



Risk Assessment & Method Statement File for Serpentines

Wednesday, 02 October 2013

RISK ASSESSMENT FORM

CLIENT: Royal Navy

ASSET: Serpentes

SITE NAME: Generic Assessment of this Asset

Work Activity	Hazards - Hazardous Event Expected Consequence	People affected	Assessment of risk Likelihood x Consequence = Risk level.			Are risk controls Required?
			Likelihood level.	Consequence level.	Risk level.	
Setting up Serpentes.	<p>Manual Handling Trips & slips Hand tools Working at height Lighting Kit</p> <p>Serpentes components Unicol LCD/32"LCD sprains – strains -back injury – fingers & toes Setting up & height work: Cuts, bruises & short-fall. Floor Graphics Trips & slips Hand tools: Injury hands/fingers Lighting kit</p> <p>Possible minor burn (hot bulbs) In the main minor injuries treatable by First Aid.</p>	<p>Occupation MOD Personnel Venue Staff Visitors to display General Public</p> <p>Number: Minimum 2 MOD personnel Plus Indeterminate number of venue staff, visitors and general public</p>	1	2	2	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><u>What controls are in place:</u></p> <p>Method Statement.</p> <p>Suitable steps for height work.</p> <p>Instructions for use text & graphics.</p> <p>Awareness of First Aid resources.</p>
			<p>Risk level = 2 No further action required</p>			

DATE: 25.1.2009

NEXT REVIEW: January 2010 (based on anticipated frequency of use)

ASSESSOR'S NAME: Raymond Critchley

POSITION: M-is Safety Advisor

SIGNATURE: R Critchley

(What to do on site equipment indoor use only)

- One person
 - Arrival on site, sign in and confirm First Aid resources.
 - Confirm with venue management location for display.
 - Confirm that for the duration of the display any upcoming activities or events will not be affected by the displays location.
 - Check area of display will be clear of any:-
 - Doorways.
 - Stairwells.
 - Fire Exits.
 - Check area of display that the:-
 - Floor/Area is level and suitable for display.
 - Overhead height is clear of any power cables, signage, drapes or any other obstructions and decide on
 - 3 Quad Tower Option display
 - or
 - 4 Quad Tower Option display.
 - Manual Handling
 - Serpentine components
 - Unicol LCD stands and 32 LCD Screens
- Please Note
- Do not lift or handle more than you can easily manage.
 - Get help.
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- Be aware when assembling curved frame that hands and fingers can get "pinched".
 - To avoid cables becoming a trip hazard use cable covers or floor traps.
 - Ensure floor graphics are laid flat.

Method Statement 2 of 2

(What to do on site equipment indoor use only)

Once Set-up

- Storage containers, tools and steps tidy away.
- Any literature hand out supplies please store in a safe and tidy manner.
- Maintain display area in clear and tidy state

Event End

- Allow time for light bulbs to cool down before handling.
- Leave area clear and tidy, dispose of any rubbish in any receptacles/recycling bins available.
- Confirm to staff or management leaving site.
- Sign out.
- Any feedback or lost and damaged equipment please report
 - See numbers at rear of file.
 - New personnel read this file.