

Potential hazards	Who may be harmed and how	Safety measures in place	Further action required	Action by who	When	Complete
<b>Fire</b>	Staff and public may suffer serious or possibly fatal injuries from smoke, burns or structural collapse.	Fire risk assessment, all alarms emergency lighting and fire extinguishers in working order. Regular checks to insure all measures are in place. Check all exits are clear and fire assembly points are clearly displayed. Staff briefed on evacuation procedures. Regular fire drills to familiarise staff members. No smoking/vaping of any kind within the premises.	None currently required			
<b>Falls from height</b>	Staff and public may suffer serious or possibly fatal injuries from light fixtures or overhead height AC units as well as falls on stairs	All lighting and AC units are firmly fixed and regularly checked. Security will vigilant and limit the amount of public using the stairways at any given time.	None currently required			
<b>Slips, trips and falls</b>	Staff and public may suffer serious or possibly fatal injuries such as sprains or fractures if they fall, trip or slip on steps or slip on floor spillage.	All stairs have hand rails and anti slip nosing. All stairs are adequately lighted. Floors will be regularly checked for spills and trip hazards by staff.	Spillage to be cleaned up immediately	Bar support	Ongoing	
<b>Electricity</b>	Staff and public may suffer serious or possibly fatal injuries such as shocks or burns.	All electrics to be inspected by a qualified electrician. DJ and music equipment on its own RCD circuit. Staff trained to spot any defective plugs or sockets. Staff know how to safely turn electricity off in an emergency. Clear access to fuse boxes.	To make sure all staff permanent or temp know how to safely turn off electricity in an emergency	DPS	Ongoing	
<b>Noise</b>	Staff might suffer permanent or temporary hearing damage from long term exposure to loud music.	Regular check of sound system to ensure a balanced level. Staff rotation between noisy and less noisy areas. Staff to be provided with ear plugs. Hearing tests for permanent staff.	To adhere to the protection of staff from excessive noise.  Purchase of ear plugs.	DPS  DPS	Ongoing  17.08.19	

	Staff and public could be at risk of serious injury if assaulted or end up fighting.	Adequate number of trained SIA badged security. Staff trained to spot potential trouble makers.	None currently required	DPS	Ongoing
<b>Violence</b>		Clear entry rules i.e. ID required, over 30s event and all entries searched. No re-entry policy. Information sharing with police and any other relevant body. Recorded CCTV system. Walkie talkies on the night provided by the security team. Maintain crowd control/no over crowding. Security staff aware of all exits. No drinks allowed off the premises. Drinks not to be served to anyone obviously under the influence.		Security team	
<b>High temperatures</b>	Staff and public may suffer from dehydration or faint if its too hot.	Adequate ventilation from AC units aided by fans for better air circulation. Cold water freely accessible from bar.	None currently required.		
<b>Manual handling</b>	Staff may suffer back pain or strain from carrying or moving heavy objects i.e. speakers	Trolleys provided for heavy equipment. Only authorised staff trained in manual handling shall move or manoeuvre large or heavy objects.	None currently required.		
<b>Event decorations</b>	May be flammable or obscure exit signs.	Must be fire resistant. Must not cover or be near any exit routes or signage.			

**Assessment date:** 12/08/2019