**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 TRIPSDoorways (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 |  |  |  |
| CIRCULATIONMovement 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 HEIGHTOpening 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
 |  |  |  |  |
| VEHICLESDelivering 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 SUBSTANCESCleaning 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 HANDLINGLifting 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
 |  |  |  |  |
| FIREFaulty 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 BEHAVIOURLoss 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 |  |