

Contents

Review Schedule.....	2
COSHH.....	3
Fire	4
Other	6
Slips, Trips and Hazards	8
Working at Height.....	10
Lone Working	11
Legionnaire’s Disease Risk	12
Children.....	13
Food Hygiene	14
Manual Handling/ Lifting Risk.....	15

Review Schedule

Action Required	Organised or Carried Out by	When	Date last time actioned	Date of next action
Review Risk Assessments	Mark Stavers	Annually	July -10	July-11
Fire Evacuation Procedure / Fire Drill	Mark Stavers	Every six months		February 11
Testing of Fire Equipment(e.g. Extinguishers)	External Company	Annually	Ongoing – See log book in office	Ongoing – See log book in office
Testing of Lift & Certification	External Company	Annually	Ongoing – See log book in office	Ongoing – See log book in office
Testing Fire Doors	Peter Burrin	Monthly	Weekly – See log book in reception	Weekly – See log book in reception
Testing Fire Alarm Alert Devices	Peter Burrin	Weekly	Weekly – See log book in reception	Weekly – See log book in reception
Testing Emergency lighting	Peter Burrin	Monthly	Weekly – See log book in reception	Weekly – See log book in reception
Fire Alarm Maintenance Checks	External Company	Quarterly	Ongoing – See log book in office	Ongoing – See log book in office
Portable electrical appliance testing	Minty Booth	Annually	April-10	April-11
Security Alarm Maintenance Checks		Quarterly		

All sections to be updated at least annually and whenever there is a significant change of practice (eg a new hazardous substance to be used).

Section Assessed By Date of Last Review	Hazard	Why it is Hazardous? (COSHH) Likely Cause (Fire)	People Affected	Degree of Risk	Control Measures	Comments
COSHH Mark Stavers 9 July 2010	1. Channel Cubes 2. Bruce Floor Cleaner 3. Butches Pur Out, Hevay Duty Spot Remover 4. Pro-chem Citrus Gel 5. Est-eem Anti Bacterial Cleaner	Toxic, Irritant to eyes	Cleaning staff & Care Taker		i. Substance is kept locked away in the cleaning cupboard when not in use. ii. Only the Care Taker, Cleaning Staff, and Centre Office staff to be given access to the cleaning store cupboard, whis is to remain locked or supervised by a responsible Gate employee at all times. iii. All persons using this substance must wear gloves at all times and use the substance as directed by the manufacturer and with caution. iv. Should an individual feel any discomfort from using the chemical, they must seek advice from the First Aider immediately who may recommend they seek medical assistance. Sign with this info on in cleaning cupboard.	Actioned
	6. Domestos Original Gel 7. Finish Dishwasher Tablets 8. Glasswash Extra 9. Evans Dishwashing Liquid	Irritant to eyes & skin	Kitchen Cleaning Staff		i. Substance is kept locked away in the cleaning cupboard when not in use. ii. Only the Care Taker, Cleaning Staff, and Centre Office staff to be given access to the cleaning store cupboard, whis is to remain locked or supervised by a responsible Gate employee at all times. iii. All persons using this substance must wear gloves at all times and use the substance as directed by the manufacturer and with caution. iv. Should an individual feel any discomfort from using the chemical, they must seek advice from the First Aider immediately who may recommend they seek medical assistance.	Peter to action: must be reviewed w/c 21 Feb

Section Assessed By Date of Last Review	Hazard	Why it is Hazardous? (COSHH) Likely Cause (Fire)	People Affected	Degree of Risk	Control Measures	Comments
Fire Mark Stavers 9 July 2010	Fire in the Boiler Rooms (Three)	If Boiler is faulty a fire could start, which could easily be fuelled by any items stored in the room.	All staff & members of the public	Medium	Boiler must be serviced regularly to keep it in working order. No flammable items which could be a source of ignition can be stored in the boiler room. Sign with this info in each room.	Peter Burrin responsible for keeping the boiler room clear.
	Internal escape routes become cluttered or blocked.		All staff & members of the public	Medium	Duty Managers and Caretaker must ensure that all escape routes, doors and corridors are kept clear. Is included on Duty manager Checklist.	To be included in the Health & Safety briefing for all employees.
	External escape routes become cluttered or blocked		All staff & members of the public	Medium	All external areas of the building are to be kept clear. All of the Gates around the building are to be unlocked when anyone is in the building. Is included on Duty Manager Checklist.	Pete Burrin responsible for keeping external areas clear. All key holders are fully briefed on the opening & closing procedures.
	Building surrounded by/ filled with items which could easily fuel a fire	Naked Flames / Smoking	All staff & members of the public	Medium	The building has a strict no smoking policy. Candles used in the restaurant and any used elsewhere are never left unattended.	All staff briefed on H&S policy. Must ensure no smoking signs are clearly displayed to inform the public.
	Use of pyrotechnics in the theatre	Pirotechnic stunt goes wrong or / and becomes out of control. Potentially fuelled by other props on stage.	Performers, staff & members of the public attending the show	Medium	Ensure anyone using pyrotechnics are properly trained to use them and that there is appropriate fire safety equipment within easy reach to deal with any potential problems.	All visiting companies have to declare whether they are using pyrotechnics on the 'hire form' and will be checked by The Gate Management team that the correct control measures are in place for the performance.
	Fire in the Electrics room of the theatre	Electrical fault	Performers	Low	Electrical devices serviced annually. No flammable items which could be a source of ignition can be stored in the electrics room. Sign with this info in the room.	Peter Burrin to check regularly that this area is clear.
	Fire caused by electrical devices	Electrical fault	All staff & members of the public	Low	Electrical devices serviced annually in line with H&S procedures. Any items failing to meet the safety recommendations will be either repaired, removed from the premises or destroyed.	Mark Stavers responsible for organising annual electrical appliances testing and appropriate action following the testing carried out.

Section Assessed By Date of Last Review	Hazard	Why it is Hazardous? (COSHH) Likely Cause (Fire)	People Affected	Degree of Risk	Control Measures	Comments
	Fire in the Kitchen	Naked Flame from the cooker	Kitchen staff	Medium	Appropriate fire safety equipment must be stored in or near the kitchen and all staff working in the kitchen to be trained on how to tackle kitchen fires safely.	Fire Safety equipment is in place. Mark Stavers needs to organise fire safety training as appropriate.
	Fire in any of the Plant or Store Rooms	Electrical or Naked Flame	All staff & members of the public	Medium	All store rooms must be kept tidy and easily accessible. No potentially dangerous sources of ignition should be kept or introduced to these storage areas.	To be included in the Health & Safety briefing for all employees. Peter Burrin to check on tidiness and appropriateness of items being stored in these areas.
	Members of the public or staff getting access to any solvents	Someone pouring flammable substances, like solvents or paint onto a source of ignition or adding the source of ignition to the substance	All staff & members of the public	Medium	All solvents must be kept in the cleaning cupboard which is to be kept locked. Only the caretaker and cleaning staff are to be given access to this cupboard.	Peter Burrin responsible for keeping any solvents in the cleaning cupboard and keeping it locked.
	Failure of any fire safety devices to work in the incidence of a fire / emergency	Fire Alarm, Emergency lighting, Fire Extinguishers or blankets	All staff & members of the public	Medium	All Fire Safety Equipment to be checked annually. Emergency lighting and 'break glass' devices to be checked weekly, with a full check every 6 months.	Peter Burrin responsible for carrying out weekly checks, reporting any faults to Mark Stavers - who is responsible for taking the necessary action in getting them fixed.

Section Assessed By Date of Last Review	Hazard	Why it is Hazardous? (COSHH) Likely Cause (Fire)	People Affected	Degree of Risk	Control Measures	Comments
Other Mark Stavers 9 July 2010	SECURITY Breach of security within The Centre		Staff & members of the public	Low/Medium	Reception must not be left unattended whilst The Gate is open to members of the public. Outside of opening hours whilst there are still members of staff on the premises, the main entrance door must be placed on controlled entry. CCTV on Reception used to monitor activities throughout The Centre & controlled entry out of normal opening hours. Any suspicious or inappropriate behaviour must be reported to the Duty Manager to take the necessary action e.g. Calling the police force for assistance.	All staff briefed as part of H&S Policy.
	OVER-CROWDING Over-crowding at The Gate (leading to increased fire risk)		Staff & members of the public	Low	Safe Permitted Numbers as directed by the Fire Officer to be adhered to at all times, with clickers used as required to measure numbers.	All staff briefed as part of H&S Policy
	CAFÉ BAR Cuts & burns sustained in the Kitchen		Kitchen Staff	Low	Only trained Kitchen staff permitted to access the Kitchen. Knives locked away when not in use. Café Bar Duty Manager to ensure no member of the public or un-trained staff gain access to the Kitchen.	All staff briefed as part of H&S Policy
	THEATRE Injury whilst moving set		Crew	Low/Medium	i. All crew to be trained in manual handling & to have had opportunity to practice seen changes	
	Lights falling from rig		Cast & Audience	Low	i. All lanterns to be rigged in accordance to proper rigging procedures	

Section Assessed By Date of Last Review	Hazard	Why it is Hazardous? (COSHH) Likely Cause (Fire)	People Affected	Degree of Risk	Control Measures	Comments
	Injuries sustained during high levels of activity in the dance studio or theatre		Members of the public & course tutors	Low	i. Course Tutors to ensure class attendees behave responsibly & safely & verify any injurees before the class commences.	Tutors briefed as part of H&S Policy.
	<u>VISITING THEATRE COMPANIES / HIRES</u> Injuries sustained to visiting Theare Companies & others hiring the Theatre or Dance Studio space at The Gate, not familiar with our H&S policy.		Vising Cast & Crew	Low/Me dium	i. Visiting companies and performers to be briefed on all matters of H&S at the Gate relating to their activities at The Gate on their arrival. ii. Duty Manager to verify that all have been adequately trained to do the tasks they will be doing and that any portable electrical devices they bring in have been properly checked & certified.	
	<u>EVACUATION OF THE BUILDING</u> People injured during the emergency evacuation of the Theatre during a performance		Cast, Audience & Staff	Low/Me dium	i. All stewards and staff fully briefed on the emergency evacuation procedures at The Gate. ii. Early warning signal to staff to be set up, so as staff & stewards to be ready to carry out the procedure just before the public are notified in order to minimise panic and ensure a controlled evacuation takes place	Duty Managers briefed as to their reponsibilities.

Section Assessed By Date of Last Review	Hazard	Why it is Hazardous? (COSHH) Likely Cause (Fire)	People Affected	Degree of Risk	Control Measures	Comments
Slips, Trips and Hazards Mark Stavers 9 July 2010	Persons slipping on Laminated & Tiled Floors throughout the building		Staff & members of the public	Low/Medium	i. Floor cleaned using appropriate cleaning materials. ii. Any spillages are to be wiped up immediately. iii. Notices to be displayed when cleaning is in progress and if the floor is wet.	All staff briefed as part of H&S Policy. One notice to be held on reception and one in the Café Bar to enable staff to respond quickly to any hazards.
	Persons falling over any electric cables for lights, CD players, vacuum cleaners & any other electrical devices		Staff & members of the public	Low/Medium	i. Any cables are to be secured in such a way as no cable is free to become a hazard. ii. The vacuum cleaner should only be used when the centre is closed.	All staff briefed as part of H&S Policy
	Pictures falling from the Gallery and injuring someone		Staff & members of the public	Low	All artwork is secured tightly to the wall, using appropriate fixtures & fittings	Centre Director and Care Taker to verify artwork is securely hung
	People falling over any boxes or bags in the reception, office & gallery areas		Staff & members of the public	Low/Medium	All walkways to remain clear at all times	All staff briefed as part of H&S Policy
	People tripping up directly outside of The Gate due to poor lighting		Staff & members of the public	Low/Medium	Area directly outside The Gate is lit sufficiently.	
	Persons slipping over on Kitchen floor		Kitchen Staff	Low	i. Kitchen area must be kept clean & free from spillages at all times. ii. Caution notice e.g. cleaning in progress, or slippery floor, to be kept in the café bar to be used if the floor is wet at any time to warn members of the public and staff.	All staff briefed as part of H&S Policy & Hygiene regulations

Section Assessed By Date of Last Review	Hazard	Why it is Hazardous? (COSHH) Likely Cause (Fire)	People Affected	Degree of Risk	Control Measures	Comments
	People falling up or down the stairs to and in the theatre		Staff & members of the public	Low	i. All areas to be lit sufficiently. ii. All walkways to be kept clear. iii. Ensure sufficient stewarding staff on-hand at events to assist members of the public iii. Duty Managers to be briefed on procedures regarding the briefing of stewards before each event. iv. Any staff or members of the public with disabilities should be directed to use the lift.	All staff briefed as part of H&S Policy. Duty Managers additional briefing in Procedures for Events and Stewards Events Briefing.
	Collision in the wings/on stage		Cast & Crew	Low/Me dium	i. Any static objects to be highlighted. ii. Cast warned before the rehearsal about any objects which could result in collision. iii. Working lights to be positioned in the wings where practical.	
	People tripping in the wings / on stage		Cast & Crew	Low/Me dium	i. All cables properly taped down and cast warned before the rehearsal about possible hazards.	

Section Assessed By Date of Last Review	Hazard	Why it is Hazardous? (COSHH) Likely Cause (Fire)	People Affected	Degree of Risk	Control Measures	Comments
Working at Height Mark Stavers 9 July 2010	Persons falling off a ladder or tower		Staff	Low/Medium	i. Only the suitably trained/ experienced people to be given access to the ladder. ii. Care Taker and Technician must have adequate training in how to use a ladder safely and must not use ladders if there is no one else in the building to assist them. iii. Tower to be constricted by suitably trained/ experienced staff.	Centre Manager to review with Peter Burin & John Thorne Aug 07

Section Assessed By Date of Last Review	Hazard	Why it is Hazardous? (COSHH) Likely Cause (Fire)	People Affected	Degree of Risk	Control Measures	Comments
Lone Working Mark Stavers 9 July 2010	Injury caused by loan worker falling off theatre rigging or ladders		Care Taker	Medium	i. Care Taker must not engage in any activity which involves using a ladder when on his own.	
	Injury caused by someone other than Gate staff gaining access to the centre during out of centre hours		Care Taker and Duty Managers	Medium	i. Where possible, without restricting emergency exits, external doors should be locked to keep members of the public out during out of office hours.	
	Injury caused by use of electrical devices		Care Taker and Duty Managers	Low	i. All electrical devices used in the building must have had the appropriate testing & safety certification	
	Person being injured and no other person being present.		“ “	Low	Avoid risky activities whenever possible when alone; ii. Lone workers to carry mobile phones at all times.	

Section Assessed By Date of Last Review	Hazard	Why it is Hazardous? (COSHH) Likely Cause (Fire)	People Affected	Degree of Risk	Control Measures	Comments
Legionnaire's Disease Risk Mark Stavers 9 July 2010	Any warm stagnant water in shower system		Users of showers- visitors and/or staff	Low/Medium	i) Corroded parts regularly replaced ii) water system flushed regularly to prevent water stagnating	Legionnaire's does not develop in cold (under 15c) or hot (over 50c) water. Water needs to flow regularly to prevent stagnation in pipes.
	Build up of algae in shower system		Users of shower	Low/medium	Algae and accumulated scale removed on a monthly basis	Cleaners/caretaker to clean on a monthly basis
	Air filters e.g. in kitchen		Staff and visitors	Low/medium	Air filters cleaned, replaced regularly, and tested for leaks	

Section Assessed By Date of Last Review	Hazard	Why it is Hazardous? (COSHH) Likely Cause (Fire)	People Affected	Degree of Risk	Control Measures	Comments
Children Mark Stavers 9 July 2010	Children gain access to dangerous chemicals.		Children	Low	All cleaning material kept locked when building is open to public.	
	Children gain access to dangerous areas (plant one, electrical rooms)				All plant and electrical rooms kept locked when building is open to the public.	
	Children slip up, run into something/someone.				All children are under the supervision of their own parents/ guardians or suitably qualified and CRB checked staff.	
	Paedophile				All children are under the supervision of their own parents/ guardians or suitably qualified and CRB checked staff.	

Section Assessed By Date of Last Review	Hazard	Why it is Hazardous? (COSHH) Likely Cause (Fire)	People Affected	Degree of Risk	Control Measures	Comments
Food Hygiene Mark Stavers 9 July 2010	Food sold by us is unsafe to eat		Customers	Low	i. Only sell pre-packaged items (crisps, chocolate) with a best before date ii. if we sell Mad hatters food it is to be sealed and from the same day.	

Section Assessed By Date of Last Review	Hazard	Why it is Hazardous? (COSHH) Likely Cause (Fire)	People Affected	Degree of Risk	Control Measures	Comments
Manual Handling/ Lifting Risk Mark Stavers 9 July	Heavy items (crates in café, furniture- especially tables, couches in bar, technical equipment, cleaning equipment)		Bar & Kitchen Staff	Low/Medium	i. Use trolleys where appropriate. ii. Use correct lifting techniques. iii. Avoid lifting from floor level to above shoulder height. iv. Push rather than pull trolleys. v. Use lift to transport between floors. vi. Use two or more people if needed	All staff briefed as part of H&S Policy
	Injured/Unconscious person(s)		Front of House, Managers, Staff	Low/Medium	i. Qualified first aider on duty to put person in recovery position, etc ii. Ambulance to be summoned if necessary	First aid training to be up to date for all relevant staff

Section Assessed By Date of Last Review	Hazard	Why it is Hazardous? (COSHH) Likely Cause (Fire)	People Affected	Degree of Risk	Control Measures	Comments
Electrical Mark Stavers 9 July 2010	Portable electrical equipment e.g. vacuum cleaners, kettles, heaters, fans, desk lamps, computers, extension leads		Staff	Low	i. Regular visual inspection to see that cable sheaths are intact, plugs tightly screwed together, not cracked ii. Ensure all cables are not constricted (at entry to plug) by furniture, etc. iii. Check for overheating (burn marks or staining) iv. Switch off and unplug before inspection v. User not to take plug apart	Ensure correct fuses used for all equipment. Basic training in commonsense measures required. Regular checks: 2-4 years for larger items, 6 months-1 year for earthed equipment, e.g. kettles. Call electrician if in doubt.
	Photocopiers Fax Machines		Staff	Low	i. Regular visual inspection to see that cable sheaths are intact, plugs tightly screwed together, not cracked ii. Ensure all cables are not constricted (at entry to plug) by furniture, etc. iii. Check for overheating (burn marks or staining) iv. Switch off and unplug before inspection v. User not to take plug apart vi. Formal visual inspection to ensure cables intact	Ensure correct fuses used for all equipment. Basic training in commonsense measures required. Regular checks: 2-4 years for larger items, 6 months-1 year for earthed equipment, e.g. kettles. Call electrician if in doubt.
	Electrical equipment brought into work		Staff & visiting artistes	Low/Medium	i. Ideally no electrical equipment should be brought into The Gate	If unpreventable, include in visual inspection. Check all visitor equipment if brought to events.
	Electrical cables for lights, CD players, etc.		Staff & Members of the public	Low/Medium	i. Cables to be secured so as not to be hazardous ii. Vacuum cleaner only to be used when centre is closed.	All relevant staff briefed as part of H&S Policy
	Electrocution from hi-tech electrical equipment		Staff & visiting cast members	Low	i. All equipment to be checked annually ii. Only qualified technical staff to use equipment iii. Electrical equipment not accessible to the public	All staff briefed as part of H&S Policy RCDs on power supplies Equipment checked by qualified technician
	Sound equipment faults		Staff & visiting artistes	Low	i. All equipment to be checked annually ii. Equipment double insulated	Competent electrician should check all equipment

Section Assessed By Date of Last Review	Hazard	Why it is Hazardous? (COSHH) Likely Cause (Fire)	People Affected	Degree of Risk	Control Measures	Comments
	Lack of ventilation around amplifiers causing overheating		Staff & visiting artistes	Low	i. No amplification equipment to be blocked by stacking other equipment around it	Technician in charge to supervise
	Lighting equipment		Staff & visiting artistes	Low	i. Lighting rigs out of reach of performers or audience ii. Cables overhead to be supported along their length iii. Suitable RCD protection	Technician in charge to check safety
	Fault in Electrical Supply		All users	Low	i. Annual full building electrical test followed by appropriate action.	

Section Assessed By Date of Last Review	Hazard	Why it is Hazardous? (COSHH) Likely Cause (Fire)	People Affected	Degree of Risk	Control Measures	Comments
Noise Mark Stavers 10 February 2011	Excessive noise from events	Damage to eardrums	Staff and visitors	Low	i. Sound policy of no more than 95db as measured by the desk and 60dB as measured by sound meter kept in the office.	

Section Assessed By Date of Last Review	Hazard	Why it is Hazardous? (COSHH) Likely Cause (Fire)	People Affected	Degree of Risk	Control Measures	Comments
VDUs Mark Stavers 10 February 2011	Staff damaging their eyes from excessive VDU equipment		Staff	Low	Staff encouraged to organise their own eye tests once a year at company expenses	

Section Assessed By Date of Last Review	Hazard	Why it is Hazardous? (COSHH) Likely Cause (Fire)	People Affected	Degree of Risk	Control Measures	Comments
Truss Mark Stavers 10 February 2011	Truss falling on people because of overloading		Visitors	Low	Regular professional tests	