

**Risk Assessment**

Loading and Offloading trucks

<b>Venue</b>	Buxton Opera House		
<b>Department</b>	Technical	<b>Category</b>	Get In / Get Out
<b>RA Reference</b>	BUXOPTTECH0037	<b>Review</b>	12 months
<b>Date of RA/review</b>	21/07/2023	<b>Next review</b>	21/07/2024
<b>Assessor/Reviewer</b>	Jmorgan		

**People at risk (estimated numbers of people at risk)**

<b>Employees</b>	6-10	<b>Contractors</b>	6-10
<b>Visitors</b>	0	<b>Members of the Public</b>	1-49
<b>Production staff</b>	11-50	<b>Others</b>	0
<b>Client employees</b>	6-10	<b>Students</b>	0

**Activity**

Loading and offloading vehicles during the Get-in, Fit-up and Get-out stages of a Production

**Any other relevant information**

Hazard	Risk	Control measures	Risk Rating			Actions	Revised RR		
			L	S	RR		L	S	RR
Bystanders or other operatives in the area when set or other items are being carried	Potential for injuries to be caused if people struck by set or other items when these are being manually transported.	1: Nonessential personnel to be kept out of the area 2: Area to be clearly cordoned off from unauthorised public access 3: All personnel involved in loading/offloading to wear hi vis jackets or tabards.	2	4	8				
Changes in light (e.g. in bright sunlight) leading to slips, trips and falls	Slips, trips and falls when temporarily blinded by sudden change from bright sunlight outside to dimmer light inside could lead to injury.	1: Ensure when loading or offloading that there is a designated clear space to minimise the risk of ST fs when moving between areas	1	4	4				
Manual handling of	Incorrect manual handling of	1: All personnel are required to have been	2	4	8				

varied weights and sizes of equipment including flight cases with potentially sharp or damaged edges	loads can lead to musculoskeletal (or other) injuries which may have both short and long-term effects.	<p>trained in safe manual handling techniques</p> <p>2: Full and correct PPE must be worn when loading/ offloading, including a hard hat, hi vis jacket or tabard, steel toe safety footwear, and heavy rigger or gripper gloves.</p> <p>3: Mechanical aids to be used where these are available and suitable for the task</p> <p>4: Multiple people to undertake a lift where the load is heavy, or of a size or shape non conducive to easy handling.</p>						
Movement of heavy or bulky items when releasing load-securing measures upon arrival	Trap or crush injuries caused by load shifting or falling from truck/ trailer bed.	<p>1: Load securing straps must only be released by the driver of the vehicle</p> <p>2: All other personnel to remain at a safe distance until this operation is completed</p>	1	4	4			
Movement of items on travel dollies (where appropriate)	Crush, abrasion or impact injuries caused by falling or sliding items.	<p>1: Any items or pieces of equipment to be transported using dollies are to be secured fully to the dolly before movement</p> <p>2: Travel dollies only to be operated by trained individuals</p> <p>3: Travel using dollies to be undertaken slowly by as many staff members necessary to ensure the safe transportation of the load especially where a change of level e.g ramps is involved</p>	2	4	8			
Movement of items on vehicle during loading/ offloading	Crush, abrasion or impact injuries caused by falling or sliding items.	<p>1: Full and correct PPE must be worn when loading/ offloading, including a hard hat, hi vis jacket or tabard, steel toe safety footwear, and heavy rigger or gripper gloves.</p> <p>2: Load is to have been properly secured by the driver and where bundled into packs this is to have been completed by a competent individual</p>	2	4	8			
Poor lighting during night time get outs	Slips, trips and falls or collision between groups of loaders leading to potential injury.	1: Where it is reasonably foreseeable that there will be loading offloading during periods of reduced light additional	1	4	4			

		lighting is to be utilised to ensure clear visibility for all operatives						
Potential for set or equipment to fall from height during the get-in/ get-out process (i.e. from the loading dock)	Potential for severe injuries caused by items dropped from height if these were to come into contact with bystanders or other members of staff.	1: Nonessential personnel to be kept out of the area 2: Multiple people to undertake a lift where the load is heavy, or of a size or shape non conducive to easy handling.	2	4	8			
Slippery surfaces if loading or offloading in wet or icy weather	Slips, trip and falls leading to injury with a potential for both short- and long-term effects.	1: Correct PPE for task includes safety footwear with adequate grip for the task	2	4	8			
Stacking and fitting together of modular items (e.g. videowall sections/ speaker stacks or truss sections)	Potential for injury due to crushing or pinching between pieces of equipment. Improper manual handling techniques can result in Musculo-skeletal injuries.	1: Lifting equipment e.g. build motors to be used where possible to minimise the requirement for manual handling 2: Operatives to ensure hands and feet are not near adjacent sections when moving into final position 3: As with any movements at height moving underneath a suspended load must not occur until it is secured safely in its final position	2	4	8			
Strong wind conditions	Muscle strain from wind snatching at large flat loads. Potential for injury from flying flats where these have been caught by the wind. Damage to pieces of set.	1: Multiple people to undertake a lift where the load is heavy, or of a size or shape non conducive to easy handling. 2: In windy conditions restrict movements to items not likely to be caught by the wind where possible 3: In extreme conditions the operation should be paused to allow conditions to improve	2	4	8			