

ThankYouNICU Health & Safety - Risk Assessment

1. The ThankYouNICU policy is to reduce risks to the Public and organisers helpers attending this performance to an acceptable tolerable level by;
 - a. Identifying and documenting the significant risks through hazard identification.
 - b. Document how we are controlling these risks and if there are further controls that may be introduced to reduce the probability of an accident.

A risk assessment is only effective if you and your colleagues act on it. The organisers will follow through with any actions required and review it on a regular basis.

2. **How was the risk assessment constructed?**

The organisers followed the guidance in Five steps to risk assessment (www.hse.gov.uk/pubns/indg163.pdf).

3. **To identify the hazards, the secretary:**

- a. Looked at HSE's web pages for free health and safety advice and guidance for small businesses .
 - b. Walked around the hall, car park and other areas noting things that might pose a risk.
 - c. Spoke to other users of the hall and to people who had done jobs at the hall to learn from their experience and to get their views on health and safety.
4. The organisers wrote down who could be harmed by the hazards and how.
 5. The organisers, wrote down controls that were in place to manage these risks and then compared these to the guidance on HSE's website.
 6. They put the findings of the risk assessment into practice, writing down who was responsible for doing what, and by when. They decided to tick off and date each action when it was completed.

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What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Slips, trips and falls Eg uneven surface of hall, stage or cleaning floors etc.	Public who attend the shows and members of the drama group may suffer injuries such as fractures or bruising if they slip, eg on spillages or trip over objects.	<ul style="list-style-type: none"> ■ All helpers know to clean up spillages immediately and know where equipment for this is kept. ■ Mats at entrances to stop rain water being carried in. ■ No storage in corridors. ■ No trailing electrical leads/cables 	<ul style="list-style-type: none"> ■ Hall and stage surface to be inspected Throughout the event and repaired as necessary. 	Organisers	Inspect At access to the hall.	✓
			<ul style="list-style-type: none"> ■ Check that hall cleaner knows which products to use on which type of floor. 	Hall management		
Work at height Eg Installing theatre lights, changing light bulbs, cleaning windows, putting up decorations	Anyone working at any height could suffer injuries, possibly very serious ones, should they fall.	<ul style="list-style-type: none"> ■ Access tower and ladder used to install lighting. Ladders to be used under supervision 	<ul style="list-style-type: none"> ■ Check that persons who need to work on access platform can erect safely. ■ Further information on working at height can be found in the ABTT http://www.abtt.org.uk/wp-content/uploads/2013/06/Code_of_Practice_11.pdf 	Organisers		

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etc.						
Electricity 240 volt and 415 volt	Users risk electric shocks or burns from faulty equipment or installation.	<ul style="list-style-type: none"> ■ Fixed installation correctly installed by qualified electrician, and inspected regularly. ■ All repairs carried out by qualified electrician. ■ Portable equipment checked for visual signs of damage before use and issued a PAT (Portable Electrical Test) yearly. 				
			<ul style="list-style-type: none"> ■ Ensure all electrical installations are installed and checked by a current and competent electrical person. 	Hall management	On going	Yes
			<ul style="list-style-type: none"> ■ Ensure portable equipment has an in date PAT certificate/label. 	Organisers	On going	Yes
Stored equipment	Users could be injured by collapsing chair or table stacks.	<ul style="list-style-type: none"> ■ Users know that they must stack tables and chairs carefully so that they do not collapse. 	<ul style="list-style-type: none"> ■ No further action needed 			
Manual handling	Users may suffer back pain if they try to lift objects that are too heavy or awkward.					
Stage lighting	Performers and members of the public.					
Raised public	Persons could		<ul style="list-style-type: none"> ■ Ensure platform complies with HSE 	Will not be used for this event		

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seating for	suffer injuries		guidance.			
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<p>shows in hall</p>	<p>from platform collapse. Fire evacuation could be hindered.</p>		<p>http://www.hse.gov.uk/event---safety/temporary---demountable---structures.htm and https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/237236/070427---_Dcl_about_Temp_Demountable_Structures---_Guidance_on_procurement_design_and_use_---third_edition.pdf</p>			
<p>Temporary demountable stage extension</p>	<p>Users could suffer injuries from platform collapse. Fire evacuation could be hindered.</p>		<p>See 'Raised public seating for shows in hall' hazard.</p>			
<p>Fire</p>	<p>If trapped, staff could suffer fatal injuries from smoke inhalation/ burns</p>	<p>■ Fire risk assessment completed, see https://www.gov.uk/workplace---fire---safety---your---responsibilities and necessary action taken</p>	<p>■ Ensure the actions identified as necessary by the fire risk assessment are carried out.</p>	<p>Chair of the Management Committee</p>	<p>From now on</p>	

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What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by	Action	Done
Hot Liquids	Helpers serving hot drinks. Members of the public.	Helpers to be made aware of the risk. Cups to be not filled to the brim				