# 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.

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

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### 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:

1. Initial loading onto trailers
2. Transport by bicycle of the event infrastructure
3. Unloading from trailers
4. Set up – Stage and lighting rigging
5. Set up – Sound system
6. Set up – Hospitality
7. Final light, sound and electrical checks
8. Performance line up (the main event)
9. Tear down – Hospitality
10. Tear down – Sound System
11. Tear down – Stage and light rigging
12. Loading onto trailers
13. 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

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| **Hazards that may cause harm** | **Affected Actors** | **Controls used to mitigate risk** |
| Accidents, incidents and injuries | Pretend Stage StaffPerformersMembers of the publicOther 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

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| **Hazards that may cause harm** | **Affected Actors** | **Controls used to mitigate risk** |
| 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

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

#### Stage and lighting rigging – Setup and Teardown

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| **Hazards that may cause harm** | **Affected Actors** | **Controls used to mitigate risk** |
| 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

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| **Hazards that may cause harm** | **Affected Actors** | **Controls used to mitigate risk** |
| Manual handling hazards | PS Staff | Speakers and speaker stands not erected aloneAll weights of equipment are known to PS staffManual handling training of PS staffAny 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 tidyEquipment to be put back in packing in designated areas when not in use |
| Toppling or instability of equipment | PS StaffPerformersPublic | Area should be periodically checked for any instability (ideally between acts)Area to be kept tidyLeaning on things is actively discouraged by PS staffAny individual who appears to be unstable will be moved on |

#### Hospitality – Setup and Teardown

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| **Hazards that may cause harm** | **Affected Actors** | **Controls used to mitigate risk** |
| Caught fingers in camping chairs | PS StaffAnyone siting down | Camping chairs to be set up and checked each time they are used |
| Overheating or exhaustion | PS StaffPerformersPublic | Water is usually carried to an event and suggested to anyone who looks like they’ve overdone it a bitWe carry blankets in case anyone gets into a state of shock |

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

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| **Hazards that may cause harm** | **Affected Actors** | **Controls used to mitigate risk** |
| Cable trip hazards | PS StaffPerformersPublic | Cables routed away from the centre stage where possible.Performers informed of the cable routesStage area coned off and public access to the stage is restricted |
| Electrical or other fire | PublicPS StaffPerformers | 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 3AAmplifiers have overheating protection and extra fuses separate to the power supplies. |
| Loud uncontrolled audio feedback during sound checks | PS StaffPerformersPublic | All volume settings start off at zeroEar plugs should be wornSound levels not set to be excessive, appropriate to the audience size |
| Trips during shows | PS StaffPerformersPublic | Stage area coned offMembers of the audience are not permitted to interfere with the stage or equipment while in use |
| Guy rope trip hazards around the stage  | PS StaffPerformersPublic | 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 StaffPerformersPublic | Limited seating is providedBlankets for sitting on are provided |
| Theft of PS or personal property | PS StaffPublic | Everyone is responsible for security on siteAnti-social behaviour will not be tolerated |

#### Final site check and departure

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