

Open Studios, West Berkshire and North Hampshire Generic Risk Assessment – Workshops

Activity description: Hands-on workshops, mostly restricted to adults, where members of the public get the opportunity to learn an artistic skill or practice.

Hazard	To Whom	Likelihood	Severity	Risk Rating	Existing Controls	Action Required	By Whom and When	
Activity/Equipment /Process	Possible Injury/Harm							
Trips, slips, falls, knocks, sharp edges	Cuts, grazes, broken bones	All attendees	3	3	9	Alertness, common sense, good lighting, good housekeeping in studio, workshop tutors in attendance at all times	Check if there are any particular hazards. If hazard identified, then remove hazard, or warn attendees in advance or place warning sign. Ensure all young children (if permitted) supervised by parent/guardian/teacher.	Workshop tutors check in advance
Risk of fire in building	Burns, smoke inhalation, fatality	All attendees	1	6	6	Fire/smoke alarms, easy egress routes, evacuation plans	Identify smoke alarms and ensure easy egress routes. Be present at all times. If workshop involves flames or hot materials undertake a specific risk assessment and act on results	Workshop tutors
Food and drink preparation and serving	Cuts, minor scalds	People preparing food and drink	2	2	4	Snacks and small food items only, common sense	No	Workshop tutors review if more extensive catering planned
Food and drink consumption in workshop	Ingestion of hazardous chemicals	All attendees consuming food and drink	1	5	5	Avoid the use of hazardous chemicals. Where appropriate eat away from work area and warn participants.	If hazardous chemicals are present in the workshop area undertake a specific risk assessment and act on results	Workshop tutors
Use of portable electrical equipment	Electric shock	All attendees using equipment	2	4	8	Good maintenance of equipment	Get equipment PAT tested or do visual check of plugs, cables and equipment to ensure not damaged or excessively worn, and confirm functioning correctly	Workshop tutors
Hazards specific to the nature of the activity	Depends on the nature of the activity	All attendees				Expertise of artist, common sense, safety advice from artist to visitors, physical barriers if appropriate	Ensure risks to artist and visitors are minimal or carry out a risk assessment specific to this activity and act on results. Give appropriate safety advice.	Workshop tutors

Approved (Chairman) Date