

# The Pretend Stage

## Standard Event Risk Assessment

### The Pretend Stage: a summary

The Pretend Stage puts on small avant-garde music and performance events using battery-powered equipment that is transported by bicycle.

Emily Parkes and Kaitlin Smith run the Pretend Stage.

Date	Who	Comment
June 19 2015	Emily Parkes	Version 1
June 18 2015	Kaitlin Smith	First draft

## Table of Contents

### Table of Contents

<b>The Pretend Stage .....</b>	<b>1</b>
Standard Event Risk Assessment.....	1
<i>The Pretend Stage: a summary</i> .....	1
<i>Table of Contents</i> .....	1
<i>About this Risk Assessment</i> .....	2
<i>Overview of the Pretend Stage Events</i> .....	2
<i>Risks</i> .....	3
General .....	3
Trailers: Loading and unloading .....	3
Transport by bicycle of the event infrastructure.....	3
Stage and lighting rigging – Setup and Teardown.....	4
Sound system – Setup and Teardown.....	4
Hospitality – Setup and Teardown.....	5
Performance line up (the main event) .....	5
Final site check and departure.....	6

### About this Risk Assessment

This risk assessment examines the risks involved in a pretend stage event, analysed from the perspectives of the following classes of individual (referred to as *actors*):

1. Pretend Stage Staff (PS Staff)
2. Performers
3. Members of the public
4. Other event staff

### Overview of the Pretend Stage Events

An event hosted by The Pretend Stage follows these stages:

- a) Initial loading onto trailers
- b) Transport by bicycle of the event infrastructure
- c) Unloading from trailers
- d) Set up – Stage and lighting rigging
- e) Set up – Sound system
- f) Set up – Hospitality
- g) Final light, sound and electrical checks
- h) Performance line up (the main event)
- i) Tear down – Hospitality
- j) Tear down – Sound System
- k) Tear down – Stage and light rigging
- l) Loading onto trailers
- m) Final site check and departure

This risk assessment will be broken down by event stage from the perspective of the actors defined above.

## Risks

### General

<b>Hazards that may cause harm</b>	<b>Affected Actors</b>	<b>Controls used to mitigate risk</b>
Accidents, incidents and injuries	Pretend Stage Staff Performers Members of the public Other Event Staff	We carry a basic first aid kit as part of our equipment. We will coordinate with site staff to ascertain further first aid procedures as appropriate.

### Trailers: Loading and unloading

<b>Hazards that may cause harm</b>	<b>Affected Actors</b>	<b>Controls used to mitigate risk</b>
Heavy sound equipment –lifting strains or dropped items on feet	PS Staff	Safe lifting procedures followed. Heavy items transported over any distance using wheeled dollies. No items over 15kg lifted alone.
Cuts from edges of straps or trapped fingers	PS Staff	Gloves to be worn when loading, lashing and unloading. Trailers immobilised with chocks.
Fully loaded trailers could cause bicycles to fall over	PS Staff	Trailers hitched and propped up on stands until ready to move out.

### Transport by bicycle of the event infrastructure

<b>Hazards that may cause harm</b>	<b>Affected Actors</b>	<b>Controls used to mitigate risk</b>
Collision with heavily laden trailers	Public PS Staff	Trailers and bicycles well illuminated. Speed to never exceed 7mph. Bells used to alert others.
Brake failure causes collision	PS Staff Public	Brakes thoroughly checked before departure. Periodic stops before descents to check bicycles.
Trailer Hitch failure leading to loss of control of trailer	PS Staff Public	Trailers attached with redundant safety hitch

**Stage and lighting rigging – Setup and Teardown**

<b>Hazards that may cause harm</b>	<b>Affected Actors</b>	<b>Controls used to mitigate risk</b>
Truss collapse	PS Staff	Frames never assembled alone
Electrical hazards	PS Staff	The whole system uses 12v SLA batteries each with its own case and individual fuse. Batteries are connected last.
Falls from fitting to high places	PS Staff	All lighting trusses and fixture mounting points to be below 2m to avoid working at height
Falling light fittings	PS Staff	All light fittings are fitted with redundant safety harnesses should the primary harness fail. The heaviest light fitting is the projector at 700g with all other light fittings weighing less than 400g. The height of light fittings not to exceed 2m.

**Sound system – Setup and Teardown**

<b>Hazards that may cause harm</b>	<b>Affected Actors</b>	<b>Controls used to mitigate risk</b>
Manual handling hazards	PS Staff	Speakers and speaker stands not erected alone All weights of equipment are known to PS staff Manual handling training of PS staff Any volunteers given advice on weights by PS staff before being permitted to assist
Trip hazards	PS Staff	Cable routing follows a standard pattern Cables routed around or above thoroughfares All areas to be kept tidy Equipment to be put back in packing in designated areas when not in use
Toppling or instability of equipment	PS Staff Performers Public	Area should be periodically checked for any instability (ideally between acts) Area to be kept tidy Leaning on things is actively discouraged by PS staff Any individual who appears to be unstable will be moved on

### *Hospitality – Setup and Teardown*

<b>Hazards that may cause harm</b>	<b>Affected Actors</b>	<b>Controls used to mitigate risk</b>
Caught fingers in camping chairs	PS Staff Anyone sitting down	Camping chairs to be set up and checked each time they are used
Overheating or exhaustion	PS Staff Performers Public	Water is usually carried to an event and suggested to anyone who looks like they've overdone it a bit We carry blankets in case anyone gets into a state of shock

### *Performance line up (the main event)*

<b>Hazards that may cause harm</b>	<b>Affected Actors</b>	<b>Controls used to mitigate risk</b>
Cable trip hazards	PS Staff Performers Public	Cables routed away from the centre stage where possible. Performers informed of the cable routes Stage area coned off and public access to the stage is restricted
Electrical or other fire	Public PS Staff Performers	All batteries are fused and checked before a show. Fire extinguishers on site and easily accessible. PS Staff trained in the use of fire extinguishers. No 240v system or inverters are used. Maximum current of appliances (excluding amplifiers) is 3A Amplifiers have overheating protection and extra fuses separate to the power supplies.
Loud uncontrolled audio feedback during sound checks	PS Staff Performers Public	All volume settings start off at zero Ear plugs should be worn Sound levels not set to be excessive, appropriate to the audience size
Trips during shows	PS Staff Performers Public	Stage area coned off Members of the audience are not permitted to interfere with the stage or equipment while in use
Guy rope trip hazards around the stage	PS Staff Performers Public	All guy ropes to be made extra visible by having bunting and LED light strings attached
Ergonomic hazards such as standing for long periods	PS Staff Performers Public	Limited seating is provided Blankets for sitting on are provided
Theft of PS or personal property	PS Staff Public	Everyone is responsible for security on site Anti-social behaviour will not be tolerated

*Final site check and departure*

<b>Hazards that may cause harm</b>	<b>Affected Actors</b>	<b>Controls used to mitigate risk</b>
Sharp edges of waste, glass bottles	PS Staff Public (if they're kind enough to volunteer to help)	Plastic waste bags are part of the PS stage equipment Bags should be used to pick up hazardous waste where gloves are not available
Picking litter leading to lower back pain	PS Staff Public	A litter picking arm is part of the equipment and should be used