

RG spaces

Health and safety policy

Reviewed June 2016 with minor update March 2017 next review due June 2018

We expect all those working or volunteering with RG spaces to have a mature, professional regard for the health and safety of others and of themselves.

As much of our work takes place in premises managed by other organisations the area Safety Policies of the relevant institution apply in those areas.

In the case of a volunteer, it is the responsibility of their main Contact to ensure they have received appropriate Health and Safety information during their induction (see website, section on working and volunteering with us). In the case of paid consultants (who may be self-employed, or employees of an external organisation), each consultant should ensure they understand the Health and Safety requirements of whatever area they are in; if they are unsure, they have a responsibility to contact RG spaces (see contact information on our website) to clarify Health and Safety issues.

Appended below is an example Risk Assessment form (based on one used when working at the University of Reading).

Pre-sessional checks: In the case of RG spaces working with an organisation augmenting their 'normal' work (e.g. in a school providing a class-like session) the host organisation will of course need to satisfy itself that the activity and area have been checked. In the case of RG spaces working on others' premises to organise e.g. a one-off activity (e.g. in a partner museum or other public place) the organiser should undertake a pre-sessional check (using the headings in the form below and with local staff as appropriate) to ensure that the spaces are set-up as expected for the event.

Reporting H&S issues: anyone coming across a health and safety issue should report it in the first instance using whatever reporting scheme pertains to the area where the issue arose. Where this is not possible, or in cases where there is no other body responsible for H&S in that area, the issue should be reported to RG Spaces' Chair of Trustees who is designated as the person with oversight of H&S issues. If this is not possible, another Trustee should be informed. H&S issues will be recorded by the Chair or Trustee and acted on as necessary. They will also report to the next Trustees' Meeting for recording in the Minutes.

RG spaces is a charitable incorporated organisation registered by the Charity Commission (England and Wales) number 1160023
Contact details can be found on <http://rgspaces.org.uk>

Event or Activity Name		Date(s)		Time	
Location		Event organizer or Chief contact		Event/activity safety controller	
Assessor		Date		Permission given by	

Section 1 - Identify hazards - consider all the activities and tick the boxes of significant hazards that apply

1.	Fire hazards		7.	Layout and traffic routes		13.	Pressurised equipment		19.	Inflatables		25.	Seating arrangements		31.	Confined space	
2.	Crowd control		8.	Lighting levels		14.	Noise and vibration		20.	Other temporary structures		26.	Welfare		32.	Lone working	
3.	Slips, trips, housekeeping		9.	Lighting systems		15.	Environmental noise		21.	Fairground equipment		27.	Sanitation		33.	Vehicles, driving	

4.	Fall of person		10.	Heating and ventilation		16.	Communication		22.	Lasers		28.	Food provision	x	34.	Machinery/lifting equipment	
5.	Fall of objects		11.	Electrical equipment	x	17.	Violence to attendees or staff		23.	Fireworks		29.	Work with animals		35.	Other - please specify	
6.	Manual handling		12.	Use of portable tools		18.	Marquees		24.	Pyrotechnics		30.	Chemicals, fumes dust				

Section 2 - Who may be at risk – tick the boxes of all relevant persons at risk

Employees	<input type="checkbox"/>	Contractors	<input type="checkbox"/>	General public	<input type="checkbox"/>
Children	<input type="checkbox"/>	Visitors	<input type="checkbox"/>	Special needs	<input type="checkbox"/>

Section 3 - Risk controls– For each hazard identified in Section 1 and for the persons identified in Section 2, complete this section

First aid

Please consider specifically whether there needs to be additional action on First Aid. For example, check that the event organiser will have first aid cover in place, and if not whether the activity requires a qualified first aider and/or a first aid box provided by RG Spaces. Cross out the part which doesn't apply in each case.

	Provided by event organiser		Need to provide first aider		Need to take first aid box		No action needed
	Yes/No		Yes/No		Yes/No		True/False

Hazard no.	Hazard description	Existing controls	Risk level			Further action needed
			High	Med	Low	