

Site Risk Assessment



Introduction:

The Management of Health & Safety at Work Regulations 1999 and supporting legislation make it a legal requirement that risk assessments must be carried out. All activities need to be assessed by a competent person in order to identify the hazards and quantify the risks that are likely to harm people. Hazards and risks that are not eliminated must be controlled and the control measures, be they physical or procedural, must be communicated to those who work or otherwise come into contact with the hazards.

This risk assessment has relied on extensive experience and knowledge and guidance from the following: The Health & Safety at Work etc., act 1974. The Management of Health & Safety at Work Regulations 1999, The Event Safety Guide, The Guide to Safety at Sports Grounds, Institute of Structural Engineers; Guide to Temporary Demountable Structures (3rd Edition), The Fire Safety Guide to Outdoor Events & Venues, Lifting Operations & Lifting Equipment Regulations 1998 (LOLER), and other HSE advisory documents.

In undertaking risk assessments, the following approach has been adopted:

- Gather Information and Identify Risks
- Consider control measures appropriate to the identified risks.
- Evaluate residual risk.

The risk assessments attached are quantified using the enclosed table of scoring. The control measures indicated within the assessment are considered to be reasonably practicable measures, to control the risks identified based on experience of similar events.

A review of the assessment will be made prior to the event should further information be received which suggest, that the control measures suggested are no longer sufficient to control risks or are inappropriate if additional hazards are identified. During the event a process of continuous assessment and reassessment will be undertaken by the Crew Chief to ensure that appropriate risk controls are put in place should situations develop which change, or are not covered within this assessment.

Risk Assessment Table

		SEVERITY					
		Multiple Death 10	Single Death 8	Major Injury 6	'3 day' Injury 4	Minor Injury 2	None 1
LIKELIHOOD	Certain 10	100	80	60	40	20	10
	Very Likely 8	80	64	48	32	16	8
	Probable 6	60	48	36	24	12	6
	Possible 4	40	32	24	16	8	4
	Unlikely 2	20	16	12	8	4	2
	Very Unlikely 1	10	8	6	4	2	1

Key to Shading:

100	Level of risk is unacceptable
16	Level of risk may be tolerable. Seek to reduce risk level.
4	Level of risk is acceptable.



Definition of likelihood classes

Certain 10	Has happened before and is expected to happen on this occasion.
Very Likely 8	Has happened before and is very likely to happen on this occasion.
Probable 6	Has been known to occur before and is likely to happen on this occasion.
Possible 4	Has been known to occur before and it may happen on this occasion.
Unlikely 2	Has been known to happen before but no reason to suggest that it will happen on this occasion.
Very Unlikely 1	Has never happened before and there are no reasons why it will happen on this occasion.

Abbreviations Used In Assessments

P = Public

S = Staff

A = Artists

Notes: The numerical scale is for reference only and not a literal score. **“Major Injury shall be defined as RIDDOR**

Risk Assessments

Acorn Event Structures - General Site Risk Assessment

Date: 04/10/2023

Next Review Date: Dynamic on site

Area of Assessment: Cathedral Gardens, Corporation Street, Manchester, M4 3BG

Prepared by: Zoe Clayton

Subject Area	Hazards & Effect	To Whom	Severity Rating x Likelihood = Primary Risk based on No Controls			Severity Rating x Likelihood = Residual Risk S x L = R			Action Required Where Risks are not Adequately Controlled	Other Comments	
Pre Event Planning	<ul style="list-style-type: none">•Lack of consultation between participating contractors.	<ul style="list-style-type: none">•Acorn Staff.•Venue Staff	6	4	24	<ul style="list-style-type: none">•Full consultation with the client.•Full consultation with production management.•Full sharing of event plans and technical data.•Full sharing of design drawings.	3	2	6		
Pre Event Planning.	Site Awareness	Acorn Staff Venue Staff	6	4	24	<ul style="list-style-type: none">•Full consultation with Site / Production Management regarding site access.•Site Rules.•Pre –start site induction and daily briefings•Welfare Arrangements•Other Contractors On Site.•Ground Conditions	3	2	6		
Pre Event Planning	<ul style="list-style-type: none">•Lack of Awareness / Understanding of Safety Standards Required amongst employees.•Poor workmanship, hazardous operations.•Death•Serious Injury	<ul style="list-style-type: none">•Acorn Staff.	6	6	36	<ul style="list-style-type: none">• Regular staff meetings and on site briefings•Encourage a positive culture by involving all employees – feeling part of the team.•Hold regular staff appraisals – health & safety being a specific item on the appraisal.•Suitably competent on-site supervisors and lead hands in attendance.	2	6	12		

Subject Area	Hazards & Effect	To Whom	Severity Rating x Likelihood = Primary Risk based on No Controls			Existing Control Measures	Severity Rating x Likelihood = Residual Risk S x L = R			Action Required Where Risks are not Adequately Controlled	Other Comments
Subject Area	Hazards & Effect	To Whom	Severity Rating x Likelihood = Primary Risk based on No Controls			Existing Control Measures	Severity Rating x Likelihood = Residual Risk S x L = R			Action Required Where Risks are not Adequately Controlled	Other Comments
Event Build & Breakdown. <u>Vehicle Movement.</u> <u>Delivery Of Materials</u>	<ul style="list-style-type: none">• Serious Injury to staff, visitors and pedestrians.• Collision with other vehicles.	<ul style="list-style-type: none">• Acorn Staff• Venue Staff• Members of the public using the Venue.	8	4	32	<ul style="list-style-type: none">• No access to site without site manager's permission.• Vehicles restricted to 5mph.• Hazard warning lights to be used at all times. Reversing beepers in use on all vehicles (Acorn owned)• Defined loading & unloading areas, which are to be kept clear from pedestrian access where possible.• No commercial vehicle reversing without a banks man in busy areas• All working personnel to wear correct PPE as a minimum Hi Viz clothing is to be worn at all times.	4	4	16	<ul style="list-style-type: none">• Limit vehicle movement.• Escorts provided where necessary.	
Event Build & Breakdown. <u>Manual Handling.</u>	<ul style="list-style-type: none">• Serious back injury• Strain to all limbs.• Bone breaks / fractures.	<ul style="list-style-type: none">• Acorn Staff	6	6	36	<ul style="list-style-type: none">• Manual handling procedures to be implemented as instructed.<ul style="list-style-type: none">▪ Task▪ Individual▪ Load▪ Environment.Must be assessed for each lift.• Only competent persons to undertake manual handling.• Preference is to be given to mechanical lifting aids prior to using manual handling• All working personnel to wear correct PPE at all times.	2	6	12	First Aider to be present on site	

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Event Build & Breakdown. <u>PPE</u>	<ul style="list-style-type: none"> • Serious Injury. • Hearing damage. 	<ul style="list-style-type: none"> • Acorn Staff 	8	6	48	<ul style="list-style-type: none"> • All working personnel will familiarise themselves and adhere to the site safety rules. • All working personnel will be excluded from the work area without appropriate PPE, including hearing protection in a high noise area. 	6	2	12		
Subject Area	Hazards & Effect	To Whom	Severity Rating x Likelihood = Primary Risk based on No Controls			Existing Control Measures	Severity Rating x Likelihood = Residual Risk S x L = R			Action Required Where Risks are not Adequately Controlled	Other Comments
Event Build & Breakdown. <u>Long Working Hours.</u>	<ul style="list-style-type: none"> • Fatigue, lack of concentration. • Reduction in spatial awareness. • Risk of personal injury. • Risk of injury to others. • Damage to plant or machinery. 	<ul style="list-style-type: none"> • Acorn Staff • Venue Staff 	6	4	24	<ul style="list-style-type: none"> • As far reasonably practicable the UK working time regulations will be followed. • Adequate breaks and rest periods will be allocated as necessary • Production schedules will reflect the above. • Crew rest & welfare facilities will be provided including on site catering wherever possible. 	6	2	12		
Event Build & Breakdown. <u>Work Lighting levels.</u>	<ul style="list-style-type: none"> • Insufficient Visibility for carrying out work. • Risk of personal injury. • Risk of injury to others. • Damage to plant or machinery. 	<ul style="list-style-type: none"> • Acorn Staff 	6	6	36	<ul style="list-style-type: none"> • Build / Breakdown to be undertaken during the hours of daylight where possible. • Temporary lighting to be provided where night working is required and existing venue lighting is insufficient. 	6	2	12		
Event Build & Breakdown. <u>Mechanical Handling</u>	<ul style="list-style-type: none"> • Incorrect use of plant & machinery. • Serious Injury to staff and pedestrians. • Collision with other vehicles. 	<ul style="list-style-type: none"> • Acorn Staff • Venue Staff 	6	6	36	<ul style="list-style-type: none"> • All operatives to be trained, competent & authorised. • Evidence of current training certification to be produced. • Hi Vis to be worn by all crew & drivers. 	6	2	12		

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<u>Lifting Equipment.</u>	<ul style="list-style-type: none"> • Damage to equipment. 	<ul style="list-style-type: none"> • Members of the public using the Venue 				<ul style="list-style-type: none"> • Use of banksman for all movements, where deemed necessary by on site assessment. • Plant must have audible warning when reversing. • Current LOLER certification & servicing records to be available for all plant. • Staff to be vigilant at all times regarding high-level movements from crane, hiab operations and fork lift operations. • Strict adherence will be made to operating limits & the safe working load of all plant. 					
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Event Build & Breakdown. <u>Working at Height.</u>	<ul style="list-style-type: none"> • Fall from height. • Serious Injury. • Death. • Risk of Injury to others. 	<ul style="list-style-type: none"> • Acorn Staff 	8	6	48	<ul style="list-style-type: none"> • All method statements / Risk Assessments & safety Policies must be checked & available on site. • All personnel to be competent and trained with a full understanding of the Work at Height Regulations and the companies' safe systems of work. • Personnel must demonstrate by method statement & specific Risk Assessment that they have: <ul style="list-style-type: none"> ▪ Selected the correct equipment for the task. ▪ That the fall prevention / fall arrest system is appropriate for the task. Where possible the principles of the 	2	6	12	<ul style="list-style-type: none"> • Clear working areas to be established. • Hardhat area to be enforced. • The site supervisor / crew chief to monitor all operations. 	

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						<p>NASC guidance document SG4:15 will be implemented.</p> <ul style="list-style-type: none"> ▪ That adverse events have been identified. ▪ Rescue procedures are in place. ▪ That crew are trained and able to implement such systems. ▪ If in doubt operatives must stop work immediately and seek the advice of their line manager/ site supervisor. 					

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<p>Event Build & Breakdown.</p> <p><u>Structural Collapse.</u></p>	<ul style="list-style-type: none"> • Collapse or partial collapse of any structure. • Serious Injury • Death. 	<ul style="list-style-type: none"> • Acorn Staff • Venue Staff • Members of the public using the Venue 	10	4	40	<ul style="list-style-type: none"> • All structures to be built in accordance with the plans, design principles, method and risk assessments supplied & agreed prior to the event. • All design drawing to be marked as for construction prior to the completion of the structure and any changes checked by a competent engineer. • Specialist contractors and competent, experienced staff will be used. • Contractors to be fully aware of the previously supplied information regarding the intended use of the structure. • Completion certificates will be signed off for each structure and will include all production-imposed loads. 	6	4	24	<ul style="list-style-type: none"> • The site supervisor/safety manager to agree any variations on the plans for construction with a competent design engineer if there are changes from the design drawings. • The site supervisor/ safety manager will consult with an independent consultant if any significant variation is being sought. 	

						<ul style="list-style-type: none">•Structures will be inspected in accordance with the relevant design drawings.•Construction areas to be suitably isolated.•The safety manager to check all progress where possible.•Ground conditions are suitable for the construction to take place.					
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Event Build & Breakdown. <u>Fire.</u>	<ul style="list-style-type: none">•Damage by fire or smoke to persons and / or property.•Minor Injury•Serious Injury•Death.	<ul style="list-style-type: none">•Acorn Staff•Venue Staff•Members of the public using the Venue	10	4	40	<ul style="list-style-type: none">•Appropriate fire fighting equipment to be easily accessible in pre defined locations.•No petrol generators to be allowed on site.•All electrical installations to be carried out by a qualified electrician.•All electrical installations to have proof of PAT testing.•All structures to be constructed with flame retardant materials.•No smoking in any covered areas or near any storage areas of LPG or inflammable substances. Appropriate signage to be used.•All working personnel to be familiar with the site rules and fire evacuation procedures.	10	1	10		

						<ul style="list-style-type: none">• Agreed procedures for the alert of the fire service.					
Subject Area	Hazards & Effect	To Whom	Severity Rating x Likelihood = Primary Risk based on No Controls			Existing Control Measures	Severity Rating x Likelihood = Residual Risk S x L = R			Action Required Where Risks are not Adequately Controlled	Other Comments
Event Build & breakdown. <u>Electrical Fault or Failure.</u>	<ul style="list-style-type: none">• Electrical Shock• Risk Of Fire• Burns. • Serious Injury• Death	<ul style="list-style-type: none">• Acorn Staff• Venue Staff• Members of the public using the Venue	8	4	32	<ul style="list-style-type: none">• All electrical installations to be carried out by a qualified electrician.• All electrical equipment will be installed in accordance with BS7909 1998.• All electrical installations to have proof of PAT testing.• All individual contractors own power supplies to be PAT certified.• Electrical equipment exposed to the weather must be appropriate for use.• Use of 110v or battery operated power tools where practicable.• Portable tools to be visually examined and have a current PAT certificate.• Metal structures to be earth bonded as appropriate.	8	2	16	<ul style="list-style-type: none">• All workers to be aware not to interfere with any electrical installation.• All electrical problems MUST be referred to the site electrician.	
Event Build & Breakdown.	<ul style="list-style-type: none">• Lack of fist aid provision.	<ul style="list-style-type: none">• Acorn Staff	8	4	32	<ul style="list-style-type: none">• All staff informed of location of first aid kit on site.	8	1	8	<ul style="list-style-type: none">•	

<u>Medical Emergency.</u>	<ul style="list-style-type: none">• Trauma / Stress.					<ul style="list-style-type: none">• Acorn First Aider or Medical cover provided during build and breakdown.• Knowledge of site for the instruction of emergency vehicle access.• Knowledge of the nearest A & E Dept.					
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Event Build & Breakdown. <u>Waste Management.</u>	<ul style="list-style-type: none">• Waste becoming an ignition source.• Hygiene from food waste.• Risk of injury.• Risk of medical problems.• Damage to structures.	<ul style="list-style-type: none">• Acorn Staff• Venue Staff	4	4	16	<ul style="list-style-type: none">• All personnel on site responsible for maintaining tidy & safe working areas.• All structures containing raised floor areas i.e. stages, will be checked & cleared of any waste build up.• All waste to be disposed of in suitable containers and removed from site.	4	2	8	<ul style="list-style-type: none">•	
Event Build & Breakdown. <u>Inclement Weather</u>	<ul style="list-style-type: none">• Unsafe Ground Conditions• Lack Of Shelter• High heat Conditions• Minor Injury• Hypothermia• Heat Stroke & Sunburn	<ul style="list-style-type: none">• Acorn Staff	6	4	24	<ul style="list-style-type: none">• Weather forecasts to be monitored.• Regular review to ensure that the conditions do not constitute a severe risk to H & S On site.• Sunblock to be available if necessary.• Access to suitable hot or cold drinks.• Appropriate attire to be worn according to conditions.	4	2	8	<ul style="list-style-type: none">•	
Event Build & Breakdown.	<ul style="list-style-type: none">• Cuts & Abrasions.	<ul style="list-style-type: none">• Acorn Staff	6	4	24	<ul style="list-style-type: none">• All materials to be checked before use.	4	2	8	<ul style="list-style-type: none">•	

<u>Damaged Materials.</u>	<ul style="list-style-type: none"> • Minor Injury • Serious Injury 					<ul style="list-style-type: none"> • Specific attention to board & ladder condition. • Sub Standard or damaged materials to be isolated & returned. 					
Event Build & Breakdown <u>Working at Height - Materials</u>	<ul style="list-style-type: none"> • Fall from Height – Materials • Serious Injury • Death • Risk of Injury to Others 	• Acorn Staff	8	4	32	<ul style="list-style-type: none"> • All personnel to adhere to the companies safe systems of work policy. • Raising or lowering of materials whether by hand or by mechanical means is done in a safe & secure manner. • All personnel on the ground to be vigilant of operations happening above. • All working personnel to wear correct PPE at all times. 	4	2	8	•	

Subject Area	Hazards & Effect	To Whom				Existing Control Measures	Severity Rating x Likelihood = Residual Risk $S \times L = R$			Action Required Where Risks are not Adequately Controlled	Other Comments
Event Build & Breakdown. <u>Unloading of Strapped Bundles.veh</u>	<ul style="list-style-type: none"> • Cuts & Abrasions. • Minor Injury 	• Acorn Staff	6	4	24	<ul style="list-style-type: none"> • Ensuring that the bundle will stay intact prior to cutting the strap. • Other personnel to stand clear of operation. • Correct use of cutting tools. • Safe disposal of banding strap. • All working personnel to wear correct PPE at all times. 	6	2	12	•	
Event Build & Breakdown <u>Lifting Operations</u>	<ul style="list-style-type: none"> • Lifting Equipment Failure • Poor Communications • Lack Of Awareness. • Death • Serious Injury 	• Acorn Staff	10	4	40	<ul style="list-style-type: none"> • All lifting operations and use of lifting equipment to be governed by “The Lifting Operations & Lifting Equipment Regulations 1998 & The Provision and use of Work Equipment Regulations 1998”. All lifting operations shall be 	10	1	10	•	

	<ul style="list-style-type: none">• Risk Of Injury to Others					<ul style="list-style-type: none">subject to supplementary and dynamic assessment.• All lifting operations shall be properly planned, coordinated & supervised by an appointed person.• Exclusion zones shall be instigated.• All lifting equipment shall be utilised within its SWL & according to the manufacturers guidance.• Complex Lifts will require a lifting plan.• All personnel involved in the operation should be made aware of the hazards & appropriately trained.					
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Event Build & Breakdown <u>Consumption of Alcohol & Drugs</u>	<ul style="list-style-type: none">• Reduction Of Stamina, disorientation, incoherence, lack of judgement.• Increased Risk Of Personal Injury.• Increased Risk of Affecting The Safety Of Others.	<ul style="list-style-type: none">• Acorn Staff• Other Contractors	6	6	36	<ul style="list-style-type: none">• All staff to be advised prior to their arrival on site that the consumption of Alcohol and the taking of recreational drugs are prohibited by Acorn Events.• The site supervisor will dismiss any member of staff who is under the influence of alcohol or drugs.	6	2	12	<ul style="list-style-type: none">•	
Event Build & Breakdown <u>Use of Plant</u> <u>Forklifts</u> <u>MEWPS</u> <u>Cherry Pickers</u>	<ul style="list-style-type: none">• Overturning• Personal Injury• Equipment Damage• Interaction with Pedestrians• Death• Serious Injury	<ul style="list-style-type: none">• Acorn Staff• Venue Staff	8	4	32	<ul style="list-style-type: none">• Work equipment suitable for the task will be selected.• Only authorised operators to use.• Full assessment of the load weight and the SWL of the vehicle.• Provision and Use of Work Equipment (PUWER98) & The Lifting Operations & Lifting Equipment Regulations	8	2	16	<ul style="list-style-type: none">• Reversing manoeuvres to be minimised.• Vehicle to be fitted with audible reversing sirens.• Site speed limits to be strictly adhered to.	<ul style="list-style-type: none">• Absolutely no passengers to ride on forklifts.

	<ul style="list-style-type: none">• Risk Of Injury to Others					(LOLER98) will apply to all plant machinery. <ul style="list-style-type: none">• Assessments to be made on ground conditions, overhead restrictions etc.					
Event Build & Breakdown <u>Use Of Cranes</u>	<ul style="list-style-type: none">• Overturning• Equipment Damage• Personal Injury • Death• Serious Injury• Risk Of Injury to Others	<ul style="list-style-type: none">• Acorn Staff• Venue Staff	8	4	32	<ul style="list-style-type: none">• Activity to be strictly controlled by a competent lift supervisor.• A lifting plan to be instigated and a separate risk assessment undertaken.• All lifts will be undertaken using guidance laid down in LOLER98, L113 ACOP & BS7121.• Full safety briefing for all involved in activity.	8	2	16	<ul style="list-style-type: none">•	<ul style="list-style-type: none">• A more detailed risk assessment will accompany the crane-lifting plan.
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Event Build & Breakdown <u>Use of Power Tools</u>	<ul style="list-style-type: none">• Lack Of Competence• Lack Of PPE• Improper Use Of equipment Serious Injury Risk of Injury to Others	<ul style="list-style-type: none">• Acorn Staff	6	6	36	<ul style="list-style-type: none">• Safe Working Areas to Be Established• Manufacturers Safety Guidance to be complied with.• Utilisation of suitable tools for the task.• Only trained & experienced personnel to utilise power tools wearing correct PPE.• All power tools to be battery operated or 110v.• All equipment will carry a valid PAT cert.• Under no circumstances will any guards or safety features be removed.	6	2	12	<ul style="list-style-type: none">•	
The Event Show Period. <u>Structural Collapse.</u>	<ul style="list-style-type: none">• Collapse or partial collapse of any structure including PA & Lighting Towers. • Serious Injury• Death	<ul style="list-style-type: none">• Event Staff• Public• Artists	10	4	40	<ul style="list-style-type: none">• All structures to be built in accordance with the plans, design principles, method and risk assessments supplied & agreed prior to the event.• Completion certificates will be signed off for each structure.	10	1	10	<ul style="list-style-type: none">•	

						<ul style="list-style-type: none"> • All tower structures will be isolated with barriers. • The public will have no access to back stage areas. • Wind Monitoring will take place. • The safety manager will monitor all structures during the event. 					
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The Event Show Period <u>Structural Instability</u>	<ul style="list-style-type: none"> • Unauthorised removal of bracing or any sub structure component. • Serious Injury • Death 	<ul style="list-style-type: none"> • Event Staff • Public • Artists 	10	4	40	<ul style="list-style-type: none"> • Stage babysitter to monitor any unauthorised removal of sub structure components. • Any component removed for temporary access to be approved by an authorised & competent representative of Acorn Structures. • Any temporary removal of such components to be reinstated immediately. • Permanent removal of any component will only be authorised after written approval & confirmation of the designer. 	10	1	10	•	
The Event Show Period <u>Unauthorised Climbing.</u>	<ul style="list-style-type: none"> • Falling from structures or masts. • Serious Injury • Death 	<ul style="list-style-type: none"> • Public • Staff 	6	6	36	<ul style="list-style-type: none"> • All structures to be isolated from the public. • Stewards to monitor & request compliance. 	6	2	12		

						<ul style="list-style-type: none"> • SIA Security to remove people who are not compliant and present a hazard to themselves or others through climbing. 					
The Event Show Period <u>Noise.</u>	<ul style="list-style-type: none"> • Hearing Damage 	Acorn Staff	4	4	16	<ul style="list-style-type: none"> • Work areas with expected noise levels above 85db(A) to be identified. • Hearing protection must be worn by all staff when working or babysitting in the high noise environment of the live stage. 	4	2	8		