



VENUE RISK ASSESSMENT

POSE with City Arts Portsmouth Participants: all artists please complete, sign and date a Risk Assessment Form for your event. It must be produced on request and may form part of any insurance claim – it will demonstrate that precautions and care were taken to reduce the risk of an incident.

What is a risk assessment? It is a careful examination of what could cause harm. The purpose is to consider precautionary measures in order to minimise the risk as well as identify actions in the event of an incident happening. Artists must minimise the risks (health, safety, welfare) visitors and others we come into contact with. The purpose of a risk assessment is to help artists:

- prepare for Portsmouth Open Studios Event.
- ensure a good experience for their visitors
- understand potential issues
- plan for/cope with the unexpected

What is a risk/hazard?

- Hazard = something with the potential to cause harm (injury, damage, loss)
- Risk = the likelihood and the severity of the harm

For example, broken glass is a hazard that could cause injury, the risk is that someone could cut themselves.

*Severity For example, if the hazard were to result in a fire, how severe will the injury/damage be?

Low (remote possibility of harm) **Medium** (some harm, not too serious) **High** (serious harm)

**Probability For example, how likely is it that a fire will occur?

- **Low** (unlikely); **Medium** (likely to occur at some time); **High** (very likely to occur).

Most risks can be reduced by good housekeeping – keeping everything in good order and following good personal and professional practice. For example, if you have smoke or other alarms, check they work. If you are part of a group, please work with all members of your group to complete a venue assessment, supplemented by individual artists assessing their own contribution to that space.

If you are in a 3rd party space please check their Public Liability Insurance. You must still provide your own.

Individual Artists please check your own insurance is appropriate and up to date.

Please keep your completed form handy. In the event of an insurance claim it is an important document. Any questions? Contact us using a form On the POSE page of City Arts Portsmouth.

Thank you

Venue (Venue brochure #/Address):

Artist Name: Signature:

Date:

Notes on completing a Risk Assessment.

Hazard/Risk	Persons at Risk	Controls to Minimise Risk
<p>Look for hazards/incidents which could reasonably result in a fire, injury, loss, and safeguarding issues. Use the examples as guidelines but remember that your art form/venue may have other specific issues to consider:</p>	<p>There is no need to list individuals by name – think about groups that may be affected, for example:</p>	<p>For the hazards/incidents listed, have sufficient measures already been taken to reduce the risk, or are additional controls required?</p>
<p>Exit/access points, corridors, doorways, access, visibility.</p> <p>Garden, outdoor or access areas in good condition</p> <p>Responsibility for children. Crowding and head-count for space</p> <p>Open/closed areas clearly delineated.</p> <p>Extension leads, steps, trip hazards, uneven ground, accidental slips/falls, liquid/other spills.</p> <p>Electrical and other equipment, including tools, catering, etc. Is it well maintained, are you familiar with its use? (Burns, electrical shock, fire)</p> <p>Smoking</p> <p>Falling objects: Sculptures, stored objects, wall art, display objects, household items</p> <p>Furniture, furnishings, fixings and decorative finishes in good condition</p> <p>Art work assembly, fixing, displays</p> <p>Demonstrations and customers</p> <p>Glass, knives or other sharp items</p> <p>Storage and access to tools, raw materials</p> <p>Kitchen facilities, hot water, cutlery, crockery, cooking, preparation, hygiene</p> <p>Waste disposal</p> <p>Medical provisions: are they adequate? Secure?</p> <p>What will you do in event of a fire/ accident incident? Emergency actions?</p>	<p>Members of the public, particularly children</p> <p>Artist and family members</p> <p>Other artists sharing the venue</p>	<p>What reasonably practical measures are there. Do in-place precautions:</p> <ul style="list-style-type: none"> • Reduce the risk as far as reasonably practicable? <p>Have you provided:</p> <ul style="list-style-type: none"> • Adequate information, signage instruction and training? • Adequate systems or procedures? <p>The precautions taken need to be indicated in the controls column.</p> <p>Where the risk is not adequately controlled indicate what more you need to do.</p>

Example extracts from a Risk Assessment.

Hazard	Severity *	Probability **	Persons at Risk	Controls to Minimise Risk
Fixtures, fittings, stock and storage trip or falling hazard	low	low	Artists, members of the public	Vigilant to prevent 3 rd parties who might cause a problem. Set up safely, securely, with nothing as a trip or fall hazard.
Screens against wall,	low	low	Stall holder, other stalls, public	Stabilise screen with feet and/or fixings.
Unauthorised access to closed part of the house/garden	medium	low	Householder, members of public	Signage plus put art and planters across garden steps to ensure barricade. Similarly houseplants and signage across staircase indoors
Scissors and craft knife for (very rare need) cutting paper, stock or wrapping.	medium	low	artist, public	Only artist has access. Tools will secured in lidded box, under table, not visible to public, no incidental access or visibility.
Glass within frames	medium	low	Stallholder, public	Frames are in boxes, displayed on table or hanging on screen. No risk to unless smashed. In that instance administer first aid/call for help. Wrap broken glass for safe disposal.

