

# General Risk Assessment



**Step 1: Identify the Hazard**

**Step 2: Identify who could be harmed and how**

**Step 3: Evaluate the risk and decide appropriate controls**

**Step 4: Record findings and implement**

**Step 5: Review and update when necessary**

Please note:

*“Employee” means ‘an individual who has entered into or works under*

- *(a) a contract of employment; or*
- *(b) any other contract, whether express or implied and (if it is express) whether oral or in writing, whereby the individual undertakes to do or perform personally any work or services for another party to the contract whose status is not by virtue of the contract that of a client or customer of any profession or business undertaking carried on by the individual.*

*and any references to an employee’s contract shall be construed accordingly.’*

**Darklight Event Services** will consider controls in the following order, with elimination being the most effective and PPE being the least effective:

- **Elimination** – physically remove the hazard
- **Substitution** – replace the hazard
- **Engineering controls** – isolate people from the hazard
- **Administrative controls** – change the way people work
- **PPE** – protect the worker with personal protective equipment

## Step 1: Identify the Hazard

Hazards can be divided into the different categories and a few examples are listed below:

<b>Physical:</b>	This includes noise, vibration, radiation, heat as well as temporary and permanent structures.
<b>Chemical &amp; Biological:</b>	This includes substances that persons are exposed to whilst at work.
<b>Psychological:</b>	This includes occupational stress, aggression etc.
<b>Ergonomic:</b>	This includes hazards which arise from the interaction of work activities and people, i.e. from repetitive tasks, poorly designed work layouts etc.
<b>Electrical</b>	This includes arching, fire/overheating, shock
<b>Mechanical</b>	This includes abrasion, entanglement/moving parts, crushing

Darklight Event Services operates within the events, theatre and construction industries, below is a list of hazards common within these areas:

- Manual Handling
- Slips and Trips
- Noise
- Temporary Structures
- Hazardous Substances
- Working anti-social hours
- Working in extreme weather conditions
- Stress of time pressures
- Working under the conditions of another company
- Working with electricity, small and vast quantities
- Fire
- Working at height
- Working with plant machinery
- Use of ladders
- Use of power tools

## **Step 2: Identify who could be harmed and how**

- Employees.
- Members of the public.
- New and expectant mothers.
- Young persons.
- Visitors to your premises.
- Contractors.
- Maintenance contractors.
- Volunteers.
- Employees of people with whom you share a site, building or premises.
- Occasional visitors, including persons making deliveries.
- Persons with specific disabilities.
- Remote workers – those working remotely away from an office.

How people can be harmed varies depending on the activity being undertaken. People will be grouped into categories such as employees, visitors, and members of the public.

## Step 3: Evaluate the risk and decide appropriate controls

The likelihood and severity scores should be based on an agreed methodology. An example of a methodology is shown below:

Severity Score		
Score	Description	Severity
1	<b>Negligible</b>	No visible effects. Minor injury e.g. bruise, or ill health with no lost time
2	<b>Minor</b>	Injury or ill health requiring first aid or medical advice with no lost time
3	<b>Moderate</b>	Injury or ill health leading to more than three days loss of work
4	<b>Major</b>	Severe injury or ill health or possible loss of life
5	<b>Catastrophic</b>	Loss of more than one life or multiple casualties

Likelihood score		
1	<b>Rare</b>	Extremely unlikely to occur i.e. may only occur in exceptional circumstances
2	<b>Unlikely</b>	Expected to occur in a few circumstances
3	<b>Possible</b>	Expected to occur in some circumstances
4	<b>Likely</b>	Expected to occur in many circumstances
5	<b>Almost Certain</b>	Extremely likely to occur i.e. expected to occur in most circumstances

		Severity				
		Negligible	Minor	Moderate	Major	Catastrophic
Likelihood	Almost certain	5	10	15	20	25
	Likely	4	8	12	16	20
	Possible	3	6	9	12	15
	Unlikely	2	4	6	8	10
	Rare	1	2	3	4	5

If we based our outcome on the risk matrix chart above we would have 3 levels of risk.

<b>High risk: 15-25</b>	High-risk activities should cease immediately. Further effective control measures to mitigate risks must be introduced.
<b>Medium risk: 8-12</b>	Medium risks should only be tolerated for the short term and only whilst further control measures to mitigate the risks are being planned and introduced.
<b>Low risk: 1-6</b>	Low risks are largely acceptable. Where it is reasonable to do so, efforts should be made to reduce risks further.

## Step 4: Record findings and implement

Hazard	Who might be harmed and how?	Existing Controls	Calculation			What further action is required?	Who is responsible?	When is the action needed by?	Done
			L	S	RL				
Manual Handling	Employees - muscle strain	Employees have both experience and training in manual handling, each project to be assessed prior to commencement date to ensure that the correct methods and machinery are provided for each job	2	3	6	New employees competence to be assessed and to receive training if required	Project Manager	Upon start of contract	As and when
Slips & Trips	Employees - bruises, broken bones, head injuries	Employees have experience of assessing a workplace to ensure a safe working environment is maintained	2	4	8	Project specific hazards to be assessed  New employees to be inducted and to work to the same guidance	Project Manager	Upon start of contract	As and when
Noise	Employees - loss hearing from loud music, pyros or mechanical noise	Employees provided with ear plugs and ear defenders where required	2	3	6	New employees to be provided with appropriate PPE and training	Project Manager	Upon start of contract	As and when

Hazard	Who might be harmed and how?	Existing Controls	Calculation			What further action is required?	Who is responsible?	When is the action needed by?	Done
			L	S	RL				
Temporary Structures	Employees, visitors, members of the public - crush injuries	<p>Employees have experience of assessing a workplace to ensure a safe working environment is maintained, should they deem a structure unsafe they will immediately inform the person responsible, and prevent access of visitors and members of the public.</p> <p>Darklight Event Services work with professional companies with the required training and skills to install temporary structures</p>	2	5	10	<p>To ensure all employees are aware of the build process and safety measures of any temporary installation under their responsibility or alternatively part of the build team.</p> <p>Any structure within a Darklight Event will be assessed by Darklight Event Services as a part of the event safety procedures.</p>	Project Manager	Per project	As and when
Hazardous substances	Employees - burns, breathing difficulties	<p>There are currently no hazardous substances in the day-to-day running of Darklight Event Services.</p> <p>Specific work involving a hazardous substance will be risk assessed before being commenced</p>	1	4	4	Additional risk assessments required per project	Project Manager	Per Project	As and when



Hazard	Who might be harmed and how?	Existing Controls	Calculation			What further action is required?	Who is responsible?	When is the action needed by?	Done
			L	S	RL				
Working anti-social hours	Employees - exhaustion, stress, depression	Working anti-social hours is a known factor of working in the events industry. Darklight Events Services strive to ensure that their employees have sufficient breaks between shifts and between jobs.	3	4	12	Regular schedule review between employees	Project Manager Technical Director	Weekly	N/A
Working in extreme weather conditions	Employees - Sunburn/heatstroke, hypothermia, frostbite, trench foot, shivering leading to loss of coordination	Working in extreme weather conditions is a known factor of working in the events industry. Darklight Events Services strive to ensure that their employees have sufficient breaks between shifts, and appropriate clothing and protection from all weather.	4	3	12	Provision of wet weather gear for employees	Project Manager Technical Director	1st October 2022	

Hazard	Who might be harmed and how?	Existing Controls	Calculation			What further action is required?	Who is responsible?	When is the action needed by?	Done
			L	S	RL				
Stress of time pressures	Employees - depression, inability to function	Darklight Event Services will hold regular scheduling meetings to ensure a manageable workflow is achieved, and space between projects is assured.  When working to an external company's schedule, employees will consult with line manager regarding concerns with the work schedule.	3	3	9	Employees to consult on a personal level with regards to work load	Project Manager Technical Director	On going	

Signed	Role	Date	Review Date
Amy Wilson	Project Manager	01.07.2022	01.07.2023