within sight of the person carrying out the work.

Steps will be taken in according to risk assessment requirements to ensure the reconnection of the power supply is not possible.

Testing shall be completed using a voltage indicator that complies with the Electrical Test Equipment for Use by Electricians GS38 after any isolation on the circuit. The tester will be proven on a known source to verify it is working correctly before and after the test is carried out on the isolated circuit.



Safe Isolation process

1.10 General waste handling

In the event of any environmental incidents, including spillages, the Building Services Manager or Delegate must be informed immediately.

Before commencing with the work activity, a suitable route for transportation must be determined and understood by all members of the work party.

When transporting waste through internal thoroughfares, care shall be taken to ensure that interior surfaces are not contaminated or damaged by waste materials.

When transporting waste externally, routes will be planned that do not expose the public to any waste materials. Where this cannot be avoided, the issue shall be reported to the Building services manager or Technical manager and assessed accordingly. All external routes for transporting waste shall be segregated using barriers with warning signs according to the health and Safety (Safety signs and signals) Regulations and be of sufficient structural soundness to prevent unauthorised access.

When handling waste, PPE is required according to venue rules, or the specific COSHH assessment (If applicable).

1.11 Emergency procedures

Development and implementation of the venue emergency procedures is the responsibility of the management team. Details of the venue emergency procedures are available online or at reception

Instruction and information related to site emergency procedures will take place during the induction which all working personnel are required to attend. In the event of uncertainty, all site operatives should discuss with their Line Manager or site contact.

If any of the site emergency procedures change, all regular personnel shall be informed to ensure that they are aware of all emergency requirements at all times.

1.12 First aid provision

All Operatives shall refer to the onsite safety notice board for all first aid information; All operatives will be shown the location of the safety notice board during the site induction.

The quantity of site first aid boxes shall be proportionate to the number of Operatives and site and stocked with contents according to BS 8599 unless a site first aid assessment dictates otherwise

The Principal Contractor shall be responsible for the site first aid provisions.

The quantity of Site first aiders shall be according to the First aid at work Approved Code of Practice document L74; details are in the table below:

Type of industry	How many persons employed	Number of trained and competent first aiders required
Low hazard – Offices, shops, libraries etc.	Less than 25	At least 1 appointed first aider
	Between 25 and 50	At least 1 Emergency first aid at work trained first aiders
	More than 50	At least 1 First aid at work trained first aider for every 100 persons employed
Higher hazard – Light engineering and assembly work, food processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction, chemical manufacture etc.	Less than 5	At least 1 appointed first aider
	Between 5 and 50	At least 1 Emergency first aid at work trained first aiders depending on the type of injury which may occur
	More than 50	At least 1 First aid at work trained first aider for every 50 persons employed

First aiders on site guidance (Quantity)

1.13 Welfare provision

Provision of welfare arrangements within the venue is the responsibility of the Management team.

All welfare facilities shall be compliant with Eu regulations - this includes the provision, as a minimum, of the following:

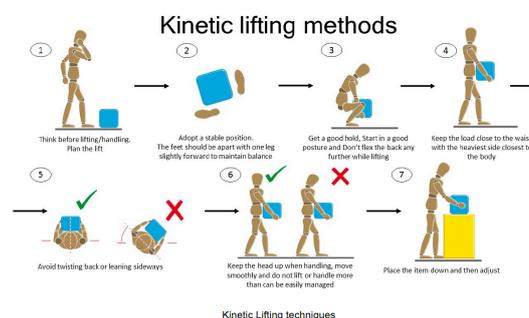
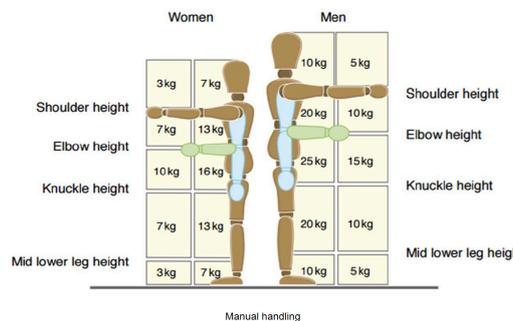
- Toilets (Including female facilities where required),
- Washing facilities,
- Clean, wholesome drinking water,
- A suitable supply of cups, drinking vessels or a water fountain,
- Arrangements for the provision of hot water,
- Changing rooms and lockers,
- Heating,
- Rest facilities,
- Drying facilities.

All welfare facilities within the venue are required to be safe and hygienic.

1.14 Manual handling.

Where is reasonably Practicable, all equipment and materials shall be transported using mechanical means.

Where equipment and materials are to be lifted and carried, all personnel shall ensure the route planned is clear or hazards, the item weight is safe or ask for help from colleagues. All company operatives shall adopt Kinetic lifting methods as depicted below:



Kinetic Lifting Techniques

1.15 Amendments and Authorisation

In the event of changes from the proposed scope the member of staff will notify the Technical Manager or Buildings Manager and inform them of the change to the work scope.

If required, the RAMs document will be edited as necessary to reflect a significant change and re-submitted to the Technical Manager or Buildings Manager for approval.



2.0 Risk Assessment

Risk Matrix

The hazards and associated risks with this activity have been identified and given a scored rating using semi-quantitative risk assessment methodology.

The risk assessment ratings are a subjective estimate based on the knowledge of the assessor and identify the level of risk without controls and also the level of residual risk once the control measures have been implemented.

To calculate risk rating, and residual risk rating you should multiply the Likelihood (1-5) by the Potential severity of injury (1-5) as depicted below.

Likelihood of injury	4	Low risk	This level of risk is acceptable to the company. Proceed with caution and stop the job if anything changes.
	x		
Severity of injury	5	Medium risk	This level of risk is acceptable to the company if it cannot be reduced further following a review by an Authorised Person within the company.
	=		
Risk/Residual risk	20	High risk	This level of risk is unacceptable and additional controls are needed to reduce the overall level of risk to an acceptable level.

Severity of injury	Likelihood of injury				
	1 Remote	2 Unlikely	3 Possible	4 Probable	5 Certain
Negligible injury such as bruises and abrasions	1	2	3	4	5
Minor Injury requiring first aid treatment	2	4	6	8	10
1-7 day absence from work injury	3	6	9	12	15
Regulatory reportable injury, disease or event	4	8	12	16	20
Disability, fatality or injury to the public	5	10	15	20	25

2.1 Moving vehicles or plant

Hazard Description: 2.1.1 Moving vehicles

Person at risk: Other Site Operatives

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	3	A Banksman will supervise and guide any reversing movements.	1
• Death	x		x
• Serious injury	5	All site workers to wear Hi-Visibility clothing.	5
• Collision with temporary and permanent structures	=	Audible alarm and flashing beacon fitted to Vehicle to inform of reversing movements.	=
• Collision with other vehicles/plant	15	Banksman used to manage safe operation of site plant as necessary.	5
• Collision with pedestrians		Crossing points shall be installed where pedestrians are required to cross vehicle routes.	
		Flashing beacon fitted to the vehicle to alert of vehicle movement.	
		Only competent and trained licence holders are to use vehicles or machinery on site.	
		Vehicle routes shall be away from excavations and trenches where possible.	
		Vehicle/Plant only permitted to park in designated areas.	
		Vehicle/Plant serviced following Manufacturer's instructions.	
		Vehicle/Plant inspected daily before use and details of inspection recorded.	
		Where practical, vehicle routes are segregated from pedestrian walkways.	

2.2 Working on external sites

Hazard Description: 2.2.1 Company Operative working on external sites

Person at risk: Operative performing the work

Risk	Risk Rating	Control measures	Residual Risk
Increased risk of injury due to: <ul style="list-style-type: none"> The employee being Unfamiliar with the orientation of the site Lack of knowledge of actions to take in an emergency and Health and hygiene-related issues 	3	Erect barriers with appropriate signage around the perimeter of the working area to prevent unauthorised access.	1
	x		x
	4	Full site induction provided to all Operatives before commencing with work on site.	4
	=		=
	12	Hand tools and power tools will not be left unattended. Operative to become familiar with Fire safety and emergency response arrangements on site Operative to inform all personnel who may be affected by the works of the hazards and associated risks. Operative to sign-in to the site upon each return visit after initial Site visit. The Works Supervisor will coordinate with Site Manager and co-operate with other sub-contractors to ensure safe working at all times. Welfare facilities provided on site by the Duty HolderSite Duty Holder for use by Operatives.	4

Hazard Description: 2.2.2 Travelling to other places for work

Person at risk: Other, person attending work offsite

Risk	Risk Rating	Control measures	Residual Risk
staff could be seriously injured if involved in and accident whilst travelling to other place of work.	5	Ensuring all drivers have the correct business insurance to use their own vehicle for work purposes or are insured to drive a work vehicle with a full driving licence.	3
	x		x
person could be involved in road accident if driving their own vehicle	3	Staff are to complete the pre journey check list located in all company owed vehicles to ensure the vehicle is safe and in a good condition to drive. Staff with business insurance are responsible for ensuring their own vehicles are safe to drive.	3
	=		=
staffe member would be unable to work	15		9

damage to work vehicle
fatality

Staff must be confident with the journey, be fully focused and must not be under the influence of any alcohol.

due to -
public transport accident
or delay

If travelling via public transport staff are required to take the most safest route available and are not using any unlicensed forms of transport such as unlicensed taxis.

human error

Staff must ensure that they have safely planned their route and identified their destination in advance

unsafe vehicle

lack of training

HR to check staff have full driving license and are not suspended regularly.

Senior management to ensure staff are taking the appropriate actions when driving to Meeting, Conferences, Exhibition, Event Shows. Ensuring paper work has been completed and drivers are complying with the law

All employees operating a vehicle need to hold the appropriate licence - this is the drivers responsibility. Employees should only use their own car at work for business purposes if they have business insurance - this is the drivers responsibility. Mobile phones should not be used while driving - this is the drivers responsibility. Speed limits and other DVLA rules and regulations should not be exceeded or broken - this is the drivers responsibilities. When operating a vehicle adequate measures and breaks should be taken to reduce the risk of tiredness and fatigue - this is the drivers responsibility. When operating vehicle employees should not be under the influence of drugs or alcohol. This is the drivers responsibility. Employees should not use vehicles, if using medication or have health issues which reduce their ability to operate the vehicle - this is the drivers responsibility

Where possible two members of staff to attend event. Line manager or colleagues to be informed of travel arrangements and destinations. Employee to carry mobile phone at all times.

2.3 Electrical equipment (Use of)

Hazard Description: 2.3.1 Work on electrical powered equipment

Person at risk: Operative performing the work

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	5	A trained and competent electrician shall undertake all testing and labelling	1
• Electrocution	x		x
• Serious Injury	5	All relevant supplies are to be isolated, locked off and caution notice to be applied by an Authorised Person.	5
• Burns	=		=
• Loss of power	25	All testing of equipment to be undertaken on 'proven dead' circuits.	5
		Avoid handling parts of the equipment that may move, turn or become hot or electrically charged while testing	
		Barriers/covers fitted to any electrical boards and equipment etc.	
		Electrical work will be carried out by trained and competent electricians.	
		Hard-Wiring checked every five years by a trained and competent electrician with certification readily accessible on site.	
		Isolate all electrical equipment and lockout with a tag fitted at the isolation point.	
		Isolations to be proven dead by using a certified tester by authorised members of the work party before commencing with the activity	
		Only use new or well-maintained/calibrated testing equipment and insulated tools.	
		Undertake visual inspection, ensuring there is no damage to casing or flex, ingress of liquids, moisture or dust.	
		Visually check electrical equipment regularly and before use, provide any defective equipment to the Supervisor and quarantine pending repair or disposal.	

2.4 Live electrical services

Hazard Description: 2.4.1 Live electrical services near to work area

Person at risk: Operative performing the work, Other Site Operatives, Public

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	5	A competent person is nominated to supervise the task.	1
• Electrocution	x		x
• Serious Injury	5	All electrical systems to be completely isolated wherever practicable, by a competent Electrician.	5
• Burns	=		=
• Loss of power and services	25	Check equipment with a calibrated compliant tester	5
		Competent Electrician and Site Supervisor will identify any live circuits and fit warning notices accordingly to the live circuits that cannot be Isolated during the work activity.	
		Ensure all workers are aware of any live circuits before commencing with the activity.	
		Inform all operatives of any live electrical services and how to avoid injury before starting work.	
		Issue a permit to work and apply local earth(s) where necessary.	
		No works to be carried out directly on live equipment.	
		Prevent direct contact by ensuring all insulation barriers/covers are fitted to any electrical boards, equipment etc. by a competent electrician.	
		Suitably protect all exposed services before commencing with works.	
		The competent electrician/s will use insulated hand tools.	
		Warning signs compliant with the Health and Safety (Signs and signals) regulations displayed on all live equipment.	
		Wear insulated gloves where there is a risk of touching live parts. (CATU CG-05 LV Insulating Rubber Gloves).	

Where possible employ residual current devices (RCDs) to provide supplementary protection.

2.5 Mains circuit

Hazard Description: 2.5.1 Mains circuit

Person at risk: Operative performing the work

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	5	All electrical supplies connected to the system shall be isolated and locked off, caution notice applied by Authorised Person.	1
• Fire	x		x
• Electrocution	5		5
• Burns	=		=
• Loss of Power/ Services	25	Electrical permit to work is issued before any work is permitted to start on electrical mains circuits. Isolations to be proven by all members of the work party before the commencement of work. Power supply to be isolated at the distribution breaker, locked off and caution notice applied before disconnection. Schematics to be reviewed on any systems to ensure that the system is not dual fed - If additional feeds are identified, stop the job until all associated systems are suitably isolated and locked off. The mains supply will be locked off and the key held with the Responsible Person Use calibrated test probes and equipment that is suitably fused during the work. Warning signs in compliance with the Safety Sign and Safety signals regulations will be placed on the supply box to identify that operatives are working on that system.	5

2.6 Cramped / Low head space areas

Hazard Description: 2.6.1 Work within area with low head space

Person at risk: Operative performing the work

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	3	Low-level protrusions removed where possible, those that cannot be removed shall be highlighted to ensure that all operatives performing the work are aware of their existence.	1
• Head impact	x		x
• Musculoskeletal disorders	2		1
• Minor injuries including bumps and knocks	=	Operatives to wear suitable head protection at all times during the activity.	=
	6	The task to be rotated between workers to reduce the overall duration of exposure to cramped working conditions	1

2.7 Display screen equipment (Laptops and mobile devices)

Hazard Description: 2.7.1 Use of laptops or tablets for work activities

Person at risk: Operative performing the work

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	3	All users of Display screen equipment (DSE) to be trained and competent in use.	1
• Physical injury and strains	x		x
• Inadequate seating	4	Hand and wrist exercise information readily available for staff using Display screen equipment (DSE).	4
• Eye damage	=		=
	12	Health surveillance policy in place, including eye tests for all Operatives Information on company Display screen equipment (DSE) Policy provided to all Operatives and eye test supplied upon request. Laptop installed into a docking station. Laptop use restricted to 4 hours per day maximum. Laptops to be provided with an ergonomically designed wireless keyboard that are required to use Display Screen Equipment The user undertakes a workstation assessment. Wireless mouse to be used while working from a laptop.	4

2.8 Noise

Hazard Description: 2.8.1 Area with an ambient noise exceeding 80 db (a) but not exceeding 85 db (a) over an 8 hour period

Person at risk: Operative performing the work, Other Site Operatives

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	4	A health surveillance programme is in place for all operatives that are exposed to high levels of noise.	1
• Hearing damage	x		x
• Headaches	3	A selection of hearing protection is available for the user including ear plugs and ear defenders as required.	3
• Stress	=		=
	12	All audible warning sounds have sufficient volume and frequency to alert all Operatives working within the area of any potential danger. All operatives have been provided with information, instruction and training around working in noisy environments or operating noisy plant and equipment. Exposure to noise will not exceed 87 dB (a) for weekly personal noise exposure; and 140 decibels for peak sound pressure. Hearing protection provided shall not reduce the ambient noise levels to below 70 dB (a). Noise risk assessment to be undertaken by a competent person to identify durations that Operatives can work within designated areas. Where ambient noise levels cannot be controlled below 80 dB (a), hearing protection is available.	3

Hazard Description: 2.8.2 Operation and use of tools, equipment and machinery which emit loud noise over a short period of time

Person at risk: Operative performing the work, Other Site Operatives

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	4	A selection of hearing protection is available for the user including ear plugs and ear defenders as required.	1
• Hearing damage	x		x
• Headaches	4		4
• Stress	=		=

All audible warning sounds have sufficient volume and frequency to alert all Operatives working within the area of any potential danger.

All operatives have been provided with information, instruction and training around working in noisy environments or operating noisy plant and equipment.

All Operatives within the area must wear protection provided when operating or using noisy tools, equipment or machinery.

Always use hearing protection when using power tools.

Exposure to noise will not exceed 87 dB (a) for weekly personal noise exposure or 140 dB (a) for peak sound pressure.

Health surveillance programme in place for all operatives routinely exposed to high levels of noise.

Hearing protection provided shall not reduce the ambient noise levels to below 70 dB (a).

Noise risk assessment to be undertaken by a competent person to identify durations that Operatives can work within designated high noise areas.

Persons within areas where power tools are being used to wear hearing protection.

Screens, barriers, enclosures and absorbent materials erected to attenuate noise emitted from noisy plant and equipment.

2.9 Third party power systems and supplies

Hazard Description: 2.9.1 Shared or 3rd party power systems

Person at risk: Other Site Operatives, Public

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	4	Apply clear warning signage per health and safety (signs and signals) regulations to any live electrical or 3rd party system.	1
• Operational disruption	x		x
• Damage to equipment and machinery	3	Emergency power generation system implemented and commissioned before commencing with the work.	3
	=		=
	12	<p>Notify any potentially affected stakeholders of the works on shared or 3rd party systems in advance of starting the works.</p> <p>The site induction will provide information and instruction regarding the existing services that are in place within each specific location.</p> <p>Where possible, all works will avoid any contact with 3rd party systems.</p>	3

2.10 Portable appliances (Use of)

Hazard Description: 2.10.1 Use of portable appliances

Person at risk: Operative performing the work, Other Site Operatives

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	4	A routine inspection programme is in place for the inspection and maintenance for the hard wiring system by a competent person.	1
• Electrocution	x		x
• Electric shock due to faulty wiring / damaged equipment	5	Fit covers to unused sockets at all times and switch them off when not in use.	5
• Burns	=		=
• Dropped objects	20	Formal inspection and testing to be undertaken by a competent person following HSG107.	5
		Fuse box/consumer unit kept accessible at all times and is fitted with Residual current device.	
		Immediately report any damage to plugs, cables and fittings and remove equipment from service and quarantined until repaired or replaced.	
		Liquids to be kept clear from electrical sockets at all times.	
		Potable appliances to be classed as low voltage (110v) and centre tapped to earth.	
		Visually inspect all portable appliances before use.	
		Where available, use battery powered equipment.	

2.11 Young Persons

Hazard Description: 2.11.1 Young persons at work

Person at risk: Other Site Operatives

Risk	Risk Rating	Control measures	Residual Risk
Increased risk of accident or incident due to:	4	A Minimum of continuous 12-hour rest period per 24 hours for young workers policy is in place.	1
	x		x
<ul style="list-style-type: none"> • Lack of experience • Poor risk or hazard perception • Lack of maturity 	5	Any manual handling activity that is undertaken by a young person to be individually assessed by the Appointed Supervisor.	4
	=		=
	20	<p>Liability insurance policies are in place for young workers or work experience.</p> <p>The Appointed Supervisor will individually assess the use of power tools and equipment.</p> <p>The young person will not handle materials which weigh more than 15kgs.</p> <p>Training provided to Young workers in manual handling and lifting activities.</p> <p>Work to be chosen in line with the Young person's physical and psychological capacity.</p> <p>Young person will not be exposed to extreme cold, heat noise or vibration.</p> <p>Young person will not be exposed to harmful radiation.</p> <p>Young person will not be exposed to toxic or carcinogenic substances, substances which may damage the health and an unborn child or can chronically affect human health in any other way.</p> <p>Young person will not work more than 8 hours per day or 40 hours per week.</p> <p>Young Workers are not allowed to work night shift.</p> <p>Young workers must be appointed a Supervisor.</p>	4

Hazard Description: 2.11.2 slips trips and falls due to spillages or trailing cables

Person at risk: Public

Risk	Risk	Control measures	Residual
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	Rating		Risk
<p>Staff are trained to spot and report any defective plugs, discoloured sockets, damaged cable and on/off switches. Work stations and equipment set to ensure good posture and to avoid glare and reflection on the screen. Adjustable blinds at the window to control natural light on screen. Regular breaks are possible. Noise level controlled.</p> <p>minor injuries through slips trips and falls from same height financial loss loss of time loss of equipment</p> <p>due to -</p> <p>poor housekeeping unsafe running of cables poor workspace management lack of signage</p>	1	Floors vacuumed before facility opens.	1
	x	Good housekeeping encourage by all staff.	x
	3	Good lighting in all areas.	2
	=	Good floor conditions.	=
	3	Warning signage is used by staff	2
		All staff ensure a good standard of general housekeeping is carried out.	
		Cleaning materials and signs available to staff, if required to clean up spillage.	
		All areas are well lit, including stairs.	
		No trailing leads or cables unless they are covered correctly.	
		Nosing on stairs.	
	All enclosed stairwells have at least one handrail on one side.		
	Venue staff grit outside front doors and fire exits in adverse conditions.		
	Railing positioned on balcony wall in front of steps.		
	FOH staff and security to monitor public during events and to react to situations that may endanger life or injury.		

Hazard Description: 2.11.3 Young Persons manual handling

Person at risk: Operative performing the work, Public

Risk	Risk Rating	Control measures	Residual Risk
<p>Upper body muscular skeletal injury financial loss equipment loss loss of your person working strains pulls</p>	2	Appropriate lifting and handling training given.	2
	x	Loads reduced to acceptable levels.	x
	2	YP only to undertake manual handling tasks that are within their own acceptable capabilities.	2
	=	Appropriate trolleys/low loaders available to use.	=
	4		4

physical injuries

due to -

Lack of MH training
lack of supervision
poor instruction
lack of information
lack of attention

Hazard Description: 2.11.4 noise exposure to young persons

Person at risk: Operative performing the work, Other Site Operatives, Public

Risk	Risk Rating	Control measures	Residual Risk
YP might suffer permanent or temporary hearing damage from long exposure to loud music.	2	Ear protection provided as appropriate.	1
temporary hearing loss	x	Visual warning notices.	x
financial loss	2	YP would be rotated between quiet and noisy area.	3
	=		=
	4		3

due to -

Exposure to loud music or noise for prolonged periods
lack of supervision
lack of signage

Hazard Description: 2.11.5 young person working away from site. becoming lost or seperated from colleage, and lone working

Person at risk: Operative performing the work, Other Site Operatives, Public

Risk	Risk Rating	Control measures	Residual Risk
Lone working can become vulnerable to incidents beyond the YP control	1	Rules and site regulations are explained.	1
may suffer stress or physical injury	x	Mobile phone carried.	x
due to -	2	Agreed procedure in case of separation.	1
	=	Errands confined to daylight hours.	=
	2	Employer to confirm route with YP.	1
		Time period to be allowed for absence.	
		Not to be lone working at anytime away from venue	

Lack of supervision or

training
 lack of information and
 instruction

Hazard Description: 2.11.6 performing on stage

Person at risk: Other Site Operatives, Public

Risk	Risk Rating	Control measures	Residual Risk
young persons performing on stage and using other areas of the building they are unfamiliar with. could cause slips, trips or falls on and off the stage.	4 x 4 = 16	The stage is already set up by the stage technicians and checked before use. Area staffed by stage crew. Performers are encouraged to have a rehearsal before performance. Unsafe practice on stage or back stage witnessed by staff will be stopped and then reported to event organiser.. Areas cleared or set up for event. Organisers ensure activities taking place in area are well supervised. Risk assessments provided. Teachers and school staff to ensure no horseplay by young persons whilst on stage or rostra during rehearsals and performance prior to rehearsals, briefing to be taken with teachers/staff/adult	2 x 4 = 8
potential fall from height, Broken bones, Head injury, Minor Injury, Major Injury, financial loss, loss of equipment			
caused by -			
Lack of barrier on stage			
Insufficient guidance or awareness			
Lack of supervision			
Items left on stage causing trip hazard			
lack of instruction			

Hazard Description: 2.11.7 young person working or performing

Person at risk: Other Site Operatives, Public

Risk	Risk Rating	Control measures	Residual Risk
Increased risk or injury to young person due to their inexperience and working times	4 x 4 = 16	Pre-event performance briefing by event organizer and stage staff. Young person are under instruction at all times by event volunteers and/or stage crew. Young person complete health and safety paperwork before starting to work Young person are not left unsupervised	2 x 4 = 8
consequences - Personal injury (major/minor), Property damage, Potential financial loss		All staff and artist have had an enhanced CRB or DBS check	

cause by - Inexperience,
Lack of supervision &
Lack of awareness

At least one staff member has been given safeguarding training

Staff, artists, and volunteers are instructed not to be alone with any young person at any time and should always seek assistance if the situation arises.

All staff, volunteers and artists must adhere to the Guildhall Trust Child Protection Policy.

The group's own group leader is directly responsible for the young people in their care at all time.

Hazard Description: 2.11.8 Photography of young person

Person at risk: Other Site Operatives, Public

Risk	Risk Rating	Control measures	Residual Risk
parents of young persons or other adults taking pictures during performances of young persons when instructed not to do so may cause emotional distress	3	Badges issued to all school staff for identification.	2
	x	Security staff employed for evening events are certified (SIA) Photographing only permitted by event photographer	x
	2		2
	=		=
	6		4

Hazard Description: 2.11.9 Performing or rehearsing on stage/studio

Person at risk: Other Site Operatives, Public, Other, performers

Risk	Risk Rating	Control measures	Residual Risk
Risk of dance relating injury (ie sprain, break, strain to the muscular-skeletal system) through misinterpretation of the task or poor/ incorrect execution Minor injuries and major injury loud noise	3	Dance Teacher will be advised as to the competence level of the participants in advance.	2
	x	Dancers will be encouraged to ask questions if they do not understand the task.	x
	3	Suitable warm-up and cool-down exercises will be given	2
	=		=
	9	p.a system with not breach regulations stage monitors to be at a suitable level for performers to hear.	4

deathSharp or abrasive objects on the dance floor

Risk of collision with set, props, equipment

Risk of loose or poorly secured technical equipment

due to -

Misinterpretation of task poor / incorrect execution.

lack of warm up and cool down exercises

p,a system

performers to be briefed and have rehearsed where equipment and scenery will be placed.

The technical manager and staff will check the space before each rehearsal for any miscellaneous objects or hazards and will remove them.

Venue management should be notified of any broken glass or other dangerous objects found on or near the stage or studio.

All rehearsal will be supervised

Young people will be given an H&S talk on arrival and will be asked to be careful and vigilant to potential dangers.

Production team to ensure space is clear of equipment that may be a hazard.

Production Team to ensure that all H&S procedures are adhered to and equipment is checked prior to people's arrival.

Hazard Description: 2.11.10 entering the auditorium and stage areas

Person at risk: Other Site Operatives, Public, Other, performers

Risk	Risk Rating	Control measures	Residual Risk
Young people entering the auditorium and stage during rehearsals with low-level lighting	3	Young people will be asked to walk carefully when backstage and not to run at any time.	2
	x		x
	3	Luminous or high visibility strips to be used on hazards where necessary	2
	=	Trip hazards will be clearly marked	=
risk of - Trips, and collision hazards resulting in trips and minor injures.	9	people will be encouraged not to crowd areas backstage	4
due to - Low Level lighting in some areas, meaning the potential trip hazards cannot be seen easily		routes should be kept clear of obstructions such as personnel, equipment and scenery.	

Hazard Description: 2.11.11 young persons and group leaders walking to and from venue

Person at risk: Other Site Operatives, Public

Risk	Risk	Control measures	Residual
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	Rating		Risk
risk of - Minor, major injury, or death	2	Young people will be supervised at all times by their group leader this includes assisting with coach travel.	2
	x		x
due to - collision with vehicles	3	Young people will be told to stay on the path and keep alert for traffic	2
	=		=
	6		4

Hazard Description: 2.11.12 young persons rehearsing on stage

Person at risk: Other, young people

Risk	Risk Rating	Control measures	Residual Risk
Risk of injury to young people rehearsing (on stage or studio)	3	The technical manager and staff will check the space before each rehearsal for any	2
	x	miscellaneous objects or hazards and will remove them. Venue management should be notified of any broken glass or other dangerous objects found on or near the stage or studio. All rehearsal will be supervised. Young people will be given an H&S talk on arrival and will be asked to be careful and vigilant to potential dangers. Production team to ensure space is clear of equipment that may be a hazard. Production Team to ensure that all H&S procedures are adhered to and equipment is checked prior to people's arrival.	x
	2		1
	=		=
	6		2

Hazard Description: 2.11.13 young people using the auditorium and dressing rooms for eating and drinking

Person at risk: Other, Teachers, Staff, Young People

Risk	Risk Rating	Control measures	Residual Risk
spillages of food and drink could cause slip hazards or damage to the building fabric or furniture.	3	Young people will be advised to be careful with food and drink in all areas. Mop/wipe up spills immediately and alert a staff member or group leader immediately. Extra bins provided in all areas.	2
	x		x
	1		1
	=		=
	3	Nick Coles, Cherry Lambert will monitor.	2

Hazard Description: 2.11.14 young persons using the toilets and hot water in the sinks

Person at risk: Other, young persons, Teachers, Staff

Risk	Risk	Control measures	Residual
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	Rating		Risk
young persons using the toilets and hot water in the sinks could cause injury if too hot.	4	Young people will be advised that the water may be hot and that caution should be taken.	3
	x		x
	1	Nick Coles to monitor hot water temperatures.	1
	=		=
	4		3

Hazard Description: 2.11.15 Young persons entering the stage and auditorium during rehearsals with low-level lighting

Person at risk: Other, young persons, staff, teachers

Risk	Risk Rating	Control measures	Residual Risk
persons could injure themselves from slips trips and falls from low level lighting	4	Young people will be asked to walk carefully when backstage and moving around the venue. people will be instructed not to run at any time. Luminous or high visibility strips to be used on hazards where necessary.	2
	x		x
	1		1
	=		=
risk of - injury financial loss damage to personal belongings	4		2

Hazard Description: 2.11.16 dancing

Person at risk: Other, Young Persons

Risk	Risk Rating	Control measures	Residual Risk
Risk of dance-related injury (e.g sprain, break, strain to the muscular-skeletal system) through poor/ incorrect execution	4	Dance Teacher will be advised as to the competence level of the participants in advance. Suitable warm-up and cool-down exercises will be given.	2
	x		x
	1		1
	=		=
	4		2

Hazard Description: 2.11.17 protection of children

Person at risk: Other, young persons, staff

Risk	Risk Rating	Control measures	Residual Risk
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protection of children throughout the running of the event	3	Child protection is very much a priority with this event. All measures have been put in place for events within the organisation to ensure safety of young persons whilst attending the event and the Guildhall safeguarding policy is followed by all staff and relevant checks in place for workers.	2
	x		x
	3		1
	=		=
	9	In event of observation or disclosure of child abuse or neglect, staff follow Child Protection procedures. Signage clearly displayed regarding photography of children with the option not to have photo taken. All staff follow organisation safeguarding procedures as documented.	2
		Designated Safeguarding Lead is Hayley Reay, Head of Learning and Participation.	

2.12 Tail lift

Hazard Description: 2.12.1 Use of tail lift

Person at risk: Operative performing the work, Other Site Operatives

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	4	Jumping from the tail lift is strictly prohibited.	1
• Trapping	x	Only trained and competent persons are permitted to operate the Tail Lift.	x
• Crushing	4		4
• Fall from height	=	Operatives will keep clear of edges when the tail lift is raising or lowering.	=
• Mechanical failure	16	Persons only permitted to alight the tail lift when it is in set position at deck or ground level.	4
• Dropped objects		Secure all equipment and materials before being transported on tail lift.	
		Tail lift inspected as per manufacturer's instructions and LOLER requirements.	
		Tail lift only to be operated under the manufacturer's recommended safe working load (SWL).	
		The tail lift may be used as an interim platform for loading or unloading if required.	

2.13 Suspended loads

Hazard Description: 2.13.1 Suspended transfer of equipment and materials

Person at risk: Other Site Operatives

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	4	All emergency stops on winches or cranes tested before use.	1
• Dropped or falling objects	x		x
• Personal injury	5	All lifting accessories shall be visibly marked identifying key details including Safe Working Load and date of next inspection due.	5
• Failure of lifting equipment	=		=
	20	<p>All safety catches and systems to be in full working order, any impaired or defective equipment to be quarantined, tagged and labelled as 'Do not use'.</p> <p>Appointed person (AP) on site during complex lifts.</p> <p>Inspect all lifting equipment and accessories before use and statutory inspection every twelve months.</p> <p>Only trained and competent persons are permitted to undertake activities involving rigging and lifting equipment.</p> <p>Operatives prohibited from standing under suspended loads.</p> <p>Store all equipment in a safe location where it will not pose as a tripping hazard or block any emergency escape routes.</p> <p>Tag lines fitted to load to facilitate with the movement of loads.</p> <p>The lift plan developed that has been created by a competent person and understood by all persons involved with the lift.</p> <p>The lift plan shall be reviewed and understood by all personnel involved with the operation before commencing with the activity.</p> <p>The safe working load (SWL) of all lifting equipment and accessories shall not be exceeded at any point.</p> <p>Use all equipment following the manufacturer's instructions.</p> <p>Wire strops or chains used to transport objects with sharp edges.</p>	5

2.14 Cable pulling

Hazard Description: 2.14.1 Pulling cables

Person at risk: Operative performing the work

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	4	All operatives to pull cables on firm ground and avoiding twisting bodily movements.	1
• Musculoskeletal disorders	x		x
• Work-related upper limb disorders	4	All operatives trained in manual handling techniques and correct pulling techniques.	4
• Sprains and strains	=	Cable rollers or holders shall be used to reduce the level of friction during cable pulling.	=
• Dropped objects	16		4
• Slips, trips and falls		Operatives to wear gloves to increase adhesion during cable pulling.	
		Plan the route and ensure is understood by all members of the work party before commencing with cable pull.	
		Position the cable drums in an area that allows a straight cable pull.	
		Use the HSE developed RAPP tool or equivalent for manual handling risk assessment for pulling cables.	

2.15 Manual Handling

Hazard Description: 2.15.1 Manual transport of equipment or materials

Person at risk: Operative performing the work

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	4	All staff have trained in kinetic manual handling techniques.	1
• Musculoskeletal disorders	x		x
• Work-related upper limb disorders	3	Assess the best way to lift before moving the load, with the heaviest part of the load close to the trunk of the body.	3
• Sprains and strains	=		=
• Dropped objects	12	Before transporting manually transporting any equipment or materials, ensure that the route to be taken is clear of any obstructions. Remove any potential hazards before carrying the material where possible.	3
• Slips, trips and falls		Manual handling risk assessment to be developed for the activity and understood by all members of the work party.	
		Manually handle all materials on a firm and level ground where possible.	
		Operatives shall wear gloves to increase adhesion when manually transferring loads.	
		Operatives will not lift beyond their capabilities and will seek help for any load they consider too heavy or hazardous to lift.	
		Team lift any loads that exceed the maximum guidance weight of 25kg.	
		When bending and crouching, bend from your knees, not your back.	
		When handling hot, cold or sharp items ensure correct gloves are worn.	
		Where possible, mechanical lifting aids will be used to deliver and position heavy equipment and materials.	
		Where possible, the load will be separated into smaller parts and increasing the frequency of the route rather than the overall weight being carried at any one time.	

2.16 Display screen equipment (Laptops and mobile devices)

Hazard Description: 2.16.1 Use of laptops and mobile devices/tablets

Person at risk: Operative performing the work

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	4	All users of Display screen equipment (DSE) to be trained and competent in use.	1
• Strains	x		x
• Discomfort	3	An ergonomically designed keyboard is used with laptops.	3
• Eye damage	=		=
	12	Eye test provided to all employees as required.	3
		Hand and wrist exercise information readily available for staff using Display screen equipment (DSE).	
		Information on company Display screen equipment (DSE) Policy provided to all Operatives	
		Install any laptops into a docking station.	
		The user undertakes a workstation assessment.	
		Use of a laptop restricted to a maximum of 4 hours per day.	
		Wireless mouse used while working from a laptop.	

2.17 Electrical equipment within Office

Hazard Description: 2.17.1 Electrical equipment within an office environment

Person at risk: Operative performing the work, Other Site Operatives

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	3		1
<ul style="list-style-type: none"> • Fire • Fatality • Burns • Inhalation of toxic gases and fumes 	x	A competent Electrician undertakes all testing and labelling.	x
	5		5
	=	A fire risk assessment will be carried out and reviewed annually as a minimum by a competent person.	=
	15		5
		All Personnel, including visitors, understand the location of the Emergency Assembly Point.	
		All tests fire alarm tests and emergency evacuation exercises recorded in the Fire Logbook.	
		Company/Site induction details the specific fire procedure.	
		Ensure all Operatives are aware of the site fire plan.	
		Fire detection and alarm system in place, inspected and tested on schedule and recorded in Fire Log.	
		Fire marshals delegated and competent in their role.	
		Firefighting equipment is installed and identified by notices/signs.	
		Fixed wiring checked every five years by a qualified electrician and certification held on site and readily available.	
		Flame retardant furniture manufactured to the appropriate British standard procured for used within the workplace.	
		Monthly test on the automatic fire detection systems.	

2.18 Electrical equipment

Hazard Description: 2.18.1 Electrical powered equipment

Person at risk: Operative performing the work, Other Site Operatives

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	5	All testing of equipment is to be undertaken on 'dead' circuits.	1
• Electrocution	x		x
• Serious Injury	5	A trained and competent electrician shall undertake all testing, commissioning and repair.	5
• Burns	=		=
• Loss of power	25	Electrical supply is transformed into low voltage (110v), and centre tapped to earth where practicable.	5
		Electrical work will be carried out by trained and qualified electricians.	
		Fixed-wiring inspected at periods not exceeding five years by a trained and competent electrician with all relevant certification held within the Head Office.	
		Isolations to be proven dead by using a certified tester by authorised members of the work party before commencing with the activity	
		Portable appliance testing to be undertaken by a Competent Person following HSG 107.	
		Tools and equipment shall be fit for purpose and inspected before use. If any tool or equipment is found to have a defect or improperly maintained or calibrated, remove from service pending testing, repair or disposal.	
		Undertake visual inspection ensuring there is no damage to casing or flex, ingress of liquids or dust.	
		When using 240-volt equipment, a Residual Current Device (RCD) must be used at the power outlet to protect the operator from electric shock. The RCD shall be tested before use.	

Hazard Description: 2.18.2 Electrical powered equipment

Person at risk: Operative performing the work, Other Site Operatives

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	5	All staff are trained in basic electrical safety	1

<ul style="list-style-type: none"> • Electrocution • Serious Injury • Burns • Loss of power • loss of equipment • financial loss 	<p>x</p> <p>5</p> <p>=</p> <div style="border: 1px solid red; padding: 2px; display: inline-block;">25</div>	<p>Portable appliances are PAT tested on a regular basis.</p> <p>all equipment should be visually checked by staff before use.</p> <p>all equipment should be stored safely to avoid damage to cables and casings</p> <p>extension leads should not be overloaded with too many appliances</p> <p>staff are to check temporary installs are safe with their line manager</p> <p>long cables should not be coiled up, use of shorter leads preferred, a figure of 8 method should be used if necessary</p> <p>All testing of equipment is to be undertaken on 'dead' circuits.</p> <p>A trained and competent electrician shall undertake all testing, commissioning and repair.</p> <p>Electrical supply is transformed into low voltage (110v), and centre tapped to earth where practicable.</p> <p>Electrical work will be carried out by trained and qualified electricians.</p> <p>Fixed-wiring inspected at periods not exceeding five years by a trained and competent electrician with all relevant certification held within the Head Office.</p> <p>Isolations to be proven dead by using a certified tester by authorised members of the work party before commencing with the activity</p> <p>Portable appliance testing to be undertaken by a Competent Person following HSG 107.</p> <p>Tools and equipment shall be fit for purpose and inspected before use. If any tool or equipment is found to have a defect or improperly maintained or calibrated, remove from service pending testing, repair or disposal.</p> <p>Undertake visual inspection ensuring there is no damage to casing or flex, ingress of liquids or dust.</p> <p>When using 240-volt equipment, a Residual Current Device (RCD) must be used at the power outlet to protect the operator from electric shock. The RCD shall be tested before use.</p>	<p>x</p> <p>5</p> <p>=</p> <div style="border: 1px solid orange; padding: 2px; display: inline-block;">5</div>
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Wall sockets should be switched off when not in use and ensure that hands are dry before attempting to switch on.

Hazard Description: 2.18.3 replacing light fittings or lamps

Person at risk: Operative performing the work, Other Site Operatives, Public

Risk	Risk Rating	Control measures	Residual Risk
Access route not lit	3	Make area safe	2
Personal injury	x	Corden off work area.	x
Damage to building	4	Switch off power to fitting	1
due to -	=	Position ladder and make sure it is stable and secure.	=
Fault wiring	12	Use correct PPE high vis, Hard hat, gloves	2
Fitting damaged		Check that power is switch off to fitting (using volt stick)	
Bulb blown		Remove cover and place on the floor Replace blub and or starter. Test fitting works by switching power on. Switch off power Replace cover and check it is secure. Switch power back on Clear work area.	

2.19 Use of portable appliances

Hazard Description: 2.19.1 Use of portable appliances

Person at risk: Operative performing the work, Other Site Operatives

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	4	All portable appliances visually inspected before use.	1
• Electrocution	x		x
• Electric shock due to faulty wiring / damaged equipment	5	Covers fitted to unused sockets at all times.	5
	=	Consumer unit kept accessible at all times and fitted with Residual current device.	=
	20		5
		Liquids to be kept clear from electrical sockets at all times.	
		Formal inspection and testing to be undertaken by a competent person following HSG107.	
		Potable appliances to be classed as low voltage (110v) and centre tapped to earth.	
		Routine inspection programme is in place for the inspection and maintenance for the fixed wiring system every five years by a competent person.	
		Report all damage to plugs, cable and fittings should immediately and equipment removed until repaired or replaced.	
		Sockets to be isolated and covers to be fitted to plug sockets when not in use.	

2.20 Ladders

Hazard Description: 2.20.1 Use of ladders

Person at risk: Operative performing the work

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	4	All ladders to be manufactured according to the associated British standard and classified for professional use.	1
• Fall from height	x		x
• Fatality			
• Serious injury	5	All Operatives are experienced, trained and competent to carry out work at height from a ladder.	5
• Dropped objects	=		=
	20		5
		Before use, visually inspect all ladders for damage, including all rungs, catches and safety devices.	
		Engage all locking mechanisms on the ladder before use.	
		Ladders shall not be erected in the vicinity of live overhead conductors.	
		Ladders shall not be extended unless designed to do so.	
		Ladders to be periodically inspected to ensure compliance with the work at height regulations.	
		Materials shall not be hand carried by the Operative using the ladder.	
		Only one Operative shall ascend, descend or use the ladder at any one time.	
		Operative shall not work on the top 3 rungs of any ladder.	
		Operatives shall secure tools at height with retention strap to prevent dropped object.	
		Persons should ensure 3-point contact at all times when using the ladder.	
		Position the ladder at a 75° angle where possible.	
		Task duration shall not exceed 30 minutes without a suitable rest period taken by the Operative involved in the activity.	

The ladder will be footed using stabilisers or persons securing the foot of the ladder if tying arrangements are not in place.

The operative should not lean from a ladder to perform the task.

Young &/or inexperienced Operatives are trained and closely supervised during ladder work.

2.21 Work at height

Hazard Description: 2.21.1 General work at height

Person at risk: Operative performing the work

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	5	All anchor points to be checked to ensure that they can sustain the forces generated in the event of a fall.	1
• Falls from height	x		x
• Orthostatic intolerance (Suspension Trauma)	5	Inspect all fall arrest equipment before use.	5
• Fatality	=	All operatives involved with rescue are trained and competent in the use of specialist rescue equipment.	=
• Dropped objects	25		5
		All work at height will be sufficiently planned, organised and supervised by competent persons.	
		Any holes or gaps within the floor structure to be covered with a suitable material to prevent trips and falls.	
		Barriers and appropriate warning signage to be erected to prevent unauthorised access into any potential drop zones.	
		Collective means of fall prevention considered before the use of fall arrest equipment.	
		Communications methods to be discussed and understood by all operatives involved with the activity.	
		Fall arrest harness to be worn where holes or drops are exposed with a permit to work system to be employed	
		Fall prevention systems are certified and installed by an industry specialist organisation.	
		Operatives are trained and competent in the correct selection, inspection and use of fall arrest/ fall restraint equipment.	
		Operatives shall secure tools at height with retention strap to prevent dropped object.	
		Operatives to be trained in the installation and use mobile man anchors.	
		Periodic inspection of all fall arrest equipment complete at periods not exceeding six months.	

Rescue plan developed and discussed with all operatives before commencing with the activity.

Specific liability insurance policy in place for all work above 10 meters.

Twin lanyards to be used to ensure 100% tie-off at all times when using fall-arrest equipment.

Work area checked for uneven ground and to be clear of debris or equipment.

Work at height to be undertaken by trained and competent operatives.

2.22 Work at height (Loading/Unloading from trailer)

Hazard Description: 2.22.1 Use of tail lift

Person at risk: Operative performing the work, Other Site Operatives

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	3	Jumping from the tail lift is strictly prohibited.	1
• Trapping	x	Only trained and competent Operatives are permitted to operate the tail lift.	x
• Crushing	5		5
• Fall from height	5	Operatives are required to keep clear of edges when raising or lowering the platform.	=
• Mechanical failure	=		=
• Dropped objects	15		5
		Secure any equipment or materials before being transported on tail lift.	
		Tail lift inspected as per manufactures recommendations and LOLER requirements.	
		Tail lift only to be operated under the manufacturer's recommended safe working load (SWL).	
		The tail lift must be in the set position at deck or ground level before alighting.	
		The use of the tail lift may as an interim platform for loading or unloading is permitted if required.	

Hazard Description: 2.22.2 Loading and unloading materials from a trailer/Flatbed

Person at risk: Operative performing the work

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	3	Access/Egress to trailer bed to be accessed using specific ladders fitted or attached to the vehicle.	1
• Fall from height	x	All loading and unloading planned and sufficient resources available.	x
• Dropped object	5		5
• Slips, trips and falls-related injuries	=	All work at height to be sufficient planned, organised and supervised before commencing.	=
	15		5
		Foldable steps used to improve access to the trailer bed.	

Safety Harness to be inspected by a competent person before use.

Trailer bed fitted with a fall prevention system.

Trailer bed to remain free from materials where possible.

Training provided to all Operatives involved with the operations on how to safely use access equipment before starting work.

Work at height to be undertaken by trained and competent Operatives only.

Hazard Description: 2.22.3 Work on a trailer bed

Person at risk: Operative performing the work

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	3	Access/Egress to trailer bed to be accessed using specific ladders fitted or attached to the vehicle.	1
• Fall from height	x		x
• Dropped objects	5	All loading and unloading planned and sufficient resources available.	5
• Slips, trips and falls-related injuries	=		=
	15	All Operatives involved with the operations are trained and competent and know how to use access equipment safely.	5
		All work at height to be sufficient planned, organised and supervised by competent persons before commencing.	
		Foldable steps shall be utilised to improve access to the trailer bed.	
		Trailer bed fitted with a fall prevention system – Guardrails, either fixed or temporary.	
		Safety Harness to be inspected by a competent person before use.	
		Trailer bed to remain free from materials where possible.	
		Work at height to be undertaken by trained and competent Operatives only.	

2.23 Portable appliances (Use of)

Hazard Description: 2.23.1 Use of portable appliances

Person at risk: Operative performing the work, Other Site Operatives

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	4	Fit covers to unused sockets at all times.	1
• Electrocution	x	Formal inspection and testing is undertaken by a competent person per HSG107.	x
• Electric shock	5		5
• Faulty wiring	5	Fuse box/consumer unit always kept accessible and fitted with a Residual current device.	=
• Burns	=		=
• Dropped object	20	Immediately report all damage to Plugs, cable and fittings and quarantine the equipment until repaired or replaced.	5
		Isolate any plug sockets when not in use.	
		Liquids to be always kept clear from electrical sockets.	
		Potable appliances to be classed as low voltage (110v) and centre tapped to earth.	
		Visually inspect all portable appliances before use.	

Hazard Description: 2.23.2 Use of portable appliances in locations where vulnerable persons are located

Person at risk: Operative performing the work, Other Site Operatives, Other, Vulnerable person

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	5	Covers fitted to unused sockets at all times.	1
• Electrocution	x	Fuse box/consumer unit kept accessible at all times and fitted with Residual current device.	x
• Electric shock due to faulty wiring / damaged equipment	5		5
	=	Liquids to be kept clear from electrical sockets at all times.	=
	25	Formal inspection and testing to be undertaken by a competent person according to HSG107.	5
		Routine inspection programme is in place for the inspection and maintenance for the fixed wiring system by a competent person.	

Sockets to be isolated and covers to be fitted to plug sockets when not in use.

Visual inspection of all portable appliances before use.

2.24 Cables

Hazard Description: 2.24.1 Cables

Person at risk: Operative performing the work, Other Site Operatives

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	4	All Operatives will wear protective footwear with non-slip soles and proper ankle protection at all times.	1
• Slips, Trips and Falls related injuries	x		x
• Bruising	4	Cables to be routed above head height wherever possible.	4
• Cuts	=		=
• Dropped objects	16	Manage all cables and equipment, so they do not cause trip hazards in the working area. Unavoidable trailing cables to be identified and made visible to other persons within the area.	4

2.25 Stairs

Hazard Description: 2.25.1 Presence of stairs

Person at risk: Operative performing the work, Other Site Operatives

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	4	All staff will wear protective footwear with non-slip soles and proper ankle protection at all times.	1
• Trips and Falls	x		x
• Personal injury	4	Operatives are required to hold handrails/ bannisters when ascending or descending stairs.	4
• Dropped objects	=		=
	16	Manual handling risk assessment to be undertaken in the event of materials being manually transported up/down stairs. Stair nosings are highlighted to identify changes in levels.	4

2.26 Portable appliances (Use of)

Hazard Description: 2.26.1 Portable appliances

Person at risk: Operative performing the work, Other Site Operatives

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	4	A routine inspection programme is in place for the inspection and maintenance for the fixed wiring system by a competent person.	1
• Electrocution	x		x
• Electric shock due to faulty wiring/ damaged equipment	5	Formal inspection and testing to be undertaken by a competent person following HSG107.	5
	=		=
	20	Fuse box/consumer unit kept accessible at all times and fitted with a Residual Current Device. Isolate sockets to be isolated and fit covers to plug sockets when they not in use. Liquids to be kept clear from electrical sockets at all times. Register of portable appliances available and regularly updated with relevant details. Visually inspect all portable appliances before use.	5

2.27 Fire alarm

Hazard Description: 2.27.1 Fire alarm activation

Person at risk: Operative performing the work, Other Site Operatives, Other, Client

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	3	All personnel within the premises informed of the work via tannoy system and pre-start work meetings.	1
• Noise	x		x
• Organisational disruption to the client	3	Any over-rides in place and controlled within the CCR as required in accordance with Client Operational procedures.	3
• Free access within premises	=		=
• Plant and equipment shutdown	9	Barriers and appropriate warning signage erected around the perimeter of the work area. Cause and Effects testing planned and completed in zones. Client responsibility to plan the work at times where it has minimal effect on operational disruption. Current in-date/as-built schematics and P&ID's consulted by all members of the workparty before starting work. Hearing protection to be worn during testing. Permit to work process in place for the control of testing work.	3

2.28 Coronavirus / Covid 19

Hazard Description: 2.28.1 Ongoing work during Coronavirus pandemic

Person at risk: Operative performing the work, Other Site Operatives, Public

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	5	All workers are aware to report any potential illness/symptoms of Covid 19/Coronavirus,	2
• Cross-contamination of other persons	x	including illness/symptoms of family members that they live with.	x
• Ill-health	5		5
• Fatality	=	All Workers will comply with all site rules in relation to the control of Covid 19/Coronavirus.	=
	25	Coronavirus toolbox talk delivered to the workforce.	10
		Daily briefing at the site that reminds workers of the specific control measures that are necessary to protect them, their families and the UK population.	
		Daily monitoring and compliance with government guidance in relation to Covid 19.	
		Pre-Work reminder to workers to report any coronavirus related symptoms.	
		Social distancing guideline of 2 meters will be adhered to at all times. In the event that this cannot be complied with, the job will be stopped and the Works Supervisor informed.	
		Welfare facilities with supplies of soap and hot running water provided for all workers.	

Hazard Description: 2.28.2 working during Coronavirus pandemic (guildhall)

Person at risk: Operative performing the work, Other Site Operatives, Public

Risk	Risk Rating	Control measures	Residual Risk
	3	Hand Washing	3
Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called coronavirus. symptoms can be mild, moderate, severe or fatal	x	Handwashing facilities with soap and water in place.	x
	4	Stringent hand washing taking place. Drying of hands with disposable paper towels.	2
	=		=
	12	Gel sanitisers in any area where washing facilities not readily available	6

Risk of:

- Cross-contamination of other persons
- Ill-health
- Fatality

Cleaning

Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.

Social Distancing

Reducing the number of persons in any work area to comply with the 1 or 2-meter (6.5 foot) gap recommended by the Public Health Agency

Signage.

Posters, leaflets and other materials are available for display

Social Distancing

Taking steps to review work schedules including start & finish times/shift patterns, working from home, etc. to reduce the number of workers on-site at any one time. Also relocating workers to other tasks.

Use of screens to separate people from each other

Redesigning processes to ensure social distancing in place. Conference calls to be used instead of face to face meetings.

Ensuring sufficient rest breaks for staff. Social distancing also to be adhered to in the kitchen area and smoking area.

Signage. Mark floor area to help workers keep to a 2m distance.

Use marking and the introduction of one-way flow at entry and exit points Restrict access where social distancing is not possible

Symptoms of Covid-19

All workers are aware to report any potential illness/symptoms of Covid 19/Coronavirus, including illness/symptoms of family members that they live with.

If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.

Line managers will maintain regular contact with staff members during this time.

All Workers will comply with all site rules in relation to the control of Covid 19/Coronavirus.

Daily monitoring and compliance with government guidance in relation to Covid 19.

Pre-Work reminder to workers to report any coronavirus related symptoms.

Social distancing guideline of 1 meters will be adhered to at all times. In the event that this cannot be complied with, the job will be stopped and PPE should be worn

Welfare facilities with supplies of soap and hot running water provided for all workers.

2.29 Travel

Hazard Description: 2.29.1 Travelling using company vehicle with more than 1 person within the vehicle

Person at risk: Other Site Operatives, Public, Other, Driver, Passenger/s

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	5	All workers will abide by all site traffic management and parking procedures to control Covid-19.	2
• Cross-contamination of other persons	x		x
• Ill-health	5	All Workers have been instructed not to travel to work if showing symptoms of Covid 19.	5
• Fatality	=		=
	25	Covid 19 toolbox talk delivered to all company workers.	10
		Disposable respiratory and Personal protective equipment is worn, maintained, stored and disposed of as per the manufacturer's instructions.	
		Personal protective equipment provided to workers who are required to travel together including surgical gloves and face masks.	
		Re-usable respiratory and Personal protective equipment shall be worn, maintained, stored and cleaned of as per the manufacturer's instructions.	
		Travel is planned to ensure the minimum number of workers travel together at any time.	
		Vehicle cab will be disinfected daily using wipes on regularly touched areas (Gear stick, door handles, steering wheel, control stalks such as indicators, lights etc.).	
		Windows will remain open when in transit to provide sufficient ventilation.	
		Workers are instructed to sit facing away from each other.	
		Workers are provided with soap and water or sanitizer within company vehicle and instructed to wash hands before entering or getting out of the vehicle.	

2.30 staff welfare

Hazard Description: 2.30.1 personal safety whilst away from the workplace

Person at risk: Operative performing the work

Risk	Risk Rating	Control measures	Residual Risk
Various accidents causing injury could happen to staff when in or when away from their place of work. Cuts, bruises, broken bones, head and fatalities.	2 x 4 = 8	Staff are encouraged to complete outreach work in pairs. The line manager should be informed, so the location of staff is available if required. Staff to carry mobile phones at all times so emergency services or site can be contacted. Personal belongings should be kept at a minimum to reduce chance of theft.	2 x 3 = 6
1) Staff unable to work due to physical or emotional impact.			
2) lose of personal/ Business possessions			
due to -			
areas of the building are not secure allowing access to members of the public.			
Staff are at further risk when lone working takes place either within the building or while working off site.			

Hazard Description: 2.30.2 dehydration

Person at risk: Other Site Operatives

Risk	Risk Rating	Control measures	Residual Risk
	3	Water is provided located side of stage.	2
May cause sickness	x	Water is available to all staff	x
Staff member may become unwell	2 =		2 =
due to -	6		4
staff may become dehydrated through lack of welfare			

lack of water available

2.31 AV equipment in public areas

Hazard Description: 2.31.1 will the sound quality be suitable for the event

Person at risk: Other Site Operatives, Public

Risk	Risk Rating	Control measures	Residual Risk
Increase risk of injury or potential crowd disorder due to poor quality eg. crowding at the front of stage.	3	Production companies given time to rehearse/test equipment before event.	2
	x	equipment serviced and maintained.	x
	5	Noise level reading taken annually and any actions acted upon	3
risk of -	=	use a pit barrier to keep public from the stage.	=
increase risk of injury from crushing or potential crowd disorder.	15	security to oversee crowd movement.	6
injury to hearing from high sound levels		sound checks prior to event	
		production companies to inform of p.a system being used before event. technical manager to ensure this is capable.	
due to -			
poor quality p.a.			
crowding at the front of stage to get best view or sound			

2.32 vulnerable persons in the venue

Hazard Description: 2.32.1 event may attract certain age group

Person at risk: Other Site Operatives, Public

Risk	Risk Rating	Control measures	Residual Risk
Very young or elderly. risk of -	1 x	Staffing levels are assessed for each event taking into account possible age range of audience and numbers attending.	1 x
May become lost in venue	5		3
Behaviors may change dependent on audience age and dynamic	= 5		= 3

due to -

Confusion

Horse play of young people

Lack of experience in an unfamiliar surrounding

Hazard Description: 2.32.2 child protection

Person at risk: Other Site Operatives, Public

Risk	Risk Rating	Control measures	Residual Risk
Childprotection is very much a priority. All measures have been put in place for events within the Guildhall to ensure safety of young persons whilst attending the event and the organisation safeguarding policy is followed by all staff and relevant checks in place for workers	4 x	In event of observation or disclosure of child abuse or neglect, staff follow Child Protection procedures.	2 x
	3	Signage clearly displayed regarding photography of children with the option not to have photo taken.	2
	= 12	All staff follow organisation safeguarding procedures as documented	= 4

risk of - Young person may become scared or may also be unaware of photography

Due to - Unwanted attention of young people such as photography or unwanted physical or verbal contact

Hazard Description: 2.32.3 attendance of vulnerable persons

Person at risk: Other Site Operatives, Public, Other, young persons, vulnerable adults

Risk	Risk Rating	Control measures	Residual Risk
Attendance at the event by young people and potentially vulnerable adults	3	All staff and artists have had an enhanced DBS check. Staff members has been given safeguarding training. Staff, artists, and volunteers are instructed not to be alone with any young person at any time and should always seek assistance if the situation arises. All staff, volunteers and artists must adhere to the Guildhall Trust Child Protection Policy. The group's own group leader is directly responsible for the young people in their care at all time.	3
	x		x
	2		1
Risk of -	=		=
injury	6		3
distress			

2.33 accessing the stage and auditorium during show set up

Hazard Description: 2.33.1 access to auditorium during set ups

Person at risk: Other Site Operatives, Public

Risk	Risk Rating	Control measures	Residual Risk
serious injury to staff if equipment falls on them. trailing cables not yet installed or covered	5	Site policy limits access through the auditorium during set ups.	3
	x	Signs displayed on all doors leading to auditorium.	x
	3	physical barriers on doors around working area	3
	=	tehcnical manager responsible for monitoring site policy.	=
boxes being unloaded crushing tripping electrocution financial loss employee off work from injury damage of equipment.	15	no unauthorised personnel to enter stage or auditorium without the permission of duty stage manager.	9
due to - no signage no physical barriers no training unauthorised staff entering site			

2.34 hanging and rigging equipment

Hazard Description: 2.34.1 rigging of lighting trusses and p.a systems

Person at risk: Operative performing the work, Other Site Operatives, Public

Risk	Risk Rating	Control measures	Residual Risk
Staff, performers and visitors would be serious injured, possibly fatal if hit by objects falling from a height.	2	All lights attached to the trusses are visual checked by a competent person before being set at	2
risk of -	x	height.	x
crushing death	5	All lights secured to trusses have a safety wire attached as a secondary safety feature.	3
falling from height	=	Trusses are fitted with a double brake motor. Hand controlled emergency cut off switch with back up.	=
damage to equipment	10	LOLAR tests are being completed by contractor yearly and insurance yearly.	6
financial loss from equipment or show reputation loss		Staff and stage crew are warned of a truss being lowered by a standard warning.	
due to -		all p.a systems and trusses over the audience have a secondary safety	
overloading of rigging points		all riggers and production managers are aware of weight limits on rigging points	
lacks of information regarding weight		all venue staff are competent riggers.	
no testing of equipment		production are aware of rigging limits	
no secondary safety		all weights and rigging plots are sent to technical manager prior to load in and agreed before load in.	
lack of training			
		Fall arrests should be fitted to Front of house truss to avoid working at height.	

2.35 disability access

Hazard Description: 2.35.1 disability access

Person at risk: Other Site Operatives, Public

Risk	Risk Rating	Control measures	Residual Risk
Person may suffer injury or possible fatal injury is unable to exit building.	5	Measures have been taken by the Portsmouth Guildhall to accommodate all levels of disabilities, for further information please refer to the PG website	5
risk of Personal injury or Financial loss through claims	x		x
	3		1
	=		=
	15		5

2.36 housekeeping

Hazard Description: 2.36.1 general housekeeping for events

Person at risk: Other Site Operatives, Public

Risk	Risk Rating	Control measures	Residual Risk
risk of objects falling on event attendees and staff	3	rooms should be cleaned prior to event, checking for glass or spillages from previous events	5
risk of dirty floors	x	furniture should not be stacked up around room	x
shards of glass on floor from previous events	4	room should be set out as to room plan for the event, no extra furniture	1
	=		=
lack of space is area being used	12	no overcrowding of furniture no blocking fire exits temperature of room should include an adequate amount of fresh air from opening doors, windows and setting ventilation air flows/extracts correctly	5

Hazard Description: 2.36.2 outside furniture

Person at risk: Other Site Operatives, Public

Risk	Risk Rating	Control measures	Residual Risk
minor injury through slips, trips or falls	4	Tables and chairs should be checked daily for stability of legs and feet.	2
due to -	x	Documented on daily opening procedures check list.	x
furniture not being stored correctly	1	Any which are unstable must be removed.	1
	=		=
furniture being moved overnight	4	furniture that can be locked up should be chained.	2
wear and tear of furniture		furniture should be stored in a safe manner and not stacked unstable.	

