



# WAIWAV INTERVENTION RISK ASSESSMENT

Risk Assessment | Action Plan | Staff, interns, volunteers and partners acknowledgement

Location:

Version:

<b>Brief Description of Event:</b>  Event date(s)/time:  Useful contacts:  Emergency services: 999/112 Police non-emergency: 101									
<b>Hazard Key:</b> $P \times S = RR$									
<b>Probability:</b>	1 Unlikely	2	3	4	5 Likely	6	7	8	9 Certain
<b>Severity:</b>	1 No injury	2	3 Minor Injury	4	5	6	7 Major Injury	8	9 Fatal
<b>Risk Rating:</b>	1-9 LOW RISK Reduce if practicable			10-28 MEDIUM RISK Plan your action			30+ HIGH RISK Immediate action required		

No.	 Significant hazard / Exhibition note	Persons likely to be affected	 Control Measures	Risk Factor <i>P x S = RR</i> (see Hazard Key)			Further Action? 'Y' or 'N' (See Action Plan)
				P	S	RR	
1	Unfamiliarity with the site and project.	Staff/interns/volunteers	All staff/interns/volunteers to be inducted by General Manager, Artistic Director or Festival Coordinator including: <ul style="list-style-type: none"> <li>• Signing this risk assessment signed by all FoH staff/interns/invigilators</li> <li>• Introduction to safety measures and procedures (Fire Safety Guidance etc).</li> <li>• All staff/interns/volunteers have been shown emergency exits and if applicable daily unlocking and locking routine.</li> </ul>	1	3	3	Y -1
2	Access to the venue is via staircase. Climbing stairs. Fatigue.	Public	<ul style="list-style-type: none"> <li>• A first aid kit provided by Coventry Biennial and kept in the retail shop, staff kitchen and learning space store room.</li> <li>• A mobile phone with a fully charged battery will be made available to contact Emergency services if required.</li> <li>• Information about the limited access is publicised on website.</li> </ul>	1	3	3	N
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## Action Plan

No.	Further action necessary to control the risk	Person Responsible	Completion Date
1	Venue to provide maintained appropriate fire extinguisher and/or fire blanket for duration. Venue to provide first aid kits.		
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**Identified Additional Hazards**

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*Add table rows as required*

**Assessment compiled by:**

**Date of assessment:**

**Signature:**

\_\_\_\_\_

**Date to review further actions:**

\_\_\_\_\_

**Job role:**

\_\_\_\_\_

**Assessment review date:**

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