**RISK ASSESSMENT FOR LIVING CRAFTS HATFIELD PARK MAY 2024**

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| **HAZARD** | **PEOPLE AT RISK** | **LEVEL** | **ACTIONS TO MINIMISE RISK** |
| **General** |  |  |  |
| Fixtures, fittings, screens, stock displays and storage: Risk=**Trip or falling** | Artists, visitors, other stall-holders | Low | Check all fixtures, fittings & screens securely fixed during setup. Artists to check all stock displays and storage are stable. |
| Screens, stock displays and storage behind tables: Risk-**Trip or falling** | Artists, visitors, other stall-holders | Low | Check items on screens have secure fittings. Screens on feet and/or fixed to tent frame. Cables run under or behind tables, not across floor.Limit access behind tables.Stock under tables not behind.All displays and storage cleared at the end of each day. |
| Sharps: Risk=**Cuts** | Artists, visitors, other stall-holders | Low | Only artist has access to tools, secured in lidded box, under table, not visible to public, no incidental access or visibility.Tools put away unless in use. |
| Glass within frames: Risk=**Cuts** | Artists, visitors, other stall-holders | Low | Frames in boxes, displayed on table or securely hanging on screen. If glass broken, wrap for safe disposal. If any injury, administer first aid/call for help. Tell all artists where/how to get first aid help. |
| Art materials spillage: Risk=**Slip or fall** | Artists, visitors, other stall-holders | Low | Artists wipe up any spillage immediately.  |
| Art materials: Risk=**Inhale fumes** | Artists, visitors, other stall-holders | Low | No solvents or similar used that could cause an adverse reaction if inhaled. |
| **COVID –** Get/spread virus |  |  |  |
| In general | Artists, visitors, other stall-holders | Low | If risk increases during event, follow government guidelines. |
| Through poor hand hygiene, lack of cleaning | Artists, visitors, other stall-holders | Low | Hand sanitiser gel available in marquee. Tables to be cleaned with antibacterial wipes at set up. |
| Due to poor distancing | Artists, visitors, other stall-holders | Low | Layout allows artists to demonstrate and talk to visitors, without being too close. Face masks available if needed. |
| Through poor ventilation | Artists, visitors, other stall-holders | Low | Front of marquee open to allow access; sides open if weather permits |
| **Fire** |  |  |  |
| Flammable materials - Paper, cloth, plastic, metal, card, wood, paints, other artists materials: **Risk=Fire hazard** | Artists, visitors, other stall-holders | Low | No other flammable items in marquee. Be vigilant against 3rd party introducing flame. Only table cloth covers and leaflets in marquee overnight. All artists materials cleared at the end of each day. |
| Electrical equipment short circuit: **Risk=Fire hazard** | Artists, visitors, other stall-holders | Low | All electrical equipment PAT tested. Check for frayed or exposed wires in cables. Don’t overload supply points. |
| **Electrical** |  |  |  |
| Portable devices (phones, tablets, laptops, card devices, artist tools etc.) and extension cables Malfunction of electrical equipment: Risk=**Electrical shock** | Artists, visitors, other stall-holders | Low | Only what’s needed for demos and admin brought to event. Electrical equipment PAT tested. Check for any frayed or exposed wires in cables. Don’t overload electrical supply.No electrical equipment left in marquee overnight. |
| Electrical equipment short circuit: Risk=**Fire hazard** | Artists, visitors, other stall-holders | Low | All electrical equipment PAT tested. Check cables for frayed or exposed wires. Don’t overload any electrical supply points. |

**Declaration**

Risk Assessment carried out by: Val Lawson.

Business Name: Herts Visual Arts.

I declare that I have completed the Risk Assessment above to the best of my ability.