

THE STAGE TRUCK

RISK ASSESSMENT: Events with The Truck Stage

Risks Before Event Arrival

(and after leaving the site following an event)

For transportation, the Truck will pack up and travel as a normal vehicle, towing the operating trailer as required.

The Truck is maintained to all legal requirements and checks on the vehicle's condition are undertaken before leaving the storage site.

The Truck is licensed to carry 7 passengers including driver.

<u>Risk:</u>	<u>Possible consequence:</u>	<u>Possibility:</u>	<u>How will we reduce this risk:</u>	<u>Possibility reduced to:</u>	<u>What we will do if the event occurs:</u>
The Truck will not start	Loss of time	Low	Maintain the Truck. Ensure that breakdown cover is in place	Low	Call breakdown cover and get the Truck recovered or repaired.
Breakdown	Loss of time	Medium	Maintain the Truck. Ensure that breakdown cover is in place.	Low	Call breakdown cover and get the Truck recovered or repaired.
	Injury working on roadside	Medium	Follow safe working practices with appropriate PPE. Seek to move the Truck to a safe refuge as soon as possible. Call for highways agency backup if required.	Low	Call first aider or emergency services as appropriate. Take refuge in safe area.
Road Accident (Truck directly involved)	Injury: at time of accident	Medium	Driver to be competent and familiar with driving the Truck. Passengers to remain in safe positions for travelling at all times. All vehicle occupants to comply with all relevant road safety guidelines and legislation. First aid kit available.	Low - Medium	Call breakdown recovery service and other emergency services.
	Death: at time of accident	Low	Driver to be competent and familiar with driving the Truck. Passengers to remain in safe positions for travelling at all times. All vehicle occupants to comply with all relevant road safety guidelines and legislation.	Low	Call the emergency services and the next of kin.

	Injury or death following accident	Medium	Move to a safe refuge if necessary, wearing high visibility clothing and PPE as appropriate. Follow the instructions of the emergency services at all times.	Low	Seek further assistance if required.
	Destruction of vehicle or Equipment	Medium	Driver to be competent and familiar with driving the Truck so that damage can be reduced as far as possible. Equipment to be stored and packed away securely and spares carried where appropriate. A means to locate local suppliers is also advisable in order to source any replacement equipment. Suitable insurance should be in place.	Low	Call breakdown cover and get the Truck recovered or repaired. Assess damage so that replacements can be arranged ASAP.
	Fire	Low	The Truck and generator run on diesel so the risk is low, but ensure that all flammable materials are suitably stored. Fire extinguishers should be stored so that they are accessible. Crew members must be familiar with the storage locations and the correct usage of the fire extinguishers.	Low	Use fire extinguishers or call the fire brigade if necessary.
	Loss of time	Medium	Driver to be competent and trained in driving the Truck. The Event Project Manger / Driver will liaise with the emergency services and any third parties to ensure that the situation is dealt with properly and as efficiently as possible.	Low	Follow the instructions of emergency services. Call for further assistance if needed. Back up vehicle(s) may be supplied by the Stage Bus Ltd subject to availability and/or suitability.
Road Accident /closure (Truck not directly involved)	Loss of time	High	Allow extra time when planning routes to account for unexpected delays. Listen to traffic news if possible and follow all signs and enforcement officer instructions.	Medium	Contact the Customer with an updated arrival time. Use an alternative route where possible/appropriate.
	Risks to health from debris / fire etc.	Medium	All crew and driver to follow signs and instructions from law enforcement officers. Crew to make Project Manager aware of any pre-	Low	Seek further medical assistance if necessary.

			existing health conditions that may make them more vulnerable.		
Low Bridges	Breakdown/Loss of time	Medium	Check the route before setting out. The driver must know the height of the Truck and be aware of road signage.	Low	Call the Breakdown recovery service and other emergency services. Use an alternative route to avoid the height restriction.
Width Restrictions	Breakdown/Loss of time	Medium	Check the route before setting out. The driver must know the width of the tuck and be aware of road signage.	Low	Call the Breakdown recovery service and other emergency services as appropriate. Use an alternative route to avoid the width restriction.
Weight Restrictions	Breakdown/Loss of time	Medium	Check the route before setting out. The driver must be aware of the approximate weight of the truck (including cargo) as the weight will vary depending on the amount of equipment to be transported by the truck. The driver must be aware of road signage.	Low	Call the Breakdown recovery service and other emergency services as appropriate. Use an alternative route to avoid the weight restriction.
Getting Lost	Loss of time	Medium	Plan the route before departing. Ensure that maps, sat nav or similar are on board the Truck should any deviation from planned route be necessary.	Low	Read the map and call for assistance if necessary.
Tyre blowout	Accident	Medium	Maintain the Truck and ensure that breakdown cover is in place.	Low	Call our breakdown cover and get the Truck recovered or repaired.
Puncture	Accident	Medium	Maintain the Truck and ensure that breakdown cover is in place	Low	Call our breakdown cover and get the Truck recovered or repaired.
High Winds	Instability	Medium	Check the weather forecast and make sure the driver is fully trained on how to deal with high winds. The Driver must be experienced in the normal road handling of the Truck/HGVs. Follow the instructions of enforcement officers at all times.	Low	Drive carefully and stop if necessary. Take an alternative route if possible to alleviate exposure to winds.

Loose equipment	Injury	Medium	Make sure all equipment is strapped down and fixed in place before Truck departure from site.	Low	Fix the equipment back into place and deal with any injuries. Call a First Aider or emergency services if necessary.
	Equipment Destruction	Low	Make sure all equipment is strapped down and fixed in place before Truck departure from site.	Low	Repair it if possible, or use the spare that is carried on the Truck.

Risks on Arrival At Site

On arrival at site the crew will make contact with the Customer or other designated person to site the Truck.

Prior to arrival, the Customer will have agreed that there is suitable access for a HGV/the Truck, and arranged for separate movement of the operating trailer where this is necessary. The driver will comply with all on-site driving requirements, such as speed limits, designated road/track ways and the use of warning lights.

<u>Risk:</u>	<u>Possible consequence:</u>	<u>Possibility:</u>	<u>How will we reduce this risk:</u>	<u>Possibility reduced to:</u>	<u>What we will do if the event occurs:</u>
Manoeuvring Truck	Hitting obstacles / people	Medium	Travel slowly when manoeuvring. Use mirrors appropriately and have “spotters” outside the Truck watching out for moving people. Where necessary utilise people to cordon off and warn crowds.	Low	Call first aider if necessary Repair or replace any damaged equipment. Seek assistance from organisers if necessary to arrange alternative site or access for the Truck.
	Lack of space	Medium	Ensure that the venue knows the size of the Truck the space necessary for turning. Driver to have absolute discretion whether to attempt a manoeuvre.	Medium	Seek alternative access routes. Discuss with the venue/event organiser if necessary.
Soft or delicate ground	Damage to ground	Medium	Driver to judge whether there is adverse risk to the ground. Use boards or other suitable track way (customer supplied) to create a safe route. Travel at a suitable speed to minimise damage.	Low	Make the area safe (e.g, cordon off and mark trip hazards etc.) and inform the relevant bodies as soon as possible.
	Truck becoming stuck	Low	Ensure that Truck tyres have sufficient tread. Driver to pre-walk any ground he feels there is a risk and to have absolute discretion whether to attempt to travel over an area. Make use of track ways and boards if necessary.	Low	Call for a suitable towing vehicle.
Unattended vehicle	Theft of Truck	Low	As far as possible, always leave someone with the vehicle. Otherwise ensure all doors are secured and request that any lockable exits to the site are also	Low	Call law enforcement and local security as possible.

			locked. Customer to ensure there is suitable security for the duration while the Truck is on site.		
	Theft of other Equipment	Medium	Equipment to be stored securely and out of sight when not in use.	Low	Call the emergency services as appropriate. Source spare/replacement/alternative equipment if necessary.
	Damage	Medium	Customer to ensure there is suitable security for the duration the Truck is on site. The Truck should be left closed, which means that most damage should only be superficial.	Low	Prevent further damage from occurring if it is safe to do so. Assess the scale of the damage and how to make it safe. Call the emergency services as appropriate.

Risks During Equipment Setup / Takedown

*Equipment setup and takedown will be undertaken by at least 2 competent and trained members of crew.
The working area will be clearly marked and no public access allowed until the Project Manager has declared it safe.*

<u>Risk:</u>	<u>Possible consequence:</u>	<u>Possibility:</u>	<u>How will we reduce this risk:</u>	<u>Possibility reduced to:</u>	<u>What we will do if the event occurs:</u>
Elevating/Levelling Truck prior to set up; Lowering Truck after Takedown	Injury	Medium	<p>Check for obstacles (including people) before lowering the legs.</p> <p>The Truck Stage controls will only be operated by authorised Stage Bus Ltd Crew, who must be fully trained and familiar with the safe and appropriate use of the controls.</p> <p>Full visual checks will be carried out around the Truck before the support struts are lowered.</p> <p>Loud and clear verbal warning will be given before the struts are lowered.</p> <p>Bystanders will be asked to stand well back before the controls are operated.</p> <p>The Truck will be levelled before the roof and stage are raised/lowered as appropriate.</p> <p>Appropriate footings will be used on soft ground where necessary to ensure the stability of the Truck during set up and use.</p> <p>No person other than Stage Bus Ltd. authorised Crew will be permitted to access the Truck or Stage until the Truck is level and the Stage has been fully set up and locked in place.</p>	Low	<p>Call a first aider if necessary.</p> <p>Call emergency services if appropriate.</p> <p>Call for additional security if necessary.</p>
Raising/Lowering the Roof	Injury	Medium	<p>Check for obstacles (including people) before raising/lowering the roof.</p> <p>The Truck Stage controls will only be operated by authorised Stage Bus Ltd Crew, who must be fully</p>	Low	<p>Call a first aider if necessary.</p> <p>Call emergency services if appropriate.</p> <p>Call for additional security if</p>

			<p>trained and familiar with the safe and appropriate use of the controls.</p> <p>Full visual checks will be carried out around the Truck before the roof is raised/lowered.</p> <p>Loud and clear verbal warning will be given before the roof is raised/lowered.</p> <p>Bystanders will be asked to stand well back before the controls are operated.</p>		necessary.
Raising/Lowering the Stage	Injury	Medium	<p>Check for obstacles (including people) before raising/lowering the stage.</p> <p>The Truck Stage controls will only be operated by authorised Stage Bus Ltd Crew, who must be fully trained and familiar with the safe and appropriate use of the controls.</p> <p>Full visual checks will be carried out around the Truck before the stage is raised/lowered.</p> <p>Loud and clear verbal warning will be given before the stage is raised/lowered.</p> <p>Bystanders will be asked to stand well back before the controls are operated.</p> <p>The stage legs will be checked, locked and adjusted so that the stage is level before any person is permitted to access the stage.</p> <p>Appropriate additional footings will be used on soft ground to ensure the stage remains secure and level if necessary.</p>	Low	<p>Call a first aider if necessary.</p> <p>Call emergency services if appropriate.</p> <p>Call for additional security if necessary.</p>
Opening doors	Injury	Low	<p>Check for obstacles (including people) before opening doors.</p>	Low	<p>Call first aider if necessary.</p>
Bystanders	Injury or interference	Medium	<p>The working area is to be kept clear of members of the public using suitable barriers and/or deployment of personnel.</p> <p>Any offers of help will be declined. The Truck is</p>	Low	<p>Secure the area and call venue security if this remains an issue.</p> <p>Call first aider and/or emergency services if necessary.</p>

			only to be set up by members of the Stage Bus Ltd's appointed event crew and no other person is permitted to access or make use of the stage, vehicle or equipment until the Event Manager for the Truck has checked and approved its use for the event.		
Objects falling	Injury	Medium	Make sure that objects are put away and rigged correctly, in line with the method statement.	Low	Call first aider and/or emergency services if necessary.
Generator and other plant/equipment	Injury	Medium	Generator to be kept out of the main public concourse and clearly marked/cordoned off if necessary. Personnel to be assigned to this area as appropriate.	Low	Call first aider and/or emergency services.
Lifting	Injury	Medium	Use ramps to get heavy objects on and off stage. Train crew members in correct lifting techniques. All lifts to be assessed by crew on an individual task basis.	Low	Call first aider and/or emergency services if necessary.
Falls from step ladders	Injury	Medium	All ladders will be regularly inspected as to their condition. Ladders will be designed for the task of heavy lifting. Ladders will only be used when necessary, and where possible be braced by another person. In all circumstances crew will ensure the stepladder is securely placed.	Low	Call first aider and/or emergency services if necessary.
Slips	Injury	Low	Clear away any spills when they occur.	Low	Call first aider if necessary.
Trips	Injury	Medium	Tidy things away and keep walkways clear Mark trip hazards when necessary Use tape/matting where necessary to prevent trip hazards	Low	Call first aider if necessary.
Trips on and off the stage	Injury	Medium	Ensure that the stage is levelled and locked into position as soon as possible during setup.	Low	Call first aider if necessary.
Power	Electric shocks	Low	The Truck is earthed and appropriate trips are used	Low	Call a first aider or ambulance

			in the fuse box. As far as possible, the electrical circuits and cables are pre-wired.		depending on the severity of the shock.
	Fire	Medium	Equipment is regularly inspected for safety, and is suitable for its intended purpose: heat proof cable and connectors are used for all high temperature applications and waterproof IP rated connectors used where appropriate. Equipment will be positioned to avoid water which may adversely affect its function. Fire exit routes will be kept clear at all times and crew will be aware of the storage positions and correct use of fire extinguishers.	Low	Call emergency services as necessary.
Cable runs	Injury from trips and falls	Medium	Cable runs to be kept neat and tidy. Any cross site runs should be buried, clearly marked and/or suitably covered.	Low	Call first aider if necessary.
	Loss of control from damage	Medium	Avoid any cable links in public areas as far as possible. Where this is not possible, secure the coupled connectors with tape. Inspect the condition of cables regularly to identify any weak points. Cross site runs should be buried, clearly marked and/or suitably covered.	Low	Identify the problem as soon as possible to fix it.
Extreme weather	Damage to equipment / injury / death	Low	Only setup and takes down the stage if it safe to do so. It may be necessary to delay setting up and/or taking down the Stage Truck.	Low	Halt the setup / take down process, make safe as far as possible and evacuate the area.

Risks Whilst operating the Equipment

Stage Truck crew will operate the Equipment at all times during the performance except by prior arrangement.

Should any other crew be used, such as touring sound engineers, the event Project Manager will remain in overall control and have the authority to overrule any decisions made by the crew member if it is deemed to pose risk to any person or piece of equipment.

Equipment will be operated at all times within Stage Bus Ltd's policies.

<u>Risk:</u>	<u>Possible consequence:</u>	<u>Possibility:</u>	<u>How will we reduce this risk:</u>	<u>Possibility reduced to:</u>	<u>What we will do if the event occurs:</u>
Extreme Weather	Heavy Rain - puddle on roof	Medium	Make sure that the roof is correctly angled to ensure appropriate water drainage during setup and remain vigilant during the performance with particular regard to changing weather conditions. Check the condition of the roof regularly.	Low	Identify when the weather is becoming dangerous and end the performance if necessary.
	High winds	Medium	Do not use ladders, open speaker flaps, or set up the stage in high winds. Remain vigilant during the performance with particular regard to changing weather conditions.	Low	Identify when the weather is becoming dangerous and end the performance if necessary.
	Lightning strike	Low	The Truck is earthed but crew will remain vigilant during the performance with particular regard to changing weather conditions.	Low	Call first aider if necessary.
	Low Temperatures	Medium	Advise people to bring suitable clothing. Emergency blankets and similar to be carried should they be required.	Low	Call first aider if necessary and have hot drinks available.
Members of the public offering assistance	Injury or interference	Medium	Refuse offers of help. Suitable barriers and deployment of personnel to keep members of the general public out of working areas.	Low	Call security for reinforcement if there is a problem.
Theft of Equipment	Unable to continue operating	Medium	Equipment to be kept within the stage area as much as possible. Personnel/Crew are encouraged to approach and discuss intentions with anyone seen to be acting suspiciously if it appears safe to do so.	Low	Call for security reinforcement if there is a problem. Call emergency services if necessary.

Slips	Injury	Medium	Clear away any spills when they occur. Limit beverages on stage to sealable bottles.	Low	Work out the cause and make safe. Call first aider if necessary.
Falls	Injury	Medium	Event manager to ensure that any performer's equipment is kept tidy and walkways remain clear.	Low	Work out the cause and make safe. Call first aider if necessary.
High noise levels	Temporary deafness	Medium	Crew will be provided with ear-plugs and warning will be given before noise levels are raised	Low	Call first aider if necessary.
Bright lights	Temporary blindness or shock	Low	Performers to be aware that the stage is artificially lit.	Low	Call first aider if necessary.
Lighting	Epileptic or other convulsive reaction to strobe lighting	Medium	Strobe lighting will only be used with the approval of the Customer, who will undertake to inform the crowd by the most appropriate means and/or relevant advance warnings/signage. Lighting controlled by crew member at all times.	Low	Call first aider/emergency services if necessary. Lighting may have to be shut down in an emergency if requested by the Event Manager, the Customer, and/or the emergency services.
	Burns	Low	Position fixtures which generate high heat levels carefully. They should not be placed in any public or unattended areas.	Low	Call first aider if necessary.
	Falling lights	Medium	All lights rigged at height will be secured by at least one additional point of security (such as a safety bond or chain) to the main fixture point or points. Performers will be warned of any unsecured fixtures on the stage floor.	Low	Call first aider if necessary.
	Fire	Medium	Manufacturers' guidelines will be followed relating to distances from heat sources. Remain aware during performance of any fixtures or fittings that have moved or appeared without authorisation.	Low	Call first aiders and fire brigade if necessary.
Fire	Injury	Medium	All material used on the Truck will be flame retardant or treated to be so where reasonably possible. Crew will remain aware during performance of any materials which appear without	Low	Call emergency services as necessary.

			authorisation (such as banners) and take steps to make them safe/remove them if necessary. Crew are also to be aware of the locations and safe operation of fire extinguishers and any other appropriate safety equipment.		
Noise	Loud noises	Medium	The Customer should warn any staff members of the risks of loud noises. Sound will be kept below any level specified by the Customer or authorities. The stage manager should liaise with the performers to ensure that on stage sound levels are suitable.	Low	Call first aider if necessary. Remove anyone affected from the loud area.
Crowd	Disorder	Medium	Crew to follow Stage Bus Ltd. policy. Customer to provide security.	Low	Call for extra security if necessary.
	Theft	Medium	Crew to follow Stage Bus Ltd. policy. Customer to provide security.	Low	Call for extra security if necessary.
	Stage Invasion	Medium	Crew to follow Stage Bus Ltd. policy. Customer to provide security.	Low	Call for extra security if necessary.
	Invasion of operating trailer	Medium	Crew to follow Stage Bus Ltd. policy. Customer to provide security.	Low	Call for extra security if necessary.
	Missiles	Medium	Crew to follow Stage Bus Ltd. policy. Customer to provide security.	Low	Call for extra security if necessary.
	Abuse, including racism	Medium	Crew to follow Stage Bus Ltd. policy. Customer to provide security.	Low	Call for extra security if necessary.
	Threats to crew members	Medium	Crew to follow Stage Bus Ltd. policy. Customer to provide security.	Low	Call for extra security if necessary.
	Climbing on staging / truss structure	Medium	Crew to follow Stage Bus Ltd. policy. Customer to provide security.	Low	Call for extra security if necessary.
	Interference with	Medium	Crew to follow Stage Bus Ltd. policy.	Low	Call for extra security if necessary.

	electrics		Customer to provide security..		
	Attempts to start or manoeuvre Truck	Low	The Truck should be electrically isolated as soon as it is sited (preventing the engine from starting). Drivers cab should be locked.	Low	Call for extra security to remove anyone attempting.
Equipment failure	Total or partial sound failure due to loss of amp	Medium	Carry spare parts on the Truck. Change the part if possible. Training is given to crew members.	Low	Change the part as quickly as possible.
	Total sound failure due to cable interruption	Medium	Cable runs between sound desk and stage to be kept neat and tidy and covered or flown at all times.	Low	Restore sound either through swapping cables or repositioning as soon as possible.
	Lighting Failure due to cable interruption	Medium	Where possible have lights default to a static but lit state.	Low	Restore lighting control either through swapping cables or repositioning as soon as possible.
Power failure	Loss of lights or sound	Medium	Crew will source the problem and fix as soon as possible, all crew will be trained in the basics of how the power system works.	Low	Use torches or loudspeaker to coordinate efforts. Rectify the problem if possible.
	Fire	Low	Carbon Dioxide fire extinguishers are on the Truck. Crew are trained and aware of their location and safe usage.	Low	Call the fire brigade if necessary.
	Disorder – crowd objections	Medium	Crew to follow Stage Truck policy. Customer to provide security.	Low	Call for extra security if necessary.
Acts being rude, abusive or inappropriate	Arguments	Medium	Stage Manager should liaise with acts. Crew to maintain communication with the stage manager. Equipment should be set up so that control can be maintained from the trailer, removing stage power and amplification if necessary.	Low	Call for extra security if necessary.
Using stage	Falling off stage	Low	Stage constructed so that it is flat and smooth. Position of steps etc. Should be marked.	Low	Call first aider if necessary.

	Injury	Medium	<p>Make sure stage has been constructed so it is flat and smooth. Only use proper staging blocks with non-slip services.</p> <p>Access the stage through appropriate entrance points using correct stairs/safety railings where necessary. Steps should be tested by crew for stability before members of the public are given access.</p>	Low	Call first aider if necessary.
	Issues with other (non Stage Truck) electrical equipment	Medium	<p>The Stage Truck may refuse to allow the use of any equipment they deem to be unsafe; performers are responsible for the electrical safety of their own equipment. Venue must communicate this to them. If there is a fault, have a trip switch and fire extinguishers. Crew to be aware of all safety equipment storage positions and correct usage of such equipment.</p>	Low	Call emergency services as necessary.

General Risks, relating to Crew

All crew members on site will be trained in the operation of Stage Truck equipment, and will have agreed to all working procedures etc.

There will be at least one senior member of crew present (“the Project Manager”), who will liaise with all other crew members.

<u>Risk:</u>	<u>Possible consequence:</u>	<u>Possibility:</u>	<u>How will we reduce this risk:</u>	<u>Possibility reduced to:</u>	<u>What we will do if the event occurs:</u>
Pre-existing medical conditions	Injury / sickness	Low - High	Crew members should ensure that the Project Manager is informed of any pre-existing medical conditions and on the most appropriate course of action should they become ill. Crew are responsible for ensuring that they have any necessary medications and/or medical equipment that they may personally require and that they are competent in the use of such equipment, e.g. inhalers. Crew members should assess all tasks on an individual basis before undertaking them and should inform the Manager if there is a problem.	Low	Call first aider if necessary.
	Aggravation of existing physical injury	Low - Medium	Crew must follow Stage Truck policy. Crew members should assess all actions on an individual task basis.	Low	Seek medical attention if necessary.
Medical Emergency	Injury / sickness	Low- High	Provide first aid treatment as soon as possible. Follow event procedures for escalating where appropriate.	Low	Seek further medical attention if necessary.
Exposure to loud music	Hearing Damage	Medium	Crew to be provided with ear plugs and given opportunities to work in quieter areas. Music volume should not exceed any level set by the customer or regulatory authorities, and Stage	Low	Temporarily reassign crew member.

			Bus Ltd. policy should be maintained at all times.		
Lack of PPE / warm clothing	Injury / exposure to extreme temperatures / UV rays	Low - High	As workers are freelance, workers bring their own appropriate clothing. Clothing guidelines are issued to the crew. High visibility clothing and some spare warm clothing is kept on board the Truck and is provided where necessary.	Low	Call first aider if necessary.
Refreshments	Fatigue due to hunger	Medium	Basic non-perishable food supplies kept on the Truck. Opportunity to have at least one full meal during events lasting over 4 hours will be provided. Crew members advised that they may wish to bring their own food	Low	Source food and allow affected crew member to rest.
	Dehydration	Medium	The Customer should provide “drinking water”, that being water which meets the standards set out in the Drinking Water Directive (1998).	Low	Call first aider if necessary.
Toilets	Illness due to lack of access	Low	Customer will provide crew with access to toilets for the duration of the event.	Low	Call first aider if necessary.
	Illness due to contamination	Medium	Customer responsible for maintaining toilet facilities. Hand wipes and similar available on the Truck if required.	Low	Seek medical attention if needed.
General problems	Anything	Low - High	Crew must point out any risks to manager. Common sense should be used here.	-	Rectify the problem as soon as possible if able to.

APPROVED BY Andrew Teverson, OCTOBER 2015, on behalf of THE STAGE BUS LTD.