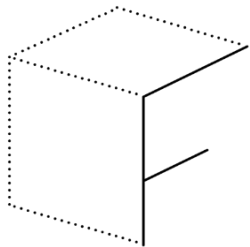


HEALTH AND SAFETY RISK ASSESSMENT

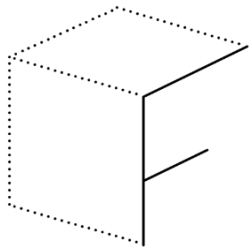
Company name: **Fourth Wall Folkestone CIC**

Date of risk assessment: **22/04/2023**

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Slips and trips	The team and visitors may be injured if they trip over objects, doorways or slip on spillages.	General good housekeeping is carried out. All areas are well lit. No trailing leads or cables. Team keep work areas clear, e.g. no boxes left in walkways, deliveries stored immediately.	Better housekeeping in the team kitchen needed, e.g. on spills. Tidy all cables away after use.	Whole team	From now on	
Manual Handling	The team may suffer strains or bruising injuries to their back or elsewhere, from handling heavy/ bulky objects.	Installations of exhibitions are not done alone All staff are trained how to lift properly. High shelves for light objects only. Trolley available for moving heavier pieces of art and deliveries, and staff trained how to use it safely. Corridors kept clear.	Regular checks to ensure heavier objects, deliveries and pieces of art are not left in high, hard to reach places.	Whole team	From now on	



Violence and Threatening Behaviour	The Team may suffer assaults, threats and abuse from members of the public.	Team trained not to resist a robbery. CCTV installed and clearly visible. Usually always two team members on duty. Panic alarm located out of sight of the public, near the till. Team provides good, polite service and are told not to confront the public. Team reports incidents of abuse etc and the manager discusses with them (on a no-blame basis).	Contact the local police station to get advice on what else can be done, e.g. safe procedures for opening and closing. Manager to talk to Team about coping with disputes	Director	from now on	
Working from height.	Falls from any height can cause bruising and fractures.	Strong stepladder, in good condition, provided. Team shown by the Director how to use stepladder safely, eg not to overreach, not to work on uneven floor etc. Team to wear sensible shoes with good grip.	Remind staff to always use the stepladder when working at height and not to stand on chairs. Director to regularly check the condition of the stepladder.	Director	from now on	
Contact with Bleach, White Spirit and other cleaning or art Chemicals	Team doing cleaning or art work risk skin irritation or eye damage from direct contact with cleaning chemicals and art chemicals. Vapour may cause breathing problems.	Mops, brushes and strong rubber gloves are provided and used. Team shown how to use cleaning products safely, e.g. follow instructions on the label, dilute properly and never transfer to an unmarked container.	Replace 'irritant' chemicals with milder alternatives, where possible. Team reminded to check for dry, red or itchy skin on their hands. Team reminded to wash gloves before taking them off carefully and storing them in a clean place.	Director	from now on	



Electrical	Team could get electrical shocks or burns from faulty electrics, including portable electrical equipment – heaters, fans etc.	Team trained to spot and report any defective plugs, discoloured sockets, damaged cable and on/off switches, and to take any defective equipment out of use. Team know where the fuse box is and how to safely turn the electricity off in an emergency. Clear access to the fuse box. Qualified electrician does a safety check of building electrics every five years. Director to do visual check of plugs, sockets, cables and on/off switches every three months. Director and all staff From now on Fire Faulty electrics, arson. If trapped, staff could suffer from smoke inhalation/burns. Fire risk assessment	Director to do visual check of plugs, sockets, cables and on/off switches every three months.	Director	from now on	
Fire	If trapped, the team could suffer from smoke inhalation/burns.	Fire risk assessment done, as at www.communities.gov.uk/fire , and necessary action taken.	Remind the team to keep all doors and windows locked out of hours to stop intruders getting in.	Director	from now on	

