Learning and Culture

# The Management of Health and Safety at Work Regulations 1992

## Risk Assessment Report

Site .....CENTRAL LIBRARY.,.....

Address.....CHAMBERLAIN SQUARE, BIRMINGHAM B3 3HQ.....

Risk Assessment (describe) .....Library Theatre.....

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.....Specific..... (indicate if Generic or Specific)

Who is involved in this Assessment.. JOHN McCARTHY, SUE ROUND, MARJE WESTLEY, GERRY BOX

**Risk Assessment (details) :** .....Central Library – Library Theatre.....

**Title of Checklist(s) used (please attach):** .....

**Key:**
**Persons at Risk:** E=Employee, P=Public, C=Contractor, O=Other

| Haz Ref N· | Significant Hazards<br>State what can cause harm | Risk High Medium or Low | Persons at Risk (See Key) | Existing / Temporary Precautions<br>What precautions are in place? Refer to or attach copies of safety instructions, etc. | Do the precautions taken reduce the risk to low level<br>Yes/No | Additional Precautions What further steps need to be taken to reduce risk to low? |
|---|---|---|---|---|---|---|
| 1 | Hazard associated with access and egress of disabled persons | M | E P O | In accordance with statutory provisions and subject to any conditions which may be imposed by the Council, people with disabilities may be permitted to sit in the auditorium in wheelchairs, other than those that are petrol driven, provided that they have an able bodied steward/attendant in close proximity to take them to a place of safety in the event of an emergency. Similarly, in those instances where the person can be accommodated in the fixed seating the steward/attendant shall be readily available to assist them to their wheelchair and then to a place of safety. The number of wheelchairs accommodated in the auditorium should be limited to four (4). | Yes | All stewards are trained in manual handling techniques<br><br>All stewards are trained in evacuation techniques |
| 2 | Hazard arising from obstructions in gangways and passages | L | E P O | No chairs, seats or any other obstructions should be placed in any gangway or passage, nor shall any persons be allowed to stand or sit in the passages of the auditorium, during the time of the performance. | Yes | Stewards duties include monitoring this situation |
| 3 | Hazard arising from overcrowding. | M | E P O | Stewards strictly monitor numbers of persons using the auditorium. There is a restriction of a maximum of 254 seated with 4 disabled spaces. | Yes | |
| 4 | Hazards associated with secured fire exit doors | M | E P O | Where the Council gives consent to the use of chains, padlocks or other locking devices for securing external fire exit doors, when the public are not on the premises, the responsible person shall be required to remove such chains, padlocks or other devices before the admission of the public and should not be replaced during the whole time the public are present on the premises. | Yes | Stewards are instructed to check the fire exit routes to ensure there are no impediments before any event or performance. |
| 5 | Hazards arising from use of compressed gas cylinders | M | E P O C | No compressed gas cylinders shall be used or stored except with consent in writing of the Council and in accordance with any condition of such consent. At least 24 hours notice in writing shall be given to the Fire Service of any proposal to use such apparatus. | Yes | Notice given to Hirers that any helium for balloon inflation etc is arranged off-site |
| 6 | Hazards associated with lifting equipment | M | E C | All stewards are instructed and trained in manual handling. Curtain roller mechanism is inspected annually by a contractor appointed by the City Council insurers. The Theatre Manager carries out regular visual inspection | Yes | All groups allowed use of the theatre have been instructed to report any damage or defects to the Theatre Manager. This information is indicated in the Theatre booking form |
| 7 | Hazards associated with trailing leads and audio visual equipment | M | E C O | All portable audio visual equipment is PAT tested during the last twelve months. All trailing leads are taped down with gaffer tape. | Yes | |

Report Continued: Yes ☑ No ☐ Report No ....1..... of .....2.....

**Risk Assessment (details) :** .....Central Library – Library Theatre.....

**Title of Checklist(s) used (please attach):** .....

| Haz Ref N° | Significant Hazards<br>State what can cause harm | Risk<br>High Medium or Low | Persons at Risk<br>(See Key) | Existing / Temporary Precautions<br>What precautions are in place? Refer to or attach copies of safety instructions, etc. | Do the precautions taken reduce the risk to low level<br>Yes/No | Additional Precautions What further steps need to be taken to reduce risk to low? |
|---|---|---|---|---|---|---|
| 8 | Hazards from possible falls from stage | L | C O E | White lines are painted on stage edges to distinguish edges for performers. | Yes | |
| 9 | Hazards associated with stage furniture | L | C O E | Stage scenery and baffle screens are slanted so that no sharp ends project. Metal staircase is marked with paint to highlight when lights are dimmed. | Yes | |
| 10 | Hazards associated with non use of stage steps | L | C P E O | It is forbidden for anyone to jump off the stage. Steps with handrails are provided either side of the stage | Yes | |
| 11 | Hazards associated with changing of spotlights and filters | M | E C | Trained personnel or hired contractors change spotlights and filters. An especially adapted ladder is used. Persons working at heights must not work along. All spotlights are disconnected before any work is done on them. | Yes | Only skilled and trained personnel allowed to change spotlights |
| 12 | Hazards associated with use of electric cupboard for storage | M | E C | Electric cupboard (shanty) is used for secure reasons to house equipment for stage events. Under no circumstances should this tore be used for storage of combustibles – or for use as an office by staff. | Yes | |
| 13 | Hazards associated with use of urns in public areas. | M | E P O | Hot water urns must be fixed either on trolleys or against a wall. Cup holders should be used with plastic cups. | Yes | See attached paper on hot water urn safety |
| 14 | Hazards associated with projection room | M | E C | Trained authorised staff or appointed contractor are the only persons allowed access to this area. All electrical equipment being used should have been PAT tested during the last 12 months | Yes | All projector room operatives have been trained in this work |
| 15 | Hazards associated with electrical appliances | M | E C | All electrical equipment to hold a certificate of testing before being allowed to be used. Any power tools should bed with an 110V transformer | Yes | |
| 16 | Hazards associated with use of toilets on floor 2 | L | O P | Stewards are available to guide theatre users to toilet locations. Staircases have handrails. Stewards check toilets at tend of performances to ensure no person is locked in. | Yes | |
| 17 | Hazards associated with accumulated debris and other combustible materials | L | P E O C | Cleaning is maintained by contract cleaners every day. All waste removed from theatre site daily. | Yes | |
| 18 | Hazards associated with smoking | L | P E O C | The theatre is a designated non-smoking area. Visitors wishing to smoke will have to go outside the premises. | Yes | Stewards have instructions to tell any person caught smoking to desist. |
| 19 | Hazards associated with power failure | L | P E O C | In the event of a power failure, emergency lighting will kick in. Theatre will be evacuated by Stewards informing users | Yes | Details of evacuations are attached to this report. |
| 20 | Hazards associated with emergency evacuation | L | P E O C | In the event of fire or other causes the bells will ring continuously signifying evacuation. Stewards will ensure any disabled users are located to a place of safety. | Yes | Details of evacuation are attached to this report. |

Report Continued: Yes☑ No ☐ Report No .....2..... of .....2.....

**Risk Assessment (details) :** .....Central Library – Library Theatre.....

**Title of Checklist(s) used (please attach):** .....

| Haz Ref N° | Significant Hazards<br>State what can cause harm | Risk<br>High<br>Medium<br>or Low | Persons at Risk<br>(See Key) | Existing / Temporary Precautions<br>What precautions are in place? Refer to or attach copies of safety instructions, etc. | Do the precautions taken reduce the risk to low level<br>Yes/No | Additional Precautions What further steps need to be taken to reduce risk to low? |
|---|---|---|---|---|---|---|
| 21 | Additional hazards associated with use by children | | | | | |
| | - electric sockets | M | P | Electrical sockets – cover with plug sockets at all times when not in use | Yes | |
| | - waste bins | L | P | Waste bins emptied prior to use of Theatre and not lined with plastic bags | | |
| | - chairs stacked in Cloakroom | M | P | Ensure chairs are not stacked more than 6 high | Yes | |
| | - sharp corners on tables | M | P | Ensure corner protectors are used or padding attached | Yes | |
| | - buggies and pushchairs | L | P | Staff ushers ensure no buggies or pushchairs are left blocking doors or foot traffic, Cloakroom space provided for such items to be left (at owners risk) | Yes | |
| | - doors leading off Theatre and foyer areas | L | P | Doors kept unlocked at all times in accordance with fire safety | | |
| | - children leaving the Theatre after an event | H | P | Staff ushers available to guide children and attending adults to exits | No | |
| | - unaccompanied children | H | P | Safety guidelines available for parents and carers 'Guidelines on the safety of children in libraries' July 2004. Copy on web site. Poster displayed at venue. Information sheet included in postings to schools and individuals, also available on web site and from Box Office. | No | |
| | - fire/evacuation during events | L | P | Staff ushers available to guide children and attending adults to exits | | |
| | - photographs taken of children during events | H | P | Parents must sign permission form allowing their child's picture to be taken. No photographs may be taken of any child without permission granted. Journalists informed of procedure. | Yes | |
| | - children needing to use toilets during events | M | P | Staff ushers available to guide children to toilet facilities., and posted outside toilet area to ensure children follow the correct route back to the Theatre | Yes | |
| | - children lost | M | P | Security staff will check all relevant CCTV monitors and patrol the Central Library to help find a missing child. Police will be notified in all cases where a problem is identified to Security staff or staff ushers by a carer. | No | |

Report Continued: Yes ☐ No ☑ Report No .....3..... of .....3.....