# The Basement Risk Assessment Form

**Location:** The Basement  
**Activity:** General Risk Assessment  
**Date:** July 2011  
**Name of Assessor:** Claire Mackay  
**Position:** Venue manager  
**Review date:** July 2012

<table>
<thead>
<tr>
<th>Hazards</th>
<th>Who is at risk</th>
<th>Severity</th>
<th>Likelihood</th>
<th>Risk before controls</th>
<th>EXISTING CONTROLS OR SAFE WORKING PROCEDURES</th>
<th>Risk after controls</th>
<th>COMMENTS AND ADDITIONAL PROCEDURE</th>
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<tbody>
<tr>
<td>Access/Egress Leading to:-</td>
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<tr>
<td>Slips/Trips/Falls</td>
<td>Staff, Visitors, Public &gt;50</td>
<td>3 day injury (3)</td>
<td>Possible (3)</td>
<td>Med (9)</td>
<td>Secure non-slip surfaces. Well lit backed up with emergency systems. Exit routes kept clean and clear at all times and checked routinely. Handrails fitted to stairs. White lines highlighting trip hazards</td>
<td>Low (5)</td>
<td>Disabled lift available for those with limited mobility. All spillage’s to be cleaned immediately. Reporting of all defects and repairs made</td>
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<tr>
<td>First aid</td>
<td>Staff, Visitors, Public &gt;50</td>
<td>Fatal (5)</td>
<td>Possible (3)</td>
<td>High (15)</td>
<td>Staff trained and available to deal with first aid. First aid boxes located at points throughout the building and regularly checked. Phone in office and study</td>
<td>Med (8)</td>
<td>All accidents or incidents to be reported in accident book. All accidents investigated</td>
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<tr>
<td>Fire</td>
<td>Staff Visitors Public</td>
<td>Fatal</td>
<td>Possible</td>
<td>High</td>
<td>Description</td>
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<td>A fire detection and alarm system is in place and subject to appropriate maintenance and testing. Smoking is strictly prohibited within the building. Appropriate fire fighting equipment is located throughout the building and is subject to annual maintenance checks. Automatic emergency lighting is fitted throughout The Basement and is subject to maintenance and testing regime. Appropriate emergency exit signage is displayed throughout The Basement. All fire exits and routes are maintained clear of any obstructions. A full procedure is in place for the safe evacuation of the premises both within and outside of licensed periods. These procedures include processes for the evacuation of any disabled individuals. Stewards are trained to assist and direct people in the event of an evacuation. One of The Basement management team, normally the Venue Manager, will act as Fire Marshal and be on site during all shows. Additional Fire Marshals and systems will be in place wherever there are pyrotechnics.</td>
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<td>Med (8) Special risks assessed separately (eg use of pyro) Fire precautions and procedures to be monitored and advised to all visiting companies</td>
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<table>
<thead>
<tr>
<th>Work at height Leading to:- Falls from height</th>
<th>Staff</th>
<th>Major injury</th>
<th>Probable</th>
<th>High</th>
<th>Description</th>
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<td>&lt;5</td>
<td>(4)</td>
<td>(4)</td>
<td>(16)</td>
<td>Suitable access equipment. Trained or properly inducted personnel only Must follow The Basement's safe system of work for ladders Clear working area maintained Ladders checked weekly</td>
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<td>Low (8) Prolonged work at height must be assessed individually</td>
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<tr>
<td>Category</td>
<td>Staff</td>
<td>Visitors</td>
<td>Fatal</td>
<td>Possible</td>
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<td><strong>Electricity</strong></td>
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<td><strong>Leading to:</strong></td>
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<td><strong>Staff</strong></td>
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<td><strong>Visitors</strong></td>
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<td><strong>&gt;50</strong></td>
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<td><strong>High</strong></td>
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<td><strong>Electrical work within mains distribution cabinets may only be undertaken by competent authorised The Basement employees.</strong></td>
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<td><strong>All portable electrical equipment is subjected to a yearly inspection and electrical safety test.</strong></td>
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<td><strong>All portable appliances brought into The Basement must be subject to a current portable appliance testing (PAT) regime.</strong></td>
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<td><strong>All fixed electrical wiring is subject to full inspection and test.</strong></td>
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<td><strong>Report all defects</strong></td>
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<td><strong>Chemicals or hazardous substances</strong></td>
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<td><strong>Staff visitors</strong></td>
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<td><strong>Visitors</strong></td>
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<td><strong>Major injury</strong></td>
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<td><strong>Visitors</strong></td>
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<td><strong>All substances subject to COSHH assessments.</strong></td>
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<td><strong>Staff trained in safe use and precautions, including use of PPE</strong></td>
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<td><strong>Ensure all hazardous substances locked away Flammable to be kept separate. Minimal chemical cleaning products used, preferring organic / environmentally friendly alternatives</strong></td>
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<td><strong>Manual Handling</strong></td>
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<td><strong>Staff visitors</strong></td>
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<td><strong>Visitors</strong></td>
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<td><strong>Major injury</strong></td>
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<td><strong>Staff trained in lifting and handling techniques. Visitors discouraged from carrying out lifting tasks.</strong></td>
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<td><strong>Team lifting techniques employed No lone working</strong></td>
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<td><strong>Special health risks</strong></td>
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<td><strong>Staff Visitors</strong></td>
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<td><strong>Visitors</strong></td>
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<td><strong>Staff asked to communicate any special needs or consideration.(eg pregnancy, diabetes infirmity etc), and may need to review/risk assess their system of work</strong></td>
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<td><strong>Take care to ensure confidentiality Possible risk of infection from public</strong></td>
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<td><strong>Violence/Public disorder</strong></td>
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<td><strong>Staff Visitors Public &gt;50</strong></td>
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<td><strong>Med</strong></td>
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<td><strong>Sales of alcohol restricted by terms of licence. Security presence monitor behaviour Ticket issue includes right of refusal of admission. Certain hires, eg 18th birthdays, not taken up.</strong></td>
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<td><strong>Report all instances of violence or aggression. Young people to be supervised</strong></td>
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<td><strong>Noise</strong></td>
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<td><strong>Staff Visitors Public &gt;50</strong></td>
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<td><strong>Major</strong></td>
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<td><strong>Med</strong></td>
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<td><strong>Efforts made to minimise unnecessary noise levels wherever possible Staff provided with hearing protection</strong></td>
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<td><strong>Low</strong></td>
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<tr>
<td>Areas presenting additional risk: -</td>
<td>Visitors</td>
<td>Staff</td>
<td>Public</td>
<td>Mortality</td>
<td>Likelihood</td>
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<tr>
<td>Stage area Performers / equipment blocking exit routes</td>
<td>Visitors</td>
<td>Staff</td>
<td>&lt;20</td>
<td>Fatal</td>
<td>(5)</td>
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<tr>
<td></td>
<td>Visitors</td>
<td>Staff</td>
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<td>Possible</td>
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<td></td>
<td>Visitors</td>
<td>Staff</td>
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<td>High</td>
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<td>Staff to remove items causing obstruction</td>
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<td>Spilt drinks causing slip hazards</td>
<td>Visitors</td>
<td>Staff</td>
<td>Public</td>
<td>Moderate</td>
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<td></td>
<td>Visitors</td>
<td>Staff</td>
<td>Public</td>
<td>Probable</td>
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<td>Visitors</td>
<td>Staff</td>
<td>Public</td>
<td>High</td>
<td>(12)</td>
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<td>Staff to monitor regularly Spillages to be reported and cleaned asap</td>
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<td>Low (5)</td>
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<tr>
<td>Broken glass</td>
<td>Visitors</td>
<td>Staff</td>
<td>Public</td>
<td>Moderate</td>
<td>(3)</td>
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<td>Visitors</td>
<td>Staff</td>
<td>Public</td>
<td>Probable</td>
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<td>Visitors</td>
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<td>Public</td>
<td>High</td>
<td>(12)</td>
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<td>Plastic glasses only served at the bar, and all beers are poured out of the bottles.</td>
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<td>Low (3)</td>
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<td>Trips from trailing cables</td>
<td>Visitors</td>
<td>Staff</td>
<td>Public</td>
<td>Moderate</td>
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<td>Visitors</td>
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<td>Public</td>
<td>Probable</td>
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<td>Visitors</td>
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<td>(12)</td>
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<td>All wires to be taped down or covered with matting.</td>
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<td>Low (5)</td>
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<td>Rigging – falling objects</td>
<td>Visitors</td>
<td>Staff</td>
<td>Public</td>
<td>Major</td>
<td>(4)</td>
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<td></td>
<td>Visitors</td>
<td>Staff</td>
<td>Public</td>
<td>Probable</td>
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<td></td>
<td>Visitors</td>
<td>Staff</td>
<td>Public</td>
<td>High</td>
<td>(16)</td>
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<td>All lights etc to be rigged with a secondary safety line</td>
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<td>Low (4)</td>
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<table>
<thead>
<tr>
<th>Likelihood</th>
<th>Certain</th>
<th>Likely</th>
<th>Probable</th>
<th>Possible</th>
<th>Unlikely</th>
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<td>5</td>
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<td>Mortality</td>
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<td>12</td>
<td>8</td>
<td>4</td>
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<td></td>
<td>Minimal</td>
<td>Minor</td>
<td>3 day illness</td>
<td>Major</td>
<td>Fatal</td>
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</table>
I confirm that I have read The Basement General Risk Assessment. This should be re-read annually or if amended.

<table>
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<tr>
<th>Name</th>
<th>Position</th>
<th>Signature</th>
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