

# Risk Assessment

<b>Venue:</b> The Cockpit			
<b>Activity:</b> Public gathering area and bar	<b>Location:</b> Foyer	<b>Name of Assessor/s:</b>	Deb Jones Dave Wybrow
<p><b>Please refer to Appendix A which contains:</b></p> <ul style="list-style-type: none"> <li>• <b>Outlines how to calculate the Risk Assessment</b></li> <li>• <b>Contains other important information which you may wish to consider when completing this form, including:</b></li> </ul>			
<p><b><u>Legislation Considered</u></b></p> <ul style="list-style-type: none"> <li>• Health and Safety (Display Screen Equipment) Regs</li> <li>• Health and Safety at Work Act.</li> <li>• Manual Handling Operations Regulations.</li> <li>• Working at Height Regulations.</li> <li>• Electricity at Work Regulations.</li> <li>• Control of Substances Hazardous to Health Regs.</li> <li>• Regulatory Reform (Fire Safety) Order</li> <li>• Licensing Acts</li> </ul>	<p><b><u>HSE Risk Matrix</u></b></p> <ul style="list-style-type: none"> <li>• To be assessed before and after control methods.</li> <li>• Risk rating to be expressed numerically.</li> </ul>	<p><b><u>General considerations</u></b></p> <ul style="list-style-type: none"> <li>• General Causes of injuries and hazards.</li> <li>• Examples of good practice.</li> </ul>	

<b><u>Initial Risk Assessment</u></b>	<b>SH = Severity of Hazard</b> <b>LR = Likelihood of Risk</b> <b>IRL = Initial Risk Level</b>	<b><u>Reassessed Risk Assessment</u></b>	<b>RRL = Reassessed Risk Level</b>
<b>Who are the persons at Risk:</b>	Staff, Audience, Hirers.		

<u>Hazards</u>	SH	LR	IRL	<u>Control Methods</u>	SH	LR	RRL
<ul style="list-style-type: none"> <li>Injuries caused by sharp corners</li> </ul>	2	3	6	<ul style="list-style-type: none"> <li>Eliminated sharp corners from furniture and fixtures and fittings</li> </ul>	1	1	1
<ul style="list-style-type: none"> <li>Risk from impact injury from swing doors</li> </ul>	4	3	12	<ul style="list-style-type: none"> <li>Keep doors propped open during opening hours using fire door retainers</li> <li>Glass panels installed in all swing doors</li> <li>Warning signs installed on swing doors</li> </ul>	1	3	3
<ul style="list-style-type: none"> <li>Sale of alcohol and associated risks</li> </ul>	5	3	15	<ul style="list-style-type: none"> <li>Adherence to licensing requirements</li> </ul>	4	2	8
<ul style="list-style-type: none"> <li>Use of glassware</li> </ul>	2	4	12	<ul style="list-style-type: none"> <li>Use of shatterproof glass</li> <li>Good housekeeping</li> </ul>	2	3	6

Name of Assessor Dave Wybrow

Signature .....DWybrow..... Date 9.9.24

## Appendix A

### Display Screen Equipment

### Health and Safety (Display Screen Equipment) Regs.

#### General Causes

Poor seating adjustments

Display screen too high.

Display screen out of focus

Poor ergonomics

Keyboard not comfortable

Small work area

Lack of breaks away from work station.

#### Good Practice

Written workstation self-assessment carried out

Breaks taken away from work station.

### Slips trips and falls

### Health and Safety at Work Act 1974

### **General Causes**

Spillage of wet and dry substances	Poor Lighting	Trailing cables
Miscellaneous rubbish	Rugs/mats	Slippery surfaces
Change from wet to dry floor surfaces	Changes in the floor level	
Unsuitable footwear	Smoke/steam obscuring view	

### **Good Practice**

Clean spills immediately	Avoid exposed cables, use cable covers, or cordless tools.
Keep areas clear, remove rubbish	Ensure mats are securely fixed and without curling edges.

### **Manual handling**

### **The Manual Handling Operations Regulations 1992 & 2002**

#### **Good Practice**

**AVOID** the need for hazardous manual handling; as far as is reasonably practicable.

**ASSESS** the risk of injury from any hazardous manual handling that can't be avoided

**REDUCE** the risk of injury from hazardous manual handling, so far as is reasonably practicable.

#### **Example:**

A person can carry 25Kg (52Lb) for approx 25mtrs in comfort. Anything above these needs to be assessed and if a repetitive activity.

#### **Ways to reduce the risk of injury.**

Pay particular attention to those with physical weakness.	Reduce the weight of objects being handled.	Less restrictive PPE.
Remove obstructions to free movement	Provide better flooring	Provide
appropriate handling aids training	Avoid steps and steep ramps	

### **Working at Height**

### **Work at Height Regulations 2005 Provision and Use of Work Equipment Regs. 1998**

#### **Good Practice**

Avoid work at height where possible.

Do not store heavy objects or bulky items at height

Use work equipment or other measures to prevent falls where working at height cannot be avoided.

Where the risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

#### **Ensure**

All work at height is properly planned and organised.

Risks from falling objects are properly controlled.

Trained and competent staff.

Ensure the place that the work at height is carried out is safe.

Equipment for work at height is appropriately inspected.

Appropriate Step/Ladder to be used and inspected beforehand.

### **Electrical Equipment**

### **Electricity at Work Regulations 1989**

**Good practice**

Check electric cabling for signs of wear and tear.  
 Portable Appliance Test to be within one year  
 Personal electrical equipment not to be taken into the workplace.  
 Damaged equipment to be replaced.  
 Liquids to be kept away from electrical equipment.  
 Repairs to be carried out by a qualified person.

**Use of Chemicals****Control of Substances Hazardous to Health Regulations****Good Practice**

Replace irritant chemicals with milder alternatives  
 Check that staff do not have any allergic reactions to the chemicals used.

**Risk of Fire****Regulatory Reform (Fire Safety) Order 2005****Good Practice**

Good Housekeeping to be carried out.  
 Desks and work areas to be kept clear of unnecessary paper.  
 No unauthorised electrical equipment to be used.  
 Vents on computers to be kept clear.  
 Fire Risk Assessment under RRFSo to be reviewed annually.

**Licensing Acts****Good Practice**

Restrict numbers of persons at performances to a maximum of 250  
 Remove anyone who is inebriated  
 Alcohol not to be sold or given to underage persons  
 Remove any disruptive or aggressive persons from the premises  
 Duty manager to continuously assess the situation  
 The sale of alcohol to be stopped if the circumstance warrant such action

**Risk assessment (Significant risks and hazards)**

1. Identify the hazards
2. Decide who might be at risk and how.
3. Evaluate the risks and appropriate control methods.
4. Record your findings and their implementations.
5. Review and update as necessary or within 12 months.

**Persons at risk** (include; Employees, Visitors, lone workers, disabled persons, contractors and visitors)

Severity	No Injury	First Aid Injury	Lost Time	Major Injury or	Death
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Likelihood			(Over 3 days)	Disabling Disease	
Improbable	1	2	3	4	5
Remote	2	4	6	8	10
Possible	3	6	9	12	15
Probable	4	8	12	16	20
Very Likely to Occur	5	10	15	20	25

Risk Rating	Action Required
16 to 25	<b>High risk</b> and may require the provision of considerable resources involving special equipment, training, high levels of supervision and consideration of the most effective methods of eliminating or controlling hazards.
6 to 15	<b>Medium risk</b> and will require an appropriate level of resources.
1 to 5	<b>Low risk</b> but actions should still be taken to try to reduce these risks further, if possible, within reasonable limits.