



RISK ASSESSMENT

January 2006

STATEMENT OF INTENT

This risk assessment forms part of the CBA general policy for Health and Safety and the avoidance of accidents. This version was revised on Friday, March 10, 2006.

Chris Beale Associates Limited is obliged by law to identify areas of potential risk that could result in harm or injury being caused to employees or other persons.

Once these risks have been identified, working procedures and adequate information, training and controls systems will be employed to reduce these risks as far as is reasonably practicable.

It is the intention of CBA to extend these obligations to form an integral part of our safety strategy. This document includes many of the risks that face our staff and clients on a day-to-day basis. As we become aware of new risks we shall expand this document and ensure that as many people as possible are aware of it's content.

The risk assessment for Chris Beale Associates Limited is based on our own experience and the following publications:

IND (G) 163 L 1/95 C700 "Steps to risk assessment"

The Health & Safety at Work Act 1974

We wish to correct or amend points in this document that are unclear, therefore any comments or criticisms are welcome and should be directed to the address given at the foot of this page.

Chris Beale
Managing Director
Chris Beale Agencies Limited
Friday, March 10, 2006



GENERAL

Whilst involved in a CBA work project in any location there are always risks to the Health and Safety of the individual. The following pages identify the most significant risks and offer advice and instruction in avoiding injury. This document should be read carefully as awareness is the first stage in securing the safety of everyone.

IMPORTANT

The taking of drugs alcohol or the misuse of prescribed medicines whilst involved in the working environment is an increasingly common cause of accidents. Any individual exhibiting symptoms of such abuse must be removed from the work area to a secure location for the protection of all personnel.

CBA will operate within a "Safe System of Work" to ensure the safety of persons by proper control of and attention to residual risks. All personnel are expected to use acceptable behaviour and good working practices to prevent danger to themselves and others.

RISK ASSESSMENT

The most common areas of risk associated with the operation of live performance and presentations are evaluated in the following pages. This document does not propose to offer a complete analysis of every possible risk but seeks to guide the reader towards practices that will avoid all but the most unlikely of accidents.

VEHICLES - there is a risk of injury involving a motor vehicle on or off-site:

Hazards:

- Driving too fast
- Lack of appropriate maintenance of vehicle
- Weather Conditions
- Inappropriate vehicle for application
- Reversing without sufficient visibility

Protective measures:

- Only qualified and competent persons will be allowed to drive.
- Observe the prevailing speed limits and engage hazard-warning lights whilst on-site.
- Take due care and have regard for the prevailing conditions
- Use the vehicle for its designated purpose
- Check security of load to prevent any forward movement or slipping
- Check tyres, horn, seats, lights, steering, braking, safety fitments, exhaust and bodywork prior to departing in the vehicle. Check that the tyre pressures are correct for the load that the vehicle will carry. Check oil and water levels and ensure that the fuel tank is kept at a level sufficient to complete the leg of the journey anticipated with reserve
- Enlist the help of someone to act as banks-man when reversing.



WORKING AREAS – there is a possibility of tripping, slipping or falling:

Hazards:

- Equipment or cabling in walkways
- Liquid or loose floor covering in walkways
- Unmarked openings in floor
- Insufficient light to work with or see where you are going clearly

Protective measures:

- Before work commences check that:
 - Walkways are clear and in good condition
 - Are there any tripping or slipping hazards?
 - Are there any openings in the floor? If so are they correctly identified?
 - Is the working area adequately lit?

PERSONAL INJURY – there is a possibility of injury to the body, especially head or foot:

Hazards:

- Items falling from above
- Unstable structures
- Fire

Protective Measures:

- Before work commences check the following
 - Are any objects unstable or likely to fall?
 - Ensure that fire escape routes are identified and accessible
 - Locate the nearest telephone for emergency use
 - Locate the First Aid facilities
 - Ensure that all working personnel wear safety boots.

General Safety Points:

- Ensure that all employees are correctly signed in at the security control point
- Observe the instructions given on safety notices. Check with the works office if anything is unclear.

LADDERS – there is a possibility of injury by careless use or misuse of a ladder

Hazards:

- Ladder slipping
- Parts of the ladder been worn or unsafe
- Incorrect use of ladder

Protective Measures:

- Check rungs, stilts and feet. Are they safe to use? Make a visual inspection and reject any ladder that has loose or unstable components
- Ladders must not be used unless two personnel are present, one working on the ladder and one stabilising and observing for hazards
- Only operate ladders at the correct angle of incidence to the wall - four units of distance up the wall require one unit of distance out at the bottom
- Secure at top and bottom, if practicable use ladder stays and / or stand off
- Ensure ladder is correct for job and will extend at least three feet above the landing point
- Do not support ladders on rungs.



SCAFFOLDING – there is a possibility of injury when working with scaffolding

Hazards:

- Scaffolding collapsing
- Unsafe access to working platform
- Items falling off working platform
- Workers falling off working platform
- Incorrect use of scaffolding

Protective Measures:

- Follow the manufacturers instructions when assembling or dismantling the structure
- Check for wear and general appearance
- Ensure that the scaffold is fully planked out. The toe board must be fitted vertical to the ground and securely fastened to the structure
- Check the internal ladder, and always use this method for ascending and descending
- Ensure that the platform is wide enough for the purpose of the job in hand
- Wheels must lock when in use and outriggers must be correctly installed
- The scaffold must be erected no higher than three times its width
- No person is to ride a moving scaffold
- To move the scaffold, lift the outriggers, lift the wheel brakes and pull from base only
- Never load a working platform or apply any pressure that could tilt the structure.

HAND TOOLS – there is a possibility of injury when using hand tools:

Hazards:

- Using wrong tool for the application
- Using a tool in a manner for which it was not designed
- Tool slipping whilst in use

Protective Measures:

- Ensure that hand tools are of the correct type and size for the job
- Check handles for split, broken or loose heads
- Are heads mushroomed on chisels, if they are do not use, return them for regrinding
- Screwdrivers are NEVER to be used as chisels or levers
- Avoid splayed jaws on spanners. Use the right size; do not pack to make fit. Do not extend with a handle
- Do not use tools for any other purpose than that which they were intended.
- Carry all tools in properly designed containers and handle with care.

POWER TOOLS / MACHINERY – high risk of injury:

Hazards:

- Electric Shock.
- Components of the power tool/machinery breaking whilst in use
- Incorrect use of power tool/machinery
- Inappropriate training to use the power tool/machinery
- Not wearing the necessary protective clothing
- Area around machine is untidy and has potential trip hazards in it
- Lack of concentration whilst operating power tool/machinery

Protective Measures:

- Before using any machinery the following must be observed
- Are they properly guarded?
- Do the safety switches work, are the mains leads in good working condition and free from damage?



- Inspect the casing of the machine for signs of damage and assess bearings for wear
- Are you trained to use the machine?
- Is the equipment designed for the job?
- Do you know how to stop the machine you wish to use before you start it?
- Is the area around the machine clean / tidy and free from obstruction?
- Are you wearing the appropriate safety clothing, e.g. goggles, safety shoes, overalls / apron?
- Never attempt to clean the machine whilst still in motion – switch off / unplug the unit. Three phase should be switched off at the box and the fuse removed
- Do not wear dangling chains, loose garments, gloves, rings etc. Long hair must be tied back at all times
- Do not distract people who are using machines.

PERSONAL INJURY – there is risk of personal injury to various parts of the body. This can and must be minimised by the appropriate use of P.P.E.

Possibility of injury to eyes:

Hazards:

- Chemical or metal splash
- Dust
- Projectiles
- Gas and vapour
- Radiation

Protective Measures:

- Goggles
- Safety spectacles
- Face screen
- Helmets.

Possibility of injury to hearing:

Hazards:

- Impact noise,
- Music noise,
- Noise from machinery and lifting equipment,
- Noise due to vehicles (within or without), any source of sound with pressure levels above 85dBA.

Protective Measures:

- Earplugs
- Earmuffs.
- Noise dosage metering

Possibility of injury to head or neck:

Hazards:

- Impact from falling or flying objects
- Risk of head contacting obstacles
- Hair entanglement
- Chemical drips or splash
- Adverse climate or temperature
- Exposure to direct sunlight, contaminating products by hair contact.

Protective Measures:

- Hard hats
- Bump hats
- Hairnets
- Hats & skullcaps
- Sunscreen
- Appropriate clothing



Possibility of injury to back or torso:

Hazards:

- Impact from falling or flying objects
- Risk of injury due to lifting, risk of crushing when handling equipment
- Risk of impact when manoeuvring or directing vehicles
- Adverse climate or temperature
- Exposure to direct sunlight

Protective Measures:

- Protective clothing
- High visibility clothing
- Lifting support belt
- Correct lifting procedures – see Health and Safety Information

Possibility of injury to feet and legs:

Hazards:

- Surface water and condensation
- Ice
- Electrostatic build up
- Slipping, cuts and punctures
- Falling objects, heavy pressures
- Metal and chemical splash
- Abrasion
- Impact or crushing by equipment.

Protective Measures:

- Safety shoes/boots
- Ankle support
- Leggings.

P.P.E. and any other items necessary for personal protection and that of other people must be worn. Study the instructions on any chemical substances employed and wear the appropriate protection for that substance.

WORKING AT HEIGHTS - possibility of injury to the individual and to those below

Hazards:

- There is a risk of falling when working at heights
- There is a risk of tools/objects you are working with at height falling

Protective Measures:

- A safety harness must be used whenever working above ground level and the user must clip on to a stable structure in the case of a fall
- Only certified personnel may engage in work at more than 2m above ground level
- Those working below must be aware when others are working above them
- Use suitable signage and declare a hard-hat area.

MUSIC NOISE - possibility of damage to hearing

Hazards:

- Prolonged exposure to high sound pressure levels
- This may be due to that generated during a performance or it may be in the working environment from transistor radios, machinery etc.

Protective Measures:

- When requested CBA staff will be equipped with and competent in using noise dosimeters to monitor noise exposure



- Where this service has not been requested and agreed it is the responsibility of the client to provide suitable equipment and operators at their expense to monitor noise levels.
- Earplugs will be provided on request at signed dispensers

LIFTING / LOADING - possibility of injury to back, arms, hands or feet

Hazards:

- Heavy loads
- Odd/Unusual shaped loads
- Unstable loads
- Large loads that obscure vision

Protective Measures:

- When handling heavy items always use safe lifting procedures. Lifting gear, ramps, forklift truck etc., must be used to minimise individual effort
- Do not jerk and shove whilst lifting
- Lift easy stages, floor to knee and then to carrying position
- Hold weights close to body, lift with the legs and keep back straight
- Grip loads with palms not finger tips
- Never change grip whilst carrying items
- Don't let the load obscure your vision
- Ensure the route is clear before setting off
- Only use lifting equipment that carries an up to date certificate confirming safe working loads
- Never exceed the safe working load
- Check the stability of the load prior to attempting a lift
- If in doubt do not proceed but seek help
- Never try to save time by having a go
- Ensure that the correct equipment is available for each lift
- Refer to the Health and Safety information sheet for more detail about safe lifting practices.

MECHANICAL HANDLING EQUIPMENT - Possibility of injury to self and others

Hazards:

- Operation by inexperienced personnel

Protective Measures:

- Only properly certified personnel may operate such equipment.

LIFTING EQUIPMENT - Possibility of injury to self and others from equipment falling from height

Hazards:

- The safe working load of any piece of equipment may be exceeded
- Equipment may be worn or damaged and may not be of a safe standard.
- Equipment may become damaged whilst in use on tour.

Protective Measures:

- If doubt about the parameters of a lifting operation DO NOT PROCEED WITH THE WORK and seek guidance from senior personnel.
- A manual inspection of all lifting equipment shall be made prior to dispatch and the details recorded in the LOLER log
- All equipment will be manually inspected daily prior to installation and any deterioration recorded on the touring log
- If there is a problem that suggests that the equipment may be unfit for purpose that item may not be used



- All flying frames, lifting beams, chain slings, leg chains, shortening clutches, shackles, wire rope slings, wire ropes, electric chain hoists, blocks and any associated equipment must be subjected to a strict regular conformity certification under the LOLER Regulations 1999 and logs should be inspected for currency and conformity as follows:
- Distinguishing number and description of equipment
- Date of test and certificate number
- Proof load and safe working load
- Signed on behalf of the testing company.

There are many circumstances under which lifting equipment and lifted loads can present hazards to personal safety. The following general risks are not exclusive and it is the responsibility of the individual to assess whether the lifting practice being used is safe and appropriate. The overriding rule is:

IF the lifting process involves any practice or procedure that is (a) unfamiliar (b) for which training has not been given (c) appears to be abnormal in any way or (d) involves equipment that you are not certified to use THE PROCEDURE MUST BE TERMINATED IMMEDIATELY

RIGGING POINTS (ATTACHMENT TO) - possibility of injury to self and others

Hazards:

- Rigging points may fail and release the load
- The lifting equipment is not properly attached to the lifting point
- Primary method of lifting may fail
- Persons who are unqualified may attempt to assemble and lift loudspeaker systems.

Protective Measures:

- Venue administration or their appointed agents must supply certified evidence of the capacity of the rigging points and must warranty their safety. This evidence must be available for inspection prior to the attachment of rigging equipment
- Rigging equipment may only be installed by a qualified and certified rigger
- Personnel who are not so qualified may not, under any circumstances, attach rigging wires, shackles, ropes or slings to any venue rigging point
- A secondary safety attachment capable of withstanding 1.5 times the static weight of the load must be attached between the rigging point and a main member of the load structure. There must be a minimum of swag in the secondary safety connection when the load is in position
- Training is provided to ensure that all personnel are qualified in the operation of CBA flying equipment and by careful and diligent observation on the part of crew personnel to ensure that unqualified persons are not allowed to approach the equipment.

ELECTRICAL EQUIPMENT - Possibility of Electric Shock

Exposure to electrical supplies of various types is inherent with the normal duties of CBA personnel. There are many risks involved with such exposure and it is incumbent upon the individual to exercise reasonable caution when operating close to electrical services.

Hazards:

- Personnel may not be aware that they are in proximity to an electrical supply
- The act of connecting to a venue supply may expose the operator to unfamiliar equipment and therefore errors may be made
- Fault in a piece of equipment supplied by CBA Hire Ltd
- Someone receives an electric shock and there is no other person in the vicinity capable of rendering assistance



- A fault condition may arise that requires that the power be switched off immediately to remove the possibility of electric shock.

Protective Measures:

- All heavy electrical equipment must be clearly and obviously marked so in a manner that is visible in low light conditions
- General personnel are not permitted to connect to venue or other third party supplies. The promoter or venue is obliged to provide a suitably qualified electrician to connect mobile equipment to local services and to supervise the use thereof. A qualified person must similarly undertake disconnection
- All equipment must be PATS tested prior to arrival on site. PATS test labels must be present before connecting the equipment
- All electrical distribution systems must be fitted with RCCD protection devices so that the power is instantly disconnected in the case of a fault
- Electrical equipment must be inspected daily whilst in touring use. Any item that appears to be defective in any way must be withdrawn from service and its condition reported
- All personnel must be conversant with basic first aid training so that they are aware of the appropriate action in case of electric shock
- Electrical systems must be fitted with a clearly marked emergency cut off switch with interlock to ensure that the power can be shut off quickly and switched on only when conditions are safe to do so.

CABLING - Possibility of tripping, strangulation or electric shock

Cables represent potential hazards in many locations and situations. It is incumbent upon all personnel to maintain a careful watch on temporary cable installations to ensure that trip hazards or exposure to damaged insulation does not occur.

Hazards:

- Exposed cables
- Low visibility
- Overhead cables
- Cables may become damaged at the connector or at the insulated jacket causing exposed conductors.

Protective Measures:

- Installation of temporary cable systems must follow routes that do not encroach upon areas where a trip hazard can occur
- Trip hazards must be identified using luminous tape and local lighting
- Cable bridges must be used to enclose cables that cross pedestrian thoroughfares
- Sufficient lengths of cable must be used to ensure that cables are routed directly to the floor from equipment interfaces, avoiding the 'washing line' effect
- Cables must be routed where overhead hazards cannot occur and clear indication of such areas should be made with luminous tape and local lighting
- Cables should be reliably attached to structures using cable ties
- Power cables must be PATS tested prior to use
- Cables shall be inspected daily whilst on touring service
- Defective cables or those showing signs of wear must be removed from service and reported immediately.



COSHH - Control Of Substances Hazardous to Health Regulations 1994

The regulations apply to virtually all substances hazardous to health. Only those materials having their own regulations are excluded. Where substances hazardous to health including biological agents are used, produced, stored or otherwise handled in a workplace there is a risk of exposure to harm. Under the regulations there is an equal obligation on both the employer and self-employed to inform employees and visitors on the premises of the hazards and risks which they are liable to encounter. The 1994 regulations give the following definitions:

Hazard: represented by a substance and its potential to cause harm.

Risk: is the likelihood that it will cause harm in the actual circumstances of use.

Labels: drums and containers of dangerous substances must be labelled as defined by the Classification, Packaging and Labelling of Dangerous Substances Regulations 1984 (CPL). The labels have hazard warning symbols and two types of guidance phrases.

R phrases identify the hazards, e.g. Toxic by inhalation. Irritating to the eyes.

S phrases give advice on how to minimise the risk, e.g. avoid contact with skin or keep away from heat.

Possibility of exposure to chemical or biological agents

Hazards:

- Spillage
- Misuse and Mishandling of hazardous substances
- Exposure of flammable substances to naked flame or other form of ignition
- Fumes/Vapours

Protective Measures:

- Careful self-assessment of the risks involved before commencing work with hazardous substances
- Proper labelling and identification of containers. Labels must be read with care and instructions for use adhered to without deviation. Many manufacturers supply data sheets that give full information about the use of the substance – obtain and read these before proceeding
- Use of the appropriate safe lockable storage receptacles to prevent accidental access
- Proper training in the use and handling of hazardous substances
- Ensure that the area of use is properly ventilated and that there are no sources of heat that may cause ignition of flammable substances
- The use of the appropriate protective clothing and equipment
- Eating, drinking or smoking in the presence of hazardous substances is prohibited
- Removal of protective clothing and correct decontamination procedures must be followed before eating, drinking or smoking. Respect designated areas for use of hazardous materials, for decontamination and for rest
- Report any circumstance that suggests a potential hazard in the use of substances
- Care to avoid abuse of substances – i.e. refraining from horseplay in the presence of hazardous substances. Do not drink or expose flesh to hazardous substances. Do not attempt to siphon or pipette by mouth
- Return all substances to safe storage immediately after use. Do not leave containers open or exposed
- Take care to monitor personal health and report immediately any ill effects whether the action of hazardous substances are suspected or not
- Follow the action procedures outlined in the documentation provided by the manufacturer
- Where practical try to contain any spillage using absorbent materials/granules. Do not take unnecessary risk and summon assistance immediately



- Do not permit any unprotected persons to enter the zone of spillage or any area influenced by fumes from the spillage
- Refer to separate Health and Safety notices for further information on the handling of hazardous substances.

WORKING WITH COMPUTERS - possibility of strain injury to eyes and body

The incorrect use of computers and visual display units (VDU's) has been proven to contribute to a range of health problems. Research continues into the effects of this activity however the potential risks can be eliminated. Refer to the HSE publication 'Working with VDUs':

Hazards:

- Poor posture at the workstation
- Prolonged focusing on the computer display

Protective Measures:

- Analysis of working position, seat configuration and keyboard height
- It is essential that regular breaks from the computer be taken, especially when working at a desk for long periods. The recommended interval for breaks is 10 minutes in every hour
- Displays have adjustable brightness and contrast controls to enable the operators to establish their own level of comfort. It is the responsibility of the individual to make the necessary adjustment
- Correct and sufficient background lighting is necessary
- Regular eyesight tests should be taken
- Adjust your seat to find the most comfortable position
- Ensure sufficient space around you to move your legs freely
- Avoid excess pressure on legs and knees by using a footrest
- Move your posture as often is practicable
- Adopt a good keyboard technique
- Adjust desk and screen to avoid reflected light
- Keep the display clean.

FIRE SAFETY - possibility of burns, smoke inhalation or death

Hazards:

- Accumulation of rubbish
- Incorrect storage and handling of flammable substances
- Incorrect ventilation
- Incorrect provision of fire extinguishers

Protective Measures:

- Correct management of equipment and waste
- Maintain fire extinguishers and check they are appropriate to the local risk
- Flammable substances must be stored and handled according to the manufacturers instructions
- Regular fire checks
- Fire extinguishers and fire points must be clearly marked
- Be aware of how to raise the alarm in the event of fire and be conversant with evacuation procedures
- If a fire is discovered the following action should be taken
 - Sound the alarm
 - Dial 999 and call the fire brigade
 - Attack the fire, if possible with a fire extinguisher
 - Do not take risks that might endanger yourself or others
 - If in doubt get out via the designated escape routes ensuring that doors are closed
 - Once out of the building do not re-enter for any reason.