

Title: Loading and Unloading of Vehicles

Risk Assessment

Reference:

Department: GSMD – Production Arts

Division: Stage Management

Location:



Risk Assessor: Kate Russell

Signature: K Russell

Date: 14.09.2020

Business Manager:

Signature: _____

Date: _____

Description of Task:	Associated Documents
Transporting props and furniture from the car park stores, offsite storage, Milton Court, Silk Street and outside rehearsal venues using the Guildhall Van or other vehicles.	Method Statement – Loading and Unloading of Vehicles

Risk Assessor	Reason for review	Date	Version
Kate Russell	Annual Review	Sept 2020	5
Kate Russell	Annual Review – amended to include outside rehearsal venues	Sept 2019	4
Kate Russell	Annual Review	Sept 2018	3

Consequence		Likelihood		Risk
Describe the Hazard and how it might cause harm	Rating L1,M2,H3	Existing Control Measures and Justification	Rating L1,M2,H3	Consequence X Likelihood L1,L2,M3,M4,H6,H9
Props and heavy pieces of furniture could cause injury by lifting. Heavy pieces of props and furniture could potentially crush personnel.	L1	<ul style="list-style-type: none"> All loading and unloading of the vehicle will be supervised by a member of staff. No member of staff or student should be unaccompanied when lifting or moving large items into or out of the van. Manual handling regulations should be followed at all times. All large props and furniture will be packed safely and tied off using secure ratchet straps to prevent heavy items causing injury. Students will be supervised by a member of staff and will be warned of potential risks. Appropriate PPE will be worn (High Visibility, Steel Toecap Boots, Appropriate Clothing) 	M2	L2
Additional Control Measures – Suggestions to be written in the box below and submitted for review			Revised risk rating (residual risk)	
			Consequence	Likelihood
			Action by	Date

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Props and furniture could cause obstruction to the public and/or traffic when loading or unloading in a public place.	L1	<ul style="list-style-type: none"> • Every effort will be made to park off the road in a suitable loading area away from members of the public. • All those involved in the loading and/or unloading of the vehicle will be vigilant of the public and/or traffic flow. • A clear path for pedestrians and/or traffic will be maintained at all times when loading or unloading the vehicle. • Students will be supervised by a member of staff and will be warned of potential risks. • The supervising member of staff will watch for potential issues with pedestrians/traffic and act as a spotter if necessary. 	M2	L2	
Additional Control Measures – <i>Suggestions to be written in the box below and submitted for review</i>			Revised risk rating (residual risk)		
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Props and furniture could be loaded incorrectly into vehicle and cause danger of breakages/spills or uneven weight distribution of vehicle.	L1	<ul style="list-style-type: none"> Students will be briefed as to the best way to load a vehicle, with consideration taken to load limits and axle bearings. Students will be supervised whilst loading vehicles by driver. Students will be supervised by a member of staff and will be warned of potential risks. 	M2	L2
Additional Control Measures – <i>Suggestions to be written in the box below and submitted for review</i>			Revised risk rating (residual risk)	
			Consequence	Likelihood
			Action by	
			Date	