

# 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.*

<b><u>Risk:</u></b>	<b><u>Possible consequence:</u></b>	<b><u>Possibility:</u></b>	<b><u>How will we reduce this risk:</u></b>	<b><u>Possibility reduced to:</u></b>
<b>The Truck will not start</b>	Loss of time	Low	Maintain the Truck. Ensure that breakdown cover is in place	Low
<b>Breakdown</b>	Loss of time	Medium	Maintain the Truck. Ensure that breakdown cover is in place.	Low
	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
<b>Road Accident (Truck directly involved)</b>	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
	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	Low

			times. All vehicle occupants to comply with all relevant road safety guidelines and legislation.	
	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
	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
	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
	Loss of time	Medium	Driver to be competent and trained in driving the Truck. The Event Project Manager / 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
<b>Road Accident /closure (Truck not directly involved)</b>	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
	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-existing health conditions that may make them more vulnerable.	Low
<b>Low Bridges</b>	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
<b>Width Restrictions</b>	Breakdown/Loss of time	Medium	Check the route before setting out. The driver must know the width of the truck and be aware of road signage.	Low
<b>Weight Restrictions</b>	Breakdown/Loss of	Medium	Check the route before setting out.	Low

	time		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.	
<b>Getting Lost</b>	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
<b>Tyre blowout</b>	Accident	Medium	Maintain the Truck and ensure that breakdown cover is in place.	Low
<b>Puncture</b>	Accident	Medium	Maintain the Truck and ensure that breakdown cover is in place	Low
<b>High Winds</b>	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
<b>Loose equipment</b>	Injury	Medium	Make sure all equipment is strapped down and fixed in place before Truck departure from site.	Low
	Equipment Destruction	Low	Make sure all equipment is strapped down and fixed in place before Truck departure from site.	Low

### **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.*

<b><u>Risk:</u></b>	<b><u>Possible consequence:</u></b>	<b><u>Possibility:</u></b>	<b><u>How will we reduce this risk:</u></b>	<b><u>Possibility reduced to:</u></b>
<b>Manoeuvring Truck</b>	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
	Lack of space	Medium	Ensure that the venue knows the size of the Truck the space necessary for turning.	Medium

			Driver to have absolute discretion whether to attempt a manoeuvre.	
<b>Soft or delicate ground</b>	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
	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
<b>Unattended vehicle</b>	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 locked. Customer to ensure there is suitable security for the duration while the Truck is on site.	Low
	Theft of other Equipment	Medium	Equipment to be stored securely and out of sight when not in use.	Low
	Damage	Medium	Customer to ensure there is suitable security for the duration the Truck is on site.	Low

			The Truck should be left closed, which means that most damage should only be superficial.	
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**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.*

<b><u>Risk:</u></b>	<b><u>Possible consequence:</u></b>	<b><u>Possibility:</u></b>	<b><u>How will we reduce this risk:</u></b>	<b><u>Possibility reduced to:</u></b>
<b>Elevating/Levelling Truck prior to set up; Lowering Truck after Takedown</b>	Injury	Medium	Check for obstacles (including people) before lowering the legs. 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. Full visual checks will be carried out around the Truck before the support struts are lowered. Loud and clear verbal warning will be given before the struts are	Low

			<p>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>	
<b>Raising/Lowering the Roof</b>	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 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</p>	Low



			<p>raised/lowered.</p> <p>Bystanders will be asked to stand well back before the controls are operated.</p>	
<b>Raising/Lowering the Stage</b>	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
<b>Opening doors</b>	Injury	Low	Check for obstacles	Low

			(including people) before opening doors.	
<b>Bystanders</b>	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 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.</p>	Low
<b>Objects falling</b>	Injury	Medium	Make sure that objects are put away and rigged correctly, in line with the method statement.	Low
<b>Generator and other plant/equipment</b>	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
<b>Lifting</b>	Injury	Medium	<p>Use ramps to get heavy objects on and off stage.</p> <p>Train crew members in correct lifting techniques.</p> <p>All lifts to be assessed by crew on an individual task</p>	Low

			basis.	
<b>Falls from step ladders</b>	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
<b>Slips</b>	Injury	Low	Clear away any spills when they occur.	Low
<b>Trips</b>	Injury	Medium	Tidy things away and keep walkways clear Mark trip hazards when necessary Use tape/matting where necessary to prevent trip hazards	Low
<b>Trips on and off the stage</b>	Injury	Medium	Ensure that the stage is levelled and locked into position as soon as possible during setup.	Low
<b>Power</b>	Electric shocks	Low	The Truck is earthed and appropriate trips are used in the fuse box. As far as possible, the electrical circuits and cables are pre-wired.	Low
	Fire	Medium	Equipment is regularly inspected for safety, and is suitable for its intended purpose: heat proof cable	Low

			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.	
<b>Cable runs</b>	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
	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
<b>Extreme weather</b>	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



### **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.*

<b><u>Risk:</u></b>	<b><u>Possible consequence:</u></b>	<b><u>Possibility:</u></b>	<b><u>How will we reduce this risk:</u></b>	<b><u>Possibility reduced to:</u></b>
<b>Extreme Weather</b>	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
	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
	Lightning strike	Low	The Truck is earthed but crew will remain vigilant during the performance with particular regard to changing weather conditions.	Low
	Low Temperatures	Medium	Advise people to bring suitable clothing. Emergency blankets and similar to be carried should they be required.	Low
<b>Members of the</b>	Injury or interference	Medium	Refuse offers of help. Suitable barriers and deployment of	Low

<b>public offering assistance</b>			personnel to keep members of the general public out of working areas.	
<b>Theft of Equipment</b>	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
<b>Slips</b>	Injury	Medium	Clear away any spills when they occur. Limit beverages on stage to sealable bottles.	Low
<b>Falls</b>	Injury	Medium	Event manager to ensure that any performer's equipment is kept tidy and walkways remain clear.	Low
<b>High noise levels</b>	Temporary deafness	Medium	Crew will be provided with ear-plugs and warning will be given before noise levels are raised	Low
<b>Bright lights</b>	Temporary blindness or shock	Low	Performers to be aware that the stage is artificially lit.	Low
<b>Lighting</b>	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
	Burns	Low	Position fixtures which generate high heat levels carefully. They should not be placed in any public or unattended areas.	Low
	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
	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
<b>Fire</b>	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 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.	Low

<b>Noise</b>	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
<b>Crowd</b>	Disorder	Medium	Crew to follow Stage Bus Ltd. policy. Customer to provide security.	Low
	Theft	Medium	Crew to follow Stage Bus Ltd. policy. Customer to provide security.	Low
	Stage Invasion	Medium	Crew to follow Stage Bus Ltd. policy. Customer to provide security.	Low
	Invasion of operating trailer	Medium	Crew to follow Stage Bus Ltd. policy. Customer to provide security.	Low
	Missiles	Medium	Crew to follow Stage Bus Ltd. policy. Customer to provide security.	Low
	Abuse, including racism	Medium	Crew to follow Stage Bus Ltd. policy. Customer to provide security.	Low
	Threats to crew members	Medium	Crew to follow Stage Bus Ltd. policy. Customer to provide security.	Low
	Climbing on staging / truss structure	Medium	Crew to follow Stage Bus Ltd. policy. Customer to provide security.	Low
	Interference with electrics	Medium	Crew to follow Stage Bus Ltd. policy. Customer to provide security..	Low
	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
<b>Equipment failure</b>	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
	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
	Lighting Failure due to cable interruption	Medium	Where possible have lights default to a static but lit state.	Low
<b>Power failure</b>	Loss of lights or	Medium	Crew will source the problem and fix as soon as possible, all	Low



	sound		crew will be trained in the basics of how the power system works.	
	Fire	Low	Carbon Dioxide fire extinguishers are on the Truck. Crew are trained and aware of their location and safe usage.	Low
	Disorder – crowd objections	Medium	Crew to follow Stage Truck policy. Customer to provide security.	Low
<b>Acts being rude, abusive or inappropriate</b>	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
<b>Using stage</b>	Falling off stage	Low	Stage constructed so that it is flat and smooth. Position of steps etc. Should be marked.	Low
	Injury	Medium	Make sure stage has been constructed so it is flat and smooth. Only use proper staging blocks with non-slip services. 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.	Low
	Issues with other (non Stage Truck) electrical equipment	Medium	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.	Low

**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.*

<b><u>Risk:</u></b>	<b><u>Possible consequence:</u></b>	<b><u>Possibility:</u></b>	<b><u>How will we reduce this risk:</u></b>
<b>Pre-existing medical conditions</b>	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.
	Aggravation of existing physical injury	Low - Medium	Crew must follow Stage Truck policy. Crew members should assess all actions on an individual task basis.
<b>Medical Emergency</b>	Injury / sickness	Low- High	Provide first aid treatment as soon as possible. Follow event procedures for escalating where appropriate.
<b>Exposure to loud music</b>	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 Bus Ltd. policy should be maintained at all times.
<b>Lack of PPE / warm clothing</b>	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.

<b>Refreshments</b>	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
	Dehydration	Medium	The Customer should provide “drinking water”, that being water which meets the standards set out in the Drinking Water Directive (1998).
<b>Toilets</b>	Illness due to lack of access	Low	Customer will provide crew with access to toilets for the duration of the event.
	Illness due to contamination	Medium	Customer responsible for maintaining toilet facilities. Hand wipes and similar available on the Truck if required.
<b>General problems</b>	Anything	Low - High	Crew must point out any risks to manager. Common sense should be used here.

APPROVED BY Andrew Teverson, 5<sup>th</sup> January 2022, on behalf of THE STAGE BUS LTD.