Hire Equipment Risk Assessment

Work to be undertaken

Installation and operation of audio visual equipment

General statement

Equipment will need to be transported and installed into public buildings; care must be taken at all times to insure public and personal safety.

Risks

There is a high risk of personal and public danger when transporting and installing equipment and a medium electrical risk.

Procedures taken to minimise risk

(a) All equipment must be checked regularly for electrical safety.
(b) Care must be taken when transporting equipment to insure public safety
(c) All members of staff must have correct training in lifting and carrying of heavy equipment
(d) All cables must be safely laid and taped as required with extra care being given to walkways and fire exits.
(e) Correct safety equipment e.g. Safety hats, glasses etc. must be worn when required.
(f) It is important to make a note of all fire exits and fire extinguisher positions before undertaking any work
(g) If ladder use is required all employees must be correctly trained and only ladders that have been safety checked must be used. Two people must be present if work is above 2mtrs.

Summary

It is the responsibility of all members of staff to maintain a clean and safe working environment and their duty to inform others of any hazards that they see.

Signed

John Lucas

Managing Director