**LISKEARD NEIGHBOURHOOD PLAN RISK ASSESSMENT FORM FOR EVENTS**

**EVENT:**. **VENUE:**

**DATE OF RISK ASSESSMENT**: **ASSESSMENT BY:**

| **WHAT ARE THE HAZARDS?** | **WHO MIGHT BE HARMED AND HOW?** | **WHAT EXISTING SAFETY MEASURES?** | **ADDITIONAL MEASURES TO CONTROL THE RISK** | **ACTION BY WHOM?** | **ACTION BY WHEN?** | **DATE DONE.** |
| --- | --- | --- | --- | --- | --- | --- |
| SLIPS AND TRIPS  Doorways (rain),  uneven surfaces, cleaning floors, trailing wires etc | Visitors and staff users may be injured if they trip over objects or  slip on spillages. | * Building is well lit * Doormats are placed at the entrance * All electrical leads/cables tidied behind tables, along walls or with cable covers * Spillages will be cleared immediately * All equipment boxes etc stored away out of circulation areas. * Step into kitchen – visitor access prohibited, also hazard marked. | Check where spillage cleaning where equipment is kept |  |  |  |
| CIRCULATION  Movement around display, crowding of visitors | Visitors and staff at risk of slips ,trips, delayed escape from fire etc. | * Display set up to lead visitors around from left to right, tables and chairs and equipment kept out of circulation space * Main entrance and room entrance wheelchair accessible | Remove tables and chairs if necessary to provide additional circulation space |  | To be constantly monitored and action taken if necessary |  |
| WORKING AT HEIGHT  Opening and closing windows, putting up display boards, banners, decorations | Falls from any height can cause bruising and  fractures | * No working at height necessary for this event * Suitable ladders and steps are available for use if necessary |  |  |  |  |
| VEHICLES  Delivering and collecting materials, visitors and staff arriving, other traffic | Pedestrians and staff could suffer  serious injury if struck by cars passing front entrance, delivery vehicles may cause hazardous traffic conditions through obstruction etc | * Existing footpaths from public car park are adequate. * Delivery/collection of equipment or disabled visitors – use of hazard warning lights, stop at roadside limited only to time necessary to load/unload. |  |  |  |  |
| HAZARDOUS SUBSTANCES  Cleaning products etc | Risk of skin  irritation or eye damage from direct contact with  cleaning chemicals.  Vapour from cleaning  chemicals may cause breathing problems. | * Mops, brushes, strong rubber gloves provided * Staff to follow instructions on the label, dilute properly etc * Cleaning products stored securely |  |  |  |  |
| ELECTRICAL EQUIPMENT (INC IT)  Kitchen equipment, heaters, computers, projectors. | Visitors and staff could get shocks or burns from faulty electrical equipment.  Electrical faults can also lead to fires | * All equipment PAT tested or in warranty period * Portable equipment checked for visual signs of damage before use |  |  |  |  |
| MANUAL HANDLING  Lifting and moving  tables and chairs, display panels, heavy or awkward display equipment etc. | Staff risk injuries or  back pain from handling  heavy/ bulky objects | * Tables and chairs stacked carefully behind display so that they do not collapse |  |  |  |  |
| FIRE  Faulty equipment, access to fire escapes etc | If trapped, visitors and staff could suffer fatal injuries  from smoke inhalation or burns. | * CO1 Alarm fitted * Fire escapes to front and rear of room. * Rear escape sign obscured by display |  |  |  |  |
| ANTI-SOCIAL BEHAVIOUR  Loss of self control, use of inappropriate language etc | Risk of violence and stress. | Basic briefing to staff on handling difficult visitors |  |  | As staff come on turn |  |
| SPECIFIC TO THIS EVENT |  |  |  |  | Every half-hour plus monitoring |  |