

# General Risk Assessment for Groups and Events at the Arts Centre, 4 West Street, EH26 9DL

Event Name: \_\_\_\_\_ Event Organisers: \_\_\_\_\_ Signed: \_\_\_\_\_  
 Location: 4 West Street Penicuik, EH26 9DL Date: \_\_\_\_\_  
 Activity: \_\_\_\_\_ Review date: \_\_\_\_\_

<b>HAZARDS</b> Look only for hazards that you could reasonably expect to result in significant harm when organising an event.	<b>WHO MIGHT BE HARMED?</b> Think about the groups of people who may be affected by the significant hazards.	<b>IS THE RISK ADEQUATELY CONTROLLED?</b> Have you already undertaken precautions against the risks from the hazards listed?	<b>WHAT FURTHER ACTION IS NECESSARY TO CONTROL THE RISK?</b> What more could reasonably be done for the risks that are not adequately controlled.
1. Narrow Access/egress	Attendees and volunteers	Stairs well lit Stairlift for disabled access clearly stated on advertising literature and in programmes:  Volunteers will ensure that any queues are informed of reasons for any delay to ensure there is no pushing.  All entrances and exits will be kept clear	Purchase an emergency evacuation aid for disabled persons <a href="https://www.safelincs.co.uk/emergency-evacuation-sheets-and-sledges/?fga=true&amp;qad_source=1&amp;qclid=Cj0K-CQjwhb60BhCIARIsABGGtw_MP-XJh-QHLWj31ip0RJLeVRqEWpeoJ6x1uxp4zzGoMXYOHR6jOboaAkL4EALw_wcB">https://www.safelincs.co.uk/emergency-evacuation-sheets-and-sledges/?fga=true&amp;qad_source=1&amp;qclid=Cj0K-CQjwhb60BhCIARIsABGGtw_MP-XJh-QHLWj31ip0RJLeVRqEWpeoJ6x1uxp4zzGoMXYOHR6jOboaAkL4EALw_wcB</a>

<p>2. Falling objects from exhibits in room as part of open art exhibition/ failure of picture hangers</p>	<p>Attendees and volunteers</p>	<p>All art works will be securely attached to wall. Exhibitions are mounted with care by volunteers or artists who are experienced with hanging art work</p> <p>Children are supervised in the cafe-gallery.</p>	<p>Exhibitors are advised of hanging requirements prior to exhibiting in open exhibition. Ensure that new volunteers and artists are aware of the correct way to hang art. Ensure that children are properly supervised to avoid knocking pictures and hangers down.</p>
<p>3. Food allergy</p>	<p>Attendees with nut allergies</p>	<p>Nuts and nut products are not provided</p>	<p>Cafe coop members have their own allergy protocols and training</p>
<p>4. Crushing in crowds</p>	<p>Attendees</p>	<p>particularly for Non Tickets events More than one volunteer will man events, and a volunteer to be posted at the top of the stairs to regulate exit from the buiding.</p>	<p>Numbers entering will be counted and audience limited to 40.</p>
<p>5. fire</p>	<p>Volunteers, staff, audience customers - If the heaters malfunction, or if someone's clothing gets too close to room 1 coal fire Cafe staff - if the stove or other electrical equipment in the kitchen mis-functions</p>	<p>Smoke detectors in place, Fire extinguishers in place and serviced regularly.</p> <p>Coal fire and candles prohibited</p> <p>All equipment is regularly checked and PAT tested</p> <p>Written fire drill instructions in place and displayed</p> <p>Regular PAT testing</p> <p>Fire Safety Survey undertaken, report provided August 2024</p>	<p>Exit routes kept clear of obstacles. <b>Volunteers given written instruction on fire drill and allocated specific role by team leader.</b></p> <p>Regular tests of Fire alarm system and emergency lighting system Use of candles prohibited</p> <p>If there is any doubt about the proper functioning of any equipment in the kitchen, staff to advise the PCAA committee and to take immediate steps to repair or replace.</p> <p><b>Fire drills and training to be provided for cafe staff and volunteers</b></p> <p><b>Implement all measures in the Fire Safety Survey Report</b></p>

Continued

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<p>6. slips and trips</p>	<p>Attendees and volunteers Staff and visitors may be injured if they trip over objects or slip on spillages.</p>	<p>Floor is even. General good housekeeping is carried out. All areas well lit, including stairs. No trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately.</p>	<p>Aisles and passage ways to be kept clear of obstacles. Any spillages to be cleaned as quickly as possible Volunteers &amp; staff to attend immediately to spills, etc.</p>
<p>7. moving equipment</p>	<p>Volunteers</p>	<p>Very little heavy equipment to move.</p>	<p>Volunteers will be advised to move heavy equipment in pairs – for example moving heavy tables.</p>
<p>8. Violence or antisocial behaviour</p>	<p>Attendees</p>	<p>More than one volunteer will be at every event</p>	<p>Volunteers will try to diffuse the situation. If this is not successful they will ask offender to leave and in event of any serious dispute the police will be asked to attend.</p>
<p>(9. Noise)</p>	<p>Residents in neighbourhood</p>	<p>Events are generally at an acceptable level and we anticipate little trouble with noise</p>	<p><b>Notices to be displayed re nuisance sound on leaving the building</b></p>

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<p>10. Hanging Art work</p>	<p>If art work is large and heavy, back injury may be sustained while hanging or displaying the work.</p>	<p>Volunteers and artists should ask for help for large or heavy works, and observe safe manual handling guidelines</p>	
<p>Author: Jackie McDonald 2015</p>			
<p>Reviewed: Sue Owen July 2024</p>			
<p>To Be reviewed December 2024</p>			