

# Bump in/out Venue Risk Management Guide

When you perform at a gig, or tour with a company, often you will not only be required to perform but also to help with the Bump in and Bump out process. This can involve not only your own equipment but also equipment for the overall production i.e. lighting, sound equipment, staging, set design and rigging among other things. The bump in/out process presents unique hazards, to yourself and those around you, especially if you are not prepared.

We have put together this document as food for thought. The intention is to offer some provocation to better prepare yourself to contribute to a safe workplace.

## **PPE**

Personal Protective Equipment such as work boots (steel toe), gloves, eye protection, ear protection and hardhats may be required for some work. Appropriate work clothes should be as much a part of your kit as costumes, makeup and props. If you require these things for work but don't have them available, it is your employers responsibility to provide you with any PPE you need for the job to be done safely. You may be able to claim these items as a business expense.

## **Personal Responsibility**

- It is your responsibility to wear any PPE that you or someone else has provided.
- It is important to keep your eyes open and be aware of your surroundings. An example would be, not using headphones in potentially hazardous areas or while working when you may need to be able to communicate quickly with others.
- Identify any potential risks. Complete a Risk Matrix or familiarise yourself with your employers risk matrix prior to starting the job. A template of this matrix is also available on the ANZCA website
- Do not use any equipment you are unfamiliar with without first being inducted into safe practice with said equipment.
- Leave specialist jobs such as rigging to professionals.
- All work must be done in a sober state.
- Don't let yourself be bullied into unsafe practices. If at any time you feel you or someone else is at risk, stop and assess the situation.
- Never be scared to ask questions about something you are unsure about.

## **Fatigue**

It is important to be as well rested as possible when dealing with potentially hazardous situations:

- Rehydrate after performances, before moving on to the bump out process.
- Make sure you eat something so you can stay mentally aware.
- Stay focused, the gig is not over until you have bumped out.
- Don't be impatient, rushing things is a major contributor to things not getting done correctly or in the right order often leading to hazardous situations.

## Identifying and Managing Risks

First talk to the organiser of the event to see if they have identified any risks. Ask them to walk you through them and what steps they have taken in order to eliminate or minimise the risks. If they haven't or you feel unsure about anything here is a quick guide on what you can do yourself.

### 1. Identify hazards

Walk around the venue with someone and identify anything that could harm the health or safety of yourself or others. Consider things like falls, trip hazards, moving lifts or doors and anything else that could be potentially dangerous.

### 2. Assess the risk level of risk each hazard identified

When you have identified the hazards, assess the risk level of each one. To work this out determine how likely it is to occur and what the possible severity of injuries could be. Using a risk matrix like the one below is a useful guide.

RISK ASSESSMENT MATRIX		CONSIDER THE LIKELIHOOD OF A HAZARDOUS EVENT OCCURRING				
		Very unlikely to happen	Unlikely to happen	Possibly could happen	Likely to happen	Very likely to happen
CONSIDER THE SEVERITY OF INJURY/ILLNESS	Catastrophic (e.g fatal)	Moderate	Moderate	High	Critical	Critical
	Major (e.g Permanent Disability)	Low	Moderate	Moderate	High	Critical
	Moderate (e.g Hospitalisation/Short or Long Term Disability)	Low	Moderate	Moderate	Moderate	High
	Minor (e.g First Aid)	Very Low	Low	Moderate	Moderate	Moderate
	Superficial (e.g No Treatment Required)	Very Low	Very Low	Low	Low	Moderate

### 3. Control the risk to reduce the harm and its severity

Once you have identified the risk and its level of severity, do what is reasonable and practical to eliminate or minimise the risk. This can involve:

- Eliminating the hazard by removing it.
- Substituting the hazard with a safer alternative (e.g. using a ladder instead of standing on a chair).
- Isolating the hazard using physical barriers.
- Using tools or equipment to reduce the risk.
- Using PPE to minimise and reduce any remaining risk.



#### **4. Reassess the level of risk for each hazard**

After putting controls in place, reassess all the hazards to make sure the risk has been minimised. If the new level of risk is still too high, go back and put different controls in place, then reassess again.

#### **5. Review and monitor that controls are working and risk levels are acceptable**

You will need to keep an eye on any risk to ensure that the controls are being used and are effective as well

as to identify any potential further or new risks.

#### **Communication is Key**

Make sure to speak up if you think something or someone is unsafe. Always remember to point out any risks you find to coworkers and your boss, and discuss with them about what the best controls are to put in place to make sure everybody stays safe.

For more detailed explanations check out:

[www.sitesafe.org.nz/guides--resources/practical-safety-advice/risk-control/](http://www.sitesafe.org.nz/guides--resources/practical-safety-advice/risk-control/)

For our Risk Assessment Matrix Template: <https://www.anzca.co.nz/resource/>



