



## RISK ASSESSMENT

**Organisation Name:** The King's Church Wisbech

**Date of risk assessment:** 24<sup>th</sup> April 2015

**Venue being assessed:** Octavia's Cafe – Octavia View, 10a – 14 South Brink, Wisbech, PE13 1JQ

**Meeting:** After Hours Live

**Location of First Aid box:** behind counter in café service area

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Slips, trips and falls eg. Slippery surface, cables on floor, objects on floor etc.	Performers / Users of the café may suffer injuries such as fractures or bruising if they slip or trip, eg. On spillages or trip over objects / cables.	<ul style="list-style-type: none"> <li>• Be sure to clean up any spillages immediately</li> <li>• Remove any obstructions from walkways if possible, or relocate to a safer position</li> <li>• Ensure electrical and sound cables are kept to a minimum and that they are securely taped down or covered with a carpet.</li> <li>• The building is wheelchair accessible, although there are some steps too with adequate railings on both sides.</li> <li>• There is a lift equipped with alarm bell and remote assistance.</li> <li>• There are a couple of steps up to the café service area as well as one step up to the glass cube room. These are clearly marked with hazard tape and have hand rails.</li> <li>• Check there are mats provided at entrances to stop rain water being carried in</li> <li>• Water for performers should be kept in a bottle with secure lid (especially when near sound equipment)</li> </ul>				



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<b>Very Hot Water</b> being used for tea and coffee making	Very hot water used for tea and coffee making could scald someone.	<ul style="list-style-type: none"> <li>As Octavia's Café provide the café service during the event and sell the hot beverages, please refer to their risk assessment.</li> </ul>		Octavia's Cafe		
<b>Choking</b>	Café users could choke when eating	<ul style="list-style-type: none"> <li>A qualified First Aider will be in attendance at the event to administer First Aid if someone begins choking.</li> </ul>				
<b>Fire</b>	If trapped, any user of the building could suffer fatal injuries from smoke inhalation / burns	<ul style="list-style-type: none"> <li>Fire drill procedure to be clearly displayed on walls of each room</li> <li>Fire exits are clearly indicated by signage courtesy of Octavia View</li> <li>Check Fire Exits are accessible (unlockable) each week</li> <li>Octavia View has working smoke detectors and a fire alarm in place</li> <li>Locate fire extinguishing equipment provided by Octavia View</li> <li>At start of event, fire exits to be pointed out by the After Hours Live host.</li> <li>Signs are in place advising against use of the lift during a fire.</li> </ul>				



<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>What further action is necessary?</b>	<b>Action by who?</b>	<b>Action by when?</b>	<b>Done</b>
<b>Electricity</b> eg. Exposed wires, equipment that is incorrectly connected etc.	Performers at After Hours Live.	<ul style="list-style-type: none"> <li>Any electrical equipment owned by The King's Church Wisbech to have a current PAT test conducted by a qualified electrician and carries the PAT test sticker, and inspected on an annual basis</li> <li>All repairs to The King's Church Wisbech electrical equipment to be carried out by qualified electrician</li> <li>All extension leads to be fully extended when in use</li> <li>Portable equipment checked for visual signs of damage before use</li> <li>Do not connect or use incompatible items of equipment</li> <li>Residual current devices (RCD) provided should be used when plugging extension cables into mains.</li> <li>Any equipment owned and brought in by the performer is done so at their own risk.</li> </ul>	<ul style="list-style-type: none"> <li>Arrange for renewal of PAT test</li> </ul>	Lead Musician (M McChlery)	01/05/2015	
<b>Lighting</b> Eg. Incorrectly fastened, or positioned.	Mainly those on stage (where lights are pointing) and those members of the audience who may have photo-sensitive epilepsy. Risk of retina damage, dazzling, epileptic fit, even death from a falling light could occur.	<ul style="list-style-type: none"> <li>No flashing or strobe lighting will be used</li> <li>All lighting is LED - so risk of overheating is minimal</li> <li>½ the light will be directed away from the performers and aimed onto the walls and signage to create atmosphere</li> <li>If the lighting is too bright or dazzling for the performers, they should request that those lights be switched off.</li> <li>No overhead lighting rig or bar will be used, all will be floor mounted pointing upwards.</li> </ul>				

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<p><b>Noise</b> Eg. Volume of sound system being too loud / individual instrument amplifiers being too loud</p>	<p>Serious hearing damage (permanent or temporary) or tinnitus can be caused by exposure to high levels of noise. This damage can happen over a period of time.</p>	<ul style="list-style-type: none"> <li>• If noise (volume) level is judged to be too loud by leader of After Hours Live the volume will be turned down</li> <li>• If any complaints from Octavia View staff about excessive noise levels, the volume will be turned down</li> <li>• A PA system of suitable size for the venue will be used.</li> <li>• Speakers to be raised so more sound can be heard without increasing volume levels too much</li> <li>• HSE advice about Sound and Noise levels: 'Sound Advice' available for download from our website <a href="http://www.afterhourslive.org.uk/safety.html">www.afterhourslive.org.uk/safety.html</a></li> </ul>				
<p><b>Manual Handling</b> eg. Carrying of heavy amplifiers etc.</p>	<p>Sound technicians and visiting performers may suffer back pain if they try to lift objects that are too heavy or awkward</p>	<ul style="list-style-type: none"> <li>• When lifting heavy objects, follow correct Manual Handling procedures – advice can be found in downloadable HSE document 'Getting to Grips with Manual Handling' from church website <a href="http://www.afterhourslive.org.uk/safety.html">www.afterhourslive.org.uk/safety.html</a></li> <li>• A paragraph about correct procedure for lifting heavy objects to be included in the 'Performer Information' sheet that is sent to all visiting performers before the date of the event.</li> </ul>				



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Dehydration	Performers may become dehydrated during their performance leading to dizziness and ill health	<ul style="list-style-type: none"> <li>• Water is made available for all performers, free of charge, upon request.</li> <li>• This will be kept in a bottle with secure lid to avoid any spills as well as damage to electrical equipment / electric shocks.</li> </ul>				
		<p><b>FIRST AID</b></p> <ul style="list-style-type: none"> <li>• A First Aid box is available in the church rooms.</li> <li>• Any first aid administered must be recorded in the accident book (inside the First Aid box)</li> </ul>				

**Review Date: 01<sup>st</sup> February 2016** (Or if any major changes occur before review date)