

# Owl Live™

## RISK ASSESSMENT & METHOD STATEMENT WORKBOOK

FOR 'ON SITE' ACTIVITIES AND EVENTS

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Before completing this workbook, staff should complete form HS1

All tables and fields marked in **YELLOW** must be filled in for this RA/MS to be complete

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## **Document Control**

The purpose of this document is to describe the plans for a specific activity or event and how it will be carried out in a safe manner and without risks to health. It includes all the risks identified and the measures needed to control those risks.

This allows for clear communication and relevant discussion with stakeholders as to how the activity will be properly planned and resourced.

In turn, this will assist to provide:

- information to employees about how the work should be done and the precautions to be taken
- the venue with information to assess the scope of works for the event and the proposed actions, with knowledge of other activities onsite and the specific risks to the venue.
- Information to contractors regarding Owl Live work processes, venue or site risks and other contractor works on site.

Whilst every precaution has been taken in the preparation of this workbook, the author assumes no responsibility for errors resulting from Owl Live's failure to complete the workbook, provide sufficient additional information or assess additional risks not covered by the existing assessment.

This workbook should only be completed by staff members who have had risk assessment training, and have sufficient knowledge and experience of similar events in order to adequately identify and control hazards.

This workbook is only appropriate for events falling into the low to medium risk categories as a result of form HS1. This workbook is not suitable for risks falling into the high risk category – for events or activities of this type, event specific risk assessment and safety planning will need to be conducted by an Event Safety Advisor with a higher level of competency.

This workbook does not include any areas, activities or processes that the author was not made aware of during the preparation of the standard method statements or risk assessment sections.

The appointed Event Safety Advisor cannot be held responsible for measures taken by the company which differ from those laid out in this plan.

## **Introduction & Relevant Legislation**

These method statements should be read in conjunction with the production schedule for the event or activity which will detail the order in which work is conducted, the division of tasks and the on site timings for work activities.

The following legislation has been considered in the formulation of these risk assessments and method statements:

Health and Safety at Work etc Act 1974  
Management of Health and Safety at Work Regulations 1999  
Manual Handling Operations Regulations 1992  
Workplace (Health, Safety and Welfare) Regulations 1992  
Provision and Use of Work Equipment (PUWER) Regulations 1998  
Lifting Operations and Lifting Equipment Regulations 1998  
The Electricity at Work Regulations 1989  
Reporting of Injuries Disease Dangerous Occurrence (RIDDOR) Regulations 1995 -  
(Updated 6 April 2012, and again in 2013)  
The Working at Height Regulations 2005  
Control of Noise at Work Regulations 2005  
Control of Substances Hazardous to Health (COSHH) Regulations 2002  
Regulatory Reform (Fire Safety) Order 2005  
Working Time Regulations 1998  
Construction and Design Management (CDM) Regulations 2015

Where applicable, elements of this document have been taken from the Owl Live company health & safety policy document (2017) to ensure consistency in approach across company office-based and on-site activities.

## **General Arrangements**

The following methods of work will apply to all events and activities taking place outside of the Owl Live office environment. For arrangements relating to office-based activity, please see the Owl Live Health & Safety Policy.

### **Accident Reporting:**

All accidents, incidents and near misses must be reported without delay to the Safety Manager. Owl Live Ltd is responsible for reporting all incidents to the venue safety representative who will where necessary report to the enforcing authority as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). (See company health and safety policy for details of how to report).

### **Segregation**

Owl Live Ltd shall ensure that any of their equipment, materials and /or work activities that pose a hazard to others is segregated or supervised at all times. Staff will ensure equipment or materials do not block gangways, walking or vehicle routes or fire exit doors.

### **Project Management**

Project Management may not always be conducted by an Owl Live staff member and may be the role of a contractor (this will only be permitted in non-shared workspaces).

Access to site will be arranged with the venue / site with any special instructions for arrival, parking or departure sent out via the crew pack in advance.

A site visit will take place in advance for any new venues to ensure the venue is fit for purpose and the load in and out routes are suitable for the intended infrastructure being brought into the venue or site.

### **Fire & Emergency Procedures**

The Project Manager will ensure all emergency and fire procedures are obtained from the venue in advance of and staff or contractors arriving on site and will include these details in advance as part of the crew pack, or if the Project Manager is on site first, they will induct staff upon arrival.

- Lock or block any emergency exits - Fire exits must be kept clear at all times.
- Obstruct or prevent effective use of escape routes
- Wedge or prop open fire doors
- Cover any relevant exit signs
- Tamper or move relevant fire fighting equipment
- Create any fire hazard

No smoking will be allowed by any of our employees or contractors at any venue or site outside of the designated smoking areas (as detailed in this document).

In case of fire or emergency, all staff and contractors must evacuate to the nearest possible exit. They should then make their way to the final Assembly Point. (Location detailed in this document under 'emergency arrangements')

## **Third party safety**

Third parties may be defined as public, venue workers, or event workers not under the control of Owl Live.

Where third parties are known to be present, this should be addressed in the site-specific risk assessment for the event.

When working on site, it is vital that the working area under the control of Owl Live is physically segregated from others where necessary (or guarded with personnel), and signed clearly.

Where it is not possible to segregate Owl Live works completely from third parties (e.g. when venue workers must remain present within the working area), discussions must take place to ensure any third party personnel are issued with the necessary PPE and made aware of the hazards through discussion with their supervisors.

Where this risk has not been addressed during the pre-production phase, dynamic risk assessment and decisions must be documented on form HS4 when on site in order record new hazards, assess who they affect and itemise what control measures are required to reduce the residual risk to 'low' (see risk matrix in risk assessment section).

Work in public spaces is uncommon, however should this be required, it should be noted that it is not acceptable for the public to be able to access an area where risks have been identified. If public cannot be segregated from the whole event site, localised working areas must be established using signed or staffed cordons to prevent contact with any hazardous activity.

## 1. Event Details

Event Name	
Client Name	
Person in Charge from Owl Live	
On Site Project Manager (PM)	
Telephone No. of On Site PM	
Brief description of the event	
Date(s) of Event	
Date(s) of build up	
Date(s) of break down	
Venue/Site address	
How many delegates? Who are they?	
What is the max. venue / room capacity?	
How many Owl Live staff on site?	

Table 1

## Emergency Arrangements

Where is the Venue / Site Fire Assembly Point?	
Is there a venue fire alarm?	
What is the first aid procedure?	
Who do accidents need reporting to on site?	

Table 2

## General Information

Where is the designated smoking area?	
Where can food drinks be consumed?	
Where are the nearest toilets?	
Where can drinking water be obtained?	

Table 3

## Contractors

List below the contractors being used for this event or activity; use the blank rows to add further products or services being contracted as required. Where the venue are providing the product or service, please specify:

Product or service being supplied	Company (Mark 'n/a' if not applicable)
Security	
Fire Extinguishers	
First Aid Kit and Medical Cover	
Staging / Temporary Structures	
Catering	
Sound	
Lighting	
AV/Projection	
Rigging	
Cleaning	
Branding/signage	
Décor	
Promotional Staff	
Crew	
Other:	

Table 4

Where contractors are being used, form HS3 will need to be completed to check the contractors' competency and ensure they have drawn up suitable and sufficient risk assessments and safety planning documentation.

## Sub-Contractors

Check with each of your event contractors to see if they are sub-contracting any of their work package to other companies, if this is the case, make a note of this arrangement below and ensure the 'parent' contractor's health and safety documentation references when you collate this for HS3.

Name of sub-contractor	'Parent' contractor	What service are they providing?

## **Method statements**

From the below list, select the work activities that **Owl Live staff** (not their contractors) will be undertaking as part of this event: (Add others in blank rows as appropriate)

Work Activity	Yes	No
Use of electrical equipment		
Vehicle loading and unloading		
Use of step ladders		
Management of Sub-contractors		
Manual Handling		
Using substances hazardous to health (e.g. cleaning products/adhesives)		
Use of personal protective equipment (PPE)		
Installation or removal of equipment or materials (Branding / signage etc)		
Lone Working		
Driving on company business		

Table 5



**Use of electrical equipment (Printers, laptops, ipad and phone chargers, etc)**

- All portable electrical equipment brought to a venue or site will be PAT tested and proof of this will either be displayed on the plug in the form of a dated sticker, or the appliance listed on a separate certificate where multiple appliances have been tested by the same company.
- Where portable electrical equipment has been purchased new from a reputable supplier within 12 months of the event or use, PAT testing will not be required, however a visual check of the item's plug, cord and general condition should be made after transportation each time to ensure no damage has occurred in transit.
- Battery powered hand tools are to be used where possible.
- Any defective items of equipment must have a "OUT OF USE" notice placed on the item and the issue be reported immediately through the appropriate channels for repair or replacement.
- Owl Live staff should not connect into the venue or site power supply without express permission of the venue or site management team.
- All electrical equipment will be sourced & supplied from a respectable supply chain. All equipment will be fit for purpose and in a good working condition. Staff will conduct a visual check of each appliance's plug, cord and general condition each time before use and after transportation.
- Owl Live will use a competent contractor where any electrical works are required as part of an event. (i.e. anything beyond plugging in a portable appliance into a 13Amp socket).

## **Vehicle use: loading and unloading**

The loading of vehicles is carried out by trained employees and always in a safe manner with maximum weight loading observed for the vehicle.

All vehicles are maintained regularly and checked prior to use by the drivers for safety features such as brakes and lights.

Appropriate PPE will be worn such as protective footwear and gloves and when outside (or in low visibility areas indoor), high-vis clothing.

A 'banksman' must be present (wearing high visibility clothing) to assist the reversing of vehicles in loading and unloading areas.

The rear doors of goods vehicles should not be opened by any persons who was not involved in the loading or closing of the doors and is not aware of the weight/shape/size/stability of the items immediately inside the doors.

### **Use of step ladders**

Where the work is short in duration (15 to 30 minutes maximum) and only involves light work (no loads over 10kg), 'A' frame stepladders may be used by Owl Live employees.

Ladders must not be of the domestic lightweight variety, but suitable for the works being undertaken whether hired or borrowed with the permission of an Owl Live contractor.

Work at height off a stepladder must be planned and the appropriate equipment (ladder size) and PPE selected to protect against injury in case of a fall or falling objects from work at height.

Only competent persons shall work at height, those suffering from vertigo should not be allowed to work at height.

Stepladders will be used according to the following method:

- check all four stepladder feet are in contact with the ground and the steps are level;
- only carry light materials and tools;
- don't overreach;
- don't stand and work on the top step unless there is a suitable handhold;
- ensure any locking devices are engaged;
- try to position the stepladder to face the work activity and not side on.
- try to avoid work that imposes a side loading
- where side-on loadings cannot be avoided, you should prevent the steps from tipping
- maintain three points of contact at the working position. This means two feet and one hand, or when both hands need to be free for a brief period, two feet and the body supported by the stepladder
- All ladders used on site must fit for purpose and be held secure by a second person when the person using them is on the top half of the ladder.

Stepladders will be visually inspected each time prior to use to check for damage, wear or degradation which may affect stability or capacity and therefore safety.

The following should be checked for:

- twisted, bent or dented stiles;
- cracked, worn, bent or loose rungs;
- missing or damaged tie rods;
- cracked or damaged welded joints, loose rivets or damaged stays.

Should any ladder be found to be unfit for use, it will be clearly marked for non-use and destruction, the owner informed and a suitable replacement hired or purchased.

'Drop Zones' may be created to keep other workers out of areas where Work At Height is taking place, if it is unavoidable that people are in this area, hard hats will be worn.

## **Management of Sub-contractors**

Subcontractors of Owl Live will be required to submit the following information to the Project Manager prior to work commencing (as applicable):

- Site and task specific risk assessment
- Method statement for set up/operation/breakdown
- Public liability insurance certificate
- Employers Liability insurance certificate
- Plant or equipment training certificates e.g. IPAF, forklift/telehandler, PASMA
- PAT testing records for any handheld/portable electrical equipment to be used on site
- Certificate of fire retardancy
- Structural calculations and confirmation of maximum wind loadings
- Completion certificates e.g. all structures, sound, lighting and power
- Certification for any equipment that is covered by LOLER 1998 including any hired equipment
- Annual gas and electrical safety inspection certificates for catering units
- A rescue plan will be deemed necessary where there is a risk of failure of equipment e.g. when using a MEWP or Suspension Trauma Syndrome for those wearing a harness.

Form HS3 will be used to list contractors in use for the event, and log what health and safety documentation has been obtained from each of these contractors.

Where sub-contractors are further sub-contracting, the same information will be required to be submitted by the secondary sub-contractor to the primary sub-contractor – Owl Live will request evidence of this.

Owl Live's risk assessments for the event or activity will be shared with all sub-contractors so that they are fully informed of other contractor's work, any venue risks and what mandatory safety rules are in place to control risk at this venue or site.

In advance of the event or upon arrival at the venue, the Project Manager or an appointed member of his/her team will induct contractor staff on the following information:

- Venue / site fire procedure
- Venue / site first aid arrangements
- Location of toilets and welfare facilities
- Venue / Site Rules

## **Manual Handling (including production box handling, furniture movement, signage carrying)**

The Manual Handling Operations Regulations 1992 require that as far as reasonably practicable Managers shall ensure that materials are handled as far as possible by mechanical means.

Where the use of a machine is impracticable, sufficient labour must be available to handle any heavy or awkward loads and instructions must be issued on the handling of these loads.

Owl Live employees are instructed to avoid manual handling where possible however it is recognized that it cannot always be avoided.

Where manual handling is required, staff should only handle goods <20kg within their own capability and conduct dynamic risk assessment based on the task, individual, load, environment (TILE) method of assessment as shown below:

### **Recommended manual handling techniques for lifting:**

- **Think before lifting/handling.** Plan the lift. Can handling aids be used? Where is the load going to be placed? Will help be needed with the load? Remove obstructions such as discarded wrapping materials. For a long lift, consider resting the load midway on a table or bench to change grip.
- **Keep the load close to the waist.** Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.
- **Adopt a stable position.** The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground). The worker should be prepared to move their feet during the lift to maintain their stability. Avoid tight clothing or unsuitable footwear, which may make this difficult.
- **Get a good hold.** Where possible the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.
- **Start in a good posture.** At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).
- **Don't flex the back any further while lifting.** This can happen if the legs begin to straighten before starting to raise the load.
- **Avoid twisting the back or leaning sideways,** especially while the back is bent. Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.
- **Keep the head up when handling.** Look ahead, not down at the load, once it has been held securely.
- **Move smoothly.** The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.
- **Don't lift or handle more than can be easily managed.** There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.
- **Put down, and then adjust.** If precise positioning of the load is necessary, put it down first, then slide it into the desired position.

**Using substances hazardous to health (e.g. cleaning products/adhesives)**

Under the Control of Substances Hazardous to Health Regulations 2002, any substances harmful to health used as part of work operations will be stored and used based on the manufacturers guidance.

The majority of the substances used by Owl Live employees are non-hazardous and are those commonly found in the domestic environment.

Owl Live will check that new substances can be used safely before they are purchased and where possible, will always purchase non-hazardous in preference to hazardous substances.

Safety Data Sheets for any substances that are identified to be hazardous to health will be held within the event safety file, this will be used to provide vital information in the occurrence of spillage or ingestion.

**Use of personal protective equipment (PPE)**

Owl Live Ltd shall provide, maintain and ensure the use of Personal Protective Equipment relevant to their work tasks as identified in the event specific risk assessment.

High visibility jackets will be provided for use outdoors and indoors in areas where vehicles or plant operate.

Steel toe capped boots will be provided where manual handling is required, or where access is required to areas where other contractors' works include the handling of goods.

Hard hats will be used when it is necessary to access an area where other contractors are working at height, or venue/site hazards exist within the roof or structure.

Gloves (of an appropriate design) will be made available to any employee who conducts manual handling tasks requiring additional grip or tasks where a risk of splinters, abrasion or potential contact with harmful substances has been identified.

Safety glasses or goggles and ear protection will be mandatory where site or venue hazards are identified that could cause harm to the eyes or hearing, or when specified by venue or site management.

Contractors will issue and wear PPE according to their own risk assessments and method statements, in addition to the mandatory PPE specified as part of any site or venue rules.

**Installation or removal of equipment or materials (Branding / signage etc)**

All equipment will be installed in the agreed locations by experienced employees and will be moved into position carefully always with the minimum amount of lifting and carrying.

Flight cases, wheels and trolleys will be used wherever possible to minimize manual handling.

Equipment will be set up as per the pre-agreed plans, where this is not possible, a dynamic assessment of the space available, emergency exit routes, any floor or roof loadings, site hazards and vehicle and pedestrian routes will be made to ensure an alternative location does not pose any additional hazards.

Risk assessments will be read and followed at all times by the on site team.

All equipment will be broken down by experienced staff and removed from the venue or site in the same packaging as it arrived. Wheels and trolleys will be used to reduce the amount of lifting and carrying of equipment.

There will be a suitable amount of employees on site to carry out all work in a safe manner.



**Lone Working**

Owl Live staff may be required to work alone when conducting site visits, attending meetings and overseeing projects on site.

When working alone, the following procedure should be followed in order to protect lone workers from increased risk;

No lone working will be conducted where hazardous substances, equipment, materials or tasks are involved. No employee of Owl Live (whether full time, part time or freelance) should conduct any activity whereby it would be safer with another person present (i.e. working at height from a ladder, or manually handling a heavy item).

If an activity would present less risk to the worker with another employee present, then it should not be conducted alone; this includes exposure to personal security risks such as hostile environments.

Where lone working is not perceived to present additional risk and can therefore go ahead, a check in procedure will be implemented to ensure remote monitoring of the employee is conducted and any issues can be identified, even if the employee becomes incapacitated or unable to alert the company to an issue.

**Driving on company business (Using pool vehicles or hired vehicles)**

When asked to drive on behalf of the Company always observe the following:

- Always within the national or site speed limits.
- Never drive if you have consumed alcohol or taken drugs
- Observe road conditions and drive accordingly
- Park all vehicles safely and in a place permitted by law
- If transporting equipment always ensure that the truck is locked, and backed up to a wall if left loaded and unattended. This is a condition of our equipment insurance.
- If responsible for transporting equipment in a van or truck ensure the load is safe and off wheels for carriage, use strapping or bars for loading if required. If in doubt - ask.
- Never drive if not licensed to do so, as this is not only illegal, but would invalidate any insurance policy.
- When operating a company vehicle the daily driving limit is 9 hours – you must stop and take a rest break of at least 20 minutes after 4.5 hours of driving and have at least 11 hours rest before driving again after you have reached the daily limit.

Staffing and event schedules will be drawn up in order to minimise driving hours, ensure driver rest breaks are sufficient and reduce the risk caused by driver fatigue.

**If any work activities were added to the list in table 5, detail the safe work method here. (These activities should also be addressed in the risk assessment in section 6)**

- Detail specifics of activity
- Detail sequence/ schedule of work specific to this activity.
- Detail how many people will need to be involved
- Detail what PPE will be required

Table 6

## **2. Risk Assessment**

Although certain Regulations place an obligation on the employer to assess risks associated with specific hazards (e.g. hazardous substances, display screen equipment, manual handling), the Management of Health and Safety at Work Regulations 1999 (MHSWR) place a responsibility on the employer to determine all risks to which his employees are subject and to adequately control those risks.

The Approved Code of Practice (ACoP) to the MHSWR gives practical advice on the risk assessment process. In brief, it states that a risk assessment should:

- Ensure that all relevant risks are addressed.
- Address what actually happens in the workplace or during the work activity.
- Ensure that all groups of employees and others (including visitors to the site) who might be affected are considered.
- Identify groups of workers who might be particularly at risk, for example young or inexperienced workers, those who work alone, and any disabled staff.
- Take account of existing preventive or precautionary measures.

The findings of the risk assessment must be communicated to those who will work, or otherwise come into contact with the hazards and risks identified therein.

The risk assessment process used within this document provides both a primary and a residual risk rating.

The primary risk is the risk associated with the identified hazard assuming that no controls are introduced. The residual risk is the level of the risk remaining once the proposed control measures have been applied.

The control measures, indicated within this assessment, are considered to be reasonably practicable measures, to control the identified risks based on experience of events of this kind or other similar types of events and, where appropriate, following on from any necessary research and/or consultation with other industry experts as required.

The phrase 'so far as reasonably practicable' means that the degree of risk in a particular situation can be balanced against the cost in terms of time, resource, finance and physical difficulty of taking measures to avoid the risk. If these measures are disproportionate to the risk it would be unreasonable to expect any employer to incur those costs to avoid the risk.

In all cases where we cannot eliminate the risk we will at all times aim to reduce the risk level so far as reasonably practicable.

It is incumbent upon the client or their nominated person responsible for the management of safety for the event activation to ensure that the control measures are implemented and managed throughout all phases of the event.

During the event, a process of continuous assessment and reassessment will be undertaken by the project manager to ensure appropriate, dynamic, risk controls are put in place to reflect those changes which may affect the existing risk controls identified within this assessment and/or those additional developing hazards not covered within this assessment.

A review of the assessment will be made, should further information be received which suggests that the documented control measures are found to be unsuitable, insufficient, ineffective, where there is a significant change in working practices or an incident occurs.

**Risk Rating Process**

<b>Severity x Likelihood = Risk Rating Factor</b>
<b>Key</b>
<p><b><u>Likelihood</u></b></p> <ol style="list-style-type: none"> <li>1. Extremely Unlikely</li> <li>2. Possible but unlikely</li> <li>3. Conceivable</li> <li>4. Probable</li> <li>5. Almost certain to happen</li> </ol>
<p><b><u>Severity</u></b></p> <ol style="list-style-type: none"> <li>1. No injury or very minor injury requiring no first aid treatment.</li> <li>2. First aid treatment on-site</li> <li>3. First aid treatment off-site</li> <li>4. Major injury or hospitalisation</li> <li>5. Fatality</li> </ol>

Risk Rating		Likelihood	Severity				
				1	2	3	4
Low	This represents a low risk, although control measures must be maintained	1	1	2	3	4	5
Medium	Additional risk reduction measures should be considered and implemented where practicable	2	2	4	6	8	10
High	Immediate risk reduction measures are required with strict control systems. Stop the activity until risk reduction measures are introduced.	3	3	6	9	12	15
		4	4	8	12	16	20
		5	5	10	15	20	25

### 3. Risk Assessment

<b>Date of Assessment:</b>	
<b>Name of Assessor:</b>	

Table 7

Hazard	Who at Risk	Risk Rating (No control measures)			Control Measures	Risk Rating (With control measures)			Additional Precautions
		S	L	R		S	L	R	
Vehicle movements  Collision Overloading	Owl Live employees & suppliers  Members of the public  Venue Personnel	4	3	12	Speed limit to be observed.  Suitable light levels within the loading area.  Spotter always available for reversing vehicles.  Owl Live suppliers to advise their drivers on maximum weight loading per vehicle.  Driver to hold relevant licence for vehicle type.	4	1	4	Project Manager to oversee.
Transport, road safety  Other traffic, pedestrians, poor light levels	Owl Live employees & suppliers  Members of the public  Venue Personnel	4	3	12	All employees and contractors asked to be vigilant and stay pedestrian side of the vehicle.  Approved loading & unloading areas to be used  High-vis vests worn by staff working in low light levels or when working alongside moving traffic  Pedestrians must have right of way at all times when crossing pavements with equipment.  Sufficient lighting to be provided if natural or artificial light level at the point of work is insufficient.	3	2	6	Traffic cones or other forms of visual barrier to be placed out to warn road users of activity if operating at the road side.  Project Manager to take responsibility to ensure these measures are adhered to.
Manual Handling  Back injuries, strains, sprains, musculoskeletal disorders	Owl Live employees & suppliers	3	3	9	All staff to be trained in Manual Handling technique – see method statement.  Aim to minimise the weight of each equipment box, to avoid having to carry excessive weight.  Flight cases (equipment on wheels) to be used where possible.	3	2	6	Project Manager to monitor

					<p>Contractor works to be conducted according to their own risk assessments and method statements.</p> <p>Mechanical handling devices to be used whenever possible.</p>				
<p>Blocked access &amp; egress</p> <p>Emergency escape threat</p> <p>Poor storage</p>	<p>Owl Live employees &amp; suppliers</p> <p>Delegates</p> <p>Venue Personnel</p>	4	2	8	<p>Access and egress routes to and from the venue (including emergency exit routes) will not be blocked at any time.</p> <p>If a blockage is discovered then this to be reported immediately and the obstacle removed if safe to do so.</p> <p>All materials to be stored in pre arranged locations or off site to ensure walkways and fire exit routes remain clear.</p>	4	1	4	Project Manager to monitor
<p>Slips, trips and falls</p> <p>Injury, lack of assistance</p>	<p>Owl Live employees &amp; suppliers</p> <p>Delegates</p> <p>Venue Personnel</p>	3	3	9	<p>Good housekeeping required to be in place at all times.</p> <p>Suitable warning signage will be placed by any spills until remedied.</p> <p>Staff to be made aware of slippery surfaces.</p> <p>Equipment boxes are to be always stored neatly.</p> <p>Good housekeeping to be observed at all times.</p> <p>Trailing cables to be laid in cable traps or ducts if available, or flown if infrastructure allows. Where floor based cables still exist, follow the edges of a room to avoid crossing walkways and ramp / secure cables where walkways are crossed. Highlight the hazard using colour contrasting tape and/or signage where necessary,</p>	3	2	6	<p>Project manager to monitor</p> <p>Staff to report all spillages or hazards to PM</p>

<p>Use of stairs or lift</p> <p>Falling objects, falls from height, overloading lift</p>	<p>Owl Live employees &amp; suppliers</p> <p>Delegates</p> <p>Venue Personnel</p>	<p>3</p>	<p>3</p>	<p>9</p>	<p>Lifts will be used wherever possible over stairs when moving equipment.</p> <p>Equipment to be broken down into manageable sections if too big for the lift.</p> <p>If stairs must be used then this will be carried out with caution and with a clear route available at all times.</p> <p>No flight cases or wheels to be left unattended by stairs.</p> <p>Escalators will not be used to transport equipment.</p>	<p>3</p>	<p>2</p>	<p>6</p>	<p>Lift capacity to be checked prior to use to ensure not overloaded.</p> <p>Pre-event checks in place to ensure preparation and adequate staff levels</p>
<p>Use of Electrical equipment</p> <p>Electrical Shocks or Burns, Fire</p>	<p>Owl Live employees &amp; suppliers</p> <p>Delegates</p> <p>Venue Personnel</p>	<p>4</p>	<p>4</p>	<p>16</p>	<p>Owl Lives equipment will be electrically tested and will display P.A.T (portable appliance test) stickers.</p> <p>All items of electrical equipment will be inspected prior to each event to avoid the use of faulty equipment.</p> <p>Only competent electricians will be used for any work over and above plug and play connections.</p> <p>No work will be carried out on any electrical equipment or power supplies incompetent persons.</p>	<p>4</p>	<p>2</p>	<p>8</p>	<p>Project Manager to monitor</p>
<p>Working light</p> <p>Insufficient visibility for working</p>	<p>Owl Live employees &amp; suppliers</p>	<p>3</p>	<p>3</p>	<p>9</p>	<p>Ensure an adequate lighting level if building or dismantling during hours of darkness or the light level is insufficient.</p> <p>Work lights to be set up to provide sufficient light levels and to avoid glare / direct eye level light.</p> <p>Emergency lighting to be installed into any event spaces where there is no venue emergency lighting present.</p>	<p>3</p>	<p>1</p>	<p>3</p>	<p>Project Manager to monitor and rectify if necessary.</p>



<p>Lifting Operations</p> <p>Risk of injury from all lifting operations i.e. MEWP, forklifts, chain hoists</p>	<p>Owl Live employees &amp; suppliers</p> <p>Venue Personnel</p>	4	4	16	<p>Owl Live staff will not conduct any lifting operations.</p> <p>Owl Live's contractors may conduct lifting operations according to their own risk assessments and method statements.</p> <p>Owl Live will ensure competent operators and a rescue plan are in place for any contractor using MEWPs.</p> <p>All lifting operations should be in compliance with the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)</p>	4	1	4	<p>Project Manager to monitor.</p>
<p>Accidents &amp; First Aid</p> <p>No provision of first aid</p>	<p>Owl Live employees &amp; suppliers</p> <p>Delegates</p>	5	3	12	<p>Owl Live will ensure that there is a first aid trained employee at every event during live timings or arrange for one to be provided.</p> <p>A fully stocked first aid kit will be available at all times along with an accident book.</p> <p>Any treatment provided will be logged in the first aid book and the venue manager made aware.</p> <p>During build and break periods, if a qualified Owl Live staff member is not present to act as the nominated first aider and no venue first aid cover exists, contractors will be contacted in advance to ensure they each have a first aid trained member of staff on their team.</p>	5	1	5	
<p>Lack of PPE - protection for hands, feet, legs etc</p> <p>Cuts, lacerations, burns, knocks, trips</p>	<p>Owl Live employees &amp; suppliers</p>	3	4	12	<p>All employees and suppliers to be responsible for ensuring that they have appropriate Personal Protective Equipment (PPE) for the activities which they are undertaking and ensuring the exclusion of all other persons from areas where PPE is required.</p>	3	2	6	<p>Project Manager to monitor.</p> <p>Owl Live staff tasks to be planned in advance and appropriate PPE packed into event kit.</p>

					Any faulty PPE to be reported to Owl Live for replacement.				
Removal of waste Spillages, cuts, manual handling	Owl Live employees & suppliers	2	4	8	Avoid carrying waste, use trolleys or wheelie bins wherever possible to ensure approved manual handling techniques are used.  Always test bags before lifting to ensure they won't easily break - Never handle waste without suitable PPE.  Never handle broken glass directly and always dispose of in a suitable container.	2	2	4	Project Manager to monitor
Drugs and Alcohol  Reduction of stamina, disorientation, incoherence, lack of judgement	Owl Live employees & suppliers  Venue Personnel  Delegates	4	3	12	All employees and contractors to be advised prior to their arrival at each event that the consumption of alcohol and the taking of recreational drugs are prohibited.  The Project Manager will send off site any person who is or appears to be under the influence of alcohol or drugs.  Owl Live staff must let managers know if they are taking any prescription drugs that may affect their ability to conduct their work activities safely.	3	2	6	Project Manager to monitor  Policy to be reiterated in crew pack
Hazardous Substances  Burns, skin & eye irritations, inhalation, intoxication	Owl Live employees & suppliers	4	3	12	Owl Live will ensure that the use of any substance that is recognised to be hazardous to health is reduced to a minimum or if possible replaced with a less harmful substance.  Method statement for use of hazardous substances will be adhered to when applicable.  All staff to be instructed and trained in the use of such hazardous substances.  All hazardous substances to be stored in secure and marked containers.	4	1	4	Project Manager to monitor contractor work activities and check COSHH assessments received to ensure necessary precautions are in place.

Continued...					<p>The correct PPE must be worn when required.</p> <p>Necessary COSHH assessments and Safety Data sheets to be provided by any contractors using hazardous substances.</p>				
<p>Step ladder use</p> <p>Falls from height, falling equipment</p>	<p>Owl Live employees &amp; suppliers</p> <p>Venue Personnel</p>	4	3	12	<p>HSE (Health &amp; Safety Executive) states that operatives should only work on ladders for a maximum of 15 to 30 minutes at any one time and only carry light materials and tools that do not exceed approximately 10kg.</p> <p>Each operative must carry out a pre-use check to ensure the stepladders are fit for use.</p> <p>Owl Live do not transport ladders to events, ladders will be hired from a reputable company who will supply evidence of inspection.</p> <p>Ladders must always be set up on firm, non-slip flooring whilst not causing an obstacle over a door way for instance.</p> <p>Step ladders must all be of the correct type and standard for non domestic use i.e. class 2.</p> <p>Only trained staff will use this form of access equipment – see method statement for safe step ladder use.</p> <p>Contractors will use step ladders according to their own method statements and risk assessments.</p>	3	2	6	<p>Project manager to monitor and segregate work at height activities wherever possible.</p>

<p>A-Frame Ladder &amp; Extendable Ladder</p> <p>Fall of person, injury to other person/s, damage to equipment</p>	<p>Owl Live employees &amp; suppliers</p> <p>Venue Personnel</p>	<p>5</p>	<p>3</p>	<p>15</p>	<p>Owl Live employees will not use A Frame or extendable ladders.</p> <p>Contractors will use ladders according to their own method statements and risk assessments.</p> <p>A drop zone will be created around any work at height where it is possible that tools or equipment could fall from the work above.</p> <p>If it is necessary for other staff or contractors to work within this drop zone, Hard hats will be mandatory to protect against head injury.</p>	<p>5</p>	<p>1</p>	<p>5</p>	<p>Project Manager will monitor working at height activities to ensure no unsafe practices are taking place. (I.e. leaning, overstretching, overloading, use of top steps)</p>
<p>Access Tower</p> <p>Fall of person, injury to other persons, damage to equipment</p>	<p>Owl Live employees &amp; suppliers</p> <p>Venue Personnel</p>	<p>5</p>	<p>3</p>	<p>15</p>	<p>Owl Live staff will not use access towers.</p> <p>Contractors will use access towers according to their own method statements and risk assessments.</p> <p>Owl Live will check contractors' competence to construct and use access towers prior to work commencing.</p> <p>A drop zone will be created around any work at height where it is possible that tools or equipment could fall from the work above.</p> <p>If it is necessary for other staff or contractors to work within this drop zone, hard hats will be mandatory to protect against head injury.</p>	<p>5</p>	<p>1</p>	<p>5</p>	<p>Project Manager will monitor working at height activities to ensure no unsafe practices are taking place.</p> <p>(I.e. incomplete towers unattended, leaning, overstretching, overloading of safe working load).</p>

<p>Lone Working</p> <p>Lack of assistance, manual handling, lack of first aid</p>	<p>Owl Live employees &amp; suppliers</p>	<p>4</p>	<p>3</p>	<p>12</p>	<p>Lone working only undertaken for low risk activities by competent employees.</p> <p>Lone working will not be permitted where medium or high risk work activities are planned e.g. working at height, use of plant or lifting equipment or where the risk would be lower with another employee present.</p> <p>Ensure there is a means of communication e.g. Mobile phone available at all times.</p> <p>Ensure adequate breaks are taken and refreshments available frequently throughout the period of work.</p> <p>Worker to check in and out with Owl Live at pre-agreed times with non-response triggering further actions to check on the safety and welfare of the lone worker.</p> <p>Contractors to provide their own lone working policy.</p>	<p>4</p>	<p>2</p>	<p>8</p>	<p>Owl Live to schedule works to avoid lone working unless no significant risks are present.</p>
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<p>Stress / Welfare</p> <p>Injury or ill health due to lack of welfare facilities or long working hours</p> <p>Injury, ill health or fatigue due to travel</p>	<p>Owl Live employees and suppliers</p>	<p>3</p>	<p>3</p>	<p>9</p>	<p>Owl Live will ensure the event is adequately resourced with staff to prevent any individual working for long periods of time without rest breaks.</p> <p>Where possible, all working shifts should be a maximum of 12 hours in duration and have a minimum of 11 hours separation (this is sometimes not possible due to the need for continued cover).</p> <p>When scheduling, project managers should take into account the additional travel time of any staff member scheduled to travel over an hour to their place of work, and include this when calculating their shift length.</p> <p>Where any shifts last over 6 hours in duration, a rest break of at least 20 minutes will be enforced every 6 hours.</p> <p>Owl Live to book hotels as close to site as reasonably practicable to maximise period of rest for staff and contractors.</p> <p>Where increased risks exist of fatigue or threat to personal security when travelling to or from an event location, Owl Live will schedule transfers via a reputable source or provide information and the necessary resource for workers to be able to do this themselves.</p>	<p>3</p>	<p>2</p>	<p>6</p>	<p>Project manager to monitor staff and contractor staff for signs of fatigue or stress.</p>
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<p>Overcrowding</p> <p>Crushing injuries Inability to egress safely in an emergency Claustrophobia</p>	<p>Owl Live employees &amp; suppliers</p> <p>Venue Personnel</p> <p>Delegates</p>	5	3	15	<p>A capacity level for total occupancy will be set by the venue and this level shall not be exceeded.</p> <p>Owl Live will obtain and brief staff with details of the venue emergency procedures.</p> <p>All Owl Live events covered by this risk assessment have known audience or delegate numbers (invited) and attendance will therefore be equal to or less than this quantity.</p> <p>Security arrangements (via venue or contractor) to be put in place where a risk of trespass or uninvited guests is identified.</p> <p>Venue or site to be designed to avoid blockage of any emergency exit route, bottle necks, pinch points or covering of emergency directional signage or lighting.</p>	5	1	5	<p>Project Manager shall ensure all staff are suitably trained on these measures.</p>
<p>Weather Conditions</p> <p>Inclement weather causing unsuitable ground conditions.</p>	<p>Owl Live employees &amp; suppliers</p> <p>Delegates</p>	3	3	9	<p>This risk assessment is relevant only for events in existing buildings and a specific risk assessment is required for events held outdoor or including temporary structures that may be affected by inclement weather.</p> <p>For existing venues, where access and egress is over uneven or damaged ground, these hazards must be removed or highlighted if this is not possible to ensure no unhighlighted trip hazards remain.</p> <p>Where wet shoes pose the risk of a slippery floor, mats will be placed inside doors to buildings to ensure footwear is dried before entry.</p>	3	2	6	<p>Project Manager to monitor weather conditions and take remedial action as necessary.</p>

<p>Discovering a fire</p> <p>Immediate danger, fire, burns, smoke inhalation, disorientation, blocked egress</p>	<p>Owl Live employees &amp; suppliers</p> <p>Delegates</p> <p>Venue Personnel</p>	5	2	10	<p>Owl Live employees and their contractors will have been briefed in advance of arrival to the venue regarding emergency evacuation arrangements for the venue.</p> <p>Staff should leave the venue on hearing the fire alarm and proceed to the specified assembly point and conduct a role call to identify if any persons are missing and likely to still be in the building.</p> <p>Owl Live employees will only tackle the fire if possible and only if they have been trained to do so with the appliances available,</p>	5	1	5	<p>Project Manager shall ensure all staff are suitably briefed on venue fire arrangements.</p>
<p>Evacuating disabled people in the event of an emergency</p> <p>Inability to evacuate, panic, distress</p>	<p>Owl Live employees</p> <p>Delegates</p>	5	2	10	<p>Guests with assistance needs will be identified as part of the registration process and staff will be briefed on assistance of these guests in an evacuation (either by evacuation of the guest(s) using the routes available, or taking the guest to a refuge point if unable to use the stairs)</p> <p>No access / egress ramps being supplied by Owl or their contractors to exceed 1:12 in steepness.</p>	5	1	5	<p>Project manager will brief staff on good practice for assistance of disabled persons.</p>
<p>Special Effects (Use of strobe lighting, haze, lasers, pyrotechnics etc)</p> <p>Irritation to skin, eyes Fits, photosensitive epilepsy Fire, burns Disorientation</p>	<p>Owl Live employees &amp; suppliers</p> <p>Delegates</p> <p>Venue Personnel</p>	3	4	12	<p>The use of any special effects will not take place without permission from the venue.</p> <p>Guests and unauthorised staff shall not be able to interfere or come into contact with any form of special effect.</p>	3	2	6	<p>Only suitably trained &amp; competent staff shall be utilised for this work</p>



Continued...					<p>A risk assessment and method statement will be required from each supplier of special effects and a suitably trained, competent person shall provide details of a safe system of work.</p> <p>Signage will be erected prominently to warn guests prior to entering the affected area when using strobe lighting or pyrotechnics.</p> <p>COSHH Safety Data sheet will be required for all hazardous substances such as hazer solution.</p> <p>Warning signage or an announcement will be made where flashing light effects will be used as part of a performance or presentation.</p>				
<p>Exposure to noise</p> <p>Noise induced hearing loss</p> <p>Temporary and permanent</p> <p>Threshold shift</p> <p>Tinnitus</p> <p>Stress</p> <p>Injuries arising from distracted attention</p>	<p>Owl Live employees &amp; suppliers</p> <p>Delegates</p>	3	4	12	<p>Staff rotation will take place as a reduction to exposure for staff positioned adjacent to noise sources.</p> <p>Suitable personal hearing protectors will be made available to relevant employees upon request and where it is assessed that high noise levels could be present.</p> <p>Where the noise exposure is at or above an upper exposure action value 'Hearing Protection Zones' will be demarcated and suitable signs displayed.</p>	3	2	6	<p>Project manager to monitor Owl Live staff, and share information between contractors regarding noise levels and timings and the presence of any hearing protection zones.</p>
Continued...					<p>Suitable personal hearing protection will be provided to and must be worn by all persons who enter a hearing protection zone.</p>				

<p>Illness through food poisoning due to provision of catering</p> <p>Allergic reaction</p>	<p>Owl Live employees &amp; suppliers</p> <p>Delegates</p>	5	3	15	<p>In house venue catering to be used where possible in order to utilise existing purpose built kitchen facilities.</p> <p>Venue to supply risk assessments and method statements to Owl Live in respect of catering.</p> <p>Venue to supply menu and allergen information to Owl Live so that delegate food allergies can be checked.</p> <p>Where third party catering is being used, additional specific risk assessment will be required.</p>	5	1	5	<p>Owl live to check Food Standards Agency website prior to third party caterer selection in order to check food hygiene rating – a score of 3 stars or more is required to prove food hygiene standards of the caterer are satisfactory.</p>
<p>Injury due to delegate intoxication</p>	<p>Delegates</p>	4	3	12	<p>Responsible service policy to be in place by venue.</p> <p>No interactive delegate activity to take place after alcohol has been consumed.</p> <p>Where alcohol consumption does not form to finale to the event (e.g. is offered mid-way), further specific risk assessment will be required to determine the effect of alcohol on subsequent event activity.</p>	4	2	8	<p>First aid provision to be available on site proportionate to the quantity of delegates.</p>

#### 4. Site-specific Risks

In the table on the following page, list any **new or additional hazards** that are posed by the venue or activities being conducted at the event, for example:

- Event content / activities i.e. delegate team building activities, entertainment content – consider delegate safety and control measures
- Provision of Third Party catering
  - Consider hygiene, food safety, queuing, venue cleanliness, hand washing, etc
- Provision of alcohol as part of event– Free Bar / Drinks at Lunch
  - Consider effect on delegate awareness and actions post-consumption

The list above is not exhaustive and the table below should identify any significant hazard not addressed in the main risk assessment that carries significant risk, and requires control measures to be implemented to remove or reduce that risk to an acceptable level.

Severity x Likelihood = Risk Rating Factor	
<p><b>Likelihood</b></p> <ol style="list-style-type: none"> <li>1. Extremely Unlikely</li> <li>2. Possible but unlikely</li> <li>3. Conceivable</li> <li>4. Probable</li> <li>5. Almost certain to happen</li> </ol>	<p><b>Severity</b></p> <ol style="list-style-type: none"> <li>1. No injury or very minor injury requiring no first aid treatment.</li> <li>2. First aid treatment on-site</li> <li>3. First aid treatment off-site</li> <li>4. Major injury or hospitalisation</li> <li>6. Fatality</li> </ol>

Risk Rating		Likelihood	Severity					
				1	2	3	4	5
Low	This represents a low risk, although control measures must be maintained	Likelihood		1	2	3	4	5
Medium	Additional risk reduction measures should be considered and implemented where practicable		1	2	3	4	5	10
			2	3	4	6	8	15
			3	4	6	9	12	20
			4	5	8	12	16	25
High	Immediate risk reduction measures are required with strict control systems. Consider stopping the activity	5	10	15	20	25		

Hazard	Who at Risk	Risk Rating (No control measures)			Control Measures	Risk Rating (With control measures)			Additional Precautions
		S	L	R		S	L	R	

Table 8