

<b>The Theatre Bath Bus Risk Assessment</b>							
<b>Event Name: Generic Bus Risk Assessment</b>				<b>Event Date:</b>			
<b>Location:</b>							
<b>Risk Assessor: Luke John Emmett</b>				<b>Date of Risk Assessment: 18/03/2017</b>			
<b>Hazard</b>	<b>Who</b>	<b>Possible Harm/Damage</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Factor</b>	<b>Control Measures</b>	<b>Post Assessment Factor</b>
<b>Load in / Manual handling of equipment</b>	Staff	Injury	3	2	6	Ensure equipment is shared between an appropriate number of people. Team members are experienced in manual lifting.	2
<b>Cables / Stage Equipment / Low Lighting</b>	Staff / Public	Slips, Trips, Falls	4	3	12	Cables to be taped down. All equipment setup/breakdown/movement during the show to be done with full house lights up. Stage access to be left clear.	4
<b>Sound / Lighting and Technical Equipment</b>	Staff / Public	Injury	2	5	10	All equipment to be set up and used by event staff only. Full training given to anyone else who wishes to use it.	5
<b>Working at height</b>	Staff	Falls, injury	2	5	10	Appropriate access equipment used. Minimum of two staff present at any time. Safe working zone / barriers erected beneath if necessary.	5
<b>Electrical / Fire / Shock</b>	Staff / Public	Burns, Injury	3	5	15	Any electrical equipment used must be safe. All switches turned off before items unplugged. Visual checks carried out before use. Phone chargers and PSUs must not be left plugged in whilst bus unoccupied. All fire exits to remain clear and accessible.	5
<b>Fire (naked flame)</b>	Staff / Public	Burns, Injury	3	5	15	No naked flames permitted on the bus unless previously agreed and a full risk assessment carried out on a case-by-case basis with full consultation of Theatre Bath Bus staff. All wood and materials on the bus flame-proofed to HSE standards.	3
<b>Noise</b>	Staff / Public	Hearing Loss, Ear Damage, Noise Pollution	2	5	10	Any audio playback kept to suitable level and monitored constantly by Theatre Bus staff. Staff not exposed to loud noise for long periods of time.	3

Hazard	Who	Possible Harm/Damage	Likelihood	Severity	Risk Factor	Control Measures	Post Assessment Factor
Alcohol / Public Order Issues	Staff / Public	Injury	2	4	8	Venue staff to monitor any sales of alcohol and restrict sale where necessary.	2
Generator (Using)	Staff	Injury	2	5	10	Only competent and experienced staff to operate generator and must have appropriate training to do so. Operating procedures for generator to be written and adhered to at all times.	3
Generator (emissions)	Staff / Public	Inhalation, Breathing Difficulties, Injury	2	5	10	Ensure generator exhaust is flowing away from the bus. Cone barriers and chains must be in place to give a minimum of 1m clearance from generator at all times. Windows on generator side of bus to be kept shut. Wind direction to be monitored by staff.	5
Generator (Electricity)	Staff / Public	Burns, Electrocution, Injury	3	5	15	Generator and cables to be visually checked before each use and annually inspected. Ensure that 32amp socket has a solid connection. Ensure that barrier surrounding generator is in place before generator is operated.	5
Generator (Fuel)	Staff / Public	Slips, Spills, Fire,	2	5	10	Ensure that any COSHH or combustible materials are stowed safely and out of reach from public. Fire extinguisher in place. Safety barriers in place. Unit switched off when re-fuelling. Strictly no smoking.	4
Generator (Noise)	Staff / Public	Hearing Loss, Injury, Irritation	2	2	4	Generator is a low noise unit (52db). Ensure it is positioned adequate distance from bus.	2
Wet Weather	Staff / Public	Slips, Falls, Injury	2	5	10	Ensure that adequate cleaning utensils and signage are in place to alert staff / public to any potential slippery areas. Bus floor is designed to be low slip material. Monitor entrances and exits. Ensure doormat material in place.	2

Hazard	Who	Possible Harm/Damage	Likelihood	Severity	Risk Factor	Control Measures	Post Assessment Factor
<b>Fire (general)</b>	Staff / Public	Burns, Smoke Inhalation, Injury	2	5	10	Full evacuation procedures in place and all staff trained in implementation. Fire exits to remain clear. There will always be one member of staff at the front of the bus and one at the back to assist with evac. Emergency torches in place at front and back of bus (tested daily). Fire exit signage in place. Appropriate fire fighting equipment in place.	5
<b>Access on to site for bus arrival and departure</b>	Staff / Public	Injury	2	5	10	Bus to be marshalled on to event space. Theatre Bus staff to follow procedures and safe working practices. Route and times to be agreed beforehand. Vehicle not be driven or engine started in the event space without supervision.	3
<b>Breaks / Rolling</b>	Staff / Public	Injury	2	5	10	Once bus is in position driver's door to remain locked and out-of-bounds to members of the public. Breaks tested before arrival at venue. Wheel chocks to be used to secure wheels.	4
<b>Glass Breakage</b>	Staff / Public	Cuts, Injury	2	3	6	Bus windows covered with curtaining on inside. Shatter windows at rear of bus covered during use. Cleaning utensils on hand if needed.	3
<b>First Aid</b>	Staff / Public	Injury	2	5	10	First aid kit located at front of bus and adequate signage displayed. Member of staff first aid trained.	2
<b>Overcrowding</b>	Staff / Public	Injury	2	4	8	Maximum capacity to not be exceeded. Staff to monitor capacity constantly. Operate a one-in, one-out policy for public viewings.	2
<b>Trips / Slips</b>	Staff / Public	Sprains, Bruising, Injury	2	3	6	All steps to be marked with white markings to help with visibility. Low blue lighting always on at the back and front of bus. Emergency torches in place for real low light situations.	2
<b>Oil Spillage</b>	Staff / Public	Slips, Injury	2	2	4	Drip tray to be placed under engine whilst parked to ensure any oil drips are caught. Tray	2

						to be monitored and checked by staff regularly and emptied / disposed of as needed.	
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## Risk Assessment Matrix

**Risk x Likelihood = Risk Factor**

