



Risk Matrix

DEFINITIONS	<i>Likelihood</i>			
<i>Severity</i>	RISK RATING	Low = 1	Med = 2	High = 3
	Low = 1	1	2	3
	Med = 2	2	4	6
	High = 3	3	6	9

Severity x Likelihood = RISK RATING

RISK RATING

6 - 9 = High risk – action required to reduce risk

3 - 4 = Medium risk – seek to further reduce risk

1 - 2 = Low risk – no action but continue to monitor

DEFINITIONS

Severity

H = Fatality or major injury causing long term disability

M = Injury or illness causing short-term disability

L = Other injury or illness

Likelihood

H = Certain or near certain

M = Reasonably likely

L = Very seldom or never

2. BUILD & BREAKDOWN

Hazard: Risk	Ref:	To whom:	Uncontrolled Risk: Severity x Likelihood = Risk rating			Control risk by:	Residual Risk: Severity x Likelihood = Risk rating			Further action recommended:
			S	L	R		S	L	R	

Competence: <i>All Vivace staff should be competent to carry out the tasks they are asked to perform.</i>	1.1	Vivace staff, contractors, venue staff/contractors and guests.	3	3	H	<p>All Vivace staff competence for tasks is carried out as part of the Company's selection process.</p> <p>All training records are regularly reviewed by the Vivace management.</p> <p>Vivace management to implement.</p>	2	1	L	
Schedule Management: <i>Failure to follow Production Schedule may increase the risk of an on site accident.</i>	1.2	Vivace staff, contractors, venue staff/contractors and guests.	2	3	H	<p>The Production Manager will ensure that the Production Schedule is adhered to as closely as possible.</p> <p>In the event that the schedule becomes impractical, a revised schedule must be discussed in consultation with all parties.</p> <p>The Production Manager will issue the Production Schedule prior to the build commencing.</p> <p>Production Manager to implement.</p>	1	1	L	<p>All contractors should ensure that the Production Manager has a single point of contact for their activities.</p> <p>In the event of a contractor being no longer able to work within the schedule, they must inform the Production Manager as soon as possible.</p> <p>All contractors should ensure that copies of the schedule are passed to all their staff before starting work on Site.</p>

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Contractor Competence: <i>Contractors not competent to undertake their work activities.</i>	1.3	Vivace staff, contractors, venue staff/contractors and guests.	3	3	H	<p>Vivace has pre-event reviews of all existing Supplier Agreements with preferred contractors.</p> <p>All contractors are required to submit in advance of the build the following documents:</p> <ul style="list-style-type: none"> • H&S Statement • Risk Assessments (COVID-19 RA) • Method Statements • Evidence of PLI • Test Certificates & Certificates of Competence (if applicable) <p>Event Safety Advisor to implement.</p>	2	1	L	<p>All contractors working on site should be made aware of the need for all their staff to be competent in the duties they have been contracted to carry out.</p> <p>All contractors should receive instruction as to the overriding authority of the Production Manager concerning any safety issues.</p>

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Supervision & Delegation of Non- Vivace staff: <i>Vivace unaware of competency levels in Non-Vivace staff i.e., individuals employed by others.</i> <i>Non-Vivace staff members are unaware of the risks associated with their work activities.</i>	1.4	Vivace staff, contractors, venue staff/contractors.	2	3	H	<p>All Vivace staff, when using non-Vivace staff should ensure that the required tasks are clearly identified when requesting assistance.</p> <p>All Vivace staff should ensure that they avoid giving direct instruction in areas where they are not a fully competent themselves.</p> <p>Vivace must clearly brief Non-Vivace staff on task and potential associated risks.</p> <p>Production Manager to monitor. Vivace Lighting Director to oversee non-Vivace technical staff.</p>	2	1	L	
Welfare: <i>Insufficient welfare provisions can lead to fatigue, lack of concentration, stress, etc.</i>	1.5	Vivace staff and contractors.	2	2	M	<p>Vivace Production Manager should ensure that their staff receive adequate breaks, food & drink, and rest periods.</p> <p>Scheduling to take into consideration working hours. Where required shift pattern to be introduced.</p> <p>Production Manager to monitor.</p>	2	1	L	The Production Manager should inform staff as to the likely work & rest periods, as well as provision for drinking water, washing facilities, etc.

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Fire & Emergency Plans: <i>Lack or absence of emergency strategies</i>	1.6	Vivace staff, contractors, venue staff/contractors and guests.	3	3	H	<p>Vivace's management in advance of the event will obtain London Science Museum's existing Fire & Emergency Plans and cascade them down to all key event staff.</p> <p>Emergency Plans and Procedures will be forwarded to all contractors prior to works taking place.</p> <p>Where the Emergency Plans change throughout the build & breakdown these changes will be cascaded down to all staff.</p> <p>Production Manager to implement.</p>	2	1	L	All contractors will inform the Production Manager as to all additional fire risks they may be introducing into the London Science Museum and what, if any, additional fire-fighting equipment may be required.

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Medical Provisions: <i>Lack of adequate medical provisions</i>	1.7	Vivace staff, contractors, venue staff/contractors and guests.	3	3	H	<p>Vivace will evaluate the medical provisions for the work required and assess if they are suitable for the work activities being undertaken - If not then the medical provisions will be increased accordingly.</p> <p>The Production Manager will distribute to all event staff this information prior to the build.</p> <p>The Production Manager will provide to contractor's details of the medical provisions to enable them to undertake their own medical assessment for their staff.</p> <p>Vivace will ensure the appropriate levels of medical cover are in place for the duration of the build and dismantle.</p> <p>Vivace will identify the location of the nearest hospital with an operational A&E Department.</p>	2	1	L	Contractors will be encouraged to inform Vivace of any additional first aid provisions that may be required due to the nature of the work.

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Manual Handling: <i>Incorrect lifting techniques can lead to personal injury.</i>	2.1	Vivace staff and contractors.	2	3	H	<p>Staff should be made aware of the weight of all items that need to be lifted manually by the Production Manager prior to the lifting activity taking place.</p> <p>Whenever possible mechanical lifting devices should be employed.</p> <p>Lifts to be available to all floors for the movement of heavy items to reduce the requirement for manual handling.</p> <p>Production Manager to monitor</p>	2	1	L	Whenever practicable, additional & competent staff will be made available to assist, and/or trolleys and wheeled flight cases provided wherever possible.
Use of local Electricity Supply: <i>Risk of electrocution and or fire.</i>	2.2	Vivace staff and contractors.	3	2	H	<p>All Vivace staff will be restricted to the use of domestic 13amp plugs (unless competent to do more).</p> <p>Competent electricians should always be employed for all significant electrical works.</p> <p>Production Manager to monitor all electrical works.</p> <p>In-house electricians to be utilised.</p>	2	1	L	When using London Science Museum's electrical supply, a competent electrician should be consulted.

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Electrical Distribution Systems: <i>Risk of electrocution and or fire.</i>	2.3	Vivace staff, contractors, venue staff/contractors.	3	3	H	<p>The Production Manager will ensure that each supply used has a nominated "responsible person" who is in charge of all powering up & down of the system.</p> <p>The Production Manager will ensure that he is available at all times during the build & breakdown.</p> <p>The Production Manager will ensure an appropriate communications path between staff and the contractors.</p>	2	1	L	<p>All equipment should conform to BS7909.</p> <p>Completion certificates to be obtained prior to event live period.</p>
Equipment on Hire: <i>(Vivace does not own any equipment) Whenever hired equipment is used, the risk of accidents is increased due to a potential lack of training, discipline in use, documentation & maintenance.</i>	2.4	Vivace staff, contractors, venue staff/contractors.	3	2	H	<p>The Production Manager will ensure that the equipment is fit for purpose, used with due diligence and if necessary, that access to and use of the equipment is restricted.</p> <p>All users must be competent and, if necessary, properly insured.</p> <p>Production Manager to monitor.</p>	2	1	L	<p>If a contractor provides equipment to be used by Guests, they should ensure that the equipment carries a full test and maintenance history, is fit for purpose, and comes with all appropriate user manuals and available for inspection on request</p>

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Communication Failure: <i>Communications systems need to exist between all parties in order to prevent, or minimise, injuries that may be caused by an emergency.</i>	2.4	Vivace staff, contractors, venue staff/contractors.	2	3	H	<p>Decisions will be taken as to whether communications between teams are via personal contact, two-way radios or mobile phones.</p> <p>The Production Manager will publicise this information prior to the event build.</p> <p>Production Manager to implement.</p>	2	1	L	All contractors should inform the Production Manager as to any requirement for safety critical communications they may require.
Loading & Unloading Vehicles: <i>People may be injured by reversing vehicles, blocking of access & egress routes and insufficient crew assigned to unload vehicles.</i>	2.5	Vivace staff, contractors, venue staff/contractors.	3	2	H	<p>The Production Manager will control and ensure proper supervision of vehicle unloading and loading.</p> <p>If unloading/loading is undertaken on a public highway consideration will be given to displaying hazard signage and using Red & White tape to restrict access to the area.</p> <p>In areas of high risk barriers will be put in place.</p> <p>High Viz must be worn when unloading vehicles on the public highway and in loading areas.</p>	2	1	L	All contractors must ensure a competent member of their staff is available during the loading and unloading of their equipment.

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						<p>All persons involved in loading and unloading and moving of equipment must ensure that they wear safety footwear.</p> <p>Production Manager to monitor.</p>				

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Access & Egress: <i>Access and egress routes becoming blocked.</i>	2.6	Vivace staff, contractors, venue staff/contractors.	3	2	H	<p>The Production Manager should ensure that regular checks are carried out to ensure that emergency routes and fire exits are never blocked or obstructed.</p> <p>No event build or de-rig activities will take place in public areas whilst they are open to the public. All equipment and materials will be stored in non-public areas until the Museum is closed.</p> <p>This duty may need to be delegated.</p> <p>Production Manager to implement.</p>	2	1	L	London Science Museum's management should ensure that the Production Manager is made aware of all access & egress routes, provide appropriate storage facilities where required, and that cable routes are agreed prior to the event build.
Welfare Provisions: <i>Insufficient welfare provisions can lead to fatigue, dehydration, hypothermia, overheating, etc.</i>	2.7	Vivace staff and contractors.	2	2	M	<p>The Production Manager should always identify the nearest available drinking water point and toilets.</p> <p>When necessary, Vivace will provide these facilities on site.</p> <p>The Event Safety Advisor must inform staff and provide instructions regarding the appropriate clothing, PPE, etc.</p> <p>Production Manager to implement.</p>	1	1	L	London Science Museum's management should ensure that all facilities provided by it as part of the contractual agreement are made available throughout the whole period of the event build.

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Emergency Signage: Set pieces, drapes and other items obscuring emergency signage.	2.8	Vivace staff, contractors, venue staff/contractors and guests.	3	2	H	<p>The Production Manager will ensure that emergency signage is not obscured.</p> <p>If emergency signage needs to be obscured, then replacement signage will be displayed.</p> <p>All replacement signage must be in a suitable font size and the mandatory colour.</p> <p>Production Manager to implement.</p>	3	1	M	
Lone Working: Lone Worker involved in accident not receiving prompt medical attention	2.9	Vivace staff and contractors.	2	2	M	<p>Vivace will endeavour to eliminate the need for lone working where possible.</p> <p>All staff working alone must have access to communication i.e., Operational mobile phone.</p> <p>Production Manager to maintain regular contact with Lone Workers.</p> <p>The Production Manager should inform London Science Museum's management of any staff who are working alone in their premises.</p>	1	1	L	London Science Museum's management should be asked to provide staff to direct staff if there is a likelihood of them getting lost.

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						Production Manager to implement.				

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Drugs & Alcohol: <i>Reduction of stamina, disorientation, incoherence, lack of judgement</i>	2.10	Vivace staff, contractors, venue staff/contractors.	3	2	H	<p>All staff to be advised prior to their arrival on site that the consumption of alcohol and the taking of recreational drugs are prohibited by Vivace.</p> <p>The Production Manager will send home any member of staff who is or appears to be under the influence of alcohol or drugs.</p>	2	1	L	
Use of Personal Protective Equipment (PPE): <i>PPE should only be used as a 'last resort' control measure</i>	2.11	Vivace staff, contractors, venue staff/contractors.	3	2	H	<p>All permanent members of Vivace staff will be provided with the appropriate PPE when required.</p> <p>All staff using PPE will be trained by a competent person in its use.</p> <p>The Production Manager will ensure that all staff and contractors required to wear PPE adhere to the safe working practices as detailed by their risk assessments and the manufacturer.</p> <p>PPE will be required to be used by ALL contractors working on the event.</p> <p>Production Manager to monitor PPE use.</p>	3	1	M	

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Work/ Emergency Lighting: <i>Work /emergency lighting inadequate for the task at hand.</i>	2.12	Vivace staff, contractors, venue staff/contractors.	3	3	H	The Production Manager to ensure that the existing lighting is appropriate, as well as any provision for emergency lighting. Production Manager to monitor.	2	1	L	The Production Manager will liaise with London Science Museum's management to ensure that the existing lighting is appropriate, as well as any provision for emergency lighting.
Multi Contractor Environments: <i>Staff may be at risk from hazards produced by other Environments and Companies working in the same site, not working for or with VIVACE.</i>	2.13	Vivace staff, contractors, venue staff/contractors.	2	2	M	The Production Manager will inform all event staff of any hazards or risks presented by other contractors working in London Science Museum. The Production Manager will ensure all Vivace Risk Assessments and Schedules are handed to the London Science Museum management with a request that they should be passed onto their staff if required. Assessment of Production Schedule, and regular meetings to ensure that dangerous environments do not arise out of work activities. Production Manager to monitor.	2	1	L	

3. WORK AT HEIGHT

Hazard: <i>Risk</i>	Ref:	To whom:	Uncontrolled Risk: <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual Risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
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Supervision of Work at Height: <i>Supervision the use of access equipment, ladders and access towers etc.</i>	3.1	Vivace staff, contractors, venue staff/contractors and members of the public.	3	2	H	<p>Consideration should always be given to eliminating or reducing the amount of work at height.</p> <p>Before any work at height is undertaken, suitable 'Rescue Protocols' must be identified and put in place.</p> <p>The Event Safety Advisor must have sight of all contractor Risk Assessments pertaining to Work at Height.</p> <p>The Production Manager must monitor all work activities that are undertaken at height.</p> <p>Contractors must ensure that areas beneath the work activity have restricted access.</p> <p>Contractors must ensure that the appropriate PPE is worn, and staffs are properly trained in its use.</p> <p>No work at height will be scheduled to take place or permitted when the</p>	3	1	M	Great care must be exercised whilst working at height in areas that London Science Museum's staff have access to.
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						<p>Museum is open to the public.</p> <p>Production Manager to monitor.</p>				

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Access Towers: <i>There is a risk of overturning the tower with or without personnel on working platform also falls by personnel and falls of materials and or components or tools.</i>	3.2	Vivace staff and contractors.	3	2	H	<p>Towers to be erected by competent personnel only.</p> <p>Use of outriggers where applicable. Never overload working platform.</p> <p>Towers always to be erected on firm level grounding.</p> <p>Always empty platform before releasing wheel locks</p> <p>Use of system decking for working platform.</p> <p>Use of toe boards/mid rails. Do not overload platforms.</p> <p>Keep personnel from under decked area while in use.</p> <p>Always ensure that before and after use the tower is stored securely.</p> <p>Production Manager to monitor.</p>	3	1	M	Always climb tower from inside. Adequate handrails to be provided.
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Ladders: <i>There is a risk of falls of personnel from steps overturning</i>	3.3	Vivace staff, contractors, venue staff/contractors.	2	2	M	<p>Consider the use of a small Access Tower as an alternative work platform.</p> <p>Ensure all ladders are suitable for the task and are well maintained.</p> <p>Stepladders for general access only, prolonged work activities to be undertaken from a working platform.</p> <p>Never work from top rungs. Ladder always to be footed. Use ladder on firm flat ground only</p> <p>Ladder not to carry loads other than one person. The use of two ladders with deck between should be avoided</p> <p>Not to be used for work at great heights.</p> <p>Ladders only to be used for tasks of short duration – 15 to 30 minutes.</p> <p>Production Manager to monitor.</p>	2	1	L	
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4. EVENT OPEN PERIOD

Hazard: Risk	Ref:	To whom:	Uncontrolled Risk: Severity x Likelihood = Risk rating			Control risk by:	Residual Risk: Severity x Likelihood = Risk rating			Further action recommended:
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Overcrowding: <i>Consequence of equipment failure or disturbance to guests/public. Effect on adjacent areas.</i>	4.1	Event Staff, Venue Staff, Client and Guests	3	2	H	<p>Capacity of event having regard to sight lines and seating /standing arrangements.</p> <p>Event entry is by invitation only.</p> <p>Event live period is during times when the Museum is closed to the public.</p> <p>Use event staff/Rope & Post to control guest movement as required.</p> <p>Venue safe licenced capacity never to be exceeded.</p>	2	1	L	
Emergencies: <i>Hazards from the need to evacuate.</i> <i>Local or area.</i> <ul style="list-style-type: none"> Consider what may cause and how can be controlled. Fire – restriction of protected route <p>Bomb – Evaluate Risk/ disorder</p>	4.2	Event Staff, Venue Staff, Client and Guests	3	2	H	<p>An evacuation plan will be obtained from The London Science Museum.</p> <p>Emergency announcements made over PA (back-up power necessary) to give instructions to the guests.</p> <p>All access routes to be stewarded.</p> <p>Event staff and Producer to be familiar with any event specific evacuation strategy and alarm system.</p>	3	1	M	

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<i>Localised Evacuation – collapse of structure</i>										

4. EVENT OPEN PERIOD

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Hazards arising through unauthorised access to structures and equipment: <i>Damage to property and personal injury.</i>	4.3	Event Staff, Venue Staff, Client and Guests	3	1	M	All plant and equipment will, as far as is possible, be contained in secure areas. Production Manager to monitor	2	1	L	
Structures: <i>Collapse</i>	4.4	Event Staff, Venue Staff, Client and Guests	2	2	M	Temporary structures to be suited to their intended use and foreseeable overload conditions. Refer to assessments for build The structures to be erected by contractors who have had their health and safety standards vetted and completion certificates issued. The Production Manager will monitor conditions on site, as they develop to ensure that design limits not exceeded. To be checked by competent person as appropriate. Production Manager to monitor.	2	1	L	

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Accessibility: <i>Sight lines poor, immobile in guest areas.</i>	4.5	Disabled Persons	3	2	H	Provide raised/clear viewing area when necessary. Ensure facilities such as ramps are available for wheelchair users. Event staff in attendance to provide assistance.	2	1	L	
Electrical Distribution Systems: <i>Risk of electrocution and or fire.</i>	4.6	Event Staff, Venue Staff, Client and Guests	3	2	H	The Production Manager will ensure that each supply used has a nominated "responsible person" who is in charge of all powering up & down of the system. The Production Manager will ensure that he is available at all times during the build & breakdown. The Production Manager will ensure an appropriate communications path between staff and the contractors.	2	1	L	All Suppliers equipment should conform to BS7909

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Medical Provisions: <i>Insufficient, unsuitable provisions in place.</i>	4.8	Event Staff, Venue Staff, Client and Guests	3	2	H	Provide medical cover commensurate with audience numbers. First Aid staff to be in attendance for the event open periods. All Museum Event Staff and Security are First Aid Trained. Each floor of the Museum has a First Aid room available.	2	1	L	
Noise: <i>Hearing damage.</i>	4.9	Event Staff, Venue Staff, Client and Guests	2	2	M	Work areas where noise expected to exceed 80dB (a) to be identified and signed. Employers on site to advise staff accordingly and provide appropriate hearing protection. Sound levels to be monitored at the Control Desk. Production Manager to monitor.	1	1	L	

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Loss of Light: <i>Unable to see Secondary systems. Lighting for evacuation</i>	4.10	Event Staff, Venue Staff, Client and Guests	2	2	M	Emergency lighting & emergency exit signage present in throughout venue. Secondary lighting from stage etc. Key event staff to be provided with torches.	1	1	L	

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Static Cameras: <i>Guests/public tampering with camera equipment/causing trip hazards</i>	4.11	Event Staff, Venue Staff, Client and Guests	2	2	M	Cameras and equipment never to be left unattended in areas that the guests access to. A competent, experienced person will always supervise and monitor camera operatives. When deemed necessary by the Production Manager camera operatives will be partnered by a competent person who will monitor the surrounding activities and guest movement.	2	1	L	
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5. EVENT GUESTS

Hazard: <i>Risk</i>	Ref:	To whom:	Uncontrolled Risk: <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual Risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
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Food Allergies: <i>Allergic reactions causing sickness.</i>	5.1	Event Staff, Venue Staff, Client and Guests	3	1	M	Vivace will liaise with the event catering company to ensure that information regarding contents (nuts, dairy, etc) are displayed. CEPI will request dietary information from event Guests and pass this information to the appointed Catering Company.	1	1	L	
Food Hygiene: <i>Food poisoning.</i>	5.2	Event Staff, Venue Staff, Client and Guests	3	2	H	Vivace will ensure that all of the required food hygiene documentation has been collected this to include Risk Analysis Sheets and submitted to the Museum Management.	2	1	L	
Guests becoming Intoxicated: <i>Disruptive behaviour caused by the excessive consumption of alcohol</i>	5.3	Event Staff, Venue Staff, Client and Guests	2	3	H	Prior to the event guest alcohol consumption will be considered. Suitable numbers of staff to be employed. Any serving of alcohol will be limited to a short period.	1	3	M	

5. EVENT GUESTS

Hazard: <i>Risk</i>	Ref:	To whom:	Uncontrolled Risk: <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual Risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	

Slip, Trips & Falls. <i>Personal injury.</i>	5.5	Event Staff, Venue Staff, Client and Guests	2	3	H	<p>All cables to be removed from the guest areas where possible.</p> <p>Cables must be flown in event areas where possible. If not possible these must be securely taped down and clearly highlighted.</p> <p>All event areas to be thoroughly inspected prior to event opening time,</p> <p>Production Manager to monitor.</p>	1	3	M	
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6. FIRE RISK ASSESSMENT

Hazard: <i>Risk</i>	Ref:	To whom:	Uncontrolled Risk: <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual Risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	

Fire Hazard – Set/Staging: <i>Death, major injury and damage to property</i>	6.1	Event Staff, Venue Staff, Client and Guests	3	2	H	<p>All structures/stages and furnishings to be of flame retardant substances and certificates submitted as appropriate.</p> <p>Stage/control area to be equipped with CO2 and foam extinguishers.</p> <p>The London Science Museum's evacuation strategy in place</p> <p>Staging to be inspected by Production Manager prior to Guest arrival.</p>	2	1	L	
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6. FIRE RISK ASSESSMENT

Hazard: <i>Risk</i>	Ref:	To whom:	Uncontrolled Risk: <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual Risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	

Fire Hazard- Technical infrastructure: <i>Death, major injury and damage to property</i>	6.2	Event Staff, Venue Staff, Client and Guests	3	2	H	<p>Event staff to be positioned and continually checking for ignition sources</p> <p>Pre-Event inspection carried out by the Production Manager.</p> <p>Fire points placed in secure locations – all event staff made aware of their positions prior to the event opening.</p> <p>London Science Museum staff trained in fire-fighting procedures.</p> <p>The London Science Museum’s evacuation strategy in place.</p> <p>Production Manager to monitor.</p>	2	1	L	Event site exit values to be calculated using the Regulatory Reform (Fire Safety) Order 2005
Emergency Vehicle Routes: <i>Becoming blocked or obstructed.</i>	6.3	Event Staff, Venue Staff, Client and Guests	3	2	H	<p>Emergency Vehicle Routes (EVRs) clearly detailed in site briefing to event staff</p> <p>EVRs monitored at all times by the London Science Museum Security Staff.</p> <p>EVR’s never to be blocked by event vehicles.</p>	2	1	L	

6. FIRE RISK ASSESSMENT

Hazard: <i>Risk</i>	Ref:	To whom:	Uncontrolled Risk: <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual Risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	

Waste Storage: <i>Ignition source</i>	6.4	Event Staff, Venue Staff, Client and Guests	3	2	H	Waste storage close to units to be provided in metal skips main guest/public areas. Suitable and sufficient fire-fighting equipment to be in place Production Manager to inspect prior to event open period.	2	1	L	
House supply socket No MCB or RCD in outlet room: <i>Sources of Ignition and heat</i>	6.5	Event Staff, Venue Staff, Client and Guests	2	2	M	Production Manager to undertake basic checks on site. RCD / MCB provided by Vivace or the appointed contractor to be located as near as possible to mains cupboard to reduce length of unprotected cable	2	1	L	Cee Form approved type connector to be used only

6. FIRE RISK ASSESSMENT

Hazard: <i>Risk</i>	Ref:	To whom:	Uncontrolled Risk: <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual Risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	

Set materials (Felt, Timber): <i>Sources of Fuel</i>	6.6	Event Staff, Venue Staff, Client and Guests	2	2	M	<p>Fabric, drapes, linings and any floor covering to be flame retardant to BS5348 Test 2, BS7157 Annex A, BS7837, BS5287 Table 1 or BS5867 Part 2 Type B as appropriate.</p> <p>Certificates to be available for inspection.</p> <p>Materials that have been chemically treated to achieve their fire retardancy may require recertification at intervals.</p> <p>Production Manager to check for certification.</p>	2	1	L	
Fire Escape Routes: <i>Becoming blocked or obstructed.</i>	6.7	Event Staff, Venue Staff, Client and Guests	3	2	H	<p>All cables, if not flown, to be laid flat, matted with heavy rubber matting and taped in place.</p> <p>White tape used to mark trip hazard.</p> <p>Consider alternative route with less traffic over the duration of the event.</p> <p>Check at regular intervals throughout the event period.</p> <p>Production Manager to monitor.</p>	2	1	L	

6. FIRE RISK ASSESSMENT

Hazard: <i>Risk</i>	Ref:	To whom:	Uncontrolled Risk: <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual Risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	

Generic Risks: <i>Property damage and personal injury.</i>	6.8	Event Staff, Venue Staff, Client and Guests	3	2	H	<p>Limit sources of ignition.</p> <p>Limit sources of fuel – all construction materials in set / staging / dressing to be treated with a fire retardant.</p> <p>Vivace staff will not interfere with any fire detection equipment installed in the venue.</p> <p>Vivace to conduct a separate RA where egress routes, signage or fire-fighting equipment is obstructed.</p> <p>All event staff to be briefed on proper procedures to be undertaken when discovering a fire.</p> <p>All event staff to be briefed on evacuation procedure including escape routes.</p> <p>Production Manager to monitor.</p>	2	1	L	<p>Any flammable substances to be identified and storage agreed with venue prior to arrival on site.</p> <p>All construction materials to be treated with flame / fire retardant and relevant certificates to be included.</p>
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7. COVID-19 CONTROLS

Hazard: <i>Risk</i>	Ref:	To whom:	Uncontrolled Risk: <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual Risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	

London Science Museum: <i>Close proximity to other people increases the risk of transmission</i>	7.1	Event Staff, contractors , Venue Staff, Client and Guests	3	3	H	<p>The work activity will be planned so as to include provisions for the reasonable viral controls.</p> <p>Only the minimum number of staff absolutely required to complete the works will be working at any one time.</p> <p>Staff will be instructed not to use equipment that has been used by others without first cleaning it.</p> <p>This includes:</p> <ul style="list-style-type: none"> • Work equipment • Materials • Event infrastructure • Welfare provisions (Toilets <p>etc.) VIVACE management to monitor.</p>	2	2	M	Where possible, staff will travel to London Science Museum in their own vehicle.
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7. COVID-19 CONTROLS

Hazard: <i>Risk</i>	Ref:	To whom:	Uncontrolled Risk: <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual Risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	

Transmission: <i>Close proximity to other people increases the risk of transmission</i>	7.2	Event Staff, contractors , Venue Staff, Client and Guests	3	3	H	<p>All event staff will be advised to ensure reasonable separation distances from one member of staff to another.</p> <p>Vivace will take all the mitigating actions possible to reduce the risk of transmission, this may include but not limited to, washing hands prior to and after starting the task.</p> <p>Staff will be advised to provide, use, but not share their own tools; these need to be cleaned before and after use with anti-viral sanitisers.</p> <p>Vivace management to monitor.</p>	2	2	M	<p>Staff/guests will be advised to use anti-viral hand sanitisers at all times.</p> <p>Where possible Site Safety Inductions to be delivered outside or electronically.</p> <p>When pens are required, staff advised to provide, use, but not share their own.</p> <p>All metal surfaces to be cleaned before and after use with anti- viral sanitisers, particular attention being given to flight case handles.</p>
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7. COVID-19 CONTROLS

Hazard: <i>Risk</i>	Ref:	To whom:	Uncontrolled Risk: <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual Risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	

						<p>Staff/Guests will be advised to wash their hands in hot water and soap regularly, particularly at the following times:</p> <ul style="list-style-type: none"> • On arrival at London Science Museum • Prior to breaks • At the end of their shift/the event • Following any time that they have had to use any shared equipment <p>London Science Museum's management will be requested to provide soap, hot water, and sufficient disposable hand towels in all toilets.</p> <p>Production Manager to monitor.</p>				
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7. COVID-19 CONTROLS

Hazard: <i>Risk</i>	Ref:	To whom:	Uncontrolled Risk: <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual Risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	

Use of Face Coverings: <i>Face coverings becoming contaminated.</i>	7.3	Event Staff, contractors , Venue Staff, Client and Guests	3	3	H	<p>VIVACE management will provide advice to staff/Guests on the appropriate face covering.</p> <p>Contractors will be required provide their own reusable face covering.</p> <p>One member of staff responsible for distribution of face coverings to prevent cross contamination.</p> <p>Reusable face covering must be cleaned with anti-viral sanitiser before and after use and never be shared.</p> <p>In addition, staff/Guests will be advised to avoid touching their face.</p> <p>VIVACE management to monitor.</p>	2	2	M	<p>The wearing of gloves should be carefully considered, any contamination from COVID-19 can stay on them for up to three days, it is therefore essential to ensure that all surfaces touched are clear from contamination.</p> <p>To ensure staff/Guests wear face covering correctly they will be advised to use a mirror or ask a colleague.</p>
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7. COVID-19 CONTROLS

Hazard: <i>Risk</i>	Ref:	To whom:	Uncontrolled Risk: <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual Risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	

Transmission from Contact with Equipment: <i>COVID-19 can survive on hard surfaces for a period of time.</i>	7.4	Event Staff, contractors , Venue Staff, Client and Guests	3	3	H	<p>Equipment suppliers should take care to ensure that any equipment being sent out to London Science Museum should be fully cleaned before loading.</p> <p>Vivace management will allow sufficient additional time and space to install equipment safely, while operating under UK Government COVID-19 guidance.</p> <p>Staff must avoid touching, moving, leaning against, pick up or otherwise disturb any piece of equipment which is not directly under their control.</p> <p>VIVACE management to monitor.</p>	2	2	M	
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7. COVID-19 CONTROLS

Hazard: <i>Risk</i>	Ref:	To whom:	Uncontrolled Risk: <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual Risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	

Use of Headsets/microphones : <i>Transmission</i>	7.5	Event Staff, contractors , Venue Staff, Client and Guests	3	3	H	<p>Dedicated staff to be allocated to cleaning and prepping headsets at the start of the event.</p> <p>Each headset to be clearly marked with the name of the member of staff/presenter who will be using it.</p> <p>Each headset to be fully cleaned and a new/clean microphone cover provided at the start of the event. - Battery changes are usually required once a day.</p> <p>Anyone allocated a headset/microphone to be briefed not to share.</p> <p>Production Manager to monitor.</p>	2	2	M	A dedicated member of staff will manage a charging station and will ensure all batteries are wiped down when being handed over.
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7. COVID-19 CONTROLS

Hazard: <i>Risk</i>	Ref:	To whom:	Uncontrolled Risk: <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual Risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	

Delivering & Collecting equipment from London Science Museum: <i>Close proximity to other people increases the risk of transmission.</i>	7.6	Event Staff, contractors , Venue Staff, Client and Guests	3	3	H	Delivery drivers where possible will be required to remain in their truck, vehicles whilst equipment is being unloaded/loaded. Where possible and safe single workers will load or unload vehicles. Staggered delivery times to be scheduled. Where possible, the same pairs of people will be used for loads where more than one is needed VIVACE management to monitor.	2	2	M	Additional consideration should be given to space between vehicles to allow for safe distancing guidelines to be observed during loading/unloading.
Toilets: <i>Toilets are key areas of airborne contamination (as found in hospitals)</i>	7.7	Event Staff, contractors , Venue Staff, Client and Guests	3	3	H	Toilet facilities may need to be increased on a per-person ratio. A calculation based on one person per hand wash basin can be applied. All touch points within toilets to be regularly cleaned. London Science Museum management to arrange.	2	2	M	Staff instructed to leave toilet in the condition they found it.

7. COVID-19 CONTROLS

Hazard: <i>Risk</i>	Ref:	To whom:	Uncontrolled Risk: <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual Risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	

Travelling to and from London Science Museum: <i>Close proximity to other people increases the risk of transmission</i>	7.8	Event Staff and Contractors	3	3	H	<p>Staff are advised to avoid using public transport when travelling to and from London Science Museum if possible.</p> <p>Car sharing is advised against unless travelling with a family member.</p> <p>High density public transport to be used only as a last resort. Work schedules to be scheduled for Off Peak times.</p> <p>When using public transport social distancing, face coverings and hygiene measures should apply at all times.</p> <p>Vivace management to monitor.</p>	2	2	M	<p>Alternative means of transport, such as cycling, to be encouraged.</p> <p>Provision for safe storage of cycles should be provided where possible.</p>
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7. COVID-19 CONTROLS

Hazard: <i>Risk</i>	Ref:	To whom:	Uncontrolled Risk: <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual Risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	

Staff Displaying COVID-19 Symptoms: <i>Transmission</i>	7.9	Event Staff, contractors , Venue Staff, Client and Guests	3	3	H	Any staff who are experiencing any symptoms that are consistent with COVID- 19 symptoms (new dry cough, fever, loss of taste/smell) will be advised not to come to London Science Museum and use the NHS 111 online COVID-19 service to check if they need medical help. Any staff whilst at work demonstrating any symptoms that are consistent with COVID- 19 symptoms (new dry cough, fever, loss of taste/smell) will be sent home immediately. Vivace and London Science Museum management to monitor.	2	2	M	If any staff that are found to be suffering from the COVID-19 and have been on site, advice should be sought as to whether any further staff/freelancers should self-isolate. Any staff who have members of their household demonstrating symptoms of COVID -19 must not come to work.
Changes to UK Government advice: <i>Danger from unsafe works</i>	3.10	Event Staff, contractors , Venue Staff, Client and Guests	3	2	M	All event works must be left in a wholly safe condition at the end of each shift, to mitigate the risk of any additional changes in UK Government advice around the continuation of work and social distancing. Production Manger to monitor.	2	1	L	

7. COVID-19 CONTROLS

Hazard: <i>Risk</i>	Ref:	To whom:	Uncontrolled Risk: <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual Risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	

Training: <i>Lack of knowledge of the control measures identified in this assessment</i>	7.11	Event Staff, contractors, Venue Staff, Client and Guests	2	2	M	<p>All persons working on this event at the London Science Museum must be given suitable and sufficient training on the contents of this document.</p> <p>All persons working on the event at the London Science Museum must sign the COVID-19 Self-Assessment Questionnaire (Appendix A of this document) to confirm that they understand and will comply with the control measures.</p> <p>All Guests must be provided with information on the COVID-19 controls that are in place for this event and what measures they are required to take prior to attending the event.</p> <p>Vivace management to implement.</p>	2	1	L	Vivace to manage direct staff – London Science Museum to manage their staff, including technicians.
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7. COVID-19 CONTROLS

Hazard: <i>Risk</i>	Ref:	To whom:	Uncontrolled Risk: <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual Risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	

Food Service: <i>Viral transmission.</i>	7.12	Event Staff, contractors , Venue Staff, Client and Guests	3	2	H	<p>COVID-19 is not a foodborne virus.</p> <p>No self-service of food, cutlery and condiments permitted – plated food (Bowl food) served.</p> <p>Catering staff to be socially distanced.</p> <p>Reduce the number of surfaces touched by both catering staff and Guests</p> <p>Clean frequently touched surfaces regularly.</p> <p>Catering Company COVID-19 secure procedures to be obtained.</p> <p>Vivace management to implement.</p>	2	2	M	<p>Minimal contact between kitchen staff and front of house catering staff.</p> <p>Non-disposable condiment containers will be cleaned after each use or provide only disposable condiments.</p>
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APPENDIX A: COVID-19 SELF-ASSESSMENT QUESTIONNAIRE

Please complete the questionnaire below and return to Vivace management prior to arrival at London Science Museum.

1) Have you been in close contact with an individual who has been confirmed to have the COVID-19 virus in the last two weeks? If no, please move to question 3.

- ☐ Yes
☐ No

2) If you have answered yes to question 1; Please select the following relevant points in relation to your contact with a positive COVID-19 individual:

- ☐ Living in the same household
☐ Direct face to face contact with the individual
☐ Being within 2 metres of the individual for longer than 15 minutes
☐ Had direct contact with the individual within a healthcare setting/where the individual was nebulised

3) Do you currently have any of the following symptoms within the last 7 days?

Cough	Yes / No
Fever	Yes / No
Shortness of breath	Yes / No
Loss of sense of smell	Yes / No
Loss of sense of taste	Yes / No

By receiving and signing for a copy of this document, the person detailed below agrees that they fully understand the COVID-19 transmission risks identified and will adhere to the necessary control measures as detailed within the document. **Health Declaration:** and that they undertake to declare immediately to VIVACE management any onset of symptoms or contact with anyone who has symptoms of COVID19.

Name:	
Email:	
Contact No:	
Date:	
Signature:	