

RISK ASSESSMENT FOR



Cecil Sharp House

English Folk Dance and Song Society
Cecil Sharp House
2 Regent's Park Road
London NW1 7AY

ASSESSMENT UNDERTAKEN

Date 26/11/2012
Updated 14/06/22
By Lucy Grant

Review date: 14/06/23

ASSESSMENT REVIEW

Generic Risk Assessment subject to annual review.

Safeguarding Policy subject to annual review.

Accident Book subject to quarterly review.

Description of event/activity: **Generic Risk Assessment for Cecil Sharp House activity**

Date of event/activity: **Specific assessment to be carried out by Hirer or appropriate EFDSS Staff Member for each event**

This document is for guidance only. Everyone shares responsibility for their own health and safety while at Cecil Sharp House. See **Health and Safety Policy & Access Brief** for more info.

See Policies webpage <https://www.efdss.org/policies> - for Safeguarding Policy and Health and Safety and Access Brief and other key policies

See also our Covid Secure webpage and risk assessment for the current advice <https://www.efdss.org/venue-hire/covid-secure>

**HAZARD:
SOURCE**

**SEVERITY /
NATURE OF HARM**

WHO IS AT RISK

**LEVEL
OF
RISK ***

CONTROL MEASURES

<p>1. Fire</p> <p>Entire building</p> <p>See accompanying information for Hirers regarding fire evacuation procedure</p> <p>See accompanying information for Hirers regarding evacuation for wheelchair users</p>	<p>Potential fatality</p> <p>Implications for wheelchair access</p>	<p>Staff, Visitors, Hirers</p>	<p>Low</p>	<p>PREVENTION</p> <ul style="list-style-type: none"> - No smoking, e-cigarettes or vaping in the building - All relevant equipment PAT tested annually - Hirers required to ensure all relevant electrical items brought in are PAT tested or to use EFDSS kit & technical staff. - Staff and hirers responsible for keeping all routes to exit clear of rubbish, equipment, belongings and furniture - No naked flames, haze effects or pyrotechnics <p>CONTROL</p> <ul style="list-style-type: none"> - Fire alarm system including heat, beam and smoke detectors maintained regularly - All EFDSS staff trained in fire evacuation procedures. - All Hirers and Group Leaders instructed in evacuation procedure - Fire doors unlocked and checked by Duty Managers and Caretaker throughout shift. - Fire exits clearly sign posted - Fire extinguishers in place for emergency use by trained staff only - Fire fighting equipment appropriately placed and maintained regularly - Annual fire drills <p>WHEELCHAIR ACCESS GUIDELINES</p> <ul style="list-style-type: none"> - EFDSS welcomes wheelchair users and can provide a General Emergency Evacuation Plan (GEEP) indicating safe refuge spaces and escape routes (note there are no step free exit routes and the lift must not be used in an evacuation). If a Personal Emergency Evacuation Plan (PEEP) is needed it is recommended this be submitted to the Venue Operations Manager prior to the visit to Cecil Sharp House so assistance can be provided if necessary. - EFDSS has emergency evacuation chairs for wheelchair users and members of staff are trained in their use
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2. Swinging doors	Trapped fingers	Staff, Visitors, Hirers	Medium	<p>PREVENTION</p> <ul style="list-style-type: none"> - Most doors on magnetic door openers linked to fire alarm OR - Doors held open with stops - If doors aren't holding back or are swinging too fast these faults are reported to door contractors and fixed <p>CONTROL</p> <ul style="list-style-type: none"> - First Aid box available at Reception and in the Café - Accident Book kept at Reception Desk - Staff members are trained in First Aid - Ice packs available
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<p>3. Trips, slips and falls</p> <p>Inside: steep drop at stairwell, temporary stages slippery dance floors, spilled drinks, dim lighting. Outside: icy/wet stairs outside, uneven driveway and paving stones, leaves and detritus on steps, steep drop at trade entrance, cables.</p> <p>Stairs, Garden, Café, Kennedy Hall, Storrow Hall, Trefusis Hall, Bar, Committee Room, Driveway, Toilets</p>	<p>Sprained ankle/wrist, blow to head</p>	<p>Staff, Visitors, Hirers</p>	<p>Medium</p>	<p>PREVENTION</p> <ul style="list-style-type: none"> - Leaves and litter cleared from outdoor steps - Spillages cleared promptly and toilets checked regularly by Operations Team and cleaners. - Signs displayed on ground floor and basement, warning of steep drop - Reception desk staffed - Adequate adult supervision - Building users with limited mobility advised to use lift rather than stairs - Signage warns of slippery floors, trip hazards and steep stairwell - Hazard tape marking out any potential hazards, ie edges of temporary stages. - Groups including children instructed to move around the building with other users in mind. - Edges of main entrance & Storrow hall steps painted high vis - Bannister on stairwell, handrail at both sides - Leaves regularly swept by Operations Team & Gardening team. - Outdoor area well lit at night and during winter months - Outdoor steps at entranceway gritted in icy weather and grit is easily available at front steps <p>CONTROL</p> <ul style="list-style-type: none"> - First Aid Kit at Reception, Library, Café and staff kitchen - Staff are trained in First Aid. - Ice packs available. - Spill kits available at front desk
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<p>4. Specialist equipment</p> <p>e.g. library stacks, sound equipment</p> <p>Library Archives Kennedy Hall Storrow Hall Trefusis Hall Committee Room</p>	<p>Crush injuries</p> <p>Head injuries</p> <p>Breaks or sprains</p>	<p>Staff, contractors & technicians, visitors, hirers</p>	<p>Medium</p>	<p>PREVENTION</p> <ul style="list-style-type: none"> - Staff and building users to only use equipment with proper training and/or supervision - Equipment to be maintained regularly and faults/defects reported promptly - Equipment to only be used for designed purpose and in approved manner <p>CONTROL</p> <ul style="list-style-type: none"> - First Aid Kit at Reception, Library, Café and staff kitchen - Staff are trained in First Aid. - Ice packs available.
<p>4. Temporary loose technical cables, e.g. for lighting and sound equipment</p> <p>Kennedy Hall, Storrow Hall, Trefusis Hall</p>	<p>Sprained ankle/wrist, blow to head</p>	<p>Staff, Visitors, Hirers</p>	<p>Medium</p>	<p>PREVENTION</p> <ul style="list-style-type: none"> - Operations Team and Hirers to ensure cables are secured with tape, prior to event being open to the public - Hirers regularly briefed about responsibilities for H & S by Ops team in hire contract and must sign to say they have read and understood their responsibilities. - Operations Team to place hazard tape around any potential trip hazards caused by temporary technical equipment or other trip hazards. CSH in house technicians ensure the CSH technical kit is well safely assembled and taken down. Eg taping cables. <p>CONTROL</p> <ul style="list-style-type: none"> - First Aid Kit at Reception and in the Café - Staff members trained in First Aid. - Ice packs available.

<p>5. Wear and tear of building and equipment</p> <p>Potentially: loose floorboards, carpets, lino, broken fittings</p> <p>Whole building</p>	<p>Sprained ankle/wrist, blow to head</p>	<p>Staff, Visitors, Hirers</p>	<p>Low</p>	<p>PREVENTION</p> <ul style="list-style-type: none"> - Operations Team to monitor building daily - Operations Team carry out daily room checks and reports on damage to maintenance log. - Equipment for special events to be checked before use & PAT test required for temp equipment. - EFDSS works with a regular team of highly trained technicians <p>CONTROL</p> <ul style="list-style-type: none"> - Operations Team to place hazard tape around hazard whilst waiting for repair or restrict access to area - First Aid Kit at Reception and in the Café - Staff members are trained in First Aid. - Ice packs available.
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<p>6. Electric shock</p> <p>PA equipment, lights, plug sockets</p>	<p>Potential fatality</p>	<p>Staff, Visitors, Hirers</p>	<p>Low</p>	<p>PREVENTION</p> <ul style="list-style-type: none"> - All relevant equipment PAT tested on an annual basis - Staff to visually check condition of equipment before use and report any damage or repair needs immediately - Technical equipment only to be handled by EFDSS Operations Team and qualified in house or approved technicians - Liquid kept away from sources of electricity – lighting desks etc are housed in safe panels with lids. - RCJD plug sockets in all rooms to avoid shocks. - Cupboard contains power supply in Kennedy Hall – not locked in case of emergency but inaccessible to public. <p>CONTROL</p> <ul style="list-style-type: none"> - Member of Operations Team and full-time Receptionist on hand to call emergency services - First Aid Kit at Reception, Library and in the Café - Staff members trained in First Aid. - Ice packs available.
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<p>7. Falling objects: technical equipment, flat, lights</p> <p>Kennedy Hall, Trefusis Hall, Storrow Hall, Store Cupboard, Cleaning, Education Cupboard. Outside: loose stones on brick wall and stone walls</p>	<p>Blow to head or other injury</p>	<p>Staff, Visitors, Hirers</p>	<p>Low</p>	<p>PREVENTION</p> <ul style="list-style-type: none"> - Careful storage of equipment and cleaning materials, placing heavy items on low shelves - Additional stage LED lights are available for ordinary use: these are light, and not hot. - Technical store arranged so that heavy items are stored on low shelves - Ladders in chair store and Education Cupboard are secured to the wall - Tables are housed behind wooden rails - Chairs should only be on chair trolleys in maximum piles of 25. - Cleaning cupboard on code lock. - Chair store kept locked. - Chair trolleys only operated by DMs - Manual Handling risk assessments have been done for chair trolleys, carrying tables and carrying heavy item eg flats and risers - Manual Handling training to be provided for DMs and Operations staff - Flats, ramps, and risers need a minimum of 3 people to operate and lift safely. - Staff are supervised and directed when carrying heavy items - If risers and flats are required for events by EFDSS staff or hires they must be requested at least 2 weeks ahead so we can arrange appropriate staffing or at time of booking. <p>CONTROL</p> <ul style="list-style-type: none"> - Member of Operations Team and full-time Receptionist on hand to call emergency services - First Aid Kit at Reception, Library and in the Café - Staff members are trained in First Aid. - Ice packs available.
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8. Injury from dance and craft equipment/musical instruments	Minor cuts and bruises, splinters	Staff, Visitors, Hirers	Medium	<p>PREVENTION</p> <ul style="list-style-type: none"> - Equipment vetted for safety prior to use - Equipment assembled by experienced practitioners and course tutors to check and instruct of safe use e.g morris sticks - Adequate adult supervision of young or inexperienced participants - Participants advised of any hazards - Equipment stored securely when not in use <p>CONTROL</p> <ul style="list-style-type: none"> - First Aid box at Reception and in the Café - Duty Managers & Education staff members trained in First Aid. - Ice packs available.
9. Loss, abduction, escape Members of the public See accompanying Safeguarding Policy		Visitors, particularly children	Low	<p>PREVENTION</p> <ul style="list-style-type: none"> - All visitors to be aware that Cecil Sharp House is a public building, and that control of entry is in place but people can slip in unnoticed – or slip out of front door or one of the halls - Reception desk is staffed - Panic button at Reception located under desk, in café and bar - Adequate adult:child supervision ratios, provided by Hirers, Group leaders or EFDSS staff depending on the event - Security gates leading into the garden so only EFDSS staff can control entry to the garden and the backs of the halls (Kennedy & Trefusis) but be aware that reachable push buttons enable the exit from the garden into the car park - CCTV coverage at all entrances and exits - Reception and front of house staff to be aware of anticipated building users each day and monitor suspicious behaviour

<p>10. Traffic</p> <p>Car Park, Driveway</p>	<p>Potential fatality</p>	<p>Staff, Visitors, Hirers</p>	<p>Low/medium</p>	<p>PREVENTION</p> <ul style="list-style-type: none"> - Visitors to be aware of traffic in Car Park and Driveway - Drivers to be aware of public on foot in the area - Driveway lit at night, turned on by Operations Team - Disabled parking bay highlighted - CCTV of car park helps Operations Team assess and manage overcrowding - EFDSS has limited parking spaces to 1 per hirer/group leader to minimise overcrowding - Staff to use portable barriers to manage vehicle and pedestrian movement at busy times
<p>11. Theft</p> <p>Whole building and Garden</p>	<p>Loss of property</p>	<p>Staff, Visitors, Hirers, EFDSS</p>	<p>Medium</p>	<p>PREVENTION</p> <ul style="list-style-type: none"> - Reception desk staffed - CCTV coverage - Panic button fitted under Reception Desk, café & bar - Operations Staff remind Hirers to keep doors closed - Key safe at front entrance and in Office - Cash not left in till overnight - Door codes regularly changed - Signage informs people that CCTV is in operation - Security gates into the garden from the car park to limit access - Staffing increased for busy events - Staff advised to lock valuables away - Staff responsible for securing rooms before leaving

<p>12. Burns</p> <p>Café, Committee Room</p>	<p>Minor burns</p>	<p>Staff, Visitors, Hirers</p>	<p>Low</p>	<p>PREVENTION</p> <ul style="list-style-type: none"> - Staff, Visitors and Hirers to be aware of overcrowding in Café during busy events in case of spillage by hot drinks. - Operations Team to control of overcrowding in Café area, ensuring central corridor maintained - Hot ovens and machines only operated by trained Café staff - Café counter locked to prevent others from touching equipment - Adequate adult supervision - Staff, Visitors and Hirers to exercise caution when using iron in Committee Room. Iron stored safely when not in use. <p>CONTROL</p> <ul style="list-style-type: none"> - First Aid Kit available in Café - Duty Managers & Education staff members trained in First Aid. Ice packs available.
<p>13. Toxic substances</p> <p>Cleaning cupboard</p>	<p>Poisoning, burns</p>	<p>Visitors, particularly children</p>	<p>Low</p>	<p>PREVENTION</p> <ul style="list-style-type: none"> - Cleaning cupboard kept locked and in order - All dangerous cleaning products kept in the cleaning cupboard on a high shelf - COSHH list to be provided by cleaning contractor <p>CONTROL</p> <ul style="list-style-type: none"> - Operations Team on hand to call emergency services
<p>14. Entrapment</p> <p>Toilets, Corridors</p>	<p>Panic attack</p>	<p>Visitors, particularly children</p>	<p>Low</p>	<p>PREVENTION</p> <ul style="list-style-type: none"> - Adequate adult supervision - Regular building walk through by Operations team - CCTV <p>CONTROL</p> <ul style="list-style-type: none"> - Panic alarm in accessible toilets - Toilets can be unlocked from outside if needed

<p>15. Furniture and Furnishings</p> <p>Whole building and Garden</p>	<p>Scratches, splinters and bruises</p>	<p>Staff, Visitors, Hirers</p>	<p>Medium</p>	<p>PREVENTION</p> <ul style="list-style-type: none"> - Cecil Sharp House furniture to be handled by Operations Team, or under their direct supervision - Handling of chairs to be carried out with care by Hirers and Visitors (see manual handling guidelines) - Staff to report or take broken furniture to Operations Team for repair - Damaged items to be removed from use until repaired - Tables in Committee Room to be stored inside cupboard on bottom section when not in use. - Piano only to be moved by 2-3 members of staff depending on where it is being moved to. Piano should not be lifted onto stage without at least 3 staff helping. Pianos have wheels and/or moving frames <p>CONTROL</p> <ul style="list-style-type: none"> - First Aid Kit at Reception and in the Café - Staff members trained in First Aid. - Ice packs available.
<p>16. Windows</p> <p>First and second floors</p>	<p>Fall</p>	<p>Staff, Visitors, Hirers</p>	<p>Low</p>	<p>PREVENTION</p> <ul style="list-style-type: none"> - Duty Managers and all Staff to ensure windows are closed at the day's end - Window closers limit opening of some windows - Windows to opened only by adults - Children and vulnerable adults to be supervised near open windows -

<p>17. Gardening Equipment</p> <p>Garden Shed</p>	<p>Cuts</p>	<p>Staff, Visitors, Hirers</p>	<p>Low</p>	<p>PREVENTION</p> <ul style="list-style-type: none"> - Garden Shed kept locked at all times - Head Gardener to supervise Volunteers in safe use and storage of equipment - Gardening equipment to be appropriately maintained and damaged items to be removed or repaired
<p>18. Health and hygiene risk</p> <p>Dog waste in garden</p> <p>Cigarette butts</p> <p>Rubbish area by Gloucester Avenue entrance</p>	<p>Illness</p>	<p>Visitors, particularly children</p>	<p>Low</p>	<p>PREVENTION</p> <ul style="list-style-type: none"> - Dogs banned from garden, except assistance dogs, gates prevent dogs being walked into the garden. - Smoking limited to smoking area, banned elsewhere - Frequency of rubbish collection increased to meet demand and stop overflow. - Pest control regularly maintained - Cigarette butts are swept up by staff/cleaners. <p>CONTROL</p> <ul style="list-style-type: none"> - Garden regularly inspected and cleaned by Operations Team

<p>19. Broken Glass</p> <p>Bar, Kennedy Hall, mirrored wall in Trefusis Hall, Café, Corridor leading to bar, Garden, Driveway and Rubbish Area</p>	<p>Cuts</p>	<p>Staff, Visitors, Hirers</p>	<p>Low</p>	<p>PREVENTION</p> <ul style="list-style-type: none"> - Catering team serve in reusable plastics/cardboard with the exception of weddings and formal drinks receptions. - No glass drinking vessels are given out at public concerts and dances, only bottles. - Glass bottles collected regularly by staff & catering team. - Cleaners undertake garden cleans during the weekend to remove any glass vessels. <p>CONTROL</p> <ul style="list-style-type: none"> - Member of Operations Team on hand to call emergency services - First Aid Kit at Reception, in the Café and Library - Staff members trained in First Aid
<p>20. Overcrowding</p> <p>Kennedy, Trefusis, Storrow, Bar, Cafe, Committee Room, Corridors and Lobby</p>	<p>Faints, falls, panic attack</p>	<p>Visitors, Staff, Artists and Volunteers</p>	<p>Medium</p>	<p>PREVENTION</p> <ul style="list-style-type: none"> - Capacities set for each room by London Fire Authority: - Kennedy – 500, Trefusis – 150, Storrow – 60, Committee Room – 30, whole building – 700. - Capacities monitored by ticketing for events - Capacities adjusted where appropriate to take into account audiences/groups with additional needs and nature of the activity. - Operations team check public areas for overcrowding - Stewards direct flow of visitors <p>CONTROL</p> <ul style="list-style-type: none"> - Member of Operations Team on hand to aid Visitors in distress - First Aid Kit at Reception and in the Café - Staff members trained in First Aid

*Level of risk: high, medium or low