**The first step in your Risk Assessment process entails looking at the checklist below and ticking any boxes that will be included in your activity. You will then need to full in the details on the Risk Assessment form.**



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| **Area of Hazard****Tick if applicable and add details to the Risk Assessment Form** | **** | **Sources of Advice****Tick if consultation made** | **** |
| **ELECTRICAL HAZARDS** |
| Power supply – danger of electrocution or death; fire risk |  | MPA Technical Manager or Technical Demonstrator |  |
| Lighting stands and lighting equipment – trip hazards and unsafe rigging; danger of electrocution, injury or death; fire risk |  | MPA Technical Manager or Technical Demonstrator |  |
| Electrical equipment and fittings (e.g laptops, projectors, lamps, etc) - trip hazards and unsafe rigging; danger of electrocution, injury or death; fire risk |  | MPA Technical Manager or Technical Demonstrator |  |
| Overhead hazards (e.g supply cables) - trip hazards and unsafe rigging; danger of electrocution, injury or death; fire risk |  | MPA Technical Manager or Technical Demonstrator |  |
| Mobile generator – noise, emissions and generation of electricity resulting in danger of electrocution, injury or death; fire risk |  | MPA Technical Manager or Technical Demonstrator |  |
| Smoke & oil mist effects – danger of allergic reaction and setting off fire alarms |  | MPA Technical Manager or Technical Demonstrator and contact BSU Security team – isolate smoke heads |  |
| Strobes and flashing lights – danger of epileptic fit or injury/damage for people with sensitive vision |  | MPA Technical Manager or Technical Demonstrator |  |
| **COMMON ISSUES FOR PERFORMANCES, CONCERTS & EVENTS** |
| Materials for use at event, such as staging, scenery and props - fire risk |  | MPA Technical Manager or Technical Demonstrator – class 1 timber and fire retardent fabrics **must** be used |  |
| Manual handling of instruments, equipment, heavy staging, set, or props – injury, concussion, strains, sprains |  | MPA Technical Manager, Warren Cole, BSU H&S Advisor, or [Manual Handling Regulations](http://www.hse.gov.uk/msd/pushpull/regulations.htm) – 20kgs max per person |  |
| Glass used in scenery or staging – danger of cuts |  | MPA Technical Manager or Scenography Lecturer |  |
| Hazardous substances – **Irritant, Toxic, Corrosive, Harmful** |  | MPA Technical Manager, Scenography Lecturer, or [COSHH](http://www.hse.gov.uk/coshh/index.htm) [Regulations](http://www.hse.gov.uk/coshh/index.htm) (Control of Substances Hazardous to Health) |  |
| Practical flames (e.g candles, lamps) – danger of fire, setting off fire alarms |  | MPA Technical Manager, Technical Demonstrator, and BSU Security |  |
| Construction machinery (any power tools) – danger of injury or death |  | Scenography Lecturer, MPA Technical Manager or Warren Cole, BSU H&S Advisor |  |
| Access and egress – slips, trips and falls; restricted access |  | MPA Technical Manager or Technical Demonstrator |  |
| Noise – disruption to library users |  | MPA Technical Manager or Technical Demonstrator |  |
| **WORKING AT HEIGHT** |
| Working off ladders and MEWPs (Mobile Elevating Work Platform) |  | MPA Technical Manager, Technical Demonstrator, Lighting Lecturer Rob Sayer or [Working at Height Regulations](http://www.hse.gov.uk/falls/regulations.htm) |  |

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| **SLIPS, TRIPS AND FALLS** |
| Maintenance of safe/pedestrian walkways, unobstructed fire doors, unobstructed fire exits, passageways etc |  | MPA Technical Manager, Technical Demonstrator, MPA Professional Services Manager, Warren Cole, BSU H&S Advisor |  |
| Spillages of liquids – personal water bottles, prop drinks, paint, cleaning agents |  | Inform member of Professional Services staff to raise a [Planon Estates Request](https://bathspa.topdesk.net/tas/public/ssp/content/detail/service?unid=90122aacaf3b4d4eb5cf5a8fba78eaf8) to ensure all spillages are cleared ASAP |  |
| **GENERAL PRODUCTION ISSUES** |
| Stage combat – danger of injury, concussion, death |  | Certified teacher with the British Academy of Dramatic Combat and the British Academy of Stage & Screen Combat |  |
| Use of stage weapons - danger of injury, concussion, death; prosecution by police |  | Certified teacher with the British Academy of Dramatic Combat and the British Academy of Stage & Screen Combat and MPA Technical Manager |  |
| Use of prop guns - danger of injury, concussion; prosecution by police |  | MPA Technical Manager |  |
| High noise levels – danger of hearing impairment or loss |  | MPA Technical Manager and [Noise Levels at W ork Regulations](http://www.hse.gov.uk/noise/mythaug07.pdf) |  |
| Working hours – fatigue, hunger, injury resulting in impaired motor skills |  | MPA Technical Manager and [Working Time Regulations](http://www.hse.gov.uk/contact/faqs/workingtimedirective.htm) |  |
| Working with animals – injury, transfer of disease, allergic reaction, bites |  | MPA Technical Manager and [Working with Animals in](http://www.hse.gov.uk/pubns/etis4.pdf) [Entertainment Regulations](http://www.hse.gov.uk/pubns/etis4.pdf) |  |

NB: Please refer to the Grid Matrix at the bottom of this form, as you will need to use this for assessing and controlling risks ahead of your activity. You are advised that Risk Assessing is a continual process, so if any aspect of your visit changes, or a new element is introduced, you will need to update and amend your Risk Assessment accordingly and re-submit. You will also need to ensure that any control measures you have highlighted will be carried out, as well as ensure that all staff and students involved with this activity have all the information they need to be safe. Once complete, please submit this document to the School Professional Services

Manager *(Area Safety Manager)* for their records, as well as for dissemination to appropriate staff.

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| **Risk Assessment Form** |
| **Course:****Activity Organiser: Risk Assessor(s):** | **Title of Activity: Date(s) & Times:** |
| **Location(s), Venue(s):** |
| **Details of consultation with the MPA Technical Manager:** |
| **Hazard** | **Injury** | **Persons at risk** | **Existing Control Measures** | **Risk Rating****Likelihood x Consequence = Risk Level (NB: Please use the Grid Matrix detailed on the last page)** |
| **Likelihood (1 – 5)** | **Consequence (1 – 5)** | **Risk Level** |
| Details need to be added to this column regarding all hazards, such as moving vehicles, trailing cables etc | What injury could be sustained? | Who is at risk? | Details need to be added to this column regarding the control measures in place to eliminate, reduce, isolate or contain the hazard | On a scale of 1 – 5, what is the likelihood of this occurring? | On a scale of1 – 5, what is the consequence of this occurring? |  |
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| **Activity and Risk Level Identified Above** | **Additional Control Measures to reduce risk and ensure an acceptable level of residual risk** | **Residual Risk Rating Likelihood x Consequence = Risk Level** |
| **Likelihood (1 – 5)** | **Consequence (1 – 5)** | **New Risk Level** |
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| **Date Risk Assessment Completed:** | **Name:****Signature *(NB: an electronic signature is permitted):*** | **NB: All accidents, near misses and dangerous occurrences must be reported as soon as possible to the Health & Safety Office at Bath Spa University, where advice on all Health & Safety issues, including accident reporting & the hazard register, is available:**[**http://www.bathspa.ac.uk/services/health- and-safety/**](http://www.bathspa.ac.uk/services/health-and-safety/) |

