

### RISK ASSESSMENT FORM

CONSEQUENCE	RISK RATING MATRIX	LIKELIHOOD			
		Probable (A)	Possible (B)	Remote / Unlikely (C)	Improbable / Negligible(D)
	Fatal injuries (4)/ Permanent Environmental Effect	High (4A)	High (4B)	Medium (4C)	Low (4D)
	Major Injuries (3)/ Major Environmental Effect	High (3A)	High (3B)	Medium (3C)	Low (3D)
	Minor Injuries (2)/ Minor Environmental Effect	Medium (2A)	Medium (2B)	Low (2C)	Low (2D)
	Negligible Injuries (1)/ Negligible Environmental Effect	Low (1A)	Low (1B)	Low (1C)	Low (1D)

#### ACTIVITY / LOCATION:

Various locations across Kirkstall

HAZARD	EFFECT	RISK RATING	CONTROL	RESPONSIBILITY	RESIDUAL RISK RATING
Uneven surfaces and narrow pathways along the route	Distress, injury, aggression	3B	Artists and volunteers staff informed of area and instructions to pass to participants  Abbey Hub point of contact.	Artists, coordinators and volunteers	3D
People lost or disorientated at The Art Trail	Distress, injury, aggression	3B	Artists and volunteers staff informed of area and instructions to pass to participants  Abbey Hub point of contact.  Visitor information on the map and on the website has a notice to make participants and visitors aware that some venues and routes may not be accessible.	Artists, coordinators and volunteers	3D
Furniture & artworks in public spaces	Trips, falls, strains, slips, bumps  Loss of or damage to art works	2B	Attention drawn to participants about hazards and how to prevent accidents. Map disclaimer.  Spaces monitored by artists, volunteers and coordinators  Furniture situated in order to avoid accidents  Artists sign contracts to say they will not display work that is hazardous.	Artists, coordinators and volunteers	2C

Use of electrical equipment, i.e. projector, cameras, film equipment	Incidence of fire or electric shock due to faulty electrical equipment or inappropriate use  Trips, falls, slips, bumps	3B	Artists advised in disclaimer not to use or install electrical items without seeking guidance.  Leads secured down if on floor  Artists, volunteers and hosts to take responsibility for managing equipment if any is present  Artists, hosts and volunteers to manage evacuation procedure if required  Keep food, drink and other fluids away from electrical items	Artists, coordinators and volunteers	2D
Cutting implements, sharp materials,	Cuts, injury through piercing	2B	Demonstration of good practice in using equipment to prevent injury by volunteers and artists  Attention drawn to participants about hazards and how to prevent accidents  Cutting implements counted at start and end of session	Artists, coordinators and volunteers	2C
Allergic reaction to substances used in practical making sessions, i.e. glue, paint, spray paints	Allergic reactions, i.e. breathing problems, skin reactions, sickness	3B	Artists and volunteers to inform participants of possible allergic material and monitor use throughout session  Participants/guardians to be asked to inform the artists/volunteers of any participants with allergic reactions  Graffiti /paint workshop artists will use their own risk assessments and provide PPE.	Artists, coordinators and volunteers	3C
Pens, pencils, brushes etc	Slips, choking, cuts, injury through piercing	3B	Appropriate artist/volunteer to participant ratio  Ensure materials are tidied away when not in use  Attention drawn to participants about hazards and how to prevent accidents	Artists, coordinators and volunteers	2C

Loss or damage of belongings	Distress/disruption	2B	<p>Artists and volunteers to tell visitors to take care of belongings</p> <p>Disclaimer in building saying visitors to take care of belongings</p> <p>Artists and volunteers to make sure bags/coats aren't in way of other visitors</p> <p>Direct visitors affected to Hub or Shopping Park to inform one the coordinators</p>	Artists, coordinators and volunteers	2C
Bags and belongings left in space	Trips, falls, damage to belongings, theft	2B	<p>Artists and volunteers to tell visitors to take care of belongings</p> <p>Disclaimer in building saying visitors to take care of belongings</p> <p>Artists and volunteers to make sure bags/coats aren't in way of other visitors</p> <p>Direct visitors affected to Hub or Shopping Park to inform one the coordinators</p>	Artists, coordinators and volunteers	2C
Consent and GDPR	Someone objects to a photograph of them online, children being photographed.	1A	<p>Each venue will have a stack of consent forms along with a disclaimer informing participants that event photography will be taking place and that their image as part of a public space may appear online.</p> <p>The disclaimer will have a contact email for participants to inform us if they wish for their image to be removed from online platforms.</p> <p>The disclaimer will inform participants that photographs directly of them or of children will require consent with direction to the consent forms.</p> <p>The disclaimer will say that on the whole we will not be taking photographs of people's faces unless stated otherwise.</p> <p>Personal information of artists will be deleted after the event. Venues will be asked if they would like us to keep their</p>	Artists, coordinators and volunteers	1C

			information for another year for use for next years event.		
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Assessment by (Print Name): Emma Saynor and Mark Hinchcliff

Signature Date: 25<sup>th</sup> May 2018

Review date (if applicable) N/A Generally 12 months or following any significant change or an incident)