

## Risk assessment St Ives Arts Club

The Arts Club is primarily used by its members for Exhibition purposes ( ground floor ) and Art groups and musical and theatrical performances in the first floor workshop/theatre space. The Club is open from circa 10am until 5pm each day and the first floor area is used 2 x a week on average. There are 2 kitchenette areas and 2 x WC facilities. No hazardous chemicals are stored in the premises. Cleaning fluids are kept in the meter cupboard.

The risk assessment followed advice given by [hse.gov.uk/simple-health-safety/risk/](https://www.hse.gov.uk/simple-health-safety/risk/).

The risks were identified by a simple survey of the premises and from 10+ years experience of involvement in the operation of the club. It is an organic document and needs to be reviewed at quarterly committee meetings

It is important that all user groups are made aware of the need to reduce exposure to any potential risk. An aide memoire will be produced for inclusion in the Club Newsletter. The Assessment will also be posted on the Club website under members Area.

**Company name: St Ives Arts Club**

**Assessment carried out by: S Litherland**

**Date of next review: 5/8/25**

**Date assessment was carried out: 22/6/25**

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing to control the risks?</b>	<b>What further action do you need to take to control the risks?</b>	<b>Who needs to carry out the action?</b>	<b>When is the action needed by?</b>	<b>Done</b>
<b>Falls and Slips</b>	Members and visitors to the Club who trip on stairs or wet areas	Signage and visibility strips in place, Hires advised to clear up spillages/wet areas. Put out Warning Boards when appropriate	Remind hires of the policy and carry out checks	House Manager and committee members	On going	
<b>Stage and Theatre area – change in levels, step up to stage and 400mm drop to theatre floor level</b>	All users and & performers – drop from stage to floor could cause injury	Entry to stage via side steps and hand rail, There are also 2 side entrances from the staircase and Kitchen. Ensure all use the hand rails.	Remind all users to use the steps and hand rails. Instruct occasional users	House Manager or event organiser	On going	
<b>Electrical equipment plugged in may be faulty</b>	Performer of Arts Club Staff may receive shock from frayed or damaged	Ensure fixed wiring reports and PAT is up to date. Ensure 3 <sup>rd</sup> party equipment	Adopt rigorous monitoring brief	House manager or Event Organiser	On going	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
	wiring	is safe – trip testing				
<b>Lone Working with uncontrolled public access</b>	Hirer of Exhibition Room , lone working individuals are at risk from unwanted actions by 3 <sup>rd</sup> parties	Adopted safe word to contact Club Members for assistance and need to excuse one self and get assistance.	Better CCTV coverage , alarm linked to desk. Identify and restrict entry to known offenders. Inform Police as appropriate.	House Manager, Committee members	On – going.	
<b>Outbreak of Fires</b>	Any occupier or visitor could suffer smoke inhalation or burns	Ensure Fire Risk Assessment is up to date. Ensure Fire Safety Notices announced at events.	Issue aide memoire to club groups and include in booking forms.	Committee		
<b>Unsafe storage of boxes and 7+ stacking of chairs .</b>	Club members and the public impacted by falling objects or stacks of chairs	Ensure boxes/ containers are safely stored in the meter cupboard and stage shelves. Ensure chairs are not stacked more than 7 high.	Issue guidance notes to all user groups	Committee		

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing to control the risks?</b>	<b>What further action do you need to take to control the risks?</b>	<b>Who needs to carry out the action?</b>	<b>When is the action needed by?</b>	<b>Done</b>