

Work Task List

Company: BCLC		Department: Thrive		Location: main hall	
Location	People	Equipment	Activities		
Coffee shop	Stall holders	Cloth rails	Hanging jackets		
Main hall	Public	Tables	Eating and drinking		
	Event coordinators	Chairs	Seating around tables		
		Display tables	Stall holder displays		
		Trees	Display only		
		Sofa	Relaxing in chill out		
		Christmas lights	Soft lighting		
		Stage	Choir		
		Marquees	Food hall, social		
		Power cables	Power for marquees		
		Flasks	Hot drinks		
		Rope lights	Soft light		
		Media equipment	Sound, lights, P.P.P		

Hazard Checklist

Company: BCLC		Department:		Location: Main hall	
Work Activity	Description of the hazard	Number and occupation of people affected	Risk assessment recommended		
Hanging jackets	Cloth rails being over loaded	200 maximum in the hall	yes		
	Water on the floor from wet coats	200 maximum in the hall	yes		
Eating and drinking	Hot drinks spilling on person	200 maximum in the hall	yes		
	Drinks being spilt on the floor	200 maximum in the hall	yes		
Seating around tables	Tripping over the chair leg	200 maximum in the hall	yes		
	Chair not being sat on properly	200 maximum in the hall	yes		
Stall holder displays	Table being knocked over	200 maximum in the hall	yes		
	Thing falling of table on to floor	200 maximum in the hall	yes		
	Laptops being knocked	200 maximum in the hall	yes		
Display trees	Could get knock over	200 maximum in the hall	yes		
Relaxing in chill out	Bags on the floor could be tripped over	200 maximum in the hall	yes		
	Drinks and food slipped on	200 maximum in the hall	yes		
Soft lighting	Cables left loose trip	200 maximum in the hall	yes		

	Batteries fall out slipped on	200 maximum in the hall	yes
Choir	Stage being fell over	200 maximum in the hall	yes
	Stage being fell off	200 maximum in the hall	yes
	Speakers and stands	200 maximum in the hall	yes
Food hall, social	Hot drinks being spilt	200 maximum in the hall	yes
	Food being dropped	200 maximum in the hall	yes
	Food poisoning	200 maximum in the hall	yes
Power for marquees	Cable being tripped over	200 maximum in the hall	yes
Hot drinks	Burns or scolds	200 maximum in the hall	yes
Soft light	Rope lights falling on some one	200 maximum in the hall	yes
Sound, lights, P.P.P	Sound being to loud	200 maximum in the hall	yes
	Heat form the spot lights	200 maximum in the hall	yes
	Cables on the floor	200 maximum in the hall	yes

Risk assessment form

Company: BCLC		Department: Youth and Children's Buzz		Location: Main Hall		
Work activity	Hazard, hazardous event and expected consequence	People affected	Assessment of risk			Are risk controls required?
			Likelihood level	Consequence level	Risk level	
Hanging jackets	Cloth rails being over loaded could fall on persons operating to the hanging system	200 maximum	2	3	6	Clothing to be carefully hanged and attendants to be aware of how much can be put on each rail
	Water on the floor from wet coats making the floor slippy for persons operating hanging system	200 maximum	3	3	9	Attendants to make sure that they place wet clothing with wet floor signs placed out
Eating and drinking	Hot drinks spilling on person serving or receiving the drink scolding them	200 maximum	2	4	8	Care to be taken when handling hot drinks and caution give to the receiver of hot drink
	Drinks being spilt on the floor make the area slippery and could lead to a fall	200 maximum	2	4	8	Any spills to be cleaned up and wet floor sign to be put out

Seating around tables	Tripping over the chair leg could lead to a fall and landing on someone else may also injure them aswell	200 maximum	1	4	4	When placing out the tables space between each set to be know less than 1m between each set of tables and chairs
	Chair not being sat on properly	200 maximum	1	4	4	If anyone is seen not using the chair in a safe way they are to be asked to do so for theirs and other safety
Stall holder displays	Table being knocked over	200 maximum	2	4	8	Stall holders to be asked to be aware of people moving around their table
	Thing falling off table on to floor	200 maximum	1	4	4	Stall holders to be aware of thing falling from their tables on to the floor.
	Laptops, Ipad being knocked	200 maximum	1	3	3	If stall holders bring any laptops or I pads that they are responsible for their own equipment,

Display trees	Could get knock over	200 maximum	1	4	4	Trees to be weighted at the base to of tree to help stop them being knock over.
Relaxing in chill out	Bags on the floor could be tripped over	200 maximum	2	4	8	The event coordinators to be keeping a eye on their being any bags being left anywhere that is likely to become a trip hazard
	Drinks and food slipped on	200 maximum	1	4	4	Any spills or food dropped on the floor is to be cleaned up as it is reported and signs place out as a caution of wet or slippery floor
Soft lighting	Cables left loose could be a trip hazard	200 maximum	2	4	8	Cables to be taped down if they are running along the floor to rejoice the likely hood of tripping
	Batteries fall out slipped on	200 maximum	1	4	4	Tape around battery holders

Choir	Stage being fell over	200 maximum	1	5	5	The stage is to be lit up at all time making the area of the stage clear to all
	Stage being fell off	200 maximum	1	5	5	The stage being used properly will proven any one fall off the stage
	Speakers and stands	200 maximum	1	4	4	Set up of the speakers on the stands to be done by one of the sound team, a clear area to be kept around the stands and speakers to proven them being knocked
Food hall, social	Hot drinks being spilt, Burns or scolds	200 maximum	1	4	4	Care to be taken when handling hot drinks and caution give to the receiver of hot drink. Any spills to be cleaned up and wet floor sign to be put out

	Food being dropped	200 maximum	2	4	8	Any spills or food dropped on the floor is to be cleaned up as it is reported and signs place out as a caution of wet or slippery floor
	Food poisoning	200 maximum	1	3	3	The food will be cooked with in the food and hygiene law
Power for marquees	Cable being tripped over	200 maximum	2	4	8	Cables to be taped down if they are running along the floor to rejoice the likely hood of tripping.
Soft light	Rope lights falling on some one	200 maximum	1	4	4	Cables to be cable tied at contact point on side walls to give a strong holding
Sound, lights, P.P.P	Sound being to loud	200 maximum	2	3	6	Sound level checked and set on sound desk,
	Heat form the spot lights	200 maximum	1	3	3	Minimal hot from the lights to the stage,

	Cables on the floor	200 maximum	2	3	6	Tape cables to the floor
--	---------------------	-------------	---	---	---	--------------------------

Date:	21/11/12	Review period: 1 year	date of next review: 21/11/12
Assessors name:	Ian Naftel	Position: Health and Safety	signature: