

Risk Assessment Record**Nuit Blanche - Reading, UK**

Venue- Fill in venue (be specific, with an address)

Hazard	To whom	Controls	Action Required
Entrance to venue	Staff, Volunteers, participants, exhibitors, general public	-Ensure entrance is clearly sign posted	-Put up event posters if necessary
Hazards within venue (tables, chairs, wires, trip hazards, obstructions etc)		-Ensure table and chairs are stacked away and coned off (add more specific hazards)	-Do not conduct any activity near coned off area
Hazards surrounding venue or outside activities (car-park, roads, traffic etc)		-Ensure people are made aware of passing traffic (add more specific hazards)	-Vocal reminders to participants throughout event -All people involved to be vigilant and take care -Toilets to be checked throughout event for miss use and for general health and safety
Toilets		-Toilets available to event staff and participants only	
Fire evacuations		-All fire exits to be clearly marked and not blocked in any way -All fire routes/pathways are clear of any hazards	-House keeping announcement to made to participants if necessary -Documentation of regular checks available
Fire Alarms		-Venue has a fire alarm that has been tested regularly	
First aid facilities		-First aid facilities available	-Only a first aid qualified person to administer first aid -Clearly state if there is no disability access to the venue
Disability Access		-keep pathways clear for wheel chair users	
Lighting (Visibility)		-Ensure lighting is adequate for all involved	-provide extra lighting if necessary
Extreme weather conditions (outside activities)		-Activities to be cancelled if extreme weather conditions	-Inside venue available if necessary
Venue public liability insurance		-Venues to have and display public liability insurance certificate	-Venue partners/providers to supply a copy of insurance to event manager

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Risk Assessment Record

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People Involved- Staff, volunteers, participants, exhibitors, general public

Hazard	To whom	Controls	Action Required
<u>Staff, lead exhibitors, volunteers</u> Safeguarding (young people)	Staff, Volunteers, participants, exhibitors, general public	-Staff and volunteers to have CRB Clearance within the last 3 years if working with young people	-Event manager to collect CRB Clearance number and date completed
Lead professional qualification		-Staff to work in two's if working with children/ young people	-Staff to be aware of good child protection practice when working with children and young people
Insurance		-Lead staff to be qualified in what they are delivering	-Event manager to collect certificates of staff qualifications
		-Staff and exhibitors to have relevant insurance to take part in event	-Event Manager to be aware of who is covered through employees liability insurance
<u>Participants & general public</u> Abuse		-Staff to work in two's at all time during event	-Roles and responsibilities designated
Verbal or physical assault		-Abuse to be reported and written down	-Event manager, activity coordinator to be made aware of any issues
Security		-Police to be contacted if necessary	-Contact list available of all staff working at the event
		-All staff and exhibitors to have a mobile phone	-Security booked and roles and responsibilities explained to ensure security is supplied accurately
<u>General</u> Tiredness Over exertion		-Security available at venues if required	
		-Police made aware of event	
		-All people involved in the event to take rest breaks when necessary	-Quiet resting areas available for staff and advice given to participants on timings of activities so rest/sleep and be scheduled
		-People to stop activity if over tired	
		-Ensure two members of staff are available to ensure each other gets a break if required	

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Risk Assessment Record**Nuit Blanche - Reading, UK**

The Activity- (Be specific for example, live window drawing)

Hazard	To whom	Controls	Action Required	
Licenses	Staff, Volunteers, participants, exhibitors, general public	-All activities have relevant licence	-Event manager to be aware of all activities and what/who needs a licence	
Equipment		-All equipment to be checked thoroughly -Broken equipment to not be used		
Music		-Music only to be used if played as background music		
Props		-Props to be explained and risk assessed accordingly (provide more specific detail)		
Exhibitions		-Exhibition details / risks to be added		
Partners/providers public liability insurance (e.g. Kennet Cruises, Blanchere lit forest)		-Public liability insurance certificate covered for a minimum of £5 million cover		-A copy of certificate obtained from provider/partner for reference
Movement between exhibitions		-People encouraged to walk in groups between exhibitions/activities -Participants to take responsibility of themselves when travelling between events -Security to be wear identifiable clothing -Staff to encourage participants to take public transport if available		
Refreshments (Teas/Coffees etc)	-People to take care when using hot water			

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