

Risk Assessment

Main Hall, Stage usage , Moving Furniture

Business Name:	Risk Assessor:		Image:
Minchinhampton Market House	Name	Neil James	
	Job Title	Consultant – Envesca Ltd	
	Date	11 th October 2022	
	Signed		

Location of Hazard / Area / Process / Equipment:	Main Hall, Stage usage and escape.
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Activities:	How Harm Could Occur:	People Who Could be Harmed:						
<p>Main hall usage and side fire escape access. Tables/chair storage and retrieval. Stage lighting is suspended at the end.</p> <p>Use of stage.</p> <p>Tables/chairs are set up in the hall.</p> <p>Moving /handling of furniture.</p>	<ul style="list-style-type: none"> • Raised internal step to the fire escape – trip hazard. • Potential to injure lifting tables/chairs – manual handling hazard. • Fall from height when changing bulbs/maintenance. • The short external wall around the external landing with no additional railings to protect younger persons. • Stage area – fall from height. No marking to depict the edge of the stage. • Storage of costumes/clothing – potential fire hazard. • People working in the gallery - potential fall from height. • Potential for all persons, especially vulnerable persons (very young/ old), could fall. • Potential to impede evacuation if set up close to fire exits. • Potential for manual handling injury. 	<table border="1"> <tr> <td>Employees</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Public / Customers</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Contractors</td> <td><input checked="" type="checkbox"/></td> </tr> </table>	Employees	<input checked="" type="checkbox"/>	Public / Customers	<input checked="" type="checkbox"/>	Contractors	<input checked="" type="checkbox"/>
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Public / Customers	<input checked="" type="checkbox"/>							
Contractors	<input checked="" type="checkbox"/>							

Current Risk Rating (before controls are in place)			
Low	<input type="checkbox"/>	Medium	<input type="checkbox"/>
		High	<input checked="" type="checkbox"/>

Control Measures Required
<ul style="list-style-type: none"> • Consideration given to adding railings around the external wall to prevent a potential accident. (Top of outside steps) • Ensure safe access to the lighting, i.e. changing bulbs/maintenance is carried out in a controlled, safe manner. • Consider highlighting/marketing the step to the fire escape, which is raised – reducing a potential trip hazard. • Consideration given to reducing manual handling of tables and chairs by ensuring trolleys/process is mechanised as much as possible. • Ensure young person’s activities, access and organisation on the stage are controlled and supervised to prevent potential fall from the stage. • Consideration/instruction given to hall users about setting up tables/chairs clear of exit routes and fire escapes. • Ensure that when any work is carried out to the stage/gallery, all unauthorised access is prohibited and a safe system of work is put in place. Ensure faulty electrical wiring/equipment is immediately reported. • Ensure all costumes/clothing that is not required are removed to reduce risk. • Ensure no bottles, containers, or other liquids are removed or stored correctly and marked up accordingly. • Ensure that all unnecessary items are removed when the stage is in use to ensure safe access/egress. • Reduce lifting/handling furniture by mechanising or eliminating. If required, lift and assess load before moving.

Residual risk factor after measures taken			
Low	<input type="checkbox"/>	Medium	<input checked="" type="checkbox"/>
		High	<input type="checkbox"/>

Risk Assessment Owned / Managed by:	
Name	
Job Title	
Date	

Review date	
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