

RISK ASSESSMENT FORM WITH NUMBERS

73

Task/Activity/Environment: Install and use steps onto stage from auditorium	Location: Auditorium	Date of Assessment: 20/12/2017	Date for Review: January 2019			
Identify Hazards which could cause harm: No. Hazard	Identify risks = what could go wrong if hazards cause harm: NO. Risk					
1 The tread(steps)	1 Slips, trips, falls					
2 Installed incorrectly	2 Crushed, trapped fingers, banging head, broken limbs					
3 Low light level	3 Slips, trips, falls					
4 Members of public	4 Slips, trips, falls, unfamiliar environment					
5 Cast and crew	5 Slips, trips, falls					
6 Steps protruding into audience	6 Trip hazard					
List groups of people who could be affected: Cast, crew, public, members of Mechanics staff	What numbers of people are involved? 2-3					
What existing precautions are in place to reduce risks? No.	Score the risk with these precautions in place:					
	No.	L	X	S	=	RS
1 Nosing highlight edges, good non slip surface, handrail to one side	1	2	x	3	=	6
2 Follow procedure, pre-use checks	2	3	x	4	=	12
3 House lights up (audience members)	3	2	x	3	=	6
4 Usher to assist when users going up and down stairs steps, house lighting	4	2	x	3	=	6
5 Familiarization, rehearsals and training	5	2	x	3	=	6
6 Edges of steps highlighted, large hand rails easily identifiable	6	2	x	3	=	6
What additional actions are required to ensure precautions are implemented/effective or to reduce the risk further?	What is the remaining risk after additional actions completed?					
	No.	L	X	S	L=	RS
2 Regular Training and only to be installed by in house technical crew.	2	1	x	4	=	4
Who will be responsible for implementing these actions: Technical Crew / FOH Ushers/Performance assistants	By When: With immediate effect					
Score	Likelihood	Score	Severity	Total Score	Level of Risk	Action Required
0	Almost impossible	0	No injury	0-1	I=Insignificant	No action
1	Very Unlikely	1	First aid	2-6	L=Low	Review controls to remain effective
2	Unlikely < than 50/50 chance	2	< 3 days absence	If greater than 7, identify additional actions		
3	Likely > than 50/50 chance	3	> 3 days absence	8-16	M=Medium	Identify additional actions to reduce
4	Very Likely	4	Long term injury/ill health	20	H=High	Seek further advice
5	Virtually Certain	5	Death or disabling	25	C=Critical	STOP seek further advice
Completed by Angus Allan				Signed:		
Completed by Scott Knowles				Signed:		
Completed by Geoff Soltau				Signed:		
Manager Authentication Lee Rothwell				Signed:		