

RISK ASSESSMENT – THE ARTS SOCIETY CAVENDISH

Assessment carried out by: Jenny Dunlop and Arts Society Committee

Date of Assessment: January 2022

Review of Assessment : January 2025

POTENTIAL HAZARDS	WHO IS AFFECTED	MEASURES TO ELIMINATE RISK	WHO NEEDS TO CARRY OUT ACTION & WHEN	DONE
<u>Lecture meetings</u>				
Accidental injuries – trips, falls, spillages	All members & Speaker	Venues checked by PAC Fire exits marked and cleared PAC staff trained first aiders (Check needs to be made on the day how to locate First Aiders)	PAC notified if accident Committee need to be conversant with exits & contact emergency services if necessary Committee responsible for 999 call if needed	Training by PAC staff of committee members to be completed 22.2.22
Fire Safety	All members & Speaker	Fire call points checked by PAC Smoke and heat protectors, fire extinguishers fitted and checked Instructions given for evacuation to Committee	PAC notified Committee to be aware of and help with evacuation Chair to remind participants of emergency procedures at beginning of each lecture	(as above)
Electricity	All members & Speaker Primarily CAH	Wiring kept away from Members Use of laptops etc. overseen by technical PAC staff	CAH at each meeting	
Staging	Speaker, Chair, Lecture Organiser	Staging set up by trained PAC staff Steps set up for access to stage	At each meeting	
COVID (Applicable on date of meeting)	All members, staff at PAC & Speaker	Measures kept at each meeting – masks, social distancing, sanitising, reduced numbers	Chair reminds members at each meeting of these measures	
<u>TRIPS</u>				
Accidents/illness	All members	Coordinator specified to take	Coordinator to notify	

		charge if issues arise Emergency contact numbers taken prior to trip Members pre-warned about walking and foot ware Carer to accompany if required	participants prior to event	
Breakdown of coach	All Members	Coordinator to liaise with driver/company Coordinator to liaise with venue	Coordinator to take charge	
Overnight stays	All members	Coordinator to liaise with venue	Coordinator to advise participants of any issues	
Slips, Accidents & falls	All Members	Coordinator to notify participants of any areas of risk at venue	Coordinator and participants responsible for 999 call if needed	
<u>STUDY DAYS</u>				
Fire/flood etc.	All members	Whitworth Centre guidance to be followed. Fire door/evacuation/alarm info to be shared with audience by Coordinator prior to day starting.	Study Day Coordinator to take charge at meetings	
Slips, Accidents & falls	All members & Speaker	Manager at Whitworth Centre to be informed and First attends if appropriate or calls 999. Coordinator to be informed on the day who and where is the First Aider	Study Day Coordinator	
Equipment malfunction,	Speaker	Whitworth Centre AVA technician to be summoned	Study Day Coordinator	

power failure		to rectify		
Illness of Speaker	All members & Speaker	If 24 hours prior to the day Coordinator to inform attendees and cancel. Inform Whitworth Centre. On the day Coordinator in attendance at Whitworth to inform attendees on arrival. Refunds to be arranged.	Finance CAH & Chair	
Illness of Coordinator	Speaker and Attendees	To have a calm prepared backup from the Committee who is attending	Study Day Coordinator	
<u>YOUNG ARTS</u>				
	Students from local school	As per PAC measures (as above) Staff member who accompanies students responsible Schools have own risk assessment for out of school activities	Staff member in attendance	