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| **Assessor** | Safety Security and Training for TNS | **Date** | November 2017 |
| **Description** | Use of Audio Visual Equipment | **Review period** | 12 months |

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| **Task** | **Hazard** | **Risk** | **Persons at risk** | **Risk**  **Level**  **(L x C)** | **Control measures** | **Residual Risk Level**  **(L x C)** | **Action by** | **Date to be completed** |
| Powering equipment on stage or at the front of the church | Electric shock, fire | Death, burns, asphyxia | Ministers,  worship leaders,  musicians, church members,  visitors | 4 x 5 = 20 | * All electrical equipment (including personal equipment) to be Portable Appliance Tested at regular intervals (every 12 months). * No ‘daisy chaining’ of trailing extensions. * All extensions to be fully uncoiled to prevent over- heating. * Sockets to be checked to prevent overloading. * RCDs to be used on instruments connected via cables to powered units (e.g. guitars). * CO2 fire extinguisher to be within easy access of stage users. * All electrical equipment to be switched off when not in use or unattended. | 2 x 5 = 10 | Church Elders | Ongoing |
| Use of a sound desk | Electric shock, fire | Death, burns, asphyxia | AV operators, cleaners | 4 x 5 = 20 | * Power cables to be secured in conduit or with cable ties. * Equipment (desk, computer, etc.) to be appliance tested at regular intervals. * No drinks or food to be consumed near the equipment. * Operators to be competent to use equipment. * Only authorised persons in the sound desk area. * CO2 fire extinguisher to be readily available for desk operators. | 2 x 5 = 10 | Church Elders | Ongoing |
| Projector and screen | Electric shock, fire, slips and trips, falling objects | Death, burns, asphyxia, bruises, cuts, concussion | Ministers,  worship leaders,  musicians, church members,  visitors | 4 x 5 = 20 | * Power cables secured in conduit or with cable ties to prevent damage or trips. * Projector located away from combustible materials to reduce fire. * Projector secured with wire cable to prevent falling. * Screen secured to wall and securing mounts checked periodically. * Projector and electric screen to be Portable Appliance Tested at regular intervals. | 2 x 5 = 10 | Church Elders | Ongoing |
| Speaker sound | Excessive noise | Hearing disorders | Ministers,  worship leaders,  musicians, church members,  visitors | 4 x 3 = 12 | * Main volume control to be through the sound desk. * Persons are not to be positioned in front of any speakers for prolonged periods of time. | 2 x 3 = 6 | Church Elders | Ongoing |

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| Name and position |  | Signature |  | Date completed |  |