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| <p style="text-align: center;">North Lincolnshire Council</p> <p style="text-align: center;">www.northlincs.gov.uk</p> | Business Performance System (BPS) | | Document Ref. No. | BPS 4.3.1.F1 |
| | <h1 style="margin: 0;">Event Risk Assessment Form</h1> | | Author | Safety Solutions |
| | | | Version | 01 |
| | | | Issue Date | 05.01.2020 |
| | | | Review Date | 05.01.2023 |

| Section 1: Assessment Details | | | | | | |
|--|---|-------------------------------|--------------------------|-------------------------|------------------------------|---|
| Assessment No. | 001 | Directorate / Service: | Governance & Communities | Location: | Baths Hall/Plowright Theatre | |
| Assessment Date: | 01.03.2022 | Review Date: | 01.03.2023 | Assessor/s Name: | Glyn Gamewell/Mandy Brookes | |
| Activity to be Assessed: | Events – To be read in conjunction with other relevant documentation e.g., Safe Working Procedures (SWP), Fire Risk Assessment, event-specific and third-party risk assessments | | | | | |
| Persons at Risk: (Delete as appropriate) | Employees | Children | Public | Contractors | Visitors | Others (Detail) Volunteers/Hirers/Performers |

| Section 2: Key / Guidance | | | |
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| L | Likelihood (1 to 5) - See Section 6, Risk Factor Scoring Matrix. | ER | Existing Risk - Evaluation of the risk with existing control measure in place. |
| S | Severity (1 to 5) - See Section 6, Risk Factor Scoring Matrix. | RR | Residual Risk - Evaluation of risk following implementation of additional actions required due to unacceptable level of existing risk. |

- Section 7 the Health and Safety at Work etc. Act 1974 places a general duty upon employees to take reasonable care for the health and safety of themselves and any others that may be affected by their acts and omissions and to cooperate with the employer to enable them to fulfil their legal obligations under the Act. Therefore it is important that employees fully understand and are able to comply with the contents of this risk assessment.
- Risk assessments should be completed by managers and employees together and signed to confirm both accept and understand its contents. A record of this should be kept. Risk assessments should be reviewed when they might no longer be considered valid e.g., changes in legislation or technology or changes within the workplace; if an employee's circumstances change; or following an accident or incident.

Section 3: Risk Assessment

| Hazards: | How Could Harm Result from the Hazard: | Current Control Measures: | Existing Risk: (L x S = ER) | | | Additional Control Measures Required: | Residual Risk: (L x S = RR) | | |
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| | | | L | S | ER | | L | S | RR |
| Electrical installations | Venue staff, production crew, contractors and others potentially exposed to: Fire Electrocutation | <ul style="list-style-type: none"> Mains power installed by qualified, trained and competent staff Distribution by production company – certificates for electrical safety (installation and portable appliances) produced on demand by venue staff/local authority inspectors Portable Appliance Test (PAT) completed annually Distribution supervised and checked by venue electrician to ensure work complies with electrical regulations Servicing and maintenance regime in place | 2 | 4 | 8 | <ul style="list-style-type: none"> Periodic installations checked by competent contractor e.g., 5-yearly Damaged electrical appliances taken out of use | 1 | 4 | 4 |

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| Rigging | <p>Venue staff, production crew, contractors and others potentially exposed to:</p> <p>Falls from height Falling equipment Damaged/defective equipment</p> | <ul style="list-style-type: none"> • All rigging work carried out by tour production and complies with venue SWP in addition to relevant legislation/regulations including LOLER, PUWER etc. • Rigging information received at least 1 week prior to event • All proposed rigging overlaid onto venue plans and points calculations made by appointed 'House Rigger' (HR) – drawings completed by competent technical drawers • No rigging work (or access to roof) permitted unless HR is present/approved • Rigging safety check sheet completed before HR leaves premises and signed off by Technical Manager (TM) • Maximum working loads established and not exceeded | 2 | 4 | 8 | <ul style="list-style-type: none"> • Safety certificates for all motors, trusses and rigging equipment produced on demand by venue staff/local authority inspectors • Damaged rigging taken out of use • Incidents, near misses etc. reported on corporate reporting system • Incident investigation completed where appropriate | 1 | 4 | 4 |
| Seat installation (flat floor seating) | <p>Venue staff, production crew, contractors and others potentially exposed to:</p> <p>Manual handling injuries Slips, trips, falls Trapping injuries</p> | <ul style="list-style-type: none"> • Seating maintained in good working order by technical team • Visual check of each seat and seat bar completed by staff during installation • Installation completed by venue staff | 2 | 2 | 4 | <ul style="list-style-type: none"> • Damaged seating repaired • Incidents, near misses etc. reported on corporate reporting system • Incident investigation completed where appropriate | 1 | 2 | 2 |
| Set construction/touring stages | <p>Venue staff, production crew, contractors and others potentially exposed to:</p> <p>Set collapse Fire</p> | <ul style="list-style-type: none"> • All materials comply with relevant fire regulations • Flammability certificates produced on demand to TM or licensing authority • Set construction comply with relevant guidance and regulations • Calculations and | | | | <ul style="list-style-type: none"> • Incidents, near misses etc. reported on corporate reporting system • Incident investigation completed where appropriate | | | |

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| | | certificates provided on demand | | | | | | | |
| | | <ul style="list-style-type: none"> Construction completed by competent person(s) | | | | | | | |
| Special effects (pyrotechnics, lasers, strobe lighting, haze/low smoke etc.) | <p>Venue staff, production crew, contractors and others potentially exposed to:</p> <p>Fire/pyrotechnic fall out Laser/strobe effects Damage to premises and property Fire/explosion Smoke/haze irritating eyes/throat/skin</p> | <ul style="list-style-type: none"> Information on special effects provided at least 14 days prior to event and details forwarded to licensing authority for feedback and submitted on 'tech rider' Demonstration of effects (if required) on day of performance; any issues, venue right to refuse to continue of all requested effects regardless of tour's previous experiences at other venues (venue decision final) Clear line of sight for operator and/or adequate number of 'spotters' for effects requested Information to include: <ul style="list-style-type: none"> List of effects used H&S policy/plan and risk assessments of company/third parties CV/track record of operator(s) Data relating to every effect Laser calculations (where appropriate) Public liability insurance certificate Industry good practice on noise levels (including pyrotechnics) and exposures followed https://www.hse.gov.uk/e-vent-safety/noise.htm | 2 | 3 | 6 | <ul style="list-style-type: none"> Specific risk assessment submitted where required (assessed following submission of 'tech rider') Incidents, near misses etc. reported on corporate reporting system Incident investigation completed where appropriate Warnings/information provided to potential audiences on use of strobe lighting | 1 | 3 | 3 |
| Stage build (house stage) | <p>Venue staff, production crew, contractors and others potentially exposed to:</p> | <ul style="list-style-type: none"> Stage built by venue staff or approved contractor Stage sections inspected annually | 2 | 3 | 6 | <ul style="list-style-type: none"> Maintenance and inspection regime in place – where damage or deterioration | 1 | 3 | 3 |

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| | <p>Stage collapse Trapping/crushing injuries Slips, trips, falls Unstable floor Manual handling injuries</p> | <ul style="list-style-type: none"> • Visual inspection by competent person prior to each event • Technicians and/or TM inspect stage before allowing touring company/production access • Events staff on duty during performances all trained and competent in stage build and maintenance, and able to replace or repair sections of stage where necessary in case of failure/fault during event | | | | <p>identified, issue address/rectified before continued use</p> <ul style="list-style-type: none"> • Incidents, near misses etc. reported on corporate reporting system • Incident investigation completed where appropriate | | | |
| Trailing cables | <p>Venue staff, production crew, contractors and others potentially exposed to:</p> <p>Slips, trips, falls Worn/damaged cables</p> | <ul style="list-style-type: none"> • Promoter to assign H&S Coordinator or representative • Venue TM monitor and load in/build • All cables run at height or out of public access areas – where this is not possible, cables covered with matting or ramps to ensure even/smooth walkways/access • Venue cable covers used in public access areas (industrial cable covers not acceptable as present trip hazard) – venue approval sought for all cable covers • Multi-core cables run around floor of balcony adjacent to front wall of balcony to mixer position at front of balcony – where mixer position located on floor, cable runs same route and dropped vertically through facility panel at front of balcony to ensure run remains accessible | 2 | 2 | 4 | <ul style="list-style-type: none"> • Incidents, near misses etc. reported on corporate reporting system • Incident investigation completed where appropriate | 1 | 2 | 2 |

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| | | throughout event in case of fault (cables do not run down middle of floor as present trip hazard) | | | | | | | |
| Audience (general) | <p>Venue staff, production crew, contractors and others potentially exposed to:</p> <p>Violent/Challenging Behaviour (VCB)</p> <p>Inability to evacuate in an emergency (burns, asphyxiation, smoke inhalation)</p> <p>Threat to personal safety e.g., terrorism threat</p> <p>Accidents/ill-health</p> <p>Excessive noise levels</p> | <ul style="list-style-type: none"> • Standard, minimum stewarding and security levels determined following assessment of risk, discussion and consultation with venue events team • Guidance followed e.g., Event Safety Guide and local authority advice • Appointed professional security contractor (UK Security) – to be clearly identifiable • Specific security and stewarding levels determined based on previous event factors and assessment of risk e.g., crowd profile, numbers, area of use, standing/seating etc. • All staff familiar with emergency evacuation procedures – all relevant persons considered including those requiring assistance (General Emergency Evacuation Plan completed for venue) • Accessible viewing areas established prior to event going on sale • Industry good practice on noise levels and exposures followed https://www.hse.gov.uk/event-safety/noise.htm • Standard minimum numbers of first aiders set following discussions with venue events staff, local authority etc. | 2 | 3 | 6 | <ul style="list-style-type: none"> • Radio communication and/or headsets (where appropriate) allocated to venue staff, contractors and other departments with established radio and communication etiquette complied with throughout event • Professional and appropriate service provided to manage conflict and deal with any incidents of VCB • Public address system tested prior to event • Emergency evacuation led by venue staff – public address system used where necessary to instruct – delegated fire marshals responsible for directing evacuation • Staff member positioned within sound control at all times to facilitate the event of public address system being cut off • Counterterrorism procedure followed where necessary • Personal Emergency Evacuation Plan (PEEP) completed for any venue staff/individuals requiring assistance in the event of an emergency evacuation • Periodic fire drills completed • GEEP reviewed periodically • Equipment used to evacuate people | 1 | 3 | 3 |

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| | | | | | | requiring assistance regularly serviced and maintained | | | |
| Overcrowding, queuing, public disorder | <p>Venue staff, production crew, contractors and others potentially exposed to:</p> <p>Crushing/entrapment Inability to evacuate in an emergency (burns, asphyxiation, smoke inhalation) VCB</p> | <ul style="list-style-type: none"> • Venue pre-check completed – all checks recorded on appropriate sheet and all sheets received and recorded prior to opening doors • Numbers as per agreed occupancy and/or ticketed event • Audience profile established prior to event and assessment of risk • Queue system and staff numbers determined prior to event based on factors and assessment of risk e.g., crowd profile, numbers, time of year, status of artist etc. • External queue system (barriers) in place before doors opened (removed as soon as possible after main ingress) • Visual monitoring (behaviour, density, flow rate etc.) of queues carried out by Duty Manager with Head of Security • Searches carried out (where appropriate) e.g., visual bag searches, full/large bag searches (all events), random searches based on dynamic risk assessment, full pat down and wand searches • Venue emergency procedures in place and all staff/contractors and performers familiar with it and any delegated roles/responsibilities | 2 | 2 | 4 | <ul style="list-style-type: none"> • Professional and appropriate security service provided to manage conflict and deal with any incidents of VCB • Crowds monitored (where necessary) • Identification passes/ID required to prevent unauthorised access • Emergency evacuation led by venue staff – public address system used where necessary to instruct – delegated fire marshals responsible for directing evacuation • Periodic fire drills completed | 1 | 2 | 2 |

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| Public safety/disorder (standing floor) | <p>Venue staff, production crew, contractors and others potentially exposed to:</p> <p>Crushing/entrapment Inability to evacuate in an emergency (burns, asphyxiation, smoke inhalation) VCB Physical injury caused by crowds Heat exhaustion/dehydration</p> | <ul style="list-style-type: none"> • Numbers limited on floor and based on available area, exits to fresh air, audience profile and additional structures on venue floor • Internal barrier plans agreed prior to event • Drinks decanted into collapsible, plastic cups on standing floor • Access to drinking water • Only pit staff specifically trained by appointed contractor permitted in area | 2 | 2 | 4 | <ul style="list-style-type: none"> • Crowds monitored (where necessary) • Professional and appropriate security service provided to manage conflict and deal with any incidents of VCB • Emergency evacuation led by venue staff – public address system used where necessary to instruct – delegated fire marshals responsible for directing evacuation | 1 | 2 | 2 |
| Fire/explosion | <p>Venue staff, production crew, contractors and others potentially exposed to:</p> <p>Crushing/entrapment Inability to evacuate in an emergency (burns, asphyxiation, smoke inhalation)</p> | <ul style="list-style-type: none"> • Fire risk assessment completed outlining the hazards and control measures to prevent fire, means of escape etc. • Venue staff, contractors etc. familiar with fire risk assessment, emergency procedures etc. and comply with all control measures • Directional signage and fire safety information displayed throughout premises • Fire-fighting equipment located throughout premises and key venue staff trained in its use | 2 | 4 | 8 | <ul style="list-style-type: none"> • Emergency evacuation led by venue staff – public address system used where necessary to instruct – delegated fire marshals responsible for directing evacuation • Counterterrorism procedure followed where necessary • Actual and false alarms investigated • Periodic fire drills completed | 1 | 4 | 4 |

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| <p>Exposure to contaminants, debris, waste etc.</p> <p>Exposure to prevalent diseases/infections such as Coronavirus</p> <p>(Also see main building risk assessment – infection controls)</p> | <p>Venue staff, production crew, contractors and others potentially exposed to:</p> <p>Bacteria/waste causing ill-health/disease</p> <p>Needle-stick/sharps injuries (BBVs)</p> <p>Ill-health or deterioration of existing conditions (vulnerable persons)</p> | <ul style="list-style-type: none"> • Spillages cleaned up immediately to prevent slip hazards • Good levels of hygiene practised and cuts/wounds covered with water-proof dressings • Cleaning/venue staff provided with appropriate equipment and PPE to handle and dispose of waste, litter etc. • Suspicious packages/bags and/or behaviour reported to Duty Manager/Security • Employees aware of sharps procedures including how to prevent exposure to needle/sharps injuries and action to take if exposed • Where first aid assistance is required for an individual who is COVID symptomatic (new, continuous cough and/or high temperature), where possible, place away from others and ask helpers to maintain at least 2 metres social distance from injured party • Where blood or bodily fluid spillage, keep other staff and customers away from the area and follow infection control | 2 | 2 | 4 | <ul style="list-style-type: none"> • Incidents involving exposure to contaminants/sharps etc. reported on corporate reporting system • Incident investigation completed where appropriate • General management and arrangements, see: http://www.hse.gov.uk/pubns/infection.pdf • Where injured party displaying COVID symptoms, inform operator when calling for emergency assistance • procedures • First aiders, having had close contact with others and go on to develop symptoms of COVID, advised to follow guidance on NHS website and not attend site until self-isolation or other required action taken • Current NLC and Government advice and guidance followed Coronavirus – staff requested to continue to wear face coverings where required (refer to FAQs – Face Coverings) | 1 | 2 | 2 |
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| <p>Inadequate first aid provision</p> | <p>Venue staff, production crew, contractors and others potentially:</p> <p>Sustain injury/ill-health which is not treated to prevent deterioration Receive inappropriate first aid treatment</p> | <ul style="list-style-type: none"> • First aid needs assessment completed and recommended/suggested numbers of first aiders trained and appointed • Multiple first aid boxes situated around the site, fully stocked (replenished after use) • Designated first aiders on-hand to administer first aid where necessary – all qualifications renewed in good time • Means of communication to summon help if required • Staff advised not to administer first aid treatment where injured party can competently self-administer – where required, staff use disposable gloves (in addition to any other protection required e.g. apron, goggles or COVID specific PPE if displaying symptoms) • Thorough hand washing and sanitising carried out after administering treatment and waste disposed of accordingly | | | | <ul style="list-style-type: none"> • First aid supplies re-stocked after use (check by first aider/appointed person) • All first aid treatment/details recorded | | | |
| <p>Food poisoning</p> | <p>Venue staff, production crew, contractors and others potentially exposed to:</p> <p>Bacteria Under-cooked food</p> | <ul style="list-style-type: none"> • Good standards of hygiene practised • Contracted catering company risk assessment and SWP provided and complied with • Robust cleaning regimes in place | | | | <ul style="list-style-type: none"> • Incidents of food poisoning, concerns with catering arrangements etc. reported and recorded (investigation where required) | | | |

Additional Information

Cooperation in the shared workplace

For compliance under the Health and Safety at Work etc. Act (HSWA) 1974:

- Whilst on site, it is vital that good cooperation and coordination from all parties is maintained. It is a general duty under the HSWA (section 7) that all employees take reasonable care of themselves and others that may be affected by their acts or omissions.
- The venue risk assessments and method statements for all activities undertaken by the promoter, production team and their contractors must be provided in advance of arriving on site.
- To fulfil the venue's obligation, an Event Risk Assessment will be provided to the promoter or their representative on arrival if requested.

Production details

- The main stage measures 22m x 10m.
- The front of the stage barrier (crowd control), where required, will be supplied by the venue and will follow the front edge of the stage no less than 4ft from the nearest obstruction. The barrier will be constructed to ensure there are no pinch points, trip hazards or areas where audience members could become trapped, and will be inspected by the Duty Manager prior to admitting members of the public.
- For a fully standing show, the mixer position will be on house risers and located in the centre of the auditorium beneath the front of the balcony. 'Bike rack' barriers will be positioned on all sides. The mixer position will be monitored by a member of the security team.
- The following effects will be used in this show:

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| Smoke/fog | | |
| Strobe lighting | | |
| Pyrotechnics | | |
| Lasers | | |

All relevant documentation has been received. Signage will be placed on all inner doors into the auditorium to inform the public.

First Aid

- First aid cover will be provided by the venue's appointed contractor.
- The first aid point will be situated in the Medical Room opposite the box office.
- Venue staff will patrol the venue throughout the event.
- The medical staff will be in direct radio contact with venue staff.
- During this event, there will be (___1___) staff member on duty.

Other event details

- All drinks will be decanted into collapsible plastic cups.
- All tops will be removed from drinks bottles elsewhere on standing floor shows.
- Water will be available in the pit (when in use) for health and safety purposes on standing floor shows.

- All load in, build up, event, break down and load out activities will be supervised and monitored by a member of the venue technical team.

Further notes

Communications:

- All key members of staff, contractors and departments are allocated radio communication equipment including headsets, where appropriate, for the duration of the event. Correct radio procedure is maintained throughout with established radio etiquette in place.
- The venue public address (PA) system is tested before each event.
- A member of staff is located within the sound control position at all times to facilitate the event PA being cut off in the event of an emergency.

First Aid:

- The exact details of first aid provision is determined based on the nature of the event, layout of the venue, crowd profile, numbers, duration and genre of music etc.
- Standard minimum numbers of first aiders are set following discussion with venue events staff, local authority and using guidance in the Event Safety Guide.
- Points considered in establish specific event cover are:
 - Profile as above
 - Pit paramedic requirements
 - Location of ambulances
 - Number of first aid units in operation
 - Other events in the town at the same time

Disabled access:

- The positions of the accessible viewing platforms are established prior to the event going on sale.
- Points considered include:
 - Ease of access
 - Access to accessible toilets
 - Access to first aid facilities
 - Provision of adequate stewards to assist with emergency evacuation

Detail Additional Control Measures Identified in Section 3

| Action Ref: | Recommendation: | Responsible Person: | Target Date: | Close Out Date: |
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Section 5: Review

| Revision: | Reason for Review: | Reviewed By: | Date of Review: |
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| 004 | | | |
| 005 | | | |

Section 6: Risk Factor Scoring Matrix

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| <p align="center">North Lincolnshire Council www.northlincs.gov.uk</p> | Likelihood | Almost Certain | 5 | 5 | 10 | 15 | 20 | 25 | <p align="center">1 to 4 = Low</p> <p>Accept the Risk: No further actions required, if current control measures are used.</p> <p align="center">5 to 8 = Medium</p> <p>Review the Risk: Review the assessment(s) to establish if further measures could be implemented</p> <p align="center">9 to 12 = High</p> <p>Reduce the Risk: Ensure additional control measures are implemented to reduce the level of risk prior to carrying out activity.</p> |
| | | High | 4 | 4 | 8 | 12 | 16 | 20 | |
| | | Medium | 3 | 3 | 6 | 9 | 12 | 15 | |
| | | Low | 2 | 2 | 4 | 6 | 8 | 10 | |
| | | Improbable | 1 | 1 | 2 | 3 | 4 | 5 | |
| | | | | 1 | 2 | 3 | 4 | 5 | |

| | | | Minor | Low | Medium | High | Major | 15 to 25 = Very High | |
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| | | | Severity | | | | | Unacceptable Risk: Activity can not be progressed until actions taken to reduce the level of risk to an acceptable level. | |
| Likelihood: | | | | | | | | | |
| 1 | Improbable | Well managed and all reasonable precautions have been taken. Ideally, this should be the normal state of the workplace. | | | | | | | |
| 2 | Low | Generally well managed however occasional lapses could occur. This also applies to situations where people are required to behave safely in order to protect themselves but are well trained. | | | | | | | |
| 3 | Medium | Insufficient or sub-standard controls in place. Loss is unlikely during normal operation however, may occur in emergencies or non-routine conditions, (e.g. obstructed walkways or re-fresher training required). | | | | | | | |
| 4 | High | Serious failures in management controls. The effects of human behaviour or other factors could cause an accident but is unlikely without this additional factor, (e.g. ladder not secured properly, oil spilled on floor or poorly trained personnel). | | | | | | | |
| 5 | Almost Certain | Absence of any management control. If conditions remain unchanged there is almost a 100% certainty that an accident will happen, (e.g. broken rung on a ladder, live exposed electrical conductor or un-trained personnel). | | | | | | | |
| Severity, (Consequences): | | | | | | | | | |
| 1 | Minor | Causing minor injuries, (e.g. cuts, scratches). No lost time likely other than for first aid treatment, superficial damage to assets | | | | | | | |
| 2 | Low | Causing significant injuries (e.g. sprains, bruises, lacerations). Minor damage to assets, fixtures or fittings. | | | | | | | |
| 3 | Medium | Causing temporary disability, (e.g. fractures). Some loss or damage to assets causing minimal disruption. | | | | | | | |
| 4 | High | Causing permanent disability, (e.g. loss of limbs, sight or hearing). Loss or damage could cause some business disruption. | | | | | | | |
| 5 | Major | Causing death to one or more people. Loss or damage is such that it could cause serious business disruption, (e.g. major fire). | | | | | | | |