



Risk Assessment

Site Ivanhoe Sports Hall

Ref No: SAF0200225-01

Ref	Activity	Hazard	Initial Risk Rating			Controls to be introduced in order to reduce the risk	Controlled Risk Rating		
			Severity	Likelihood	Rating		Severity	Likelihood	Rating
Driving									
RA 001	Driving Company Vehicles	Road traffic accidents	5	3	15	Vehicles are managed by a leasing company. Drivers are subjected to a risk assessment. Accident records are monitored and driving licences inspected regularly. Monthly check is carried out on the company vehicles.	5	2	10
		Fire / explosion	5	2	10	All vehicles are regularly serviced and carry a minimum of a 2kg fire extinguisher. A sticker will be displayed indicating that compressed gas is being carried on board.	5	1	5
		Occupants struck by loose articles	3	2	6	Loads are kept below safe level recommended by the manufacturer. Materials are stored in the boot and vans are fitted with bulkheads.	3	1	3
Manual Handling									
RA 002	Manual Handling	Sustaining personal injury whilst lifting, moving, carrying or otherwise handling equipment & supplies.	2	3	6	<p>Prior to any lifting, moving or carrying activity, ensure that the Manual Handling Initial Appraisal Checklist (attached) has been completed individually by each team member involved in the activity. Follow the advice and recommendations given during the initial assessment to ensure that the task is not classed as 'risky'</p> <p>Newly assembled equipment which uses inert or any other gas should be thoroughly leak-checked by a timed gas pressure drop test. All equipment, i.e. piping and hose connections, should be properly fitted. Hoses and other equipment should be kept leak-tight and be protected from damage.</p> <p>All maintenance and repair work should be carried out by experienced and fully skilled personnel. When the work period is over, the cylinder valve or piped supply stop valve must be turned off. Gas cylinders in use should be protected against being knocked or damaged.</p> <p>Two man heavy crates and equipment Load sensibly and in a safe and controlled manner Secure all loads in the van</p> <p>Ensure there is an even load distribution in the van Ensure the floor of the van doesn't have anything spilt that could cause someone to slip Be mindful of the edge of the open door and always walk forwards when loading inside the van to avoid falling from the edge.</p>	2	2	4
Slips, Trips & Falls									
RA 004	Slips, trips and falls	Poor housekeeping, General debris, such as rubbish & waste that quickly accumulates during an event.	3	3	9	Clear up waste materials as you create them. Lightweight waste should be bagged or bundled and stored in a safe area as identified by event manager.	2	2	4
		Items left on the ground following initial set-up such as crates, buckets, boxes etc. and accumulation thereof through event progression.	3	3	9	A safe area(s) to be designated by the event manager and all items to be stored in the correct pre-agreed locations.	2	2	4

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		Slip substances, such as dropped food, spilled oils and greases.	3	3	9	Ensure the event team have the means to effectively clean up any spillage and have adequate suitable containers to remove the soiled cleaning materials.	2	2	4
		Trailing cables	3	3	9	As far as possible, route all electrical cables above head height, if cables have to be routed at floor level, try to avoid walkways, if unavoidable cables should be routed to the sides of thoroughfares and where they cross should be suitably covered/taped down to prevent a trip hazard and/or damage	2	2	4
		Mud from an outdoor muddy venue.	3	3	9	Always try to plan ahead for this situation by checking the weather forecast - if inclement weather is forecast ensure the site team have extra matting or covering e.g. cardboard to place on wet walkways. If the venue becomes muddy, scrape mud from footwear and wipe feet on mats or other suitable flooring upon entering from outside to minimise the transfer of mud to the work area. Increase cleaning frequency as required to maintain a safe environment	2	2	4
		Reduced levels of natural light affecting access/egress to venues or the duration of the outdoor function.	3	3	9	Ensure all control measures above are adhered to creating an environment that is as safe as practically possible. Utilise temporary task lighting where applicable and torches to be available to members of staff as required. If possible rope off a safe walkway e.g. avoiding guy ropes on a marquee .	2	2	4
Electrical Equipment									
RA 005	Use of Portable Electrical Equipment	Electrocution	5	3	15	All portable electrical equipment will be identified individually and is subject to planned maintenance (PAT Testing). Equipment supplied to site will be fit for its purpose with regard to voltage, power and environmental conditions. All equipment found to be defective will be switched off and reported immediately and taken out of use. Visual inspection of equipment will be carried out before use. Leads and extension cables are to be routed so as to minimise the likelihood of damage and trip hazards. The use of electrical equipment will be monitored to ensure safe use. Management will ensure that only trained and competent persons test, repair and maintain portable electrical	5	1	5
Saffron 'On Site' Facilities									
RA 007	Setting up of facilities and storage on site.	Injury to operatives from falling materials	4	3	12	Minimum quantities of materials will be stored on site, where ever possible Saffron vans will be used to store materials until they are required. Storage will be arranged so heavy materials are stored at waist height and light materials will be stored at low and high levels - Refer to RA0002 Manual Handling. Cylindrical objects to be stored in racking or secured utilising ratchet straps or other suitable means.	4	1	4
		Injury to public, especially children and inebriated guests.	4	4	16	Storage areas to be made secure by Saffron staff in accordance with guidance from the Saffron event manager, by the use of, but not limited to barriers, locked vehicle cargo areas, roped/barriered off areas etc.	4	2	8
		Environmental contamination	3	3	9	Any hazardous materials must be stored in a locked cabinet, clearly labelled and will be COSHH assessed with copies of the COSHH documents available via the Saffron event manager.	3	1	3

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	Disposal of waste	Harmful waste	4	2	8	All harmful waste will be disposed of in suitable containers and kept segregated from general waste. Disposal must be carried out by a licensed contractor only. All containers and skips must be suitably labelled with instructions given to all workers. Disposal will be monitored to ensure unauthorised disposal is prevented. All waste transfer notices shall be retained at Saffron's office premises to provide	4	1	4
Fire & Storage of Flammable Materials									
RA 008	Cooking/heating activates involving naked flames	Fire	5	2	10	Fire precautions will be in line with the sites own policy. At all Saffron staff will be familiar with the Saffron Company Fire strategy and associated Saffron Risk Assessments.	5	1	5
	Smoking	Smoking near flammable materials	5	3	15	Smoking will only be permitted within client designated areas. Ensure cigarettes have been extinguished fully and disposed of safely.	5	2	10
	Using, storing and disposing of chafing fuel	Highly flammable and explosive vapours/air mixtures may be formed especially at normal room temperatures.	5	3	15	Always refer to the manufacturers product data sheet and follow any specific and general guidelines given. Keep away from heat, or any possible source of ignition, including sparks caused by static electricity (be aware of static build-up from synthetic floor coverings, party balloons etc) During application and post use drying, solvent vapours will be emitted. Provide good ventilation. Store new chafing fuel tins in tightly closed container in a dry and cool place. Fuel canisters should be stored outside away from the premises in a secured well ventilated compound e.g.. wire mesh cage.	5	2	10
		Fire/Burns caused by fuel being disposed off before extinguished	5	3	15	Keep canned chafing fuel away from flammable table decorations or nearby items (i.e. curtains, empty packaging). Always light fuels once the tin has been positioned in its final operating position; use a long reach match or butane lighter; DO NOT use other lighted cans or rolled up paper. Avoid touching gel-type cans — as they become superheated during use, as the fuel depletes the flame burns from inside the can. To extinguish a part used and still burning fuel can - carefully slide the original lid over the gel canister, the restriction of oxygen will extinguish the flame, allow to cool then firmly seal the lid. As a precaution the stand by fire extinguisher should be an Alcohol resistant foam, Carbon Dioxide (CO2), Dry Powder, Sand, Dolomite etc. Do not use water if at all possible.	4	2	8

Hot Drinks Station

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RA 015	Preparation and storage of hot drinks	Risk of burns and scalds from the urn.	3	3	9	The urn shall be positioned away from the public on a table WITHOUT a trailing tablecloth on the public's side to reduce the risk of it being pulled over should the cloth be pulled by a child. If a trailing cloth is required to front the serving table, consider hanging on a 'net curtain' wire, pinning to the front of the table or fastening with Velcro etc. All staff using the urn will be experienced and competent, having received sufficient training in a controlled environment (Saffron unit).	3	2	6
COSHH									
RA 017	Using Cleaning Chemicals	Skin Irritation or burns.	3	3	9	Maintain dialogue with cleaning chemical suppliers to see if safer alternatives are available. Issue protective clothing, in particular goggles and gloves. Ensure COSHH sheets are read and understood by staff and managers and risks assessed as being acceptable	3	2	6
		Inhalation of fumes	2	3	6	Change cleaning chemical. Issue additional protective clothing and mask.	2	2	4
		Poisoning through ingestion	3	3	9	Strictly forbid the decanting of cleaning chemicals into other containers. Ensure spillages are cleaned up, and that residues are dried prior to any food preparation. Ensure airborne residue from sprays and aerosols are settled and dried prior to food preparation.	3	2	6
	Cooking Fumes	Inhalation of cooking fumes.	2	2	4	Installation of a mechanically ventilated extractor. Check to see if fumes from material being cooked and fats being used are carcinogenic or a lung irritant.	2	1	2