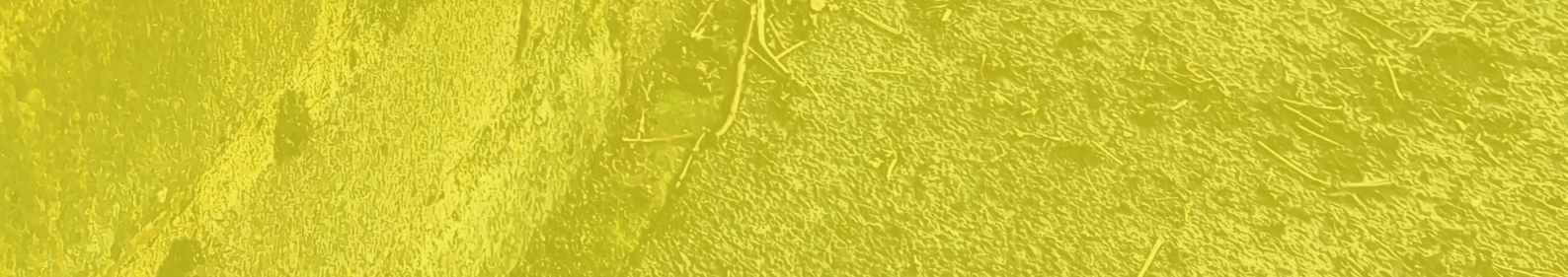




# HERTS OPEN STUDIOS

RISK ASSESSMENT



# RISK ASSESSMENT

All artists are advised to complete, sign and date a Risk Assessment Form for your event. It must be produced on request and may form part of any insurance claim – it must demonstrate that precautions and care were taken to reduce the risk of an incident.

## **What is a risk assessment?**

It is a careful examination of what could cause harm. The purpose of a risk assessment is to help you prepare for Open Studios by ensuring a good experience for your visitors through understanding potential issues and to help you plan for/cope with the unexpected.

## **What is a risk/hazard?**

Hazard = something with the potential to cause harm (injury, damage, loss)

Risk = the likelihood and the severity of the harm

For example, broken glass is a hazard that could cause injury, the risk is that someone could be injured - controls/mitigation must reduce the likelihood/severity.

**Severity** - for example, if the hazard were to result in a fire, how severe could the injury/damage be?

- Low (remote possibility of harm)
- Medium (some harm, not too serious)
- High (serious harm)

**Probability** - for example, how likely is it that a fire will occur?

- Low (unlikely)
- Medium (likely to occur at some time)
- High (very likely to occur).

Most risks can be reduced by good housekeeping – keeping everything in good order and following good personal and professional practice. For example, if you have smoke or other alarms, check they work.

# Completing a Risk Assessment

## Hazards and Risks

Look for and consider hazards/incidents which could reasonably result in a fire, injury, loss, and safeguarding issues. Use these examples as guidelines but remember that your art form/venue may have other specific issues to consider:

- Exit/access points, corridors, doorways, access, visibility.
- Garden, outdoor or access areas in good condition
- Responsibility for children.
- Crowding and head-count for space
- Open/closed areas clearly delineated.
- Extension leads, steps, trip hazards, uneven ground, liquid/other spills
- Electrical equipment. Is it well maintained? Are you familiar with its use?
- Falling objects: Sculptures, wall art, display objects, household items
- Art work assembly, fixing, displays
- Demonstrations and customers
- Glass, knives or other sharp items
- Storage and access to tools, raw materials
- Kitchen facilities, hot water, cutlery, crockery, cooking, preparation, hygiene
- Waste disposal
- What will you do in event of a fire/ accident incident? Emergency actions?

# RISK ASSESSMENT

## Persons at Risk

There is no need to list individuals by name – think about groups that may be affected, for example:

- Members of the public, particularly children
- Artist and family members
- Other artists sharing the venue
- Visiting dogs / family pets

## Controls to Minimise Risk

For the hazards/incidents listed, have sufficient measures already been taken to reduce the risk, or are additional controls required?

What reasonably practical measures are there? Reduce the risk as far as reasonably practicable?

Have you provided?

- Adequate information, signage instruction and training?
- Adequate systems or procedures?

The precautions taken need to be indicated in the controls column. Where the risk is not adequately controlled indicate what more you need to do.

## Sample Form

Hazard	Severity	Probability	Persons at Risk	Controls
Unauthorised access to closed part of house/ garden	Low	Low	Artist / family members	Signage plus physical barricades such as artwork, planters, table to prevent access
Raised threshold into studio could be a trip hazard	Medium	Medium	All visitors	Use hazard tape to highlight the trip hazard
Wet paint on works in progress	Low	Low	All visitors, especially children	Signage saying WET PAINT. Place works in progress away from where visitors will be standing

