

1. Activity

Art Exhibition

Exhibition – New Forest Art Society

Location

Visitor Pavilion

Sir Harold Hillier Gardens

Jermyns Lane

Romsey

Hampshire

SO51 0QA

2. Date of exhibition

25th February to 10th March 2020

Date of Review

25th February 2020

Risk Assessor

Dr Roger Plant 02380558698

3. Risk assessment subject to

Management of Health and Safety at Work Regulations 1999

Guidance Document HSG195

4. *This risk assessment document will be kept for a period of 7 years - February 2026.*

New Forest Art Society Risk Assessment

Common Hazards	Identify those people at risk including how they are at risk	Standard Event Safety Controls Tick if in place √		Identify what you have done at a local level to meet the standard control measures.	Further action that may be required and this should be included in the action plan
Lack of knowledge of risks.	Exhibitors/Exhibition Sub-committee/Stewards ('Group').	Exhibition manager, Rachael Smith, to ensure all members of the group have read this document, are given opportunity to raise any questions and have questions answered.	√	Given access to this document to all the group. Answered all questions arising from the group and had confirmation that everyone understands.	
Lack of clearly defined roles and responsibilities.		Exhibition manager, Rachael Smith appointed and set-up and take down plan in place.	√	Plan to be discussed with all members of the set-up and take down group.	
Trips and falls during the exhibition, set up and take down.	Exhibitors/Stewards, Staff, Volunteers and general public visiting the exhibition.	Exhibition manager and exhibition sub-committee to ensure safety hazards are kept to a minimum and all stewards are made aware of these.	√	<p>Cabling managed to prevent trip hazards.</p> <p>Clear exit route from the exhibition.</p> <p>No fire exits to be blocked.</p> <p>Boxes and spare stock to be stored in the storage area provided or off site.</p>	<p>Will be discussed again at the beginning of setup and take down where group members will be reminded of Health and Safety issues.</p> <p>Clear Stewarding Notes will be provided.</p>
Contact with electricity.		If necessary light bulbs (LED) changed by the exhibition manager or exhibition sub-		Changing lamps will require the use of a ladder/two people.	As these are LED bulbs this is unlikely. Spare bulbs left by hire

New Forest Art Society Risk Assessment

		committee member or Caretaker.	✓	Exhibition manager to be notified if bulb needs changing and arrangements will be made to do this asap.	company. Will be reinforced on set up day and in Stewarding Notes.
		All electrical items Portable Appliance Tested (PAT).	✓	No electrical items will be used during the exhibition.	
Set up, takedown of exhibition : Muscle strain, Minor Injuries , Minor or cuts	Exhibitors/ setting up and taking down team members.	All members of the group will be made aware of manual handling requirements. Heavy items to be team lifted and/or use trolley. Boxes of equipment to be broken down into manageable loads. 2 people to carry or move large or heavy load. Careful handling and placement of 3D work to prevent accidental injury to team members or damage to the work.	✓	All members of the group made aware of manual handling requirements and how to avoid accidents. Unloading areas provided near the venue to prevent carrying heavy equipment too far. Discuss with exhibitor(s) to ensure 3D work weight is suitable for table or plinth display and discuss any handling issues.	
Working at heights.	Exhibitors/set up and take down team/Stewards.	Use a suitable height ladder for the job.		Provide stable step ladder high enough to reach lamps.	

	<p>Falling off ladder whilst setting up exhibition, taking pictures down during the exhibition and at taking down, or changing light bulbs.</p>	<p>Don't overreach.</p> <p>Only use a ladder never a chair, table etc..</p> <p>2 people to work together when using a ladder – one to hold the ladder whilst the other person climbs up and down.</p> <p>Ladders checked to ensure they are not broken or damaged and safe to use.</p> <p>Always put ladder on a flat surface to avoid wobbling.</p>	<p>✓</p>	<p>Reinforce this risk with all group members before, at set up and take down and in Stewarding Notes.</p> <p>At take down, the team will take down artwork to return to exhibitors to minimise risk.</p> <p>When removing the top artwork, the bottom work will be removed first.</p>	
<p>Pre -existing medical conditions.</p>	<p>Any Exhibitor/ member of set up and take down team/ Steward.</p>	<p>Any pre -existing medical condition that could flare up and cause a medical problem on site should be declared to the exhibition manager. SHHG do not need to know unless this issue is likely to be a problem and only with the individual's permission.</p> <p>Ensure all exhibitors/stewards know where to get help if needed.</p>	<p>✓</p>	<p>Exhibition sub-committee members and all stewards contact details to be documented at exhibition reception desk (with their permission and kept out of general sight).</p>	

New Forest Art Society Risk Assessment

		Exhibition manager to consider having an emergency contact list for stewards or in the case where a pre-existing medical condition is identified (again with the permission of the individual).		No mobile or WiFi network available so all outgoing emergency communication will be through the SHHG desk.	
Exhibition area set up, take down.		Barriers used when setting up and taking down the exhibition to stop the public entering exhibition area.	√	Will use rope barriers provided by SHHG.	
Catering.	Food Poisoning. Exhibitors/ Stewards people at event held in conjunction with the exhibition.	Any events held in conjunction with the exhibition must be catered for by SHHG on site catering dept only.	√	Not applicable - no food at the exhibition other than food brought in by individual stewards for their own consumption. (Lunches etc.)	
Theft of products or personal belongings.	Exhibitors/Stewards.	There is no safe at SHHG for personal belongings. All belongings are brought on site at owners own risk. Keep any belongings out of sight. Consider always having 2 people on the exhibition to steward to minimise any theft of products. SHHG are not responsible for any	√	All group members aware. There will be a minimum of 2 stewards at the exhibition at all times and always one at the desk or in sight of the desk.	

		<p>thefts.</p> <p>Securely hang or attach products to screens or tables.</p> <p>Place less secure items nearer the steward table to avoid theft.</p>			
Fires.	Exhibitors/Stewards people in the exhibition space.	<p>No smoking or naked flames in the building.</p> <p>Staff / stewards and all exhibitors to know where the fire exits are and fire assembly points.</p>	✓	<p>All group members aware.</p> <p>Fire assembly point will be mentioned at the start of set-up day and included in Stewarding Notes held at the desk.</p>	
Bomb threat.	Exhibitors/Stewards people in the exhibition space.	<p>Any bags or objects left in the exhibition space are to be reported immediately.</p> <p>Any verbal threats to be passed on the SHHG visitor services immediately.</p>	✓	All group members aware.	
Hung artwork/3D works/Miniature box falling off display and causing injury.	Exhibitors/Stewards, Staff, Volunteers and general public visiting the exhibition.	<p>All artwork is hung on two perlon wires which have considerably higher load-bearing than the weight of the artwork.</p> <p>Exhibitor and Hanging Team are responsible for not overloading the perlon and ensuring that artwork is securely connected.</p>	✓	All exhibitors are aware of need for suitable hanging gear on backs of frames, including use of heavy duty picture hangers, where appropriate.	

		<p>Too heavy artwork will not be hung (discretion of Hanging Team)</p> <p>3D works on suitable table or plinth.</p> <p>Miniature boxes placed well on tables.</p> <p>The main danger would be from visitors doing something like trying to remove a picture/3D work/ miniature.</p>		<p>3D exhibitors are informed of weight restrictions.</p> <p>All group members will keep a close watch on visitors when possible.</p>	
Artwork knocked off table, causing injury.	Exhibitors/Stewards, Staff, Volunteers and general public visiting the exhibition.	Great care to be taken over the positioning and secure display of any framed artwork/3D works/miniature boxes on tables or plinths.	√	All group members aware.	
Young children or visitors causing artwork to fall, causing injury.	Exhibitors/Stewards, Staff, Volunteers and general public visiting the exhibition.	Stewards should monitor the behaviour of visitors' children and stop them running or touching the hanging artwork/3D works/ miniatures on display boards or tables/plinths.	√	All group members aware.	

Action Plan for Risk Assessment

Please complete the Action Plan for your risk assessment if you are required to take further action to ensure that all of the standard controls and local arrangements are in place.

No	Hazard not fully controlled	Action required	Person Responsible	Target Date	Date of Completion
1.	Trips and falls.	Will be discussed at the beginning of setup day where group members will be reminded of Health and Safety issues. Guidance will also be kept in the Stewarding Notes.	Rachael Smith	25 February 2020	
2.	Contact with electricity	Will be reinforced on set up day and in Stewarding Notes. Exhibition Manager to arrange the change of any light bulbs as and when necessary.	Rachael Smith	25 February 2020	
3.					

Signature of Event Manager		Date	
Rachael Smith			