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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 |  |