

Event

Date

What is the hazard?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take?	Who needs to carry out the action?	By when?	Done (tick)
Loose electric cables	Anyone - trip hazard	Tape cable down, use rubber cable cover, avoid trailing across walkways.	Verbal warnings, visual inspection	Event organiser	During event	
Uneven floor or steps	Anyone - trip hazard	Verbal warnings		Event organiser	During event	
Slippery stairs in wet weather	Anyone - fall hazard	Yellow wet floor sign available	Mop up if necessary	Event organiser	If and when	
Unsafe ceiling in upper hall	Anyone - potential for head injury	Hall closed sign, lock on door			Before event	
Cluttered passageways	Anyone - trip hazard	Studio residents expected to keep space tidy, space always manned during event	Verbal reminders, regular checks	JV, event organiser	Before event	
Portable heaters	Anyone - fire risk	Health & safety briefing provided in hall use info	Verbal reminders, visual checks	Event organiser	During event	
Ladder use	Anyone - falls or potential head injury	Health & safety briefing provided in hall use info	Verbal reminders, visual checks	Event organiser	During event	
Clutter in back yard	Anyone - trip hazard	Access to back yard area only for resident artists as thoroughfare	Clear access sign. Tidy away clutter.	JS	Before event	

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Damaged window frames	Anyone - potential for falling glass	No public access to rear yard or side yard (except as fire exit)	Clear access sign, verbal reminders	DM, event organiser	Before & during event	
Carpark congestion	Anyone - collision	Charging for car parking	Appoint car marshall	Event organiser	Before event	
Carrying furniture up and down the stairs	Anyone - trip hazard	20 chairs kept in hall to cover most activities. Foldable tables and drawing trestles kept in hall cupboard, 3 easels in Studio 6.	Advisory in Using the Hall notice for able bodied people and to not over estimate ability.	Event organiser	Before and after event	

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