

Venue Risk Assessment

List in the notes section at the end of the assessment any arrangements to compensate for areas noted that fall below an acceptable standard

<p>Venue & City:</p> <p>Date of Assessment:</p> <p>Assessor:</p> <p>Signed:</p>

<p>Key</p> <ul style="list-style-type: none"> A. Arrangements are comparable with the best practice B. Arrangements are mostly acceptable C. Arrangements require improvement or upgrading D. Arrangements are completely unacceptable E. Do not know 	
<p>Basic Services</p> <p>Are the toilet facilities permanent or temporary?</p> <p>Does the venue have hot and cold running water? Soap and hand drying facilities provided?</p> <p>Are the toilet facilities checked and cleaned regularly?</p> <p>Telecom services. Does the venue have good mobile phone network coverage? Is WiFi available?</p>	
<p>Access and Egress – Pedestrian</p> <p>Do facilities allow for safe access and egress of pedestrians at all times from areas that are secure with good lighting?</p> <p>Is there sufficient facility to separate pedestrians from commercial vehicles particularly around cargo doors?</p>	
<p>Cargo Lifts</p> <p>Are the cargo lifts of sufficient capacity in size and weight loading limit sufficient for intended use?</p>	

<p>Key</p> <ul style="list-style-type: none"> A. Arrangements are comparable with the best practice B. Arrangements are mostly acceptable C. Arrangements require improvement or upgrading D. Arrangements are completely unacceptable E. Do not know 	
<p>Air Quality</p> <p>Does the venue have sufficient facilities for controlling air temperature and quality?</p>	
<p>Electrical</p> <p>Is there a competent contractor or venue service for mains supply?</p> <p>Are service ducts or other supply facilities fit for purpose? Check overall condition.</p> <p>Are there suitable arrangements for electrical testing and inspection?</p> <p>Are mains supplies protected by adequate circuit breakers to prevent over current and Residual Current Devices to protect against electric shock?</p>	
<p>Emergency Procedures</p> <p>Does the venue have a central control room facility to manage emergency situations such as evacuations?</p> <p>Does the venue have established emergency procedures?</p> <p>Does the venue have a tannoy system to relay emergency alerts and messages?</p> <p>Who is in charge in case of an emergency?</p> <p>How should an emergency be raised? Eg - Are there "break glass" points?</p>	
<p>Fire Prevention</p> <p>Does the venue have waste management facilities to control the build up of combustible waste? Is it effective?</p> <p>Does the venue have facilities to safely store highly flammable substances such as fuel and pressurised gases?</p> <p>Is there a hot works control system?</p>	

<p>Key</p> <ul style="list-style-type: none"> A. Arrangements are comparable with the best practice B. Arrangements are mostly acceptable C. Arrangements require improvement or upgrading D. Arrangements are completely unacceptable E. Do not know 	
<p>Fire Safety Response</p> <p>Are there fire detection systems throughout the halls (such as smoke detection) monitored by a central control room?</p> <p>Is there a fire alarm system to raise the alarm in an emergency throughout the halls?</p> <p>Does the venue supply sufficient firefighting equipment such as extinguishers and hoses?</p> <p>Are there sufficient means of escape with good signage and emergency lighting to an ultimate place of safety (usually open air)? Check the other side of the door for evidence of good housekeeping and clear exit routes (nothing blocking the exit).</p> <p>Check where the assembly point is (is it adequate)?</p> <p>Is the response time for Fire Engines from the nearest fire station to the venue reasonable? What is the predicted response time? Is there good access for emergency fire service response?</p>	
<p>Food Safety</p> <p>Are the catering and food outlets clean and fit for purpose?</p> <p>Do they have any kind of hygiene license, certificates?</p> <p>Note: Food not left exposed (should be covered), cleaning rota, anyone involved in food preparation wearing hats, gloves etc</p> <p>Are there hand washing facilities?</p>	
<p>Floor Condition</p> <p>What is the condition of the floors in the halls and general access areas? Look for evidence of good maintenance.</p> <p>Are floor loading limits published by the venue and suitable for intended use?</p>	

<p>Key</p> <ul style="list-style-type: none"> A. Arrangements are comparable with the best practice B. Arrangements are mostly acceptable C. Arrangements require improvement or upgrading D. Arrangements are completely unacceptable E. Do not know 	
<p>Medical</p> <p>Does the venue provide suitable medical facilities for emergency treatment?</p> <p>Is there suitable access for ambulances?</p> <p>Is the response time for ambulances from the nearest hospital with emergency facilities reasonable?</p>	
<p>Night Working</p> <p>Is night working permitted? If yes answer the following:</p> <p>Are there suitable security and alarm systems monitoring facilities overnight?</p> <p>Is suitable lighting provided for overnight working?</p>	
<p>Rigging</p> <p>Is rigging permitted? If yes answer the following:</p> <p>Is there a competent in house rigging contractor or a suitable policy to regulate rigging by outside contractors? Are local contractors competent?</p> <p>Does the venue publish rigging load limits and are these suitable for intended use?</p>	

<p>Key</p> <ul style="list-style-type: none"> A. Arrangements are comparable with the best practice B. Arrangements are mostly acceptable C. Arrangements require improvement or upgrading D. Arrangements are completely unacceptable E. Do not know 	
<p>Security</p> <p>Is the venue in a secure location within the city? If not, is the venue well secured with fences or barriers, guarded entry points, security checks? What other security facilities are offered?</p> <p>Is there a choice of reputable local security companies able to provide competent security staff in sufficient numbers?</p> <p>Do those working at or visiting the event have access to safe transport to the airport or other ports of entry and local hotel accommodation?</p> <p>Are venue taxi ranks, bus stops and vehicle pick up points in safe well lit areas?</p> <p>Are local taxis and public transport modes licensed by recognised transport authorities?</p> <p>Are local taxis regulated and required to have adequate levels of public liability insurance?</p>	
<p>Venue Services</p> <p>Does the venue have a team of competent event management staff able to give sufficient operational and technical advice?</p> <p>Does the venue have an in-house H&S specialist?</p>	
<p>Notes</p> <p>List here arrangements to compensate for venue deficiencies where relevant.</p>	

Key

- A.** Arrangements are comparable with the best practice
- B.** Arrangements are mostly acceptable
- C.** Arrangements require improvement or upgrading
- D.** Arrangements are completely unacceptable
- E.** Do not know