

Procedure and Guidance for the completion of the Safe System of Work and Risk Assessment for well defined tasks or processes

DRAFT

- This guide is designed to provide practical information for the completion of this assessment form, and will generally be used by staff who have a good level of awareness of risk assessment or have had specific training. It is important the individual completing this has a clear understanding of hazards, controls, and risk (how to assess severity and likelihood).
- The guide uses a sample assessment to show what a completed form may look like.

1. Title: High level description of tasks or activity. If stored on a data base will form the key words that can be searched.

2. Task Description: The description should be detailed enough that what is covered, and equally what is not covered by the assessment is clear.

3. Steps of process: List out the major steps of the process or task. If it is an existing task, you can watch the task being performed.

4. Required controls: For each step of the process consider key controls that are required. If some extend across all steps e.g. training, only need to mention once.

5. Further controls with action tracking: Further controls may be required to improve the safety of the activity; or be a reminder of pre-task actions e.g. team before; training new staff, etc. Actions must be closed out.

6. Hazards and key controls: List key hazard and controls e.g. electricity, all equipment in good condition and inspected.

7. Risk Level: Risk levels will need to be assessed by someone trained in risk assessment and able to estimate risks as:

- Low: No further controls required.
- Medium: Further controls may be required and tasks to be kept under review.
- Medium/High: Additional controls will generally be required.
- High: Task should not proceed.

These can be colour coded if helpful. Green; yellow; amber; red.

8. School or Division Document control:

- List name of assessor, date and version number (these are live documents and will be updated e.g. after an incident; process change or every 3 years).
- Can add school or division approver or checker if required.

9. Notes: Helpful notes e.g. limitations of assessment or controls.

Safe System of Work and Risk Assessment

Title: Alteration of high level theatrical lighting in studio

TASK DESCRIPTION		
To alter the theatrical lighting in the studio which is located on the gantry mounted to the ceiling. Lights weigh approximately 5kg and fixed by brackets to the fixings; and have a 240v power supply.		
STEPS OF PROCESS	REQUIRED CONTROLS	
<ol style="list-style-type: none"> 1. Check ladder including date of last inspection (must be within 6 months). 2. Position ladder under lamp to be repositioned. 3. Turn off power to lamps before work commences. 4. Climb ladder, with any required tools held in a tool belt or pockets. 5. Reposition lamp and retighten fittings. 6. Check light is working. 7. Remove ladder and place it back in a secured storage location. 	<ol style="list-style-type: none"> 1. The ladder needs to be the one purchased for this work must be labelled and inspected by an authorised checker 2. Set the ladder up and check floor is level. Needs two people to be present. 3. Only an authorised person to use ladder using flat soled shoes or boots. 4. The protective back guard rail to be positioned on back of work platform 5. No one to be below work area, second person to monitor works. 6. Check lamp temperature before work. 	
FURTHER CONTROLS REQUIRED	ACTIONED-BY	WHEN
<ol style="list-style-type: none"> 1. List of authorised ladder users and checkers to be posted in area of work. 2. Post ladder checklist in studio. 3. Label to be attached to ladder with last check date. 4. Train any new staff. 5. Create training programme to be delivered by Studio manager. 	Studio manager Studio manager Studio manager H&S Team	Before work commences. Before work commences. Before work commences. Before work commences. Before work commences.
HAZARDS AND KEY CONTROLS	RISK-LEVEL (Low-Medium-Medium high- High)	
Falls from height – good condition equipment, checking and training.	Medium	
Electrical hazard- Equipment turned off	Low	
Burns- Check before work.	Low	
Lamp being dropped – area below controlled and kept clear.	Low	
Name of assessor	Robert Brown Studio Manager	
Date of assessment	10/1/2020	
Version number	1	
Notes	Only applies to Studio 1 with a maximum working height of 3.5 metres.	

Document number: January 2020 Version DRAFT
 Author: Steven Carter Reviewer: Alistair Hardwick

Local Arrangements

- The division or school using this process should ensure assessment is completed by named members of their team who have appropriate risk assessment experience or training.
- Process should include how these assessments are logged, communicated and reviewed. It is acceptable to have a copy (possibly laminated) near the work tasks if it involves multiple end users.
- Further advice and guidance is available from the Health and Safety Team