

Risk Assessment Template

Please note that a Risk Assessment is a live document, so should be amended when new risks are established and should be kept up to date throughout the planning and implementation of the planned activity. Not every risk mentioned in the template below may refer to your proposed activity and there may be other risks you wish to add. Please use this template as a guide and adapt accordingly to your project. Please also refer to the latest government guidelines around COVID19 and include your measures to reducing risk in the assessment. A risk is anything that can cause injury or illness to you, your employees and visitors or the general public. Furthermore it can include personal data rules and the risk of breaching GDPR legislation.

Description of Activity/Task:	Thamesmead Shantay – drag entertainment and disco event with DJ and performers
Risk Assessor:	Amanda Brent
Assessment Date:	26 September 2024

Description of hazard	Who might be harmed?		What are you already doing? (risk controls)	Adequate?	What additional controls are necessary?
Slips, trips and falls	Employee/person undertaking task	✓	<ul style="list-style-type: none"> Staff and event organisers ensure any drink spillages are cleaned up as immediately as realistically possible All stairs in venues have handrails All enclosed stairwells have handrails on one side at least, both if stairs wider than 1.8m. All carpets firmly secured Adequate venue lighting, particularly on stairs Electrical cables managed so as not to pose a trip hazard, including use of high visibility black and yellow tape to secure cables 	✓	<ul style="list-style-type: none"> Venue coordinator and the venue's management and staff to ensure measures regarding good housekeeping and venue maintenance are followed before each event booking AV technician to ensure all measures re: securing and managing electrical cables are followed
	Other employee or volunteer	✓			
	Member of public	✓			
	Visitor	✓			

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			<ul style="list-style-type: none"> Adequate space provided between the AV equipment and wherever attendees are sitting or standing 		
Manual handling	Employee/person undertaking task	✓	<ul style="list-style-type: none"> Equipment carried in manageable amounts, in multiple trips if necessary Equipment lifted with correct posture Trolleys used if necessary to transport items Step ladders used if necessary Equipment only to be carried by AV technician, event organisers and any trained venue staff 	✓	<ul style="list-style-type: none"> No further action required at present
	Other employee or volunteer	✓			
	Member of public				
	Visitor				
Fire	Employee/person undertaking task	✓	<ul style="list-style-type: none"> Adhering to all fire safety instructions provided by the venue operators based on each venue's own specific full fire risk assessments Constant checks by venue staff and event organisers to ensure all control measures in the fire risk assessment are in place Venue staff, venue coordinator and event organisers to ensure there is clear, unobstructed access to all fire exits before every event 	✓	<ul style="list-style-type: none"> No further action required at present
	Other employee or volunteer	✓			
	Member of public	✓			
	Visitor	✓			

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Description of hazard	Who might be harmed?		What are you already doing? (risk controls)	Adequate?	What additional controls are necessary?
Falls from height	Employee/person undertaking task	✓	<ul style="list-style-type: none"> Any staging or platforms used by performers or others must have a safe means of access Any ladders used must be suitable, regularly inspected, and used only for light work of short duration with another member of venue staff or event organiser present at the foot of the ladder at all times Only trained, authorised staff such as the AV technician may work on any lighting rig or audio-visual equipment setup Security, stewards, venue staff and event organisers to be extra-vigilant regarding any staircases, ledges or balconies in any venue 	✓	<ul style="list-style-type: none"> No further action required at present
	Other employee or volunteer	✓			
	Member of public	✓			
	Visitor	✓			
Electricity	Employee/person undertaking task	✓	<ul style="list-style-type: none"> Lighting and audio-visual equipment and set-up to be completed by the AV technician and other trained professionals only No liquids allowed near any electrical equipment 	✓	<ul style="list-style-type: none"> No further action required at present
	Other employee or volunteer	✓			
	Member of public				
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			<ul style="list-style-type: none"> Venue staff, venue coordinator and event organisers to spot and report any defective plugs, discoloured sockets, damaged cable and on/off switches and to take defective equipment out of use Check with venue managers before every event how to safely turn the electricity off in an emergency Venue staff, venue coordinator and event organisers to ensure there is clear, unobstructed access to the fuse box before every event If strobe lighting is going to be used, AV technician is aware of the correct, safe use of strobe lighting - AV technician, performers or event organisers to provide warning announcements if necessary 		
Noise	Employee/person undertaking task	✓	<ul style="list-style-type: none"> Noise limit agreed with DJ – noise limiter to be fitted and used if possible Regular check of sound systems to ensure proper balance and volume control 	✓	<ul style="list-style-type: none"> No further action required at present
	Other employee or volunteer	✓			
	Member of public	✓			
	Visitor	✓			

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			<ul style="list-style-type: none"> • Provide quiet areas for both staff, organisers and attendees • Check venue's policies and measures regarding noise risk training and protective measures before every events, including whether venue staff are rotated between quiet and noisy areas and if staff are provided with ear plugs 		
Violence	Employee/person undertaking task	✓	<ul style="list-style-type: none"> • Hire of trained, fully accredited security staff for every event • Security and venue staff trained to spot potential troublemakers, defuse tense situations, etc • Ensure security are aware of unique risks and considerations toward the LGBTQ+ community and what to be aware of and vigilant about before every event • Security follow agreed procedures for entry, queuing, searches, etc. • Information sharing with police and other security staff at licensed premises in the area if necessary • Overcrowding not permitted in any area 	✓	<ul style="list-style-type: none"> • No further action required at present
	Other employee or volunteer	✓			
	Member of public	✓			
	Visitor	✓			

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			<ul style="list-style-type: none"> Security staff to be made aware of all exits before every event Performers clearly told not to encourage stage diving or dangerous behaviour etc. Before every event Venue staff to not serve drinks to anyone obviously under the influence Plastic cups only for events, collected for recycling after the event 		
Substance use	Employee/person undertaking task	✓	<ul style="list-style-type: none"> Strict no-drugs policy, enforced by security and venue management of necessary 	✓	<ul style="list-style-type: none"> No further action required at present
	Other employee or volunteer	✓			
	Member of public	✓			
	Visitor	✓			
COVID19 – risk of infection	Employee/person undertaking task	✓	<ul style="list-style-type: none"> All UK government guidelines to be followed at the time of each event, including using social distancing, face masks, track and trace if necessary All staff, event organisers and attendees will be strongly encouraged not to attend if they're experiencing symptoms or feeling unwell 	✓	<ul style="list-style-type: none"> No further action required at present
	Other employee or volunteer	✓			
	Member of public	✓			
	Visitor	✓			
COVID 19 - Spread through cross contamination	Employee/person undertaking task	✓	<ul style="list-style-type: none"> Where possible it is advised to avoid sharing hand-held materials such as pens, papers, or mobile technologies 	✓	<ul style="list-style-type: none"> No further action required at present
	Other employee or volunteer	✓			
	Member of public	✓			

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			to limit the risk of cross contamination		
	Visitor	✓	<ul style="list-style-type: none"> Any materials passed between attendees should be handled with care and, where appropriate, wiped over with antibacterial surface wipes Good hand washing and hygiene practices to be maintained Venues to ensure adequate provision of hand soap in bathrooms and in food/drink preparation areas 		
Personal data	Employee/person undertaking task	✓	<ul style="list-style-type: none"> Only collect personal data such as names and email addresses by explicit consent and where absolutely necessary, such as for ticket-buying transactions 2 factor authentication required to be able to access event organiser email inboxes, spreadsheets and digital documentation Regular review of contact lists to remove information of any contacts who have not engaged or responded Ensure privacy notices and processes are regularly reviewed and kept up to date Place clear signage at entry to explain photographs and videos will be taken at events and provide people with the option to not have any photos or videos taken of them (with, for example, providing them with a red 	✓	<ul style="list-style-type: none"> Engage with an IT professional specialising in services for the not-for-profit / voluntary sector to advise on how to properly continue to maintain and, where necessary, further improve data, information and cyber security and privacy practices
	Other employee or volunteer	✓			
	Member of public	✓			
	Visitor	✓			

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			<p>dot sticker on their outfit indicating they do not consent to being photographed or filmed)</p> <ul style="list-style-type: none"> Ensure explicit permission has been given by anyone present to use any photos, videos or other media containing their likenesses on social media, online, or in any type of online or offline publications 		
Event decoration	Employee/person undertaking task	✓	<ul style="list-style-type: none"> Must be flame retardant Must not be hung anywhere that hides exit routes, signs etc. 	✓	<ul style="list-style-type: none"> No further action required at present
	Other employee or volunteer	✓			
	Member of public	✓			
	Visitor	✓			