

## Emsworth Arts Trail Risk Assessment

**LOCATION:**

**Exhibition Dates:**

**ARTIST/S:**

**Completed by:**

**Date completed:**

| <u>List of Activities / Hazards</u><br>(e.g. equipment, slips and trips or falls) | <u>Who might be harmed and how</u><br>(e.g. employees, visitors)<br>(e.g. strains or fractures)                                                    | <u>Risk Rating</u><br>Green – Low<br>Amber – Medium<br>Red – High | <u>How will you manage this risk?</u>                                                                                                                                           | <u>Action to be taken</u><br>(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><br/>Artist<br/>Participants<br/>Workshop Leader &amp; Assistant</p> <p><b>How:</b><br/>- 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><br/>As above</p> <p><b>How:</b><br/>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> |                         |

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|                                                                  |                                                                                                                            |              |                                                                                                                                                                                        | Monitor inclusivity and accessibility of room layout throughout workshop.                                              |  |
| <b>Chairs</b>                                                    | <p><b>Who:</b><br/>As above</p> <p><b>How:</b><br/>Trapped fingers<br/>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><br/>As above</p> <p><b>How:</b><br/>Trapped fingers<br/>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> |  |