









Risk assessment for : Annie Sloan Interiors Ltd









Risk assessment name	The Festival of Thrift Erecting external stand decorations	Assessment type	 General
Assessor name	James Halfhide	Affected site(s)	The Festival of Thrift
Assessment date	08/08/23	Review period	Daily
Approved by	James Halfhide	Review date	09/08/23
Approved date	08/08/23	Reference	ANN1907067































Workspace(s)	Description
 Access / Egress  Office  Outside Area  Processing	All staff are required to identify risks attached to their exhibit or associated with it, including erection and removal of the exhibit. It is the responsibility of exhibitors to ensure that all parts of their exhibit (including access steps, ramps, etc) fully comply with Health and Safety requirements and are acceptable for disabled access and use















Overall risk rating : 4 (Medium)














Hazard	Who could be harmed and how?	Existing controls
 Display Screen Equipment Risk of Repetitive Strain Injury, Eye Strain & other Work Related Upper Limb Disorders	All staff How Many? ASI TEAM How? People should not be using screens for extensive periods of time.	 DSE Training Given Users are provided with information & trained with regards to the requirements of workstation set-up  Eye tests Eyesight tests and examination upon taking up post and at regular intervals not exceeding 2 years

Hazard	Who could be harmed and how?	Existing controls	
 <p>Fire Caused by naked flame, faulty electrical equipment or systems, arson, explosion or chemical means.</p>	<p>All staff, Members of the public, Operators</p> <p>Service Users</p> <p>How Many? All</p> <p>How? Serious harm/injury; property damage</p>	 <p>All persons aware of fire procedures</p>  <p>No naked flames to be used in this area</p>	 <p>Daily checks to ensure all emergency routes are clear and unobstructed</p>  <p>No Smoking No Smoking</p>
 <p>Interface With Customers/Members of the Public Risk of injury due to assault and/or verbal abuse from members of the public.</p>	<p>All staff</p> <p>How Many? all</p> <p>How? People may be hurt, physically or mentally</p>	 <p>Personal Safety - Aggressive Behaviour Awareness Personal Safety - Aggressive Behaviour Awareness</p>	 <p>Provisions of Written Health & Safety Policy Provisions of a communicated, written Health & Safety Policy c/w working arrangements & procedures</p>

Hazard	Who could be harmed and how?	Existing controls	
 <p>Ladders & Step Ladders Incorrect use and storage of ladders</p>	<p>Operators ASI TEAM How Many? All How? If ladders are not used correctly they may fall</p>	<ul style="list-style-type: none">  A person should foot the ladder whilst it is in use  Correct type & size of ladder is used at all times  Damaged ladders will be removed from the workplace immediately  Ladder on firm level ground Before using a ladder the ground is assessed  Ladder/Step Ladder Visually Inspected Prior To Use Ladder/Step Ladder Visually Inspected Prior To Use  Ladders are inspected before use Ensure they are fit to use  Ladders used for short duration work only 	<ul style="list-style-type: none">  All Staff Trained In Good Housekeeping Techniques All staff are trained in good housekeeping techniques & the standards expected in the workplace  Correct Type Of Ladder Is Used At All Times Correct Type Of Ladder Is Used At All Times  Employees are trained in the use of ladders  Ladder Register & Inspection Regime In Place All ladders and equipment are inspected at regular intervals and checked before use  Ladders are erected at the correct angle of 4:1  Ladders are not used in extreme weather conditions  Workers trained not to lean or over reach from ladders or steps

Hazard	Who could be harmed and how?	Existing controls
 <p>Manual handling Risk of injury whilst undertaking the manual handling of tall, awkward & unwieldy loads.</p>	<p>All staff</p> <p>How Many? Individuals</p> <p>How? If not lifting correctly at risk of injury. Training issued.</p>	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;">  <p>Foot Protection Worn Foot protection supplied & worn to BS EN 20345 relevant to the work activity hazard</p> </div> <div style="width: 50%;">  <p>Gloves Worn - EN 388 Mechanical Risks (Abrasion) Gloves Worn - EN 388 Mechanical Risks (Abrasion Resistant)</p> </div> <div style="width: 50%;">  <p>Good Manual Handling Techniques/Postures Used All staff are provided training on safe lifting techniques and recommended postures</p> </div> <div style="width: 50%;">  <p>Manual Handling - Team Lifting Team lifting will be applied as required</p> </div> <div style="width: 50%;">  <p>Manual Handling - Trolley Truck Provided & Used Manual Handling - Trolley Truck Provided & Used</p> </div> <div style="width: 50%;">  <p>Manual Handling Training Given All relevant employees have received training on correct manual handling techniques</p> </div> <div style="width: 50%;">  <p>Protective Footwear Worn Whilst Manual Handling Suitable protective footwear is worn whilst carrying out manual handling activity.</p> </div> <div style="width: 50%;">  <p>Split Loads To Reduce The Manual Handling Risks Loads are split into lighter load weights to reduce manual handling risks</p> </div> </div>
 <p>People Movement (Risk of Slips) Risk of injury due to a variety of access/egress hazards that can cause slips.</p>	<p>All staff, Members of the public</p> <p>How Many? all</p> <p>How? People may slip</p>	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;">  <p>All Staff Trained In Good Housekeeping Techniques All staff are trained in good housekeeping techniques & the standards expected in the workplace</p> </div> <div style="width: 50%;">  <p>Good Housekeeping Observed During The Task Good housekeeping standards observed & maintained by operatives throughout the duration of the task</p> </div> <div style="width: 50%;">  <p>Spillages Cleaned Up Immediately Spillages Cleaned Up Immediately</p> </div> </div>

Hazard	Who could be harmed and how?	Existing controls	
 <p>People Movement (Risk of Trips & Falls) Risk of injury due to a variety of access/egress hazards that can cause trips & falls</p>	<p>All staff, Members of the public</p> <p>How Many? all</p> <p>How? People may trip on objects left on the floor.</p>	 <p>Aisles & Gangways Kept Clear For Good Housekeeping All aisles and gangways kept clear to avoid slips and trips</p>  <p>Good Housekeeping Observed During The Task Good housekeeping standards observed & maintained by operatives throughout the duration of the task</p>  <p>Suitable & Sufficient Lighting Provided Suitable & sufficient lighting provided for the workplace activities</p>	 <p>Appropriate First Aid Provided Casualties treated by first aider until emergency help arrives</p>  <p>Spillages Cleaned Up Immediately Spillages Cleaned Up Immediately</p>  <p>Trailing Wires/Cables Made Safe To Prevent Trips Leads & extension cables are routed and/or secured/taped to minimise trip risks</p>
 <p>Poor Housekeeping Area/activity may be subject to poor housekeeping, increasing risk of other hazards occurring (i.e. slips, trips and falls).</p>	<p>All staff, Operators Service Users</p> <p>How Many? All</p> <p>How? Slips, trips, falls; minor and major injuries</p>	 <p>All staff are trained in good housekeeping techniques</p>  <p>Workplace/ housekeeping inspections</p>	 <p>Daily housekeeping inspections are carried out</p>
 <p>Poor Lighting Activity may become difficult in low light, causing slips, trips or falls</p>	<p>All staff, Operators</p> <p>How Many? All</p> <p>How? Personal injury/harm</p>	 <p>Adequate lighting provided</p>	 <p>Ensure adequate lighting levels at all time</p>

Hazard	Who could be harmed and how?	Existing controls	
 <p>Weather Caution - lighting strikes, high winds/heavy rain, snow and ice or extremes of heat and sun.</p>	<p>All staff, Operators Service Users How Many? All How? Risk of code, exposure to heat.</p>	<p> Drinking water provided</p> <p> Sun cream provided Staff are informed of the dangers associated with working in the sun</p> <p> Weather conditions checked Undertaking of tasks are determined by assessing site and weather conditions/direction of wind</p>	<p> Hats with peaks available if needed</p> <p> Warm clothing provided All staff are provided with suitable clothing to keep them warm and dry</p> <p> Weather conditions planned for Weather conditions are considered and planned for. Suitable clothing and equipment is provided (including sun protection)</p>
 <p>Work Equipment (Pallet Truck) Risk of injury due to operator negligence or malfunction due to poor maintenance.</p>	<p>All staff How Many? ASI TEAM How? Possible injury due to misuse.</p>	<p> All Employees Receive Induction Training All employees receive induction training upon commencement with the Company</p> <p> Only Competent Persons Can Operate The Equipment Only personnel with sufficient information, instruction and training can operate the equipment.</p> <p> Routine Maintenance Undertaken Routine maintenance is undertaken in accordance with the manufacturer's requirements</p>	<p> Instruction Manual Has Been Read & Understood Users of the equipment work to the safe operating instructions in place for the equipment</p> <p> Pre-start Checks Undertaken Pre-start Checks Undertaken</p>

Further control measures

Operating procedures

All fixtures and fittings must be secured to the wall and not overloaded.

Supporting evidence

[Ladder - Step Ladder inspection checklist.doc](#)

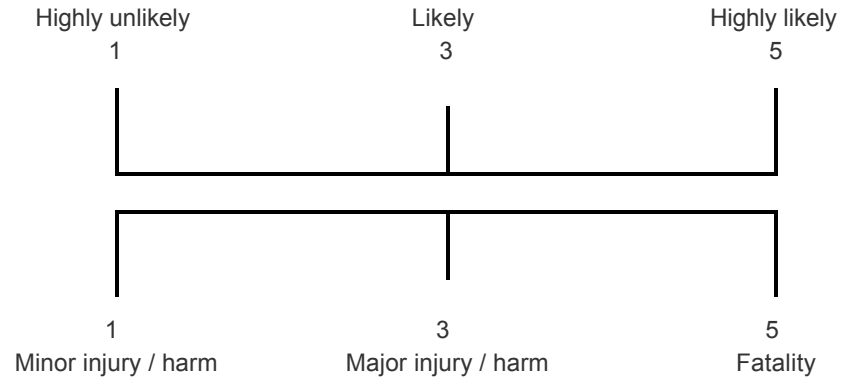
14/03/23 -133120 kb

[TBT Working at Height Ladders and Stepladders.pdf](#)

14/03/23 -114454 kb

Risk rating explanation

Risk ratings are calculated by considering the likelihood of an event occurring along with the severity of the potential consequence should an accident occur. After considering existing control measures, values are assigned to the likelihood and severity from the scales below and these figures multiplied to established the risk rating.



	5	10	15	20	25
5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
Probability					Severity

What do your risk ratings mean?

- Risk is categorised as LOW: Look to reduce risk if practicable
- Risk has been categorised as MEDIUM: Begin to plan your action to reduce the risk immediately
- Risk has been categorised as HIGH: Immediate action required to reduce the risk

Assessor's signature: James Halfhide

Approved by signature: James Halfhide

Employee(s)/Worker(s) acknowledgement

The signs below acknowledge receipt of this risk assessment and confirm that they have read and understood the requirements of the risk assessment.

Employee name	Signature(s)	Date

Employee name	Signature(s)	Date