|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Assessment Ref:** | | LSR2-Assessment | **Location** | The Town More Newcastle Upon Tyne, UK | | **Activity** | | Newcastle Festival | | |
| **Date of 1st Assessment** | | 07/01/2024 | | **Risk Assessor(s)**  **(Worker Representative)** | | Harvey Fretwell | | | | |
| **Scope of Assessment e.g. details of process or activity, what the assessment will include** | | | | | | | | | | |
| Live Sound Festival | | | | | | | | | | |
| **Record of Reviews** | | | | | | **Likelihood and Severity Ratings and Guidance** | | | | |
| **Date Review Completed** | **Reason for Review** | | | | **Risk Assessor** | **Severity Rating (SR)** | | | **Likelihood Rating (LR)** | |
|  |  | | | |  | 1 | None | | 1 | Highly Unlikely |
|  |  | | | |  | 2 | Minor Injury or illness | | 2 | Unlikely |
|  |  | | | |  | 3 | Over 7 Day Injury or illness | | 3 | Possible |
|  |  | | | |  | 4 | Major Injury or illness | | 4 | Likely |
|  |  | | | |  | 5 | Fatal | | 5 | Highly Likely |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Risk Evaluation Matrix** | | | | | | |
| **P x S = Risk** | | **Severity (Outcome)** | | | | |
| **1** | **2** | **3** | **4** | **5** |
| **Probability**  **(Likelihood)** | **5** | **5**  **Mod** | **10**  **Mod** | **15**  **Sig** | **20**  **High** | **25**  **High** |
| **4** | **4**  **Low** | **8**  **Mod** | **12**  **Sig** | **16**  **high** | **20**  **High** |
| **3** | **3**  **Low** | **6**  **Mod** | **9**  **Mod** | **12**  **Sig** | **15**  **Sig** |
| **2** | **2**  **Low** | **4**  **Low** | **6**  **Mod** | **8**  **Mod** | **10**  **Mod** |
| **1** | **1**  **Low** | **2**  **Low** | **3**  **Low** | **4**  **Low** | **5**  **Mod** |

|  |  |
| --- | --- |
| **High**  **16 - 25** | **High Risk - Unacceptable**  Control measures must be introduced to reduce the degree of risk prior to the activity/ process proceeding. |
| **Significant**  **12 - 15** | **Significant Risk – Priority Action Required**  Immediate review of controls must be undertaken, interim controls may be necessary in order for activity/process to continue. |
| **Moderate**  **5 - 10** | **Moderate Risk - Tolerable**  Activity/process can continue, but additional controls may need to be introduced to further reduce the risk prior to start of task |
| **Low**  **1 - 4** | **Low Risk - Acceptable**  Risk is being adequately controlled; but further control measures may further reduce the risk. |

| **Hazard** | **Who Might Be Harmed** | **Existing Control Measures**  **(if any)** | **Initial Risk Rating** | | | **Additional Control Measures**  **(if required)** | **Final Risk Rating** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SR** | **LR** | **Risk Level** | **SR** | **LR** | **Risk Level** |
| **Electrical hazards** | Everyone | * **Ensure equipment is properly grounded.** * **Check for mods or damage to equipment.** * **Regularly inspect equipment via PAT tests.** * **Provide electrical safety training.** * **Don’t overload extension leads by for instance daisy chaining or going over it’s max capacity.** * **Keep in safe conditions away from moisture.** * **Use residual current breakers.** * **Fence off high danger areas i.e. generators.** | 5  High | 1  Low | 5  Mod | * Remind other equipment should be PAT tested. | 5  High | 1  Low | 5  Mod |
| **Trip hazards from cables (on stage)** | Crew and performers | * Use cable ramps. * Secure cables with tape. * Clearly mark cable paths. * Educate performers and crew on cable safety and management i.e. how to reverse coil. | 4  High | 2  Low | 8  Mod | * Make sure cables are under the stands. * Run cable runs under stage. | 4  High | 1  Low | 4  Low |
| **Trip hazards from cables (other)** | Everyone | * **Secure cables with covers / ramps or tape in high traffic area.** * **Use proper cable management such as cable tidies.** | 4  High | 2  Low | 8  Mod | * Make sure good quality tape is used and stuck properly covering the whole area and replaced when needed. | 4  High | 1  Low | 4  Low |
| **Other slip trip and fall hazards** | Everyone | * **Regularly inspect and maintain walkways.** * **Use nonslip mats and signage when wet or slippery.** * **Coloured tape on steps or level changes.** * **Provide lighting on potential hazards.** * **AV networking limits cable runs.** | 4  High | 2  Low | 8  Mod | * Provide railings with good lighting | 4  High | 1  Low | 4  Low |
| **Noise exposure damaging ears** | Everyone | * **Provide personal protective equipment.** * **Monitor sound levels don’t go over 108dBA.** * **Swap staff around in high exposure areas.** * **Warn of hearing damage in advance.** * **Provide 1m distance from audience to speakers.** | 3  Sig | 2  Low | 6  Mod | * Provide designated zones where the SPL is significantly quieter. | 3  Sig | 1  Low | 3  Low |
| **Structural failures** | Everyone | * **Regularly inspect and maintain stage structures.** * **Have emergency evacuation plan in place.** * **Don’t exceed max weight capacities when flying equipment.** * **Use safety chains.** | 5  High | 2  Low | 10  Mod | * Make sure for flow speakers that the safety chains are secured and not too long. | 5  High | 1  Low | 5  Mod |
| **Crowd control issues** | Everyone | * **Hire trained security.** * **Manage crowd numbers in certain areas.** * **Don’t serve alcohol to underaged or over the influence.** * **Implement crowd barriers.** * **No glasses allowed.** * **Have emergency evacuation plan.** | 5  High | 1  Low | 5  Mod | * Make clear signs with prohibited items | 5  High | 1  Low | 5  Mod |
| **Fire hazards** | Everyone | * **Conduct fire safety drills.** * **Provide fire safety training.** * **Provide fire extinguishers.** * **Clearly mark emergency exits.** * **Provide fire marshals.** * **Make sure exits are clear.** | 5  High | 1  Low | 5  Mod |  | 5  High | 1  Low | 5  Mod |
| **Heat- related issues** | Everyone | * **Provide shade.** * **Include hydration stations.** * **Monitor weather conditions.** * **Have medical teams on standby.** | 5  High | 1  Low | 5  Mod |  | 5  High | 1  Low | 5  Mod |
| **Medical emergencies** | Everyone | * **Provide adequate first aid trained staff (2 to 1000 people minimum).** * **Provide ambulances / paramedics on site.** | 5  High | 1  Low | 5  Mod |  | 5  High | 1  Low | 5  Mod |
| **Inadequate lighting** | Everyone | * **Ensure proper lighting in all areas especially walkways and emergency exits.** * **Regularly check and replace bulbs.** | 4  High | 1  Low | 4  Low |  | 4  High | 1  Low | 4  Low |
| **Equipment failure** | Performers, crew | * **Regularly inspect and maintain equipment.** * **Have backup systems.** * **Provide redundancy.** | 5  High | 1  Low | 5  Mod |  | 5  High | 1  Low | 5  Mod |
| **Manual handling injury** | The engineers | * **Provide equipment such as trollies to move tech.** * **Train staff on manual handling** * **Provide easy tilt stands for consoles.** * **Make sure enough people lift equipment.** | 4  High | 2  Low | 8  Mod | * Anyone with back issues or at higher risk should not lift. | 4  High | 1  Low | 4  Low |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Action Plan** | | | | |
| **Risk or Activity** | **Additional Controls and Actions required** | **Action Owner** | **Target Date** | **Completion Date** |
| **Example** | Reorganise room so cables do not trail.  Monitor use of additional, unnecessary equipment.  Daily visual inspection. | Department Manager | 4 weeks |  |
|  |  |  |  |  |