

Catchlights Performing Arts Club General Risk Assessment

1. Introduction

This risk assessment document has been prepared to identify and evaluate potential risks associated with using facilities for Catchlights Performing Arts Club activities. By conducting this assessment, we aim to implement appropriate measures to minimise the likelihood of incidents and ensure the safety and well-being of our members, staff, volunteers, and participants across various locations.

2. Risk Assessment Process

2.1 Identification of Hazards

We have identified the following potential hazards associated with using facilities:

- **Physical Hazards:** Risks related to the condition of the facilities, including uneven flooring, slippery surfaces, and obstructions.
- **Equipment Hazards:** Risks associated with using equipment such as stage props, lighting, sound systems, and musical instruments, which may pose tripping, electrical, or other hazards.
- **Health Hazards:** Risks of illness or injury due to inadequate ventilation, exposure to allergens, or accidents during rehearsals or performances.
- **Security Risks:** Risks of unauthorised access to the facilities, theft, or vandalism during Club activities.
- **Emergency Preparedness:** Risks associated with emergency procedures, including evacuation plans, first aid availability, and communication systems.

2.2 Assessment of Risks

For each identified hazard, we have assessed the likelihood and potential consequences of incidents occurring while using facilities. We have also considered existing control measures and their effectiveness in mitigating risks.

2.3 Control Measures

Based on our risk assessment, we have implemented the following control measures to minimise the likelihood and severity of incidents while using facilities:

- **Pre-Event Inspection:** Conducting a pre-event inspection of the facilities to identify and address any hazards, including ensuring that the environment is safe for activities.
- **Equipment Safety Checks:** Performing safety checks on all equipment before use to ensure proper functioning and address any potential hazards, such as loose cables or malfunctioning electrical equipment.
- **Health and Safety Protocols:** Implementing health and safety protocols to promote hydration, proper nutrition, and adequate rest during rehearsals and performances. Providing first aid facilities and trained personnel on-site.
- **Security Measures:** Implementing security measures such as access control, to prevent unauthorised entry.
- **Emergency Procedures:** Familiarising all participants with emergency procedures, including evacuation plans, assembly points, and the location of first aid facilities. Designating responsible individuals to oversee emergency response efforts.

2.4 Monitoring and Review

We will continuously monitor the effectiveness of our control measures and review our risk assessment regularly to identify any new hazards or changes in circumstances. Feedback from members, staff, volunteers, and participants will be taken into account to improve our risk management practices while using various facilities.

3. Emergency Procedures

3.1 Evacuation Plan

We will ensure that all participants are familiar with the evacuation plan for each facility, including emergency exits, assembly points, and procedures for evacuating the building safely in the event of a fire or other emergency.

3.2 First Aid

Trained first aiders will be available during Club activities to provide immediate assistance in case of injuries or medical emergencies. First aid kits will be readily accessible, and staff/volunteers will be familiar with their locations and contents.

4. Communication and Training

4.1 Communication

We will maintain open communication with facility managers/owners to address any safety concerns, coordinate facility use, and ensure compliance with facility policies and procedures.

4.2 Training

All staff, volunteers, and participants will receive training on emergency procedures, the safe use of facilities and equipment, and any additional safety measures implemented by the Club. Training sessions will be conducted regularly, and refresher courses will be provided as needed.

5. Review and Approval

This General Risk Assessment will be reviewed regularly to ensure its effectiveness and relevance.

This risk assessment document serves as a guide for identifying, evaluating, and mitigating potential risks associated with using facilities for Catchlights Performing Arts Club activities. Regular review and implementation of control measures will help ensure the safety and well-being of everyone involved in Club activities across various locations.