

INFORMATION FOR YOUR RISK ASSESSMENT

Accident/Injury

Controls:

- First aider onsite during venue opening hours.
- Lightroom to ensure that details are kept of what action has been taken following an accident. If a rescue plan is in place, to ensure it is communicated to all relevant people.
- First aid kit accessible.
- Access roads near to the area kept clear for emergency vehicle access.

Blocked exit routes

Controls:

- Regular housekeeping in place.
- External security patrols carried out.
- FoH checks prior to event space open.

Content

Controls:

- Age restrictions set in line with the guidance and suitable signage on display notifying visitors of specific content.

Crushing/Door Pinchpoints

Controls:

- All doors and door equipment have been installed by competent persons.
- All doors and door equipment are newly installed and under warranty.
- Regular checks of all doors are carried out by the maintenance team to ensure doors are closing completely and safely.

Emergency Situations

Controls:

- All emergency situations are reported to the duty manager, depending on the emergency a code red may be called for the business to instigate their emergency procedures.

Entrapment

Controls:

- Patrons are never in the FOH lift without a host.
- Duty managers and senior management have the emergency contact number for lift engineers.
- Water bottles are left in the FOH lift in case there is a breakdown.
- Staff carry radios at all times.

Fire, Burns, Asphyxiation, Death

Controls:

- No naked flame is permitted in the premises.
- Fire extinguishers provided in easily accessible positions.
- Good housekeeping is kept at all times to keep any flammable items to a minimum. Any flammable items stored on site are stored in an appropriate area/container and kept to a minimum.
- Electrical appliances maintained on a regular basis. As a rule, no portable heating appliances used in the venue, if they do need to be used a separate risk assessment is carried out.

- Regular fire drills, site audits, monitoring of the fire alarm panel carried out by the Duty Manager and recorded.

Food

Controls:

- A pest control company regularly visits the site to deal with any pests and carry out any proofing required.

Lifts

Controls:

- Lifts are tested and maintained twice a year by a lift specialist company and the insurance company.
- If someone is trapped in the lift the emergency procedure is followed. Alarm fitted in lift; this is tested on a weekly basis by the Facilities Team to ensure operating correctly.

Seating

Controls:

- Chairs are visually examined on a regular basis to check for any signs of wear. Any broken seats taken out of circulation and either repaired or disposed of.

Slips, Trips & Falls

Controls:

- 'Clean as you go policy' followed by employees. Good housekeeping at all times. Spillages cleaned up and signed. Sign removed when area dry.
- Adequate lighting around the area being worked on. Any changes in levels are appropriately highlighted. Floor covering repairs included in the regular maintenance programme of the building.
- Regular checks of the site carried out, any hazardous conditions found such as spillages, leaks, wet floor areas, the Duty Manager rectifies the issue and suitable signage is put in place, when required.

Temperature

Controls:

- All areas where employees are working, or the public have access are temperature controlled and regularly maintained.
- Temperature compliant with the Workplace (Health, Safety and Welfare) Regulations.

Unauthorised Access

Controls:

- Office areas are secured by access systems, keypads or lock and key.
- Security/FoH employees monitor the building to ensure only authorised persons are in permitted areas.
- All employees wear ID.

Unfamiliar Building

Controls:

- Signage displayed around the building for emergency exit routes.
- Employees available to ask directions.
- When event space is open, trained employees on duty direct the public to the nearest emergency exit and to assist in the emergency procedures.
- Each event space is assessed, and lighting designed so that the public coming into the event space have time to adjust their focus and what they can see.

Viruses, Illness, Disease

Controls:

- All employees briefed on the control measures that must be followed to prevent the spread of an illness, disease or virus, in line with the latest Government advice.
- Good personal hygiene followed at all times.