

RG Spaces Risk Assessment

Event Name	All of a Twist exhibition	Date	31/8 to 15/9/17 (31-1 is set-up.) 15 th is temporary move to outside & Screen House due to overlap with next exhibition.	Time	10am-6pm (later for private visits) [9am start on 31 st]
Location	RG1 3EQ [known as Blake's Lock, includes Bel & the Dragon & Riverside Museum]	Event organiser	RG Spaces	Event safety controller	RG Spaces – Annette Haworth
Assessor	Annette Haworth plus John Holden & Jelly (for some activities)	Date	First version 22 July 2017 updated 21 August, 10 September	Permission given by	Reading Museum, Bel & the Dragon, RBC & Environment Agency

1.	Fire hazards		7.	Layout and traffic routes		13.	Pressurised equipment		19.	Inflatables		25.	Seating arrangements	X	31.	Confined space	X
2.	Crowd control		8.	Lighting levels		14.	Noise and vibration		20.	Other temporary structures	X	26.	Welfare		32.	Lone working	X
3.	Slips, trips, housekeeping	X	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		34.	Machinery/lifting equipment	
5.	Fall of objects	X	11.	Electrical equipment	X	17.	Violence to attendees or	X	23.	Fireworks		29.	Work with animals		35.	Other iPads; activities,	

11	Electrical equipment	Minimal use planned (LED art work). Hand held drill off battery power.			X	Extension to be installed/checked by trained individual. Extension-lead to be taped out of the way (along beams e.g.). Artwork to be PAT tested.
17	Violence to volunteers or staff	Very safe environment, manned at all times			X	Instructions to volunteers/interns leave T. House and go to restaurant if any problem. Incident book provided.
18	Marquee	Tent erection agreed with Bel & the Dragon – using area specified by them.			X	If very high winds take down. John Holden to liaise with restaurant on electricity supply and associated risk assessment.
20	Other temporary structures	There will be some activity equipment and hanging material panels outside. Agreed with B&theD. Soft string used for fastening to railings. Yarnbombing artist [Gill Williamson] has agreed railing use with Environment Agency. During take down posters to be hung on boards in Screen House.			X	Check the installation of activity equipment and panels in situ. John Holden is doing the risk assessment for his activities and equipment. Care when carrying heavy base of boards and care that put up without forcing (more for the safety of the boards than for the safety of visitors!)
25	Seating arrangements				X	Vols/interns to check chairs are against wall etc so as not to clutter space in exhibition
31	Confined space				X	If there are a lot of people e.g. in the entrance or activity area move people on (including to outside) to relieve any congestion. Keep an eye on cabin usage and manage if needed.

32	Lone working	Plan to have two in Turbine House. Restaurant always manned			X	If worker/volunteer finds themselves alone, make sure they know to contact the restaurant.
35	iPads	Secured with security stand or case. Standalone - not on power.			X	Stand to be fastened if required.
35	Activities	Safety aspects discussed with activity provider [John Holden] who is experienced science teacher in this area and with Jelly who are experienced and set-up for giving workshops (DBS etc.)			X	John Holden providing risk assessment of his activities. On-site evaluation during set-up of each activity. Training of exhibition assistants as required. Storage of equipment inside overnight to be planned. Any additional on-site H&S requirements to be finalized with Jelly [Emily Bradbury].
35	Yarnbombing	Safety aspects discussed on-site with provider who is experienced artist in this area. Use of external attachment space has been cleared with Environment Agency and Bel & the Dragon.			X	On-site evaluation during and after set-up, ensure panels safely fixed and not obstructing throughways.
35	Info tricycle	See separate generic risk assessment.			X	Display in area agreed with Bel & the Dragon. Store inside overnight.
35	Demos	Weaving, drop spindling, spinning planned for 'twisting for strength' area; willow weaving near plant area. Chair, small table used.			X	Make sure exhibition assistants understand how to erect the table(s) safely. Spinning wheel safety to be agreed with the demonstrator (Saturday pm of Heritage Open Days).
35	Signage	Permission for signage Chestnut Walk towpath [Lucy Daniels] – lightweight - laminated paper/cable ties. Banners fixing agreed with			X	Check properly attached. Remove at end of exhibition.

		B&theD (on their stand/bridge etc.)				
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