

Emsworth Arts Trail Risk Assessment 2019

**LOCATION:**

**Exhibition Dates:**

**ARTIST/S:**

**Completed by:**

**Date completed:**

<u>List of Activities / Hazards</u> (e.g. equipment, slips and trips or falls)	<u>Who might be harmed and how</u> (e.g. employees, visitors) (e.g. strains or fractures)	<u>Risk Rating</u> Green – Low Amber – Medium Red – High	<u>How will you manage this risk?</u>	<u>Action to be taken</u> (e.g. Maintenance or the removal of the hazard)	<u>Completed / Date</u>
<b>LOCATION RISKS:</b>					
<b>Studio entrance door</b>	<p><b>Who:</b> Artist Participants Workshop Leader &amp; Assistant</p> <p><b>How:</b> - physical injuries if limb gets trapped</p>	<b>Green</b>	<p>Regular maintenance</p> <p>Keep doorways clear</p> <p>Adequate adult supervision</p> <p>Ask people to enter into and out of space calmly</p>	Regular maintenance – responsibility Artist	
<b>Table and chairs (room layout)</b>	<p><b>Who:</b> As above</p> <p><b>How:</b> Trips or falls</p>	<b>Amber</b>	<p>Check room layout is inclusive and accessible at start of workshop, and, before anyone enters the space.</p> <p>Check chairs are tucked under the table when not in use.</p>	<p>Regular maintenance – responsibility Artist</p> <p>Removal of broken chairs or tables prior to workshop – responsibility Artist</p>	

				Monitor inclusivity and accessibility of room layout throughout workshop.	
<b>Chairs</b>	<p><b>Who:</b> As above</p> <p><b>How:</b> Trapped fingers Physical strains &amp; fractures</p>	<b>Red</b>	<p>Check for any damaged chairs or tables prior to workshop.</p> <p>Check seat position and locking system</p>	<p>Regular maintenance check – responsibility Artist</p> <p>Removal of any damaged chairs – responsibility PHG</p>	
<b>All other furniture in room, e.g. cupboards, sinks, etc .</b>	<p><b>Who:</b> As above</p> <p><b>How:</b> Trapped fingers Objects falling out and hitting/cutting someone</p>	<b>Green</b>	<p>Make sure all other furniture does not block access to table &amp; chairs prior to workshop begins</p> <p>Make sure surfaces are as clear as possible prior to workshop begins.</p>	<p>Limit access to Artist only</p> <p>Removal/move of furniture or items which are in the way - responsibility PHG</p>	