

Isle of Thanet Photographic Society (IOTPS) Risk assessment for Portland and Mulberry Centre

What are the hazards and where?	Who might be harmed and how?	Actions to take to reduce the risk
Portland Centre and associated rooms. Slips Trips and Falls - <u>Spillages and cleaning floor</u>	IOTPS members and their guests, may suffer injuries such as fractures or bruising if they slip, e.g. on spillages.	Clean up any spillages immediately. Ensure wet floor signs are in use. Door mat in use at the entrance to stop rainwater from being carried in. Equipment to always be accessible
Portland Centre and associated rooms. Slips Trips and Falls - <u>Wires</u>	IOTPS members and their guests may suffer injuries such as fractures or bruising if they trip e.g. on objects or wires.	When IOTPS use the sound system, wires and devices are kept away from walkways. No trailing electrical cables/leads; any trailing cables across the floor must be covered with pedestrian floor cable management. All permanent cables are secured and tied in place.
Portland Centre and associated rooms. Work at Height - <u>Putting up signs/decorations</u>	IOTPS members and their guests, Portland Centre and associated rooms. May suffer falls from height.	Appropriate stepladder securely stored and available for use. Hall Hirers are responsible for using step ladder safely. IOTPS members and their guests should not use any step ladder or stand on any objects to reach a point above head height.

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Portland Centre and associated rooms. <u>Hazardous Substances</u>	IOTPS members and their guests, using cleaning supplies.	Cleaning equipment is provided. Mops, dustpan and rubber gloves are provided. follow instructions on the label, dilute properly and never transfer into unmarked containers. IOTPS members or guests using cleaning products must read the instruction label for guidance.
Portland Centre and associated rooms. <u>Electricity.</u>	IOTPS members and their guests, may risk electric shocks or burns from faulty equipment or installation.	Fixed installations are correctly installed by qualified electrician and inspected regularly. All repairs are carried out by qualified electrician. Portable equipment must be checked for visual signs or damage before use. Any equipment that is unsafe for use, is to be removed and clearly labelled until disposed of, or repaired. IOTPS members or guests know how to use equipment and check visually for any signs or damage before use. IOTPS committee members know where to find the fuse box and how to turn off the supply in an emergency.
Portland Centre and associated rooms. <u>Storage Area.</u>	IOTPS members and their guests could be injured by items that fall from cupboards.	IOTPS members will take care when stacking items in cupboards. Access to store cupboard restricted to IOTPS keyholders and members only.

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Portland Centre and associated rooms. <u>Stored equipment</u>	IOTPS members and their guests could be injured by items that fall due to poor storage.	IOTPS members or guests must follow guidelines on how to stack chairs and tables. Photos are given as a guide to follow. Safety bar is in place at floor level to stop items from falling.
Portland Centre and associated rooms. <u>Manual Handling.</u>	IOTPS members and their guests may suffer back pain if they try to lift objects that are too heavy or awkward.	Trolleys are available to move equipment around, and hirers know where to find them. Ensure IOTPS members and guests are aware of safe handling techniques and that they seek assistance if carrying awkward or heavy items, especially to and from the store cupboard.
Portland Centre and associated rooms. <u>Fire</u>	IOTPS members and their guests, If trapped could suffer fatal injuries from smoke inhalation/burns.	Fire risk assessment completed/ reviewed and necessary action taken. Remove locking bar from fire door when hall is in use. IOTPS members setting up for a meeting will arrange seating, projector and print stands in a safe manner leaving full access to emergency exits. Ensure IOTPS members and guests know where the evacuation plan is located and are aware of the meeting point.


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Portland Centre and associated rooms. <u>Overcrowding</u>	If exceeded in hall could result in injury.	Ensure maximum capacity guidelines are adhered to. Portland hall – 50 seated or 80 standing Mulberry Room – 25 IOTPS will keep a record of their members and guests attending meetings and will refuse entry when maximum capacity is reached.
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Portland Centre, <u>Stairs and threshold of door at bottom of stairs</u>	IOTPS members and their guests could be injured by slips, trips or falls, up or down the flight of stairs leading from the Portland Centre down to the store room.	Make sure the door at the top of the stairs is locked at all times when not in use. Hold on to the handrail when ascending and descending the stairs. Any objects being carried to and from the store room to the hall must be handled with appropriate care. If an item appears heavy and awkward, a two-person lift should be used. No items are to be stored, even temporarily, on the stairwell leading to the store room. This applies to anyone using the stairs to access the store room. Access to the store cupboard is restricted to key holders, and society members only.
Portland Centre, <u>Kitchen</u>	IOTPS members and their guests could be injured by slips, trips and falls on wet floors. Scalded by hot or boiling water. Misuse of kitchen equipment.	Clean up any spillages immediately. Ensure wet floor signs are in use. Always read the manufacturer's instructions on how to use and warnings before use. Report any defects as soon as possible to the Portland Centre Administrator. Read all safety manuals before using the equipment. IOTPS members only to be permitted in the kitchen.


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