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| Title: | Working in the Props & Furniture Stores |
| Reference: | |
| Department: | GSMD – Production Arts |
| Division: | Stage Management |
| Location: | |

Risk Assessment



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|--------------------------|--------------|-----------------------------|-------------------------|
| Risk Assessor: | Kate Russell | Signature: <u>K Russell</u> | Date: <u>14.09.2020</u> |
| Business Manager: | | Signature: _____ | Date: _____ |

| Description of Task: | Associated Documents |
|---|---|
| Working in the props and furniture stores and transporting props and furniture from the car park stores, offsite storage, Milton Court and Silk Street. | Method Statement - Working in the Prop & Furniture Stores |

| Risk Assessor | Reason for review | Date | Version |
|---------------|-------------------------|-----------|---------|
| Kate Russell | Annual Review | Sept 2020 | 7 |
| Kate Russell | Annual Review | Sept 2019 | 6 |
| Kate Russell | Annual Review – amended | Sept 2018 | 5 |

| 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. | M2 | No member of staff or student should be unaccompanied when visiting, lifting or moving large items around in the stores. Manual handling regulations should be followed at all times. All prop and furniture stores should be equipped with a step stool if appropriate. Appropriate PPE should be worn (High Visibility, Steel Toecap Boots, Correct Clothing) | M2 | M4 |
| 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 | |

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| Consequence | | Likelihood | | Risk |
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| 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 |
| Transporting large quantities of props and furniture to and from Silk Street, Milton Court, offsite storage and Car Parks could result in a loss of control and a collision with a moving vehicle or members of the public. | H3 | Students are to wear high visibility jackets when moving trolleys. There must be 2 or more people to help move the load at any given time. Any extremely large and heavy loads should be transported using the Guildhall van. Crossing of roads must be done safely. Staff and students should use all available pedestrian crossings. | L1 | M3 |
| Additional Control Measures – <i>Suggestions to be written in the box below and submitted for review</i> | | | Revised risk rating (residual risk) | |
| | | | Consequence | Likelihood |
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Working in the Props & Furniture Stores

Risk Assessment



GSMD – Production Arts
Stage Management

| 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 |
| Students travelling to offsite props/furniture stores in the dark could result in injury due to bad lighting or harassment from a member of the public | M2 | Students are not permitted and will not be expected to go to offsite stores in the dark. Should this be entirely necessary to the needs of a production, they will go in pairs. | L1 | M2 |
| 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 | |