**RISK ASSESSMENT for Hebden Bridge Open Studios for Artist’s Home Studios / Workshops and Artists with Isolated Studios**

ARTIST’S FULL NAME: …………………………………………………

STUDIO ADDRESS:………………………………………………………………………………………………

**General Note for Artists:**

This risk assessment is for completion where the Hebden Bridge Open Studios’ event is taking place on property owned by the Artist / or rented from and maintained by an Artist’s landlord. It must be carefully completed and a copy submitted to HBOS organisers prior to the event.

The Artist, named above, is responsible for keeping the studio property in a safe condition suitable for public use. If a property is rented and not owned then written agreement from any landlord or letting agency for the property to be used for the Open Studios event should be gained by the Artist prior to the event, as this may have insurance and contract / tenancy implications for both parties.

Hebden Bridge Open Studios’ events are attended by a cross section of the public. Any Risk Assessment of a private venue needs to take into account the potential of children and dogs being present. Keen vigilance is always required.

It is a requirement that all participating Artists hold a valid and up to date Public Liability Insurance Policy. A copy of the Policy Document needs to be submitted to HBOS organisers prior to the event.

Whilst not a requirement, it is good practise to have a First Aid Kit available at each venue. This should be checked in good time prior to the event and replenished as required. Unless First Aid trained, Artists should refrain from administering First Aid to any members of the public unless the Artists feels comfortable in doing so and at the request/agreement of the person. Primarily, the First Aid kit is there for the member of public to use in the event of a small accident.

Artists should have the means of contacting emergency services in the event of an accident, by land line or mobile phone.

Artists should always be able to advise any member of the public where their nearest emergency service, doctors and A&E department can be accessed.

HBOS asks each Artist working or exhibiting alone to read the **Lone Working Guidance Note** issued, and consider what actions are appropriate for them to take to enhance their personal safety.

Artists should review and complete this risk assessment document, completing the second table for any property or event specific risks of which they are aware, and submit it to HBOS organisers at least two weeks before the HBOS event.

**General Risks Assessed**

| **Identified HAZARD** | **Potential RISK** | **Who could be HARMED** | **Prevention measures / CONTROLS** | **Date REVIEWED** |
| --- | --- | --- | --- | --- |
| Slips / Trips / Falls | Personal injury.Back injuries, broken bones, cuts and bruising, damage to goods. | Artist / Member of the public | • Prior to opening to the public, a property inspection will take place to identify and repair any uneven areas, pathways to the property, floors, walking areas, corridors and staircases etc.• All areas must be clear of any cables, trailing wires or any obstacle’s which may cause obstruction and potential accidents. Appropriate cable matting, or alternatives for securing or adequate warning should be used as required. • Remove all potential trip hazards or provide adequate signage to secure the area and make safe.• Good Housekeeping - Continual monitoring of the area by the Artist to ensure no obstructions and trip hazards are • Regular monitoring of ground/floor areas which may be affected by external weather conditions and any areas deemed unsafe will be cordoned from members of the public. The Artist needs to take action to ensure areas are safe to be used if they have been affected by external weather conditions. • Conduct a ‘walk through’ prior to event opening each day during which potential hazards would be identified and fixed. • If there are any spillages of liquid or materials during the event which are a potential hazard should be cleared before members of the public are able to use the area again.  |  |
| Hazardous Materials | Personal injuryPoisoning, burns, vomiting, death. | Artist / public | • All materials which can be considered harmful, should be safely and securely stored and not be available to the public. • Flammable art and cleaning materials must always be appropriately stored at all times. Further consideration should be given to the event and venue being attended by children and dogs. Hazardous materials should always be out of reach.• Each item should have written instructions on it as to the required response in an emergency. Containers without such written instructions should not be on the premises for the duration of the event. |  |
| Visitor Numbers and Overcrowding | Personal InjuryPanic, damage to goods, crushing, medical emergencies. | Artist / public | • Open Studio’s events attract large numbers of people into the area. It is the responsibility of the Artist to safely manage their space, and the numbers of people present at any given time. Overcrowding is a risk and should be avoided. • Prior to the event, the Artist should assess their space and decide on a maximum number of people the space can comfortably accommodate at any one time.  |  |
| Lone Working | Personal InjuryVerbal and Physical Assault. | Artist | • Artists working alone in isolation are at risk from the public, particularly female artists. This could range from petty theft, argumentative and unruly behaviour verbal and physical assault etc, while such instances are rare, due consideration should be given to the potential of each individual circumstance.• Artist should have means of contacting Emergency Services in the event of an Emergency. • Artists should have a Personal Attack Alarm.• Artists should consider ‘Buddying’ with their nearest known Artist and share contact numbers and details, so that they know where their nearest support is. Regular contact throughout the weekends event is encouraged for peer support.• Artists should be aware of the nearest group venue and have the HBOS organisers contact details. While this is not an emergency response, the organiser will be able to coordinate further support / call the police if required. |  |
| Fire(Inc. Fire/Smoke/Carbon Monoxide Detectors) | Personal InjuryBurns, damage to stock, asphyxiation, death. | Artist and public | • Prior to the event, the Artist needs to consider the potential of a Fire during the event and what would need to happen in such an emergency. Each Artist should have an evacuation plan.• While fire extinguishers are seen as being good practise, they are not essential. Fire service advice in the past has always been to get out and stay out. Fire extinguishers should only be used if the Artist is confident in their use. Fire Extinguishers should be checked regularly and maintained within the dates present.• It is the Artist’s responsibility to ensure that all Fire/Smoke/Carbon Monoxide, or any other specialist safety monitoring devices are in good working order.• ALL Open Studios venues are Non Smoking. |  |
| Use of Specialist Studio / Workshop Equipment. | Personal Injury | Artist and public | • The Artist is responsible for the safe use of all equipment in their own studio and workshop space. If the Artist intends to facilitate or provide taster sessions or workshops for members of the public, then these should be covered by their own individual Risk Assessment |  |
| Moving and Handling | Personal injurySlips, trips back injuries, broken bones, falls, cuts, damage to goods and others, damage to goods. | Artist | • Manual handling best practice used to lift boxes etc in and out. Pull trolley used to transport most items to display area. Will not overload trolly or self, only carry what can be managed. Heavy items at the bottom to prevent slipping off. Be aware of trip hazards and clear any rubbish / packaging immediately.• Stock packed in an organised way, keeping a clear way for access. |  |
| Displaying sale items | Trips, injuries from falling items, damage to goods | Artist and public | • Display items are sturdy, in good repair and previously tested. Shelving and display areas are not overloaded.• Heavy duty clips are used to secure items as needed. |  |

**Specific Risks Assessed**

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| **Identified HAZARD** | **Potential RISK** | **Who could be HARMED** | **Prevention measures / CONTROLS** | **Date REVIEWED** |
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|  |  |  |  |  |

Signed by Artist ………………………………………………………………Print Name………………………………………………………..Date……………………….