

Production:av Ltd

AT 27th June 2008 : RISK ASSESSMENT FOR THE SUPPLY OF GENERAL PURPOSE VIDEO AND AV SYSTEMS FOR LIVE ENTERTAINMENT : BY PETE MCCREA

METHOD STEP	SIGNIFICANT HAZARD	WHO IS AT RISK?	LOW, MEDIUM, HIGH RISK	EXISTING MEASURES TO MINIMISE RISK
<p>The preparation of equipment includes the following basic tasks: Create any equipment racks as designed for the event Inspect all electrical equipment to ensure that it is safe and appropriate for the job planned for it. Stock trunks with adequate numbers of cables and hardware for the job including spares to allow for replacement of items, which become defective on site. All items to be sent to site are visually inspected for damage. If there is any doubt about any item it is tested before being placed in a trunk or racked up. All electrical equipment and cables must bear a PAT test sticker, which is 'in-date'. Test equipment for good performance. Normally this involves setting up the equipment in the configuration planned at the event and operating it at to ensure correct operation</p>	Strain or injuries from manual handling of equipment at home base.	PRODUCTION:AV Technicians	LOW	<ul style="list-style-type: none"> All heavy equipment is labelled 'X' number people lift to avoid unexpected strains. PRODUCTION:AV 'Moving and lifting equipment' workshop training.
	Hearing damage	PRODUCTION:AV Technicians	LOW	<ul style="list-style-type: none"> Noise at Work information in the PRODUCTION:AV 'Working for PRODUCTION:AV' induction handbook. Industrial standard Ear Plugs are available free in the workshop..
	Shock from electrical equipment	PRODUCTION:AV Technicians	LOW	<ul style="list-style-type: none"> PAT TEST Visual inspection prior to test.
	Damage to sight due to exposure to bright lights	PRODUCTION:AV Technicians	LOW	<ul style="list-style-type: none"> High intensity light outputs should be clearly marked and shielded where necessary

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LOADING / UNLOADING AT BASE OR VENUE				
Load equipment into or out of vehicles. Previously prepared load-lists are consulted.	Slipping on or falling off aluminium ramp. Crushed toes under tail-lift plate. Hands or limbs caught in moving equipment. Equipment rolling off tail-lift	PRODUCTION:AV TECHNICIANS. VENUE STAFF. PRODUCTION:AV TECHNICIANS. VENUE STAFF. PRODUCTION:AV TECHNICIANS. VENUE STAFF. PUBLIC.	LOW LOW LOW	Ramps have rough anti-slip surface. Vertical tail-lift available as alternative. PRODUCTION:AV 'Loading and unloading trucks' training workshop. Steel toe caps required via PRODUCTION:AV induction handbook. <ul style="list-style-type: none"> • When the tail-lift is ready to go up or down the operator calls out 'lift moving' and waits for acknowledgement. • PRODUCTION:AV 'Loading and unloading trucks' training workshop. • Lift Operator supervising. • Locking wheel brakes. • Tail-lift vertical flaps.
Exercise reasonable caution when moving equipment in public places or in corridors / blind spot locations.	Strain or injuries from manual handling of equipment.	PRODUCTION:AV TECHNICIANS. VENUE STAFF.	LOW	PRODUCTION:AV Lifting and Moving equipment workshop.
After finishing the load, an 'idiot check' is carried out to double check for 'left-behind' equipment.	Wood or metal splinters or	PRODUCTION:AV	LOW	Work-gloves available in vehicle to

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	<p>lacerations from burrs.</p> <p>Collision of moving equipment on wheels and people.</p> <p>Trip or bump hazard from unmarked forgotten equipment to unaware passers by.</p>	<p>TECHNICIANS. VENUE STAFF</p> <p>PRODUCTION:AV TECHNICIANS. VENUE STAFF. PUBLIC.</p> <p>VENUE STAFF. PUBLIC.</p>	<p>LOW</p> <p>LOW</p>	<p>all PRODUCTION:AV staff.</p> <p>PRODUCTION:AV Lifting and Moving equipment workshop.</p> <p>Use of loadlists.</p> <p>'Idiot check' rule via issue of PRODUCTION:AV induction handbook.</p>
<p>All equipment within the vehicle is stacked evenly.</p>	<p>Movement of load causes vehicle instability during transit.</p> <p>When rear door opened at venue, unstable equipment falls out of vehicle.</p> <p>Equipment falling within vehicle while stacking.</p>	<p>PRODUCTION:AV DRIVER AND PASSENGERS AND PUBLIC ROAD USERS.</p> <p>PRODUCTION:AV TECHNICIANS. VENUE STAFF. PUBLIC.</p> <p>PRODUCTION:AV TECHNICIANS. VENUE STAFF.</p>	<p>LOW</p> <p>LOW</p> <p>LOW</p>	<ul style="list-style-type: none"> • Most Cases designed to tip off wheels. • Non tip cases have locking wheels • Ratchet straps and/or load bars to secure loose equipment. • PRODUCTION:AV 'Loading and unloading trucks' training workshop. <p>Driver supervises load / unload.</p> <p>PRODUCTION:AV 'Loading and unloading trucks' training workshop.</p>

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RIGGING / DE-RIGGING ON SITE				
All equipment to be used in the venue is unloaded according to safe working practises.	SEE 'LOADING / UNLOADING AT BASE OR VENUE'	SEE 'LOADING / UNLOADING AT BASE OR VENUE'	LOW	SEE 'LOADING / UNLOADING AT BASE OR VENUE'
If necessary, the vehicle is removed to a designated parking place.	Load-in point is sometimes using or adjacent to Fire exit. Danger of blocking exits.	All	LOW	Driver aware of fire exit following earlier check.
Cases and boxes are distributed to be near their point of use.	Trip or bump hazard from unmarked forgotten equipment to unaware passers by.	VENUE STAFF. PUBLIC.	LOW	When in public place – group boxes safely together – keep gangways clear ; via PRODUCTION:AV 'Lifting and moving equipment' training workshop.
The video engineer supervises the building and orientation of any video equipment stacks or projector stacks and that the stack is secured by way of strapping or tapping and not likely to move or fall This engineer also checks that qualified riggers install flying points and motors in the correct positions for the hanging of flown equipment.	Falling equipment or cables.	PRODUCTION:AV TECHNICIANS. VENUE STAFF. PUBLIC.	LOW	<ul style="list-style-type: none"> • PRODUCTION:AV does not create projection stacks in public areas. When equipment being ' flown' above, avoid area beneath or wear venue hard hats • Video engineer acts as supervisor. • Qualified riggers used for flying.
One of the sound engineers works with the house crew to lay out any multicore and power cables from the equipment/camera area to the control position.	Strain or injuries from manual handling of equipment.	PRODUCTION:AV TECHNICIANS. VENUE STAFF	LOW	PRODUCTION:AV 'Lifting and moving equipment' training workshop.
A qualified person connects the main power distribution to the house supply.	Electrocution.	VENUE STAFF	LOW	As arranged prior to event, qualified venue electrician used.
A check is made to ensure that the Video				

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Power Distribution rack is receiving the correct voltage supply in the correct configuration before any equipment has power cable laid to it. Main 30mA RCD trips are tested at this stage.				
Power cables are laid out to satellite power distribution points from which all video equipment are fed.	Shock due to incorrect single / three phase tail-set connection.	PRODUCTION:AV TECHNICIANS. VENUE STAFF	LOW	As arranged prior to event, qualified venue electrician used. Voltage meters checked as in point above.
Once power is supplied, all equipment is checked for safe power-on operation.	Shock from faulty equipment.	PRODUCTION:AV TECHNICIANS. VENUE STAFF	LOW	PAT TEST. Equipment powered up at base. PRODUCTION:AV sup-plies all RCD 30mA protected.
All signal interconnections are made between equipment racks.	Shock from faulty equipment mains to screen line.	PRODUCTION:AV TECHNICIANS. VENUE STAFF	LOW	PAT TEST. PRODUCTION:AV supplies all RCD 30Ma protected.
A voice communications system comprising of cable or radio fed beltback and headphone combination is connected between equipment positions,	Involuntary jerk reactions from venue staff / public not expecting loud noise.	PRODUCTION:AV TECHNICIANS. VENUE STAFF	LOW	Ensure headset volumes are turned down.
Any masking or 'dressing' of equipment to tidy up or enhance the stage set is done now.				
Before the entrance or doors to the venue is opened tot he public a check will be carried out looking for any trip hazards or similar which may endanger the public or performers.	Trip or bump hazard	ALL	LOW	GAFFA tape or cable ducting supplied by PRODUCTION:AV to all shows.
The de-rigging of equipment happens	Falling cabinets or cables.	PRODUCTION:AV	LOW	No equipment will be moved or

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in reverse order to the build		TECHNICIANS / VENUE STAFF.		de-stacked until the public are clear of the area affected by this work. Via PRODUCTION:AV 'Lifting and moving equipment' training workshop.
DURING PERFORMANCE				
Trip Hazard from Plasma Screen Stands	Trip Hazard	All	LOW	Site of Screens to be out of throughfares, marking of stand legs with Tape to give high contrast against the floor surface. Any prominent edges to be marked with tape to give a high contrast.
Damage to operators, Engineers and Technicians hearing.	Hearing damage	All	LOW	Noise at Work information in the PRODUCTION:AV 'Working for PRODUCTION:AV' induction handbook. Sound level meter on each FOH system with supervising FOH engineer PRODUCTION:AV engineers are directly responsible to the venue staff originally consulted re sound level ceilings.