

The Garage Risk Assessment

PROJECT TITLE	The Garage Operations
TASK DESCRIPTION:	General Activity within The Garage building
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Date:	9 th September 2016
People Consulted:	Adam Taylor (Executive Director)
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<p><u>Definitions</u></p> <p>Severity- How serious an accident would be: 1= Small Cut 5= Death</p> <p>Likelihood- How likely accident is to occur: 1= Very Unlikely 5= Very Likely</p> <p>Risk Factor- A Multiple of Severity and Likelihood. High values indicate a Hazard that should be controlled.</p>

The Garage Venue

Hazard	Uncontrolled Risk			Controlled Risk				
	Type of Harm	Severity 1-5	Likelihood 1-5	Risk Factor 1-25	Control Measures	Severity 1-5	Likelihood 1-5	Risk Factor 1-25
Doors	Trapped fingers	1	3	3	All doors have mechanisms so that they close very slowly and gently. Automatic entrance doors with sensors; will not close if there is an obstruction.	1	1	1
Floor surfaces	Slip, trip, fall	2	3	6	Level Floor Areas. Non-slip floor surfaces provided in the form of carpet tiles. Non slip mats at entrance. Adequate lighting throughout. Daily Cleaning Schedule. Regular checks on condition of flooring. Appropriate footwear only is to be worn in dance studios (e.g. dance shoes, trainers). Movement during sessions should be controlled and children discouraged from running or sliding on floors. Adequate first aid provision available on site. First aid boxes at reception and backstage.	2	2	4
Stairways - Slip, trip, fall	Sprain, strain, cut.	3	3	9	Handrail provided, with mesh to handrail height. Non-slip strip provided. Highlighted step edge with luminous strips. Even step height. Landings provided. Trip hazards removed. Lift.	3	2	6
Plug sockets, electrical equipment, flight cases, trailing cables	Electrocution, burns	5	3	15	All equipment provided as new with warranties. All electrical equipment undergoes yearly PAT test. Technical gallery, control room and dimmer room kept locked at all times. Key signing out procedure. Access only if accompanied by trained personnel. Warning signs placed on doors. Qualified engineers only to carry out works. Major cables in control room within metal casing. Other cables threaded behind work surface and secured so cannot be tripped over.	5	1	5

Visitors with high risk factors (disabled / young)- Slip, trip, fall	Sprain, strain, cut.	3	4	12	Supervision ratios established for children and young people. Staff always available for assistance where required. Lifts provided. Accessible toilets & shower with emergency cord and shower isolate cord provided.	3	2	6
Passenger Lift-trips, claustrophobia, malfunction, use in fire situation.	Panic attacks, cuts, fainting	2	4	8	Lift maintained by Genesis lifts. Advice given to session leaders telling people not to use lift in emergency situation. Fault report system. Emergency button in lift. Doors have sensors so will not shut if there is an obstruction.	2	2	4
Fire	burns, smoke, outbreak of fire.	5	3	15	Fire alarm system throughout building with warning lights as well as alarm sound. Smoke/heat sensors. Break glass points, extinguishers, clearly lit fire exits, fire refuge areas. Fire doors throughout building. Emergency lighting. Evacuation procedure in place. Regular maintenance to fire control and alarm systems. Regular alarm tests. The Garage is a no smoking facility. Refuge area provided on each floor with 30 minute fire doors for wheelchair users in case of fire. Evacuation chair. Group leaders instructed to keep register. Fire evacuation sweep of building.	5	2	10
Chemicals	fire, burns, poisoning.	5	2	10	Stored in locked cupboard, key signing out system. Authorised personnel only have access to chemicals. Cleaner's trolley has locked compartment in which any chemicals used can be stored. MDS sheets in cleaner's cupboard.	5	1	5
Breaking mirrors in dance studio	Shattering, cuts, lacerations	4	2	8	Shatter proof, toughened mirrors	4	1	4

Vending machines toppling over	Crushing.	5	2	10	Monitored by garage and café staff for misuse.	5	1	5
Seating in auditorium- slip, trip, fall	Sprain, strain, cut, broken bones.	3	2	6	Safety rail and mesh around gallery edge, marked edge of steps, side rails on bleachers. Seating and staging moved by authorised personnel only. Regular bleacher servicing	3	1	3
Working on a raised stage/platform	Fall from edge of stage/anxiety	4	3	12	Houselights remain on/stage areas well illuminated. Railing at edge of wings when stage out. Staff vigilance, overseeing behaviour and ensuring caution.	4	1	4
Backstage	Interference with tools, objects and/or equipment used by technical team. Items falling, slips, trips and sprains.	4	4	16	Backstage areas will be used appropriately. Tutors and support staff to remain vigilant, door to be locked.	4	1	4
General Accident and Illness								
Unpredictable Illness	illness	4	1	4	Adequate First Aid provision available. Group leaders advised to have medical information forms and emergency contact details.	4	1	4
Unpredictable Accidents	Incorrect handling of the situation	5	3	15	Front of House staff trained in appropriate procedures. Adequate First Aid provision available. Emergency contacts and Medical questions contained on consent form, copies to be held in ground floor office for quick reference.	2	3	6

Safeguarding and Child Protection

Staff and tutors	Inappropriate behaviour towards participants	3	3	9	Safeguarding and child protection policy in place for recruitment of staff and volunteers. Adequate staff ratio provided. Code of Conduct in place for all staff and team volunteers.	3	1	1
Unpredictable Accidents	Inappropriate creative activity	2	2	4	Safeguarding and child protection policy in place for recruitment of staff and volunteers. Suitably experienced staff employed.	1	1	1
Lone Working	Unobserved vulnerable situation	3	1	3	Lone working only when appropriate. Always in room with glass panes in door. Only if young person comfortable with situation.	1	1	1
Other participants	Aggression, bullying, inappropriate behaviour, sexual harassment, assault	5	2	10	Code of Conduct created with group. Adequately experienced support worker available to monitor behaviour and dynamic. Inappropriate behaviour or intimidating language addressed.	5	1	5

Photography filming	Inappropriate images released	3	3	9	Written permission sought for use of images in photography or film..	3	1	3
Creating a film/multimedia project that may be shown to the public	Distress or other unforeseen consequences	3	2	6	Participants to be explained the potential end use when creating media and give verbal consent for work to be used	3	1	3
Disclosure or concern	Not followed up or reported, or followed up inappropriately	4	4	16	Clear procedure in place and displayed in offices. Forms and procedure easy to access. Lead worker and tutors aware of procedure.	5	1	5
Trips and Outings								
Transport (car/minibus)	Condition of vehicle Driving Driver contact with young people	5	2	10	Professional and reputable firm to be used. Adequate staff supervision ensured. Seatbelts to be worn.	5	1	5
Uncontrolled environment	behaviour of public unsafe environment	3	2	6	Adequate staff supervision ensured. Excursion well planned.	3	1	3
Open environment		2	3	6	Adequate staff supervision ensured. Excursion well planned.	1	2	2

Project Specific Activities, Equipment or Target Group
