

## HAZARDS & RISKS REGISTER

### RANGIORA TOWN HALL / OXFORD TOWN HALL

HAZARD	RISK	ACTION
Fire	Burns/injury/death	All hirers to be familiar with the facility fire and evacuation procedures. Call emergency services for assistance immediately.
Pack in/out, Moving Equipment	Collision injury	Restrict access, tool box meeting prior to work start, maintain clear lines of site, use spotters, work as team, maintain vocal communication
Manual Handling	Strains	Heavy objects such as chairs/tables only to be moved by suitable fit persons. Mechanical aids should be used where available. No objects heavier than 25 Kg should be lifted without assistance.
Moving Furniture	Strains, crushing injury	Do not over stack chair trollies (max 20x chairs). Move furniture with a helper.
Stage Traffic	Collision injury	Maintain open egress on/off stage. Choreograph and rehearse stage movements.
Low-light Level	Trip hazard, collision injury	Restrict working in low-light to circumstances where it is needed. Mark edges of steps with white tape to aid visibility. Ensure use of "working blues" (lights). Carry a personal light
Walkways, Hallways, Exits	Egress blocked, trip hazard	Ensure no storage in walkways, regularly checks for obstructions, always maintain clear exits.
Steps	Slips & Trips Hazard	All stairs, ramps and entrances to be maintained in good condition. Hirers to report faults to WDC as soon as practicable.
Orchestra Pit	Fall Hazard	<u>When pit is open</u> – restrict access, marked stage edges with white tape, leave working light on inside pit
Stage Edge	Trip/fall hazard	Mark all stage edges with white tape. At all practicable times built-in red barriers strips are to be extended across front of stage. No access on/off stage edge, use stairs
Loading Bay	Fall from edge	Restrict access, work as a team, stay aware of surroundings, loading bay door should be shut at all times except when loading in/out
Low Ceilings & Beams	Impact injury	Warning signage, edge padding, reflective tape
Roof Space	Fall or injury in restricted space	Only work in pairs, stay inside handrails or use fall restraint, notify work to facilities manager, maintain vocal communication
Storage areas	Injury to persons/damage to facility	All stored items to be placed in such a way as they are stable and unable to fall. Where possible items are not to be stacked on top of each other. Large or unstable items to be tethered if necessary. Only suitable experienced persons to place items in storage. Inexperienced persons to be supervised appropriately to ensure items are stored safely.
Ladders	Fall	Restrict access, No ladders over 2m tall, one person on a ladder at a time, regular maintenance checks
Working at Heights	Fall	Restrict access; provide training in correct use of equipment (Ladders, Scaff Tower & Lifter). Ongoing training & supervision
Overhead Rigging	Falling object resulting in injury from being struck	No public access during rigging, warning signs to be used, spotters to be used where applicable, maintain vocal communication
Working Overhead	Dropping objects	Restrict overhead access to competent persons only, remove all loose items and empty pockets before doing overhead work, secure or attach tools to belt
Suspended Loads	Attachment failure resulting in injury from falling object	Use of redundant attachments on units e.g. hook clamp & safety chain, "dead" tie-offs for flown items.

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Temporary Staging	Trip/fall hazard	Mark all stage edges with white tape. Where practicable all steps should have hand rail. Staging over 900mm will have hand rail. All access points to have adequate lighting
Electrical Equipment	Electrocution Risk	Regular maintenance – all units to have current test and tags, all plant to pass visual inspection
Cable Run	Trip hazard	Where possible cable is to not be run along the floor – avoiding the creation of trip hazards. Cable to be run in such manner to minimize crossing of egress. Cable to be taped down.
Luminaires	Burns, Electrocution	Do not adjust lights while hot. Training about working with luminaires – safe operating
Fabric	Fire	All fabrics must be suitable fire retardant. Provide and maintain a register of all fabric.
Cleaning chemicals	Poisoning, chemical burns	All toxic cleaning chemicals to be locked in a secure area away from the general public. Domestic type cleaning products may be stored in kitchen or bathroom areas in appropriate cupboards. All users to be familiar with the product and refer to use instructions.
Boiling Water	Scald, Burns	Only competent users allowed to use water urns, kettles or heaters. Only suitable containers used to hold or transport hot water. Avoid distractions when using water boiler.
Spilt Liquid	Slips & Falls	Clean up spills immediately. Use “wet floor” signage if mopping floor.
Ice	Slips & Trips Hazard	Ensure steps/ramps/entryways are clear of ice prior to allowing others to use them.
Car Parks	Injury to persons/damage to property	All vehicles to travel at a suitable slow speed. No vehicle to move without drivers checking the way is clear around them in every direction. Vehicles to only be operated by suitably licenced drivers. All vehicles to be parked in a safe manner and position.
Anti-social behaviour	Injury to persons/damage to facility	If it is safe to do so remove culprit from the facility if it is safe to do so. If any danger hirer to evacuate all persons from the area and call the police for immediate assistance. If possible isolate the culprit from other hall users. (e.g. lock doors)
Cleaning chemicals	Poisoning/chemical burns	All toxic cleaning chemicals to be locked in a secure area away from the general public. Domestic type cleaning products may be stored in kitchen or bathroom areas in appropriate cupboards. All users to be familiar with the product and refer to use instructions.