A-TECH RISK ASSESSMENTS

A site visit has taken place; however, various changes to scheduling and equipment specification are expected. Therefore this document must be seen as a "work in progress" and should be updated when required.

Activity	Danger To	Risk Rating	Existing Control Methods	Further Action to Reduce Risk	Signed
Manual Work	Self-employed contractors Employees Other staff on site	high	Ensure that everybody is warned of potential danger areas. Wear hard hats if working in a hard hat area. Wear steel toe capped boots Ensure that at all times one member of staff is in charge of an Area or site. Awareness of environment	Arrange with the production manager to restrict site access. Further training and instruction Continuing to update personnel on new legislation / operating procedures Review situation on each occasion	Dave Lewis (A-TECH Company Partner)
Manual Handling	Self-employed contractors Employees Other staff on site	high	Observation of proper lifting procedures Training courses and pamphlets to instruct safe manual handling procedures. Training and monitoring of the techniques used to lift heavy objects. Also looking at the possibilities of using plant such as forklifts where possible Awareness of environment	Use lifts, trolleys and other aids whenever possible; think through the safety hazards of each load and the route to follow before lifting Share heavy loads with others Use bent legs and straight back when lifting from ground level Distribute the weight of a load evenly between people on stairs Avoid unstable loads, incl. trolley loads where a wheel may suddenly stop Check all handles and corners to be held are secure & dry.	Dave Lewis (A-TECH Company Partner)
Loading & unloading vehicles	Self-employed contractors Employees Other staff on site Members of the public	high	Use of load bars / straps Training in correct handling techniques Maximum amount of people around all objects for lifting Use banksman when vehicles are reversing Use FLT to unload where possible Cordon off area where loading is taking place to protect general public and crew Awareness of environment	Secure vehicle doors to prevent them swinging into road or people esp. if buffeted by wind or passing vehicles; Where there is a choice, use the safest loading doors; Give priority to passing pedestrians - always wait for pedestrians to pass. Review situation on each occasion	Dave Lewis (A-TECH Company Partner)
Use of temporary ramps / structures	Self-employed contractors Employees Other staff on site	high	Use maximum number of people around heavy items during all movement. Keeping all areas free of obstacles. Structural collapse can be avoided by close visual examination of the ramp / structure before use. If any defects are apparent the ramp / structure should not be used Awareness of environment	Further training and instruction Continuing to update personnel on new legislation / operating procedures Review situation on each occasion	Dave Lewis (A-TECH Company Partner)

Electricity	Self-employed contractors Employees Other staff on site Members of the public	high	Ensure all equipment is earthed; use of Earth Leakage Current Breakers; routine cable and equipment safety testing; keep mains connectors away from public reach. Ensure all outdoor installations use waterproof connections, housings and equipment, or that they are protected by adequate housing. (Refer to IP rating chart)	Check earth continuity to all equipment; Disconnect / isolate equipment from supply before removing equipment covers; Use enclosed power supplies where possible to power equipment under test; Avoid contact with high voltage areas by insulated coverings; Discharge high capacity / high voltage power supplies before working on circuitry that is unpowered; double check all work on mains circuits before powering up; Never work on live circuits unless absolutely necessary, and then only with managerial approval and close supervision; Only use adequately rated insulated tools for live working (including meter probes); Never leave exposed live equipment unattended; Always double check that mains cables are unpowered before working on them; Connect equipment under test to supplies protected by R.C.D. circuit breakers; Never work on three phase supplies without supervision; Protect equipment and connections against water - if non waterproof equipment or connections have become wet, switch off as soon as practicable. Review situation on each occasion	Dave Lewis (A-TECH Company Partner)
Electricity and water (or other fluids)	Self-employed contractors Employees Other staff on site Members of the public	high	Ensure all outdoor installations use waterproof connections, housings and equipment, or that they are protected by adequate housing. (Refer to IP rating chart) Ensure all indoor installations are protected by reasonable means from fluid spillage.	Prefer battery operated equipment if feasible; Only where there is a confident prediction of no rain, snow, mist or spray wills indoor equipment be useable out of doors Switch off all equipment affected by accidental spillage; When delivering or installing equipment, advice operational staff to similarly switch off all equipment affected by accidental spillage. Review situation on each occasion	Dave Lewis (A-TECH Company Partner)
Use of ladders, platforms and towers	Self-employed contractors Employees Other staff on site Members of the public	high	Spanners etc. should be attached to a harness or belt to prevent them falling Harnesses to be worn with other relevant PPE Scaffold towers, ladders and mechanical aids such as cherry pickers should be used where possible Awareness of all surroundings Toe boards, kick boards, hand rails and other relevant safeguards A “permit to work” system should be considered for anyone underneath the work at height area	Further training/instruction Making information available to personnel as and when it becomes available to A-TECH Review situation on each occasion	Dave Lewis (A-TECH Company Partner)

Objects falling from above	Self-employed contractors Employees Other staff on site	high	Wear hard hats where risk of head injury is present; Always ensure ladders & structures are secure & stable before use. When hanging / flying lighting / P.A / Set etc DOUBLE check all fixtures / fittings & fixings before movement Awareness of environment	Further training/instruction Making information available to personnel as and when it becomes available to A-TECH Review situation on each occasion	Dave Lewis (A-TECH Company Partner)
Noise	Self-employed contractors Employees Other staff on site	high	Ear defenders made available for use with individual discretion. Headphones can used but unplugged will suffice. In conjunction with the production manager ensure that the Public are not able to get too close to the sound source. Locate the speakers as far from the audience as possible	Further training/instruction Making information available to personnel as and when it becomes available to A-TECH Review situation on each occasion	Dave Lewis (A-TECH Company Partner)
Rigging	Self-employed contractors Employees Members of the public Other staff on site	high	All rigging equipment to be tested and certified. All staff to be suitably trained or if untrained to be closely supervised by trained personnel on 1:1 ratio Provision of PPE All equipment to be regularly maintained	Further training/instruction Making information available to personnel as and when it becomes available to A-TECH. Regular inspection of equipment and power cables, especially before and after use Review situation on each occasion	Dave Lewis (A-TECH Company Partner)
Work at Height	Self-employed contractors Employees Members of the public Other staff on site	high	Spanners etc. should be attached to a harness or belt to prevent them falling Harnesses to be worn with other relevant PPE Scaffold towers, ladders and mechanical aids such as cherry pickers should be used where possible Awareness of all surroundings Toe boards, kick boards, hand rails and other relevant safeguards A “permit to work” system should be considered for anyone underneath the work at height area	Further training/instruction Making information available to personnel as and when it becomes available to A-TECH Review situation on each occasion	Dave Lewis (A-TECH Company Partner)
Genie towers and similar items	Self-employed contractors Employees Members of the public Other staff on site	high	Not to be used outdoors at all and only used indoors as temporary lifting aid. They should never be used as permanent support for any item.	Further training/instruction Making information available to personnel as and when it becomes available to A-TECH. Review situation and intended use on every occasion	Dave Lewis (A-TECH Company Partner)
Rig & Derig Staging Seating Shoring Canopies Temp scaffold structures	Self-employed contractors Employees Members of the public Other staff on site	high	All staff to be suitably trained or if untrained to be closely supervised by trained personnel on 1:1 ratio Awareness of all surroundings Provision of PPE A “permit to work” system should be considered for anyone underneath the work at height area Spanners etc. should be attached to a harness or belt to prevent them falling	Further training/instruction Making information available to personnel as and when it becomes available to A-TECH. Review situation and intended use on every occasion Continuing to update personnel on new legislation / operating procedures Arrange with the production manager to restrict site access	

			Harnesses to be worn with other relevant PPE Scaffold towers, ladders and mechanical aids such as cherry pickers should be used where possible Toe boards, kick boards, hand rails and other relevant safeguards Always ensure ladders & structures are secure & stable before use. Use maximum number of people around heavy items during all movement. Use FLT to unload where possible Cordon off area where work is taking place to protect general public and crew		Dave Lewis (A-TECH Company Partner)
Fire	Self-employed contractors Employees Other staff on site Members of the public	med	Exits via front doors or unlocked fire doors Fire doors to be unlocked an unobstructed when public in the premises Fire extinguishers Fire drills Do not risk injury by fire-fighting Prohibit smoking in areas of risk Ensure all staff are aware of fire exit locations	Only use flammable substances when necessary and under conditions described below under "Hazardous substances" Dispose of lit cigarette ends and matches with care; Do not leave any items on, in front of or next to electric heaters; Check electrical safety of equipment (see under "Electricity").	Dave Lewis (A-TECH Company Partner)
Hazardous substances	Self-employed contractors Employees Other staff on site	med	Flammable cleaning solutions & solvents to be kept on ground level in fire resistant store Ensure clear marking of all such products & their storage areas	Further training/instruction Making information available to personnel as and when it becomes available to A-TECH. Review situation on each occasion	Dave Lewis (A-TECH Company Partner)
Environmental Risks *E.G.: Heat Exhaustion* *Sun Burn* *Dehydration* *Cold*	Self-employed contractors Employees	med	Water should always be available on site Making staff aware of the dangers. If necessary find out the weather forecast and prepare accordingly A supply of sun block readily available for outdoor calls Headwear to be worn in high temperatures	Further training/instruction Making information available to personnel as and when it becomes available to A-TECH. Review situation on each occasion	Dave Lewis (A-TECH Company Partner)
Use of smoke effects and mineral oil haze.	Self-employed contractors Employees	low	Mineral oil haze machines are not considered risky, but efforts should be made to keep surrounding areas clean of spills, because of the slipping hazards involved	Further training/instruction Making information available to personnel as and when it becomes available to A-TECH. Review situation on each occasion	Dave Lewis (A-TECH Company Partner)
Trip Hazards	Self-employed contractors Employees Other staff on site Members of the public	low	Use of rubber cable trunking, particularly in areas of vehicle & or members of the public movement. Tape or fasten all flown cable where it reaches floor level Ensure all hatches to under floor cable routes are correctly fitted / refitted Keep all work areas free of rubbish, clean as you work Awareness of environment	Further training/instruction Making information available to personnel as and when it becomes available to A-TECH. Review situation on each occasion	Dave Lewis (A-TECH Company Partner)

GENERAL	**ALL**		**All staff are responsible for their own safety <u>AND</u> the safety of others. All persons should make themselves aware of the identity of a qualified first aider**	**The best precaution is common sense!**	