

Greentop Circus		<i>Risk Assessment</i>	
Activity:	Event at Greentop Please also see Building risk assessment (if at Greentop – otherwise see venue’s Building RA) and skill based risk assessments pending event content	Assessed By:	Tim Byrom
		Approved By:	T Greenstreet
Location:	Greentop Community Circus Centre	Issue Date:	29/08/17
		Revision Date:	26/06/18
		Next review	25/6/2019

Hazard	Consequences	Persons affected	Severity	Likelihood	Total Risk	Existing Control Measures (Where appropriate)	Severity	Likelihood	Total Risk
Tripping or falling whilst running	Major injury	Anyone using the centre	3	3	9	Do not run in socks; only in bare feet or shoes. Only undertake any physical activity (apart from the everyday) in the main space that runs from the stage to the kitchen area, and from the side wall to the columns. Keep spaces clear of trip hazards	3	2	6
Fire	Major injury	Anyone using the centre	5	3	15	Ensure inducted stewards are in place at Fire exit. Testing of fire emergency equipment in line with fire policy and statutory requirement Ensure fire exits are not obscured Keep access for fire engine and ambulance. Ensure any heating equipment such as for catering is PAT and staff inducted in use.	3	2	6
Muscle strain / Injury	Major injury	Anyone using the centre	3	3	9	Do not undertake extreme physical activity such as lifting heavy loads. Warm up for all activity, including moving of chairs etc. if necessary. Use correct technique or equipment when lifting items.	3	3	9
Collision with objects in the centre	Major injury	Anyone using the centre	3	3	9	Keep all spaces free of objects if there are any activities involving movement other than walking. Ensure seating is appropriately fixed and spaced.	3	2	6
Trip hazards	Major injury	Anyone using the centre	2	3	6	Store coats, bags and personal belongings in the wire cages by the door. Keep thoroughfares, especially in the kitchen, free and clear.	2	2	4

Hazard	Consequences	Persons affected	Severity	Likelihood	Total Risk	Existing Control Measures (Where appropriate)	Severity	Likelihood	Total Risk
Don't obscure emergency lighting Don't disable fire alarm	Multiple fatality	Anyone using the centre	5	3	15	Don't obscure emergency lighting or disable fire alarm Stop anyone who attempts to do this Carry out frequent checks to ensure that emergency lighting and fire alarms work and are not obscured / disabled	5	1	5
Illness from eating	Major illness	Anyone using the centre	3	3	9	Label all food offering to relate to allergies Always clean hands			
Injury or illness not being taken care of	Major illness	Anyone using the centre	3	3	9	Ensure 2 first aiders are on site and identifiable.	3	2	6
Injury by car on pedestrian	Major injury	Anyone using the centre	3	3	9	Keep cars from parking in courtyard during a public performance event If using the family Centre induct stewards in road crossing			
A safeguarding issue occurs whilst participants are under the care of Greentop	Child or vulnerable adult harmed. Reputation damage to Greentop. Potential for being subject to legal procedure	Staff, centre users and public	3	2	6	All staff and freelance contractees are inducted in Safeguarding policy and procedure. All users informed via noticeboard and web site	3	1	1

RISK ASSESSMENT MATRIX

RISK						
Severity	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
	1	2	3	4	5	
	Likelihood					

SEVERITY	
5	Multiple fatality
4	Fatality
3	Major injury
2	Minor injury
1	Negligible impact

LIKELIHOOD	
5	Almost Certain
4	Probable
3	Possible
2	Remote
1	Improbable

The aim is to reduce the risk by prevention or control measures so far as is reasonably practicable.

Explanatory Note:

Risk

16-25	Very high (Do not proceed without authorisation from the Directorate)
12-15	High
6-10	Medium
1-5	Low

Likelihood

Almost certain	Self explanatory
Probable	More likely than not to occur
Possible	Has the potential to occur
Remote	Unlikely to occur
Improbable	Occurrence is extremely unlikely

Severity

Multi fatality	Self explanatory
Fatality	Self explanatory
Major injury	Reportable incident under RIDDOR such as fracture of bones, dislocation, amputation, occupational diseases (e.g. asthma, dermatitis), loss of sight.
Minor injury	First aid administered. This would include minor, cuts, bruising, abrasions and strains or sprains of ligaments, tendons, muscles
Negligible impact	Self explanatory