

<b>Project:</b>	All Sites + Events	<b>RA No:</b>	50	<b>Review Date</b>
<b>Operation / Task:</b>	Duty Managers Daily Duties	<b>Persons at risk:</b>	Employees/Event Staff	<b>31/01/2027</b>
<b>Location / Area:</b>	All Depots/Construction Sites/Events	<b>Public at risk:</b>	No	
<b>Monitoring Responsibility:</b>	HSQE Team, Depot Manager., Events Manager, Events Supervisor, Senior Plant Operator/s			

**KEY**

**S = Severity Rating**

**L = Likelihood of Occurrence**

**RR = Risk Rating**

5	5	10	15	20	25	<b>R</b> Unacceptable risk, plan out or add further controls. <b>O</b> Acceptable only if no other method viable & with high level controls in place. <b>Y</b> Acceptable with suitable controls. <b>G</b> Acceptable, no further action required.
4	4	8	12	16	20	
3	3	6	9	12	15	
2	2	4	6	8	10	
1	1	2	3	4	5	
		1	2	3	4	5

Severity

Likelihood

Activity	Hazards/Risks Identified	Risk Rating			Control Measures	Residual Risk			Responsibility
		S	L	RR		S	L	RR	
Hand over from venue Manager Sign in diary	Site information not passed on site information not recorded.	3	4	12	<ul style="list-style-type: none"> <li>Briefing with the venue Management team and collect any info from them in regard to the venue and the day's events.</li> <li>Check you have all the information in your H&amp;S folder</li> </ul>	3	2	6	HSQE Team Depot Manager. Events Manager Events Supervisor Senior Plant Operator/s
Walk over the site checking boundary fences.	Slips, Trips, Falls from uneven ground. Loose / dangerous fencing Adverse weather conditions	3	4	12	<ul style="list-style-type: none"> <li>Carry out hazard spots, and record.</li> <li>Repair fencing if necessary.</li> <li>Assess site and adjust work according to prevailing weather and ground conditions.</li> </ul>	3	2	6	HSQE Team Depot Manager. Events Manager Events Supervisor Senior Plant Operator/s
Return to event offices.  Carry out briefing	Slips, Trips, fall. Pass on wrong information. Carry out wrong work. Lack of knowledge of procedures Operatives ill prepared for work, not feeling well or preoccupied.	3	4	12	<u>Visual awareness</u> <ul style="list-style-type: none"> <li>Supervisor to check all site visitors / staff have sign in immediately on arrival on site.</li> <li>Site induction to all site personnel</li> <li>Ask all operatives if they are fit for work and have no issues that he should be made aware off.</li> <li>Enter briefing on diary.</li> </ul>	3	2	6	HSQE Team Depot Manager. Events Manager Events Supervisor Senior Plant Operator/s

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Check Radios Check operators and staff check Plant.	Flat Batteries No PDI Sheets Damaged or leaking plant.	3	4	12	<ul style="list-style-type: none"> <li>Re-charge after use</li> <li>Check date of next calibration Test at start up meeting &amp; note if due to expire during job duration.</li> </ul> Check staff have carried out checks on all excavators, generators and all other plant for damage, leaks etc before allowing any operations.	3	2	6	HSQE Team Depot Manager. Events Manager Events Supervisor Senior Plant Operator/s
Patrol and supervise the event	Lack of supervision Incidents not recorded or reported. Monitoring of the events Monitoring of the trials	3	4	12	<ul style="list-style-type: none"> <li>Managers should patrol the event on a regular basis and keep radio channels open to talk to staff.</li> <li>All accidents and Incidents the duty manager should attend the scene and record the findings in the H&amp;S report.</li> <li>Managers should engage the staff and public offering help and support.</li> <li>Managers and Event Staff to wear High Vis Vest</li> </ul>	3	2	6	HSQE Team Depot Manager. Events Manager Events Supervisor Senior Plant Operator/s

**Risk Assessment Prepared By:** Paul Lynch **Signature:** **Date:** 31/01/2026

**Risk Assessment Reviewed By:** Daniela Rizvan **Signature:** **Date:** 31/01/2026

