

Risk assessment

Mad Hatter's Magic Tea Party

Assessor Name: Louise Hobson

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Working at height	Technicians & events staff may be injured if they fall	Step-ladder training for all relevant staff. Restricted access to ladders. Flat shoes will be worn and safe working area around ladder will be ensured around ladder base. All ladders checked and signed off before use.	Ensure training and checks are recorded.	Hannah	19/10/2013	
Electric shock	Technicians, events staff & public may be injured by electric shock	All electrical equipment is tested annually and inspected regularly. All staff are trained in appropriate use of equipment.	Ensure all equipment is tested regularly and that all staff are aware of potential hazards.	Hannah	Morning of 19/10/2013	
Slips, trips and falls	Technicians, events staff & public may suffer injury if they slip on spillages, trip over objects etc.	All cables and wires to be taped down; this includes wires from Opposable Games, the screen used by Magician Rishi and the lamp wire for the animation station. All spaces to be inspected by a trained member of staff before event begins.	Continue to be vigilant throughout event, checking tape and clearing any spillages or objects on the floor immediately.	Louise	19/10/2013	
Manual handling issues	Events support staff may suffer injury if they manually handle furniture incorrectly.	All staff are trained in safe manual handling techniques. Clients must be prevented from moving furniture, especially heavy tables, and from stacking chairs.	Ensure regular training is carried out and events support staff are briefed prior to event, with particular emphasis on the photo booth backdrop (which will be on stands)	Louise	Morning of 19/10/2013	
Burns	Staff & public may suffer injury from hot equipment, such as urns.	Trained staff are on hand to assist the public. All catering staff are trained in safe food practices and participants are prevented from handling hot equipment such as urns. When participants self-serve hot products these are stored in safe containers such as flasks. PPE is worn by appropriate staff.	Continue to supervise catering staff and ensure enough staff are on-hand to prevent participants from needing to help themselves.	Hannah	19/10/2013	
Decorations falling down	Technicians, events staff & public are at risk of injury from decorations falling on them.	Event staff and technicians will be on hand for any room decorations that need securing. All staff are fully trained in health and safety and know the space.	Ensure that all decorations are secured and be vigilant in checking decorations during throughout event. Keep a particular eye on photobooth backdrop.	Louise	19/10/2013	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Long working hours	All staff are at risk of being unable to safely carry out their tasks if tired from long hours.	All staff members will ensure they take breaks as stated by the Working Times Regulation 1998.	Breaks will be enforced for all working on the event.	Hannah	19/10/2013	
Working with children	Staff & public	All children will be accompanied by their parents, CRB checked members of staff will also be present. Child protection policy will be adhered to at all times.	CRB's are to be kept up to date and consent forms must be signed by all parents/guardians. This includes noting any children who are not to be photographed and passing this information on to individuals filming and taking photographs. Children who are not to be photographed will have star stickers.	Louise	19/10/2013	
Photobooth backdrop	Staff at risk of injury when stapling backdrop onto stands. Staff & public may suffer injury if the backdrop falls, or they trip on the legs.	Only staff trained in safe manual handling techniques will handle the backdrop and only a trained technician will staple the backdrop into place.	Put white tape around the legs of the stand on the floor and remain vigilant during the event to make sure it is not at risk of falling and children are not playing dangerously around the stand.	Louise	19/10/2013	
Makey Makey workshop	Public at risk of injury using crocodile clips and split pins.	Nikki Pugh (workshop facilitator) will oversee all use of split pins and crocodile clips.	Nikki & support staff to make parents aware of split pins and crocodile clips. Ensure parents oversee their children.	Hannah	19/10/2013	

Checked and Signed off by (Watershed staff representative, responsible for Health and Safety):

It is important you discuss your assessment and proposed actions with anyone who will be working on the event (other future producers and Watershed staff).

You should review your risk assessment if you think it might no longer be valid, eg following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>

Combined risk assessment and policy template published by the Health and Safety Executive 11/11, adapted by Watershed for use by Future Producers 09/13