



HEALTH & SAFETY RISK ASSESSMENT

Company Leefest
Department Production
Assessor Lee Denny
Overall Activity Electrical Installations
Location Wilderness Farm
Date Assessed 07/03/2016

	1	2	3	4	5	6
1	1	2	3	4	5	6
2	2	4	6	8	10	12
3	3	6	9	12	15	18
4	4	8	12	16	20	24
5	5	10	15	20	25	30
6	6	12	18	24	30	36

Likelihood (L)	Severity (S)					
	1	2	3	4	5	6
Very Unlikely	1	Very Minor Injury	2			
Unlikely	2	Minor Injury	3			
May Occur	3	Lost Time Injury	4			
Likely	4	Major Injury	5			
Extremely Likely	5	Single Fatality	6			
Almost Certain	6	Multiple Fatality				

Persons Affected: Leaders (L), Crew (C), Artists (A), Attendees (AT), Vulnerable young or disabled Persons (VP)
 Risk Factors: 0 to 4 is acceptable. 5 to 12 needs further action. 13 to 36 requires considerable action.

Activity	Persons Affected	Hazard	Current Control	Current Risk Rating (LxS=T)			Revised Risk Rating (LxS=T)			Further Actions
				L	S	T	L	S	T	
Electric Shock	L, C, A, AT, VP	Injury due to electric shock	<p>Competent trained electricians to work on electrical installations</p> <p>Electrical installations cordoned off from the public.</p> <p>All electrical works completed to latest IEE Edition Wiring Regulations and the Electricity at Work Regs 1988. Installations completed to NICEIC standards and signed off by competent electrician</p> <p>All portable equipment to hold current PAT certification</p> <p>Cable runs at risk from damage must be protected with guarding or matting.</p> <p>All generators will have fire extinguishers located nearby</p>	3	5	15	2	5	10	<p>Electrician on site with PAT qualifications. Revised severe weather planning in place.</p> <p>Inspections of cable runs, fire extinguishers and portable equipment.</p>

HEALTH & SAFETY RISK ASSESSMENT



Company Leefest
Department Production
Assessor Lee Denny
Overall Activity Fire Safety
Location Wilderness Farm
Date Assessed 07/03/2016

	1	2	3	4	5	6
1	1	2	3	4	5	6
2	2	4	6	8	10	12
3	3	6	9	12	15	18
4	4	8	12	16	20	24
5	5	10	15	20	25	30
6	6	12	18	24	30	36

Likelihood (L)	Severity (S)					
	1 Very Unlikely	1 Very Minor Injury	2	3	4	5
2 Unlikely	2 Minor Injury	3	4	5	6	
3 May Occur	3 Lost Time Injury	4	5	6		
4 Likely	4 Major Injury	5	6			
5 Extremely Likely	5 Single Fatality	6				
6 Almost Certain	6 Multiple Fatality					

Activity	Persons Affected	Hazard	Current Control	Current Risk Rating (LxS=T)			Revised Risk Rating (LxS=T)			Further Actions
				L	S	T	L	S	T	
Use and storage of LPG	L, C, A, AT, VP	Fire or explosion due to use of LPG on site	<p>Traders will be permitted one gas bottle per gas appliance, plus one spare per appliance stored in an out of bounds location to the rear of their concession. Any further spare gas bottles and any empties will be stored in a cage, clearly marked as flammable and no smoking within a fenced storage area, with no public access.</p> <p>The Event Safety Officer will make a visual inspection of all gas appliances prior to the trader opening as part of the events Green Card To Trade Scheme, checking that the units themselves and gas hoses are in good order and not damaged and that the hoses are properly attached to the appliance. If in doubt, the hoses will be required to be replaced.</p> <p>Traders will be asked to supply proof that a Gas</p>	2	6	12	1	6	6	<p>Amended Emergency Evacuation Plan. Fire extinguishers installed at every risk point.</p> <p>Monitor for change, full Site induction. Regular inspections of campsite and traders.</p>

		<p>Safe registered engineer has inspected any gas appliances within the last 12 months.</p> <p>Traders will be required to have suitable risk assessments and method statements in place for the safe handling and use of gas, these will be inspected as part of Green Card To Trade.</p> <p>Campers will not be permitted to bring gas canisters or cartridges in excess of 240g, these will form part of the list of prohibited items and will be confiscated if brought to site.</p>									
<p>Fire Safety Planning</p>	<p>L, C, A, AT, VP</p>	<p>All staff, contractors and crew to be briefed on event area, campsite, and whole site evacuation procedures via Site Induction.</p> <p>Professional security company (SIA certified) contracted for this event, to assist in the supervision of the campsite and evacuation of public to designated safe area should this be necessary.</p> <p>Any waste generated during the build phase will be removed from site as part of general good housekeeping procedures.</p> <p>Ventilation outlets from electrical equipment and generators must not be blocked.</p> <p>Site Manager and crew to be vigilant in looking for signs of potential fire hazards (smoke, charring, excessive heat) and to remedy or curtail activity in the vicinity of this immediately.</p> <p>The campsite will be supervised by security personnel at all times who are competent and trained in the use of fire fighting equipment.</p> <p>An assessment of the required fire fighting equipment has been conducted specific to location and fire type, this can be found in the</p>	<p>2</p>	<p>6</p>	<p>12</p>	<p>6</p>	<p>12</p>	<p>Fire induction sheets introduced</p>	<p>1</p>	<p>6</p>	<p>6</p> <p>Monitor for change, conduct full briefing..</p>

			<p>necessary.</p> <p>Fire Fighting Equipment provided at fire points equipped with sand and water throughout campsite</p> <p>For further information regarding fire safety arrangements, see Event Safety Management Plan..</p> <p>Chinese lanterns, fireworks and flares will be prohibited from being brought onto site.</p>	1	6					
Cooking In Tents	AT, VP	Illness of fatality due to Carbon Monoxide build up in tents	<p>Signage erected around the campsite will alert campers to the risks of cooking, using barbecues or storing gas within their tents.</p> <p>Barbecues and cooking appliances will be permitted with control measures including: the limitation of gas canister size, supervision by security patrol and the provision of bricks in the campsite for campers to set their BBQs on.</p> <p>The aim will be to encourage the safe, outdoor use of these items, rather than unsafe, concealed use inside tents.</p>	1	6	6	Info will be added to website prior to event	1	6	Inspections carried out by briefed security. Customers reminded on entrance to festival.
Fire due to sources of fuel on site	L, C, A, AT, VP	Fire starting or spreading due to sources of fuel on site	<p>Waste disposal bins will not be placed until the day before the event, therefore contractor waste will need to be safely stored on site during the build days until such a time as the waste management team may take it away in advance of the event. Contractors will be advised of this</p> <p>All contractors will be informed via the pre event site safety rules that no petrol is permitted on site, and all plant, machinery and equipment must be diesel (not petrol) powered.</p> <p>All highly flammable liquids and liquefied petroleum gas to be stored in appropriate</p>	1	6	6	Fire equipment carried out during Site induction.	1	6	An inspection by the Event Safety Officer will take place prior to concessions trading to ensure they are abiding by those rules and can be permitted to trade. Traders in breach will not be allowed to

<p>Concessions and merchandising</p>	<p>L, C, A, AT, VP</p>	<p>Fire starting from food concessions and merchandising activity on site</p>	<p>All food and non-food concessions will have prebooked their space in the event arena and will have been allocated a pitch.</p> <p>Catering and non-food concessions are to be located in separate areas (not together) to ensure that any sources of ignition are segregated from sources of excess fuel eg. ignition from cooking flame separate from fuel (stock) within non-food concessions.</p> <p>No petrol generators permitted on site, all generators, plant and machinery to be solar, battery or diesel fuelled.</p> <p>Food concessions will be situated so that a fire appliance could be driven within 25m distance if necessary.</p>	<p>2</p>	<p>6</p>	<p>12</p>	<p>All traders must provide proof of fire fighting equipments suitability and necessary training for use.</p>	<p>1</p>	<p>6</p>	<p>12</p>	<p>Sporadic inspections will be carried out.</p>	<p>commence trading and be issued a Red Card..</p>
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HEALTH & SAFETY RISK ASSESSMENT

Company Leefest
Department Production
Assessor Lee Denny
Overall Activity Health and Welfare
Location Wilderness Farm
Date Assessed 07/03/2016

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1	1	2	3	4	5	6
2	2	4	6	8	10	12
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6	6	12	18	24	30	36

Likelihood (L)	Severity (S)					
	1	2	3	4	5	6
Very Unlikely	1	Very Minor Injury	1			
Unlikely	2	Minor Injury	2			
May Occur	3	Lost Time Injury	3			
Likely	4	Major Injury	4			
Extremely Likely	5	Single Fatality	5			
Almost Certain	6	Multiple Fatality	6			

Persons Affected: Leaders (L), Crew (C), Artists (A), Attendees (AT), Vulnerable young or disabled Persons (VP)
 Risk Factors: 0 to 4 is acceptable. 5 to 12 needs further action. 13 to 36 requires considerable action.

Activity	Persons Affected	Hazard	Current Control	Current Risk Rating (LxS=T)			Revised Risk Rating (LxS=T)			Further Actions
				L	S	T	L	S	T	
First Aid Cover	L, C, A, AT, VP	Illness or injury due to inadequate first aid cover	During build and breakdown phase, each contractor on site will have been requested to submit details of first aiders on site as part of installation team, and these first aiders will be made known to other contractors and staff on site. Fully stocked first aid kit to be held in production office. Mobile signal has been checked on site to be able to call 999 During live event, provision of medical staff will be as per the medical provision section within the Event Management Plan. Ambulance access route from main vehicle gate to rear of medical centre will be	3	4	12	2	4	8	Site inductions and briefings carried out, check mobile phone signal and all first aid kits prior to attending site.

			expected. This demographic does not typically create crowd disturbance or disorder, however in the DJ venues, SIA Security staff will be briefed to be vigilant and visible.										monitor and deal with any disturbance or disorder should it occur (24 hours)
Animals	L, C, A, AT, VP	Injury / illness from animals on site	The areas being used for the event at the Estate are woodland and grass meadow. No farmland that is grazed is in use. No animals permitted on site with attendees except guide dogs.	2	2	4	Estate contacted prior to the show to insure compliance.	1	2	2			visual inspection on arrival.
Water supply	L, C, A, AT, VP	Illness caused by failure or contamination of water supply	Mains (thames water) water supply will be used for this event, it will be tested in advance of the event for potability, and again on site once running through the temporary pipework and tanks required to supply to the appropriate pressure in order to ensure no bacteria are present within end supply. All pipe work, tanks and bowsers to be managed in accordance with BS:8551:2011 for provision of safe drinking water, this information will be requested prior to the event. Any non-potable water will be clearly marked as unsuitable for drinking.	2	5	10	Vehicle made available to collect emergency water if required	1	5	5			Monitored regularly
Food supply	L, C, A, AT, VP	Contamination of food	Caterers to provide and work to risk assessments and adhere to their Food Safety Management Systems and legal requirements whilst on site Caterers to hold valid food hygiene certification Utensils and work surfaces should be cleaned and disinfected after being used for raw foods or before being used for cooked	3	4	12	Supply adequate welfare facilities for traders.	2	4	8			Check documentation, inspect traders, inspect welfare facilities.

		protection	<p>preparation and storage.</p> <p>All food handlers should hold a minimum Basic Food Hygiene certificate or the equivalent.</p> <p>All food handling staff must maintain a high standard of personal hygiene. Any suspected illnesses should be immediately reported to the person in charge.</p> <p>Footwear should be non slip if worn in areas likely to be wet; footwear should provide cover to protect the feet from spillages of hot liquids or dropped knives in kitchen areas</p>							
Disabled Access	VP	Injury to wheelchair users due to inadequate ingress / egress around site.	<p>Security staff will render assistance as appropriate.</p> <p>The campsite is laid out to avoid bottlenecks and congestion points</p> <p>Wheelchair accessible sanitary facilities available on site within the event area and campsite – those campers with special access needs will be directed to camping pitches closest to these facilities upon arrival to the campsite.</p>	3	2	6	Disable RV point is created and advertised on site.	2	2	RV Point must be added to map and customer info.



HEALTH & SAFETY RISK ASSESSMENT

Company Leefest
Department Production
Assessor Lee Denny
Overall Activity Manual Handling
Location Wilderness Farm
Date Assessed 07/03/2016

	1	2	3	4	5	6
1	1	2	3	4	5	6
2	2	4	6	8	10	12
3	3	6	9	12	15	18
4	4	8	12	16	20	24
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Likelihood (L)	Severity (S)					
	1	2	3	4	5	6
Very Unlikely	1	Very Minor Injury	1			
Unlikely	2	Minor Injury	2			
May Occur	3	Lost Time Injury	3			
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Activity	Persons Affected	Hazard	Current Control			Current Risk Rating (LxS=T)			Revised Control	Revised Risk Rating (LxS=T)			Further Actions
			L	S	T	L	S	T		L	S	T	
Manual Handling	L, C	Injury due to unsafe manual handling	Where possible, measures are to be introduced to minimise or eliminating manual handling, through the use of pallet truck, hiabs and sack barrows. Forks and a driver will be on site at all times. All lifts must be properly prepared and checked by a competent person when lifting equipment is in use. Only certified persons with licence will be permitted to use plant and machinery on site. Heavy, large or awkward loads not being lifted using mechanical equipment should be shared between two or more staff members if it is not possible to transport by trolley. Only those staff competent and trained in safe manual handling to undertake work Staff with back injuries not to lift heavy items.	3	3	9	1	3	3	Display HSE Lifting diagram and weights, make sure to mention in Site Induction. All crew to be issued with a radio to ask for assistance Plant vehicles will be used where possible	Constant supervision and toolbox talks if required. Review all contractors documentation.		

HEALTH & SAFETY RISK ASSESSMENT

Company Leefest
Department Production
Assessor Lee Denny
Overall Activity Site Management
Location Wilderness Farm
Date Assessed 07/03/2016

	1	2	3	4	5	6
1	1	2	3	4	5	6
2	2	4	6	8	10	12
3	3	6	9	12	15	18
4	4	8	12	16	20	24
5	5	10	15	20	25	30
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Likelihood (L)	Severity (S)					
	1	2	3	4	5	6
Very Unlikely	1	Very Minor Injury	1			
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Activity	Persons Affected	Hazard	Current Control	Current Risk Rating (LxS=T)			Revised Control	Revised Risk Rating (LxS=T)			Further Actions
				L	S	T		L	S	T	
Construction works	L, C, A, AT, VP	Injury caused by the construction or removal of equipment and infrastructure	All contractors must carry out their tasks according to their documented method statements and site safety rules, using of equipment and competent staff. Safe manual handling techniques to be followed. Construction and removal to take place only whilst attendees are not on site. Contractors and staff to keep clear of other peoples working areas during construction and breakdown. Site Manager to monitor all works on site	3	5	15	Site Induction carried out with contractors and staff. Traffic Management Plan draw up to include segregation rules.	1	5	5	Toolbox talks if necessary PPE Purchased and issued.
Storage	L, C, A, AT, VP	Injury due to poor storage of excess materials,	All unused materials to be removed to out of bounds areas before commencing event. The out of bounds area will be stocked safely; ensuring boxes or equipment are not stacked	2	4	8	Tools locked away and issued	1	4	4	inspections of fencing throughout show

			<p>used to restrict access into and out of the site where it is not wanted.</p> <p>Site designed in order to reduce or mitigate unauthorised entry.</p> <p>Security and staff to be briefed prior to the event on safety procedures, public eviction plans, campsite management issues and the potential for trespassers.</p> <p>Security staff will patrol the event site and take corrective action as required.</p>						
<p>External environmental factors</p>	<p>L, C, A, AT, VP</p>	<p>Negative impact external factors to the event (weather, road accident outside of the event, environmental crisis)</p>	<p>Alternative locations within the Estate have been identified as contingency areas for parking and/or camping should flooding occur or ground conditions in the planned areas be unsuitable.</p> <p>Wind Management plan for all temporary structures on site will be formulated listing max. safe wind gust speed for each structure, and the action to be taken at both 70% and 90% of this, including evacuation as necessary. Event Safety Officer to monitor and action as necessary.</p> <p>Cancellation of the event due to the inability of the audience to get to the site due to closed roads as a result of an RTA or severe weather will be a joint decision between the event organiser, safety officer and responsible authorities, with all residual impacts of this being considered and accounted for.</p>	3	4	12	2	4	8
<p>Glass</p>	<p>L, C, A, AT, VP</p>	<p>Injury due to glass on site</p>	<p>No glass to be brought onto site, this is on the list of prohibited items.</p> <p>Security will be continuously patrolling campsite and will remove glass from site if</p>	3	3	9	3	3	9
							Written on the website and displayed on entry.		Briefing for security managers.

			<p>seen. Bars will not serve in glass containers, plastic and cans only. First aiders on site if required.</p>								
<p>Overcrowding</p>	<p>L, C, A, AT, VP</p>	<p>Injury to persons due to inadequate space and/or access and egress routes in and around site</p>	<p>Sufficient space available within campsite for tents to occupy site under HSG 195 density guidance. Security staff to maintain presence at gates to prevent unauthorised access. Accreditation procedure in place to identify genuine attendees and staff on site. Event areas designed in order to reduce or mitigate bottlenecks and pinch points. All event staff to be briefed prior to event on the safety procedures and evacuation plans, so that they can be quick to react and are aware of procedures before the event. Professional security company (SIA certified) working at the event, with experience of working these type of events. Security staff in radio communications with security control to summon more assistance if required. Infrastructure and attendees tents will not be permitted to obstruct access and egress routes, emergency routes or service routes Any changes to the level of the ground, or trip hazards that cannot be removed must be signed and where possible, highlighted with contrasting coloured tape barrier. Tented structures will have the majority of their side walls removed in order to allow free flow of attendees into and out of the space.</p>	<p>2</p>	<p>6</p>	<p>12</p>	<p>Plan put in place for overcrowding action. Tented structures monitored by security.</p>	<p>1</p>	<p>6</p>	<p>6</p>	<p>Monitored via security patrols and H and S walk around.</p>



HEALTH & SAFETY RISK ASSESSMENT

Company Leefest
Department Production
Assessor Lee Denny
Overall Activity Slips and Trips
Location Wilderness Farm
Date Assessed 07/03/2016

	1	2	3	4	5	6
1	1	2	3	4	5	6
2	2	4	6	8	10	12
3	3	6	9	12	15	18
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Likelihood (L)	Severity (S)					
	Very Unlikely	1	Very Minor Injury	1		
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Activity	Persons Affected	Hazard	Current Control	Current Risk Rating (LxS=T)			Revised Risk Rating (LxS=T)			Further Actions
				L	S	T	L	S	T	
Trip Hazards	L, C, A, AT, VP	Injury due to slips and trips caused by event infrastructure	<p>Trip hazards minimised and mitigated where possible eg. cables hidden behind structures, flown, buried or covered with cable ramps.</p> <p>Marquee and canopy guy ropes and stakes to be covered with protective material, to remove any sharp edges.</p> <p>Site to have appropriate level of illumination (lit using site lighting during hours of dusk, dawn and darkness)</p> <p>Barriers will cordon off any slip or trip hazards not mitigated or covered</p> <p>Event staff to monitor site and rectify slip or trip hazards, where spotted.</p> <p>No boxes, tools or equipment left on site within public area, that may cause trip or collision hazard.</p> <p>Staff briefed to avoid the creation of trip</p>	3	3	9	2	3	6	Regular checks of now hazardous areas.

	Country Terrain	L, C, A, AT, VP		<p>hazards by good housekeeping of work areas during setup, the event and breakdown</p> <p>Roving stewarding security patrols in place to monitor public activities around potential slips, trips and fall hazards,</p> <p>No tent ropes or parts of tents to obstruct campsite emergency access lanes (also used as walkways through the campsite)</p> <p>Stewards will indicate these lanes when the attendees are pitching tents, and will ensure no obstruction occurs.</p> <p>Lighting will be of adequate illumination around the site to enable staff and crew to set-up and breakdown safely.</p> <p>Any steps) around the event space will have colour contrasting nosings along the edge to distinguish the level difference and mitigate against falls.</p> <p>Site lighting will illuminate walkways to, from and within campsite.</p> <p>Crowd control barrier, fencing or hazard tape will cordon off any uneven and unsafe terrain.</p> <p>Amenities (toilets, bins, first aid point) will be lit.</p> <p>Site will be responsible for creation and upkeep of all tracks and pathways, this will be monitored.</p>	3	3	9	Attendees will be briefed via email to bring appropriate footwear and about the dangers of country terrain.	2	3	6	Regular checks of now hazardous areas. Monitor Tracks and pathways
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HEALTH & SAFETY RISK ASSESSMENT



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Activity	Persons Affected	Hazard	Current Control			Revised Control			Revised Risk Rating (LxS=T)			Further Actions
			Current Control			Revised Control			Revised Risk Rating (LxS=T)			
			L	S	T	L	S	T	L	S	T	
Vehicles moving	L, C, A, AT, VP	Injury to pedestrians due to vehicle movement on site	Vehicles arrive off highway onto roadway within estate, maximum speed once off public highway will be signed clearly as 5mph. Persons being dropped off by taxis or private cars will also turn off highway into a drop off and pick up zone. No further vehicle movement will be permitted in areas where pedestrians are present (with the exception of staff within back of house areas) – pedestrian and vehicle routes segregated throughout the site. Crowd control barriers in use to assist safe queuing. Vehicle curfew in the event area during hours of operation, to be lifted by the	3	4	12	TMP drawn up and made available	2	5	10	Enforce TMP and segregation where reasonably practicable.	

Plant Equipment	L, C, A, AT, VP	Injury due to use of plant equipment	<p>security control once arena sweep has been conducted each night so that any facilities and maintenance Vehicles can clean reset the site.</p> <p>Only contractors and staff holding the correct relevant licence for the item of plant they intend to drive to be authorized to do so. Site manager to monitor to monitor use of plant.</p> <p>No plant movement in public areas once the event has opened.</p> <p>Max, site speed limit is 5mph.</p> <p>All contractors and staff to wear high visibility jackets whilst setting up and breaking down, when plant on site.</p> <p>Drivers of vehicles and operators of plant and equipment are not permitted to drink alcohol or be under the influence of alcohol drugs whilst working.</p> <p>All plant to be used only as per manufacturer's guidance and instructions.</p> <p>All difficult manoeuvring must be accompanied by a banksman in a high visibility jacket.</p>	3	5	15	Correct PPE will be advised and issued if not available. Banksman will be trained.	2	5	10	Licenses will be reviewed and collated, experience will be taken into account during the hiring process.
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HEALTH & SAFETY RISK ASSESSMENT

Company Leefest
Department Production
Assessor Lee Denny
Overall Activity Working at Height
Location Wilderness Farm
Date Assessed 07/03/2016

	1	2	3	4	5	6
1	1	2	3	4	5	6
2	2	4	6	8	10	12
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Likelihood (L)	Severity (S)					
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Activity	Persons Affected	Hazard	Current Control	Current Risk Rating (LxS=T)			Revised Control	Revised Risk Rating (LxS=T)			Further Actions
				L	S	T		L	S	T	
Persons Working At Height	C	Injury due to persons falling from height during structure and infrastructure installation,	<p>Contractor and crew works to be carried out at ground level where possible.</p> <p>Only contractors trained and physically capable should work at height.</p> <p>Only competent persons will work overhead using working at height equipment and plant.</p> <p>All contractors working overhead will comply with their method statements and risk assessments for safe working at height, and to be experienced and competent in their work and tasks. Site Manager to monitor.</p> <p>Fall arrest equipment harnesses will be used by those working with mechanical access equipment at height.</p> <p>Mechanical access equipment and towers to be used as per manufacturer's instructions, with full set of safety rails, toe boards, internal</p>	2	5	10	Rescue Plans will be reviewed and collated	1	5	5	<p>Toolbox talks and WAH will be included in Site Induction if necessary.</p> <p>Signage will be inspected after each working day.</p>

