

FIRE AND SAFETY RISK ASSESSMENT - TRENTSIDE STUDIOS

DATE Reviewed Nov 2023

EVENT. GENERAL

High risk areas Office
 Electricity cupboard (Corridor)
 Kitchenette

Hazard	Key areas	Those at risk	Control measures	Additional measures
Electric shock	All Areas	All Staff Visitors	Regular safety inspections of equipment PAT testing. Regular Maintenance of Equipment. Routine visual inspections. Quarantine area & markings for faulty equipment.	First aid training for staff warning signs near risk areas
Electrical Fire	Studio 1 LED mirror lights Electrical sockets Studio 2 Sockets Office 3D printers Computers/printers Soldering iron Kitchenette Microwave/Kettle/gas boiler Corridor Electrical meter cupboard	All Staff Visitors United Club Members	Regular safety inspections of equipment Regular Maintenance of Equipment. Well defined & implemented safety procedures for powering up, using, and powering down equipment. Provision of Co2 extinguishers in Key areas. Annual Boiler service Annual Electric testing Safe distribution of power.	Basic fire fighting training for staff PAT testing Routine for switching off Insallation of wifi controlable sockets

Non electrical fires	All Areas	All Staff Visitors United Club Members	Ensure all bins are emptied regularly. Enforce No Smoking pollicy. Quarantine area for flammable liquids. Annual fire drills.	Basic fire fighting training for staff
Falling Objects	All Areas	All Staff Visitors	Regular safety inspections Safe use of step ladder	Heavy loads kept at low levels
Trip hazards	All Areas	All Staff Visitors	Use trip mats Gaffa loose cables to wall/floor make all staff aware of potential hazard Re-route walkways when necessary	
Spillages/ non toxic	All Areas	All Staff Visitors	Clean up any spillage immediately when not possible place a hazard sign	double check a wider area.
Broken glass	All Areas	All Staff Visitors	Clean up glass and any liquid safely Isolate area until clear	double check a wider area.
Problematic/drun k visitor or outside venue	All Areas	All Staff Visitors United Club Members	Separate the problematic patron from the incident or area Ask politely to stay calm Attract attention of manager/colleague. Ask them to leave/move along Call 999	Do role play in training.
Scolds and burns	All Areas	All Staff Visitors United Club Members	Run under cold water call for firstaid assistance Record the incident book. If bad attend A&E	Warning signs placed near hazard- ous areas Regular first aid kit checks Basic first aid training for staff
Cuts to the skin	All Areas	All Staff Visitors	Clean, Dress the wound + apply pressure Call for firstaid assistance	Ensure tools are stored corectly and maintained

		Record the incident book. If bad attend A&E	Regular first aid kit checks Basic first aid training for staff
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