



RISK ASSESSMENT

Unit Name: 3 Mad Hatters

Date of completion: September 2022

Assessor Name: Dan Clark

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RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO01

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Assault	All Areas

SIGNIFICANT RISK (S) IDENTIFIED

Involvement of Door Security in physical violence either inside or outside the premises

SEVERITY: HIGH / MEDIUM / LOW

LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers / Door Supervisors / Employees

MEASURES REQUIRED TO CONTROL / REDUCE RISK:

1. Door security staff to be holders of SIA Badges
2. All contract door security must have received suitable training in the effective management of violent situations and aggressive behaviour
3. All contract door security must have the above training requirement stipulated in their contract
4. The number of door supervisors provided must be agreed with the General Manager and in line with the premises licence
5. All door supervisors must be given instructions in any unit specific arrangements i.e. communication (2 way radios), CCTV, Incident Log Book usage etc.
6. Avoid the use of "lone working" security and ensure that "team work" is deployed avoiding and single security personal being subjected to isolation, especially in higher risk areas

FURTHER ACTION REQUIRED (to be completed by Unit Manager)

Unit manager to continually monitor security team for positioning, in terms of risk, throughout the operation of any session. Higher risk areas such as front door to me monitored more closely and covered by CCTV

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO02

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Stroboscopic Effects	Main Club(s)

SIGNIFICANT RISK (S) IDENTIFIED	
Induced photosensitive epilepsy from flickering light effects	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers / Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1. Warning notices posted in the entrance foyer2. Strobe lighting controlled by DJ / LJ3. Advice given to DJ / LJ – no more than 5 flickers / second4. Synchronised flickers, when more than one strobe light is in use5. Employees advised that strobe effects operating in venue prior to employment

FURTHER ACTION REQUIRED (to be completed by Unit Manager)

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO03

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Slips, Trips and Falls	Whole Premises
SIGNIFICANT RISK (S) IDENTIFIED Broken glass, bottles Wet flooring Changes in level	
SEVERITY: HIGH / <u>MEDIUM</u> / LOW	LIKELIHOOD: HIGH / <u>MEDIUM</u> / LOW

WHO AND HOW MANY ARE AT RISK?: Customers

MEASURES REQUIRED TO CONTROL / REDUCE RISK: <ol style="list-style-type: none">1. Contrasted, highlighted, securely fixed step nosings where appropriate2. Staff present to prevent glasses / bottles being taken onto the dance floor or left on higher risk areas such as stairs, floors and walkways3. Signs placed stating no bottles / glasses to be taken on dance floor4. Spillages / breakages cleaned up as part of bar support staff duties (see CO21)5. Bar support staff check dance floors, steps and ledges throughout the evening and remove broken / empty glasses and bottles and remove any spillages or other hazards (see CO21)6. Steps and staircases throughout have handrails to aid identification and use7. Lite Patrol Scanner (where available) used to record glass collection / housekeeping checks.

FURTHER ACTION REQUIRED (to be completed by Unit Manager) Where Lite Patrol systems are not available the appropriate staff number must be deployed to ensure the whole of the public areas can be monitored and serviced on a regular basis. The timing of the "regular basis" to be dictated by the volume of people in any given area. Manager to ensure that all areas are regularly checked by duty / venue managers throughout the open session, directing staff where appropriate to deal with increased risks

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO04

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Falls from Stages	Club

SIGNIFICANT RISK (S) IDENTIFIED

Falls due to customers dancing on raised stage areas

SEVERITY: HIGH / MEDIUM / LOW

LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers

MEASURES REQUIRED TO CONTROL / REDUCE RISK:

1. Stages should be well lit and in clear view throughout the venue
2. Public are not permitted to dance on stages greater than 800 mm in height, unless suitable safety railings are fitted or accompanied by a member of staff
3. Public are not permitted to dance on stages where the means of access is not suitable, i.e. steps, treads etc.
4. Where public are allowed on a stage, then a maximum number of users is stipulated and displayed on a sign, adjacent to the podium. This is controlled by door security.
5. Door Supervisors do not allow public onto the stage where they exhibit obvious signs of intoxication

FURTHER ACTION REQUIRED (to be completed by Unit Manager)

Doorstaff to be aware of policy for customers on stage and no unsupervised access permitted.
Stage area to have hazard tape around edges to display hazard for anyone on stage areas.

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO05

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Falling Bottles / Glasses	Dance Areas / Balconies and Stairs

SIGNIFICANT RISK (S) IDENTIFIED

Cuts and/or head injuries caused by bottles / glasses falling from a height, i.e. from balconies or staircases

SEVERITY: HIGH / MEDIUM / LOW

LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers / Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:

1. Balcony rails are bevelled or rounded to prevent persons placing glasses on them
2. Drinks shelves are located behind railings to prevent glasses / bottles from being accidentally knocked over the balcony
3. Staircases and balconies have guarding to prevent bottles / glasses being accidentally kicked
Security presence in high risk areas, i.e. balconies to discourage throwing of glasses
4. Continued checks by bar support to ensure no build up of bottles and glasses

FURTHER ACTION REQUIRED (to be completed by Unit Manager)

Lite patrol to be used and on a regular basis to ensure areas are kept clear and any excess is recorded and cleared with record to show compliance.

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO06

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Use of Smoke Machines	Dance Areas

SIGNIFICANT RISK (S) IDENTIFIED

Irritation to customer's lungs / eyes
Burns from contact with heating element of smoke machine
Restriction of visibility in the event of an emergency
Possible inducement of asthmatic attack

SEVERITY: HIGH / MEDIUM / **LOW**

LIKELIHOOD: HIGH / MEDIUM / **LOW**

WHO AND HOW MANY ARE AT RISK?: Customers / Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:

1. Separate COSHH assessment for the smoke formulations used
2. Smoke machines sited to prevent accidental contact
3. Smoke directed to avoid accidental contact with vapour droplets
4. Smoke directed above the heads of customers
5. Smoke generation stopped if visibility of safety exit signs is reduced.
6. Smoke formulations and machines to be obtained from an approved supplier

FURTHER ACTION REQUIRED (to be completed by Unit Manager)

Regular checks of the machines to be carried out and servicing by approved contractors.
Only approved fluid to be used and refilled by responsible person, fluid not to be stored near any other product to avoid any cross contamination.

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO07

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Suspended Lighting Units / Rigs Suspended Speakers Permanently Suspended Effects	Dance Areas

SIGNIFICANT RISK (S) IDENTIFIED

Falling of lighting units
Collapse of lighting rig
Falling speakers
Fire hazard if left with build up of dust and dirt

SEVERITY: HIGH / MEDIUM / LOW

LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers / Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:

1. Primary and secondary fixings provided to all speakers and lights
2. Annual inspection of all suspended lighting units / rigs / speakers and other effects carried out by a competent person
3. Primary and secondary fixings to be checked monthly by competent "in house" staff
4. Lighting units / speakers taken down and re-sited in accordance with best practice and by competent contractor.
5. No additional speaker / lighting effects to be installed without the permission of the general manager

FURTHER ACTION REQUIRED (to be completed by Unit Manager)

Regular cleaning of lighting and sound equipment to ensure no dust build up and maintenance of lighting units and sound system is carried out. To be carried out by competent person under supervision where relevant at higher levels.

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO08

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Use of Lasers	Dance Areas

SIGNIFICANT RISK (S) IDENTIFIED

Eye injuries, including blinding, caused by inappropriate or unauthorised use of lasers as lighting effects

SEVERITY: HIGH / MEDIUM / LOW

LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers / Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:

1. Laser is only operated by trained and authorised persons
2. Consideration is given to the locations of podiums and balconies during laser set up as per the risk assessment
3. Signage provided warning customers that lasers are in use within the venue
4. Lasers only to be installed by approved contractor to ensure appropriate powered laser is installed.

FURTHER ACTION REQUIRED (to be completed by Unit Manager)

Regular servicing required and cleaning to avoid dust build up.

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO09

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Control of Drugs	All Areas

SIGNIFICANT RISK (S) IDENTIFIED

Ill health effects from customers taking controlled substances outside areas under our control
Customers risk of having drinks spiked

SEVERITY: **HIGH / MEDIUM / LOW**

LIKELIHOOD: **HIGH / MEDIUM / LOW**

WHO AND HOW MANY ARE AT RISK?: Customers

MEASURES REQUIRED TO CONTROL / REDUCE RISK:

1. 'Zero Tolerance' to drugs.
2. Drugs Policy displayed in Reception and toilet areas
3. All instances of potential drug use recorded as an incident report (i.e drug paraphernalia found / empty containers)
4. Random searches by security staff as condition of entry as required.
5. Security staff and key staff made aware of policies and procedures and what to do in situations.

FURTHER ACTION REQUIRED (to be completed by Unit Manager)

Door staff, searches random checks

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO10

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Snow / Foam Parties	Dance Areas

SIGNIFICANT RISK (S) IDENTIFIED	
<p>Skin irritation from contact with foam Slipping on areas wetted by foam Inability to see steps / barriers</p>	
SEVERITY: HIGH / <u>MEDIUM</u> / LOW	LIKELIHOOD: HIGH / <u>MEDIUM</u> / LOW

WHO AND HOW MANY ARE AT RISK?: Customers

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1. All foam / snow parties provided by external contractors. External contractor to provide a full risk assessment and COSHH data sheet to be approved by the General Manager prior to the commencement of the party2. Appropriate signage to be displayed throughout venue detailing wet floors and stairs where appropriate.3. Disclaimers to be displayed at point of entry and details for ingestion at toilet areas for customers to view.4. Regular cleaning of areas deemed high risk to reduce slippage and maintain visibility for stairs.5. Lite Patrol to be used

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
<p>Additional toilet checks to be carried out throughout the event to ensure they are maintained and kept clean with no flooding or toilet blockages. Floors kept clear and key areas, with higher notice placed on stair and toilet areas.</p>

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO11

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Themed Entertainments	All Areas

SIGNIFICANT RISK (S) IDENTIFIED

Special entertainments involving bungee running, bar fly, mechanical rodeo bulls, etc.

SEVERITY: HIGH / MEDIUM / LOW

LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers

MEASURES REQUIRED TO CONTROL / REDUCE RISK:

1. Specific site risk assessment to be completed for each occurrence of a themed entertainment
2. Operations must be approved by Health and Safety Manager prior to contract
3. Supplier to provide own liability insurance and to provide a competent and able operator

FURTHER ACTION REQUIRED (to be completed by Unit Manager)

Only approved supplier to be used and liability insurance must be obtained prior to the event. Safety procedure must be reviewed with contractor prior to event.
Licence must be checked to ensure if is permitted by local authority where relevant.

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO12

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Electrical Safety	All Areas

SIGNIFICANT RISK (S) IDENTIFIED	
Fire Electric Shock Burns	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers / Door Supervisors / Employees

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1. Annual inspection of electrical installation and portable appliances is undertaken by competent contractors approved by the Company2. All work on electrical systems and equipment is carried out by competent contractors approved by the Company3. RCD protection is fitted to sockets used for entertainment purposes4. Suitable training given to all staff required to change light bulbs, plugs etc.5. A safe system of work is provided when working on electrical equipment

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
No electrical work to be carried out unless done by approved and qualified electrician and only where approved by senior management. Ensure no overloading of sockets and no extensions used where customers have contact. No space heaters to be used on extensions and not in public areas.

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO13

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Fire Safety	All Areas

SIGNIFICANT RISK (S) IDENTIFIED	
Entrapment Burns Smoke Inhalation	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers / Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
1. Site specific fire safety assessment completed and reviewed periodically
2. Company fire prevention system provided and records completed and maintained in accordance with policy
3. Regular servicing of fire fighting equipment and detection.
4. Regular fire training provided for staff to ensure they are aware of policies and procedures including escape and potential risk identification.
5. High risk areas are recorded and where possible reduce the risks

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
Regular review of fire policy to ensure compliant. Servicing of fire fighting equipment and servicing of fire detection equipment to be upheld and recorded. Fire training to be carried out on monthly basis with staff, with evacuation also done on a regular basis to ensure staff are aware of procedures.

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO14

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Gas Storage	Cellar areas and postmix machines

SIGNIFICANT RISK (S) IDENTIFIED	
<p>Gas Leakage if not stored/fitted correctly. Gas cylinders falling over Staff</p>	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers / Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:	
1.	Any area that has gas stored has suitable ventilation available.
2.	Any bottles are stored correctly either by chains to the wall or laid flat on floor

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
<p>Ensure gas stored is in appropriate areas within venue and is stored appropriately and not over stocked</p>

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO16

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Control of Legionella	Water Systems

SIGNIFICANT RISK (S) IDENTIFIED	
Bacterial and other infections including Legionellosis	
SEVERITY: HIGH / <u>MEDIUM</u> / LOW	LIKELIHOOD: HIGH / <u>MEDIUM</u> / LOW

WHO AND HOW MANY ARE AT RISK?: Customers / Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1. Planned survey of hot and cold water systems undertaken by a competent contractors appointed by the Development Director2. Any specified work, including maintenance arrangements carried out by competent contractors appointed by the Development Director3. Regular inspection of water tanks to ensure covers are in place

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
Water tanks inspected and maintained on a regular basis by qualified person.

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO17

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Housekeeping	Throughout

SIGNIFICANT RISK (S) IDENTIFIED	
<p>Slips, trips and falls Falling masonry or other building parts striking customers and/or employees Fire risk Insurance void</p>	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers / Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1. Written opening and closing procedures are in place2. Workplace inspections are undertaken regularly (H&S Manual)3. Periodic workplace audits are undertaken by competent Health and Safety staff4. Inspection of the building structure is undertaken every 3 years by a competent person5. Records are maintained of all audits, inspections and remedial actions

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
<p>Lite patrol carried out at opening and closing of venue and any defects noted. Maintenance issues to be addressed immediately to reduce risks and further damage or additional hazards occurring.</p>

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO18

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Crowd Management	Throughout

SIGNIFICANT RISK (S) IDENTIFIED	
Crushing injuries Trampling injuries Noise control Violence	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
1. Site specific assessment completed detailing high risk areas and the action taken to control crowds within that area
2. Barriers used to control the direction and size of external queues
3. Door Supervisors located at significant points throughout the club to aid in the early identification of potential circulation problems
4. Employees appointed responsible for the safe evacuation of customers in an emergency
5. Procedures in place to ensure that the venue does not exceed maximum capacity

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
All admissions recorded through tills and regular checks for current admission levels and customers remaining within venue. Doorstaff to be notified of any areas that are problem areas and they can ensure the areas are kept clear where possible and the flow of customers is maintained.

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO19

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Private Functions	Whole Venue

SIGNIFICANT RISK (S) IDENTIFIED

Use of club or equipment in club by a third party – unfamiliarity with club equipment or procedures

SEVERITY: HIGH / MEDIUM / LOW

LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers

MEASURES REQUIRED TO CONTROL / REDUCE RISK:

1. Written contract signed by all parties that includes emergency procedures and any significant risks associated with the unit.
2. All necessary information and instruction is given to the third party
3. Specific assessments are carried out for hazardous activities (see CO10 and CO11) and where appropriate, information supplied to private hirer
4. Member of managerial staff on duty throughout evening and in full control of all aspects of the event
5. Competent staffing is provided and security staff

FURTHER ACTION REQUIRED (to be completed by Unit Manager)

To be reviewed and any requirements addressed by venue manager and third party

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO20

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Violence to Staff	Throughout the Club

SIGNIFICANT RISK (S) IDENTIFIED	
Physical Assault Verbal Abuse	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: All Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1. Trained registered door security employed to monitor customer behaviour2. CCTV system provided. Cameras located to cover high-risk areas for both internal and external areas. Video records are maintained for at least 10 days3. Door staff to be provided with radios to communicate between themselves to highlight any problem.4. Regular checks by management and doorstaff throughout venue to identify any flashpoints.

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
Any persistent problem areas to be identified to security and higher visibility shown. Radios to be maintained Staff communication to be addressed

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO21

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Glass Collecting - Employees	Throughout
SIGNIFICANT RISK (S) IDENTIFIED Glass breakage Glasses, bottles stacked incorrectly Noise	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Bar Support Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK: <ol style="list-style-type: none">1. Baskets provided so that bottles and glasses can be transported safely2. See broken glass assessment (CO23)3. Glass collection / hazard checks recorded using the Lite Patrol Scanner4. Procedure for controlling build up of waste glass in operation (see CO22)5. Use of Polycarbonate glasses

FURTHER ACTION REQUIRED (to be completed by Unit Manager) Where lite Patrol is not available support staff should be directed to ensure all public areas are checked for debris, spillages and other hazards with maximum 15 min intervals. All staff to be reminded to report any spillages or hazards to support staff, or remove the hazard themselves where possible

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO22

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Operational Hazards – Customers Slips, Trips, Cuts	Public Areas

SIGNIFICANT RISK (S) IDENTIFIED	
Slips on spilt liquids or Trips on bottles and glasses Cut and lacerations from broken glass	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
1. Procedure in place to minimise glass / bottle build up. Use plastic or polycarbonate vessels where possible
2. Patrol routes / areas established for bar support staff to maintain an area free of spills and other hazards
3. Person or people specifically designated responsible for maintaining glass collection and clearing of spills
4. Shelving, bottle bins etc. provided at high traffic points
5. All employees including management instructed to clear up glass / bottle waste and spills when it is observed
6. Deployment of equipment to remove any risk and install appropriate temporary warning signage where applicable

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
Portable / battery wet vac and wet floor signage made available in parts of the venue with hard flooring.

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO23

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Cleaning / Clearing Broken Glass	Throughout

SIGNIFICANT RISK (S) IDENTIFIED	
Cuts Lacerations	
SEVERITY: HIGH / <u>MEDIUM</u> / LOW	LIKELIHOOD: HIGH / <u>MEDIUM</u> / LOW

WHO AND HOW MANY ARE AT RISK?: Bar Support Staff / Bar Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1. Long handled dustpans / brushes provided2. Separate disposal receptacle for glass / glass bottles3. Toughened drinking glasses are supplied throughout (or plastic used), as per the buying guide4. All staff are trained in safe procedures5. Protective gloves provided * goggles provided for duties which involve emptying glass receptacles / bottle skips

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
Additional training to be given to persons involved in the emptying of glass receptacles / bottle bin

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO24

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Cleaning of Body Fluids	Throughout the Club

SIGNIFICANT RISK (S) IDENTIFIED	
Viral Infection, i.e. HIV, Hepatitis B	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Support Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1. Body fluids spillage clean up kits provided2. Training in use of kits provided3. Procedure in place for the correct disposal of body fluids4. Disposable gloves must be worn when dealing with any form of bodily fluids, including vomit, sanitary pads, etc.5. Designated cleaning materials provided for bodily fluids, separate mops, bins.

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
Ensure adequate supply of PPE Ensure disposal is adequate and follows procedures.

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO25

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Noise at Work	Dance Areas

SIGNIFICANT RISK (S) IDENTIFIED	
Noise induced deafness from over-exposure to loud music	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: All Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1. Noise Survey completed to determine noise levels in different parts of the venue where staff work2. Monitoring of noise levels carried out by competent personnel3. Noise mapping used to determine problem areas and requirement for staff to wear ear protection4. Information, instruction and training given to all 'at risk' employees5. Ear protection provided where necessary

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
Regular checks of sound levels throughout venue. Sound system checked to ensure limited risk of over exposure. Djs informed about procedures and to minimise risk levels keeping control over sound levels.

Unit: 3 Mad Hatters

Assessment No: CO26

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Glass Washing	Glass Wash
SIGNIFICANT RISK (S) IDENTIFIED Ingestion, inhalation or absorption of cleaning chemicals Cuts, lacerations	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Bar Staff / Support Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK: <ol style="list-style-type: none">1. Cleaning chemicals can only be selected from approved supplier list (see CO42)2. Cleaning chemicals to be stored in a safe location to prevent accidental spillage e.g. not directly above food, on the ice machine, etc.3. Specific assessments on use of cleaning chemicals have been prepared, refer to H&S Manual4. COSHH data sheets for all products maintained on site5. Trays provided for glass storage and return to bars. No stacking

FURTHER ACTION REQUIRED (to be completed by Unit Manager) Ensure appropriate training provided to staff, ensure appropriate COSHH sheets are available Ensure machines are working correctly and within correct temperature

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO27

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
High Level Maintenance	Throughout

SIGNIFICANT RISK (S) IDENTIFIED

Falls from a height whilst adjusting, cleaning or otherwise maintaining lasers, effects lighting, audio equipment and other high level fixtures and fittings
Falls from a height due to inappropriate means of access being used
Tools or equipment falling onto employees below

SEVERITY: HIGH / MEDIUM / LOW

LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Employees

MEASURES REQUIRED TO CONTROL / REDUCE RISK:

1. Site specific assessment to be completed by unit management, highlighting the type of access equipment to be used for each task. Assessment to be approved by the Health and Safety Manager
2. All persons using access equipment and erecting scaffolds, etc. must be trained
3. Sufficient access equipment provided where required and that it is maintained and in working order
4. No Lone working for any contractor working at height

FURTHER ACTION REQUIRED (to be completed by Unit Manager)

No lone working to be carried out by anyone including contractors working at height
Access equipment is checked regularly as part of building checks

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO28

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Working Behind Bars	Bar
SIGNIFICANT RISK (S) IDENTIFIED Slips, trips and falls Cuts, Lacerations Contact with chemicals Injuries due to bottles / glasses falling onto toes	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Bar Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK: <ol style="list-style-type: none">1. Spillages cleaned up immediately2. Flat soled shoes to be worn3. No open-toed shoes are worn4. Cleaning chemicals only selected from approved supplier list5. Specific assessments on use of cleaning chemicals have been prepared6. COSHH data sheets on all cleaning fluids available and maintained7. Broken glass cleaned up immediately (see separate procedure)8. Noise mapping carried out and appropriate ear protection and training provided

FURTHER ACTION REQUIRED (to be completed by Unit Manager) Review bars regularly to pin point any high risk areas Ensure COSHH sheets are updated regularly to cover appropriate cleaning materials

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO29

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Safety in Cellars	Cellar

SIGNIFICANT RISK (S) IDENTIFIED

Injuries sustained due to the handling of heavy / awkward loads
High Carbon Dioxide levels or Oxygen deficiency
Incorrectly stacked crates or boxes
Unsecured compressed gas cylinders
Chemical burns from the use of beer line cleaning chemicals

SEVERITY: HIGH / MEDIUM / LOW

LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers / Door Supervisors / Employees

MEASURES REQUIRED TO CONTROL / REDUCE RISK:

1. Safety survey undertaken by a nominated supplier.
2. Carbon Dioxide or Oxygen monitors provided where necessary
3. Carbon Dioxide / Oxygen monitors maintained and tested where installed
4. Emergency procedures displayed adjacent to monitor at all entry points
5. Protective footwear, gloves provided and worn whenever crates, kegs are rolled / handled
6. Mechanical aids used for cellar deliveries, where necessary
7. Specific manual handling assessments provided where necessary
8. Operatives trained in use of beer line cleaner i.e. the actual equipment / methods used
9. Boxes, crates stored securely
10. Stack heights restricted to 1.6 metres maximum
All compressed gas cylinders are either secured in the upright position or laid flat and chocked (or racked)

FURTHER ACTION REQUIRED (to be completed by Unit Manager)

Manual handling training to be provided to cellar staff

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO30

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Food Safety	Throughout

SIGNIFICANT RISK (S) IDENTIFIED

There are no food or kitchen areas within the venue. To be reassessed if this changes

Food poisoning

Vermin attractions

SEVERITY: HIGH / MEDIUM / LOW

LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers

MEASURES REQUIRED TO CONTROL / REDUCE RISK:

1. Any food supplied by third party to be cleared away after the event
2. Food hygiene certificates to be reviewed for suppliers
3. Food not to be stored or re-heated within venue
4. Liability insurance to be checked for suppliers
5. All equipment to be checked and removed at end of event, no knives or equipment left in customers areas

FURTHER ACTION REQUIRED (to be completed by Unit Manager)

To be reviewed and decided by venue manager where applicable and when necessary with bookings

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO31

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Maintenance – Use of Paints, Adhesives, etc.	Throughout
SIGNIFICANT RISK (S) IDENTIFIED Inhalation, absorption, ingestion or hazardous substances Fire Risks Cross contamination Storage areas	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Handyman

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1. Specific hazardous substance assessment prepared, specifying usage and protective equipment required2. Storage of flammable substances is appropriate to the risk, e.g. in secure fireproof cabinet when not in use3. Storage of hazardous and flammable substances to be kept to a minimum4. Authorisation required from Dan Clark prior to working in confined or poorly ventilated spaces.5. Refer to the H&S Manual for further details6. No over stock of materials7. Notes kept of what hazardous materials are onsite8. Disposal of materials are done in a safe and secure way to avoid contamination

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
Review paint storage and any un-necessary items to be disposed of appropriately

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO32

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Maintenance – Use of Hand Tools	Throughout
SIGNIFICANT RISK (S) IDENTIFIED Electric shock due to defective hand tools and extension cables Injury due to incorrect tools being used for maintenance	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Handyman

MEASURES REQUIRED TO CONTROL / REDUCE RISK: <ol style="list-style-type: none">1. All electrically powered hand tools including extension leads are included in the PAT programme (even personal tools)2. Visually check condition of cable and plug prior to each use3. All hand tools to be used only by those trained to use them safely4. Battery powered hand tools to be provided wherever possible5. RCD's must be used with all mains powered equipment6. Ensure that all work is undertaken using the correct tools7. Ear protection available upon request

FURTHER ACTION REQUIRED (to be completed by Unit Manager) Appropriate trained persons to use any power tools and under supervision where required

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO33

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Maintenance – Access to High Level	Throughout
SIGNIFICANT RISK (S) IDENTIFIED Replacing light fittings and carrying out other maintenance at high level	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Handyman

MEASURES REQUIRED TO CONTROL / REDUCE RISK: <ol style="list-style-type: none">1. Appropriate access equipment must be available (see CO27)2. Two person operation to be assessed as highlighted in the procedures covering safe use of access equipment – refer to H&S Manual

FURTHER ACTION REQUIRED (to be completed by Unit Manager) Check access equipment is in a workable condition with no defects, check regularly for damage

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO34

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Lone Working	All Areas

SIGNIFICANT RISK (S) IDENTIFIED

Employee being undetected after an accident
Employee working alone in unit

SEVERITY: HIGH / MEDIUM / LOW

LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: All Staff working alone

MEASURES REQUIRED TO CONTROL / REDUCE RISK:

1. On no account should maintenance involving potential significant risk (e.g. hot equipment, working at height. Working in remote parts of the building, etc) or other similar duties be carried out with only one person on the site
2. Radio contact must be maintained with management at all times
3. No employees should be sent out working alone during the hours of darkness
4. Staff must inform the duty manager where they are working during periods when the club is closed

FURTHER ACTION REQUIRED (to be completed by Unit Manager)

Ensure key holders are aware of the lone working procedures and that these are followed to ensure there is no point someone is left in situation.

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO35

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Cleaning	Throughout

SIGNIFICANT RISK (S) IDENTIFIED

Contact with hazardous substances
Slips, trips and falls
Access to high areas

SEVERITY: HIGH / MEDIUM / LOW

LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Cleaners / Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:

1. Chemical supply via approved supplier
2. Specific assessments identifying correct usage including personal protective equipment required. Refer to H&S Manual for further details
3. Contract cleaners carry out their own assessments for cleaning and chemical usage. These must be checked by on site management to ensure that they have been done
4. Appropriate access equipment used (see CO27)
5. Majority of cleaning carried out during closed periods. 'Warning Wet Floor' signage utilised
A suitable storage cupboard provided to store chemicals
6. Contract cleaners (and other regular contractors) must receive basic fire safety training from on-site management
- 7.

FURTHER ACTION REQUIRED (to be completed by Unit Manager)

Check COSHH sheets are relevant to products available.

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO36

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Office Safety	Offices

SIGNIFICANT RISK (S) IDENTIFIED

Use of computer and other display screen equipment (DSE)
Storage of items
Slips, trips and falls
Fire Safety

SEVERITY: HIGH / MEDIUM / LOW

LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Staff / Admin

MEASURES REQUIRED TO CONTROL / REDUCE RISK:

1. Specific DSE assessments carried out for all defined users
2. Storage racking and shelving provided which is securely fixed and suitable for those items stored
3. Trailing cables and other trip hazards removed wherever possible
4. Regular audits of office facilities carried out by competent staff
5. Heaters are switched off when not in use or nobody in the office.
6. Paperwork is not allowed to be built up in areas causing hazard.

FURTHER ACTION REQUIRED (to be completed by Unit Manager)

Paperwork to be stored appropriately and not allowed to build up in boxes
Review electrical safety in offices to ensure no overloading of sockets

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO37

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Personal Security	Internal / External Areas

SIGNIFICANT RISK (S) IDENTIFIED

Late night street ticketing
Cash handling
Violence to staff

SEVERITY: HIGH / MEDIUM / LOW

LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers / Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:

1. See separate assessment for violence to staff (CO20)
2. Define ticketing areas, avoid poorly lit side streets
3. Male staff member to accompany ticketing staff
4. Personal Attack alarms to be issued upon request
5. Agree times of return to club
6. Transport to and from ticketing areas to be considered
7. Door security present at box office / reception / cloakroom
8. Ticketing staff to wear visible uniforms / clothing
9. Movement of cash around the venue when open is avoided
10. The provision of escorts to take cash to cash office is advised

FURTHER ACTION REQUIRED (to be completed by Unit Manager)

Review cash in transit procedures, weekly bankings to be completed with at least one witness

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO38

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Needlestick Injuries	Throughout

SIGNIFICANT RISK (S) IDENTIFIED

Viral infection caused by needlestick injuries during personal searches or cleaning operations

SEVERITY: HIGH / MEDIUM / LOW

LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Door Security / Cleaning Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:

1. Ensure that a 'sharps' disposal box is provided on site
2. Implement procedures for personal searches to avoid needle contact
3. Ensure that any needles found are handled using protective gloves

FURTHER ACTION REQUIRED (to be completed by Unit Manager)

Sharps boxes required at point of entry to venue

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO39

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Ceilings	Throughout

SIGNIFICANT RISK (S) IDENTIFIED

Cracks in plaster ceilings due to vibration causing lumps of plaster to fall
Breakage of suspension wires holding suspended ceiling grid causing collapse of suspended ceiling
Damaged suspended ceiling tiles falling onto customers

SEVERITY: **HIGH / MEDIUM / LOW**

LIKELIHOOD: **HIGH / MEDIUM / LOW**

WHO AND HOW MANY ARE AT RISK?: Customers / Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:

1. Plaster ceilings inspected annually by a suitably competent person
2. Suspended ceilings inspected every 5 years by a suitably competent person
3. The above inspections are brought forward after water ingress to ceilings
4. Damaged ceiling tiles replaced as necessary
5. Ceiling visually checked "in house" on a monthly basis

FURTHER ACTION REQUIRED (to be completed by Unit Manager)

Part of monthly buildings check as per H&S checks

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO40

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Mobile / Moveable Lighting Rigs	Dance Areas

SIGNIFICANT RISK (S) IDENTIFIED	
Crushing injuries caused by: - Failure of the load bearing parts of the rig Failure of fall arrest or other back up systems Breakage of bearings, linkages and other mechanical parts due to lack of maintenance	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers / Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1. Annual thorough examination of rig by insurance engineers2. Regular maintenance of rig by contractor approved by the Property Maintenance Manager – refer to H&S Manual for further details

FURTHER ACTION REQUIRED (to be completed by Unit Manager)

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO41

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Manual Handling	Throughout

SIGNIFICANT RISK (S) IDENTIFIED

Lumbar damage caused by lifting heavy loads
Musculoskeletal disorders from incorrect or repetitive lifting operations

SEVERITY: HIGH / MEDIUM / LOW

LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: All Employees

MEASURES REQUIRED TO CONTROL / REDUCE RISK:

1. Mechanical lifting aids used where possible i.e. lift, sack truck
2. All employees receive information on correct lifting techniques
3. Site specific manual handling assessments prepared for higher risk lifting operations
4. Additional instruction and training provided dependant on site specific assessment
5. Moving heavy items e.g. helium canisters must be done by a minimum of 2 people.

FURTHER ACTION REQUIRED (to be completed by Unit Manager)

Ensure staff are aware of manual handling procedures and they have read all notices, monthly refresher as part of fire training

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO42

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Cleaning Chemicals	Throughout

SIGNIFICANT RISK (S) IDENTIFIED	
<p>Misuse of chemicals causing ill health effects Accidental spillages</p>	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Cleaners / Employees

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1. All chemicals securely stored in a suitable cupboard or other similar location2. Commonly used chemicals obtained from trigger dispenser3. Training provided to all persons by approved chemical supplier4. COSHH data sheets available for all chemicals on site

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
<p>COSHH sheets to be checked and that they are appropriate</p>

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO43

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Under 18 events	Club

SIGNIFICANT RISK (S) IDENTIFIED	
<p>Injuries due to:-</p> <ol style="list-style-type: none">1) Damaged fixtures & fittings.2) Broken glass3) Children falling down steps.4) Children bumping into shelving, bars and other solid surfaces5) Falls from seating	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Children attending party

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1) Prior to the party staff must inspect floors/dance floors for broken glass, etc2) Verbal instruction given to all when food orders are taken: Do not go behind bars, Keep shoes on, and which areas of the venue they are restricted3) Staff members to patrol party area and assist in controlling the behaviour of the children4) First aid facilities provided on site to deal with any incidents.5) Staff with first aid knowledge are present to attend to any injured children.6) Those areas that are not to be used are restricted e.g. by rope barriers etc.7) Private parties with young children Main doors are closed to prevent children wandering or members of the public coming in.

DATE OF ASSESSMENT REVIEW: Prior to each children's party

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
<p>To be reviewed per booking and upon checking licence restrictions</p>

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO44

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
First Aid Provisions	Club

SIGNIFICANT RISK (S) IDENTIFIED	
Injuries to customers or staff Insufficient supplies of First Aid equipment	
SEVERITY: HIGH / <u>MEDIUM</u> / LOW	LIKELIHOOD: HIGH / <u>MEDIUM</u> / LOW

WHO AND HOW MANY ARE AT RISK?: Staff Customers

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
1) First Aider to be present on all operational shifts
2) First Aid boxes to be checked on a weekly basis and any items used are replaced to maintain levels

DATE OF ASSESSMENT REVIEW: Prior to session

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
First Aid certificates checked for key staff and any doorstaff

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO45

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Smoking areas	Smoking area

SIGNIFICANT RISK (S) IDENTIFIED	
<ol style="list-style-type: none">1. Noise Pollution2. Overcrowding3. Fire4. Crushing customers5. Trip Hazards6.	
SEVERITY: HIGH / <u>MEDIUM</u> / LOW	LIKELIHOOD: HIGH / <u>MEDIUM</u> / LOW

WHO AND HOW MANY ARE AT RISK?: Customers

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1) Provision of door staff at entry point to control the numbers going outside2) Regular checks by glass collectors using Lite patrol to record any hazard build up for glasses and bottles3) Regular emptying of cigarette bins to reduce risk of fire, Smoking area - worth noting that during emptying of ashtray/bins any smouldering will be extinguished with water when emptied into a suitable metal container kept out with the premises at all times.

DATE OF ASSESSMENT REVIEW: Throughout the night

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
To be checked during night with responsible person using Lite patrol

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO46

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Covid 19	Throughout

SIGNIFICANT RISK (S) IDENTIFIED	
Passing of disease within club	
SEVERITY: HIGH / <u>MEDIUM</u> / LOW	LIKELIHOOD: HIGH / <u>MEDIUM</u> / LOW

WHO AND HOW MANY ARE AT RISK?: Customers / Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1) Sanitisers to be available at all bar and washroom areas including all entry points to venue2) Sanitiser to be available at points of entry to club for customers and staff including smoking area3) Bar support are kept as safe as possible with appropriate PPE supplied, masks gloves4) Increased cleaning / sanitising of all points of contact throughout club including doors and tables every5) 20 minutes monitored by Lite Patrol Social Distancing measures to be followed6. Ensure all glasswashers are operational and within correct temperature for sanitising glassware7 Identify key points for sanitising stations to be located throughout venue8 Customers temperature checked and data collected upon entry9 Increase staff training to alert staff to potential risks and changes in legislation

DATE OF ASSESSMENT REVIEW: Prior to each session

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
<p>To be checked prior to opening each session to comply with regulations</p> <p>gloves, masks and sanitisers are to be made available at all times for staff and contract/agency staff. (To cover dj, stewards, toilet attendants)</p>

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO47

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Ask for Angela Protecting Vulnerable people	Throughout

SIGNIFICANT RISK (S) IDENTIFIED Protecting vulnerable persons	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers

MEASURES REQUIRED TO CONTROL / REDUCE RISK: 1) Ensure staff aware of policy 2) Ensure doorstaff are vigilant and are aware of the policy 3) No vulnerable person is left alone to leave the venue 4) Signage to be displayed in toilet areas to make customers aware of policy

DATE OF ASSESSMENT REVIEW: Prior to opening

FURTHER ACTION REQUIRED (to be completed by Unit Manager) To be reviewed regularly as per licence 1: signage to be displayed at entrance of the club, staff notice board and toilets. 2: Training to be included in staff inductions and ongoing refreshers during monthly staff training.

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO48

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Air Conditioning / Heating	Throughout

SIGNIFICANT RISK (S) IDENTIFIED	
<p>Fire hazard from dust build up Over running of units due to reduced circulation Filters becoming blocked Risk of incubating and spreading airborne viruses & infection</p>	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1) Ensure filters are cleaned on a regular basis and changed periodically2) Ensure units are not left on for prolonged length of time and that they are switched off when unit is non operational3) Units are serviced on regular basis to ensure smooth operation and reduce risk of any viruses growing4) See updated COVID-19 Assessment for the correct procedure for sanitising and cleaning of units and filters

DATE OF ASSESSMENT REVIEW: Prior to opening

FURTHER ACTION REQUIRED (to be completed by Unit Manager)

RISK ASSESSMENT

Unit: 3 Mad Hatters,

Assessment No: CO49

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Toilet Attendant / Customer using WC	Toilets

SIGNIFICANT RISK (S) IDENTIFIED

1. Damaged fixtures & fittings.
2. Violence towards staff or customers
3. Customer substance misuse
4. Slips or Trips
5. Passing of Virus
6. Customers becoming unwell or sleeping

SEVERITY: HIGH / MEDIUM / LOW

LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers / Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:

1. CCTV cameras in toilets if possible and practice in accordance with ICO guidelines
2. Attendant to have use of 2 way radio (if possible) to alert door staff if any problems.
3. Toilet check included during regular lite patrol checking even when attendants is on duty
4. Regular check by internal door staff throughout the night.
5. Any flat surfaces within cubical area other than toilet pan/seat ie. toilet roll dispenses to have matting or a regular smear of Vaseline on the flat surface to prevent the area being used for power drugs.
6. Attendants to be aware of ask Angela policy
7. Attendants cleaning duties in relation to virus control
8. Attendants to have sufficient PPE and sanitiser, keeping area sterile as much as possible, taps and door frames included

DATE OF ASSESSMENT REVIEW: Prior to each night

FURTHER ACTION REQUIRED (to be completed by Unit Manager)

1. Regular checks through night recorded with Lite Patrol.
2. Make Attendants aware on the Covid-19 Risk assessments and cleaning procedures

RISK ASSESSMENT

Unit: 3 Mad Hatters,

Assessment No:

CO50

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Bar Staff Procedure – Covid 19	Bars

SIGNIFICANT RISK (S) IDENTIFIED

The spread & contraction of Covid-19 while performing bar staff Duties

SEVERITY: HIGH / MEDIUM / LOW

LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers / Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:

1. All staff required to sanitise hands on entry to club (at station) and collect PPE equipment ie. gloves, mask, face shield which are to be worn throughout the session. Temperature checks should also take place.
2. Wash hands and gloves at beginning and regularly throughout session refreshing PPE when required.
3. Before starting, during and throughout the session regularly clean and sanitise all areas as informed during induction training and cleaning rota. Pay particular attention to areas/work tools frequently used, bar top, inside and out of fridges, Ice wells and covers, shelving, gantry bottles, optics and measure, python juice dispensers, bottle openers, slush machine, tv screens, hanging barker signage, note detectors, card machine, tills and screens, sink, sanitation stations, general waste & bottle bins, collector bins.
4. Collect all disposable and reusable items in separate colour coded collector bins. **Blue wheelie bin** - Disposable items ie. napkins, straws, bottle lids, all plastic cartons, beer boxes. **Black wheelie bin** – bottles only, **Yellow collector bin** – Reusable tumblers and other drink vessels collector bins.
5. One member of staff will be allocated to work glass wash area to minimise virus transmission. Bar staff - No access to glass wash area during operational, drop off collector bin at entrance and collect another which has been emptied and sanitised.
6. Serving customers – avoid leaning over counter and keep social distance.
7. Ice wells to be covered at all times when not in use.
8. Ice dispensing only with use of sanitised ice scoop, never put tumbler directly into ice.

9. Under no circumstances should a used drinks vessel be re- used. All vessels must have already been correctly washed and sanitised in the glass washer.
10. Encourage customers to pay for services using contactless payments, cash should not be refused but staff must wash or clean hands after each transaction. If card machine is potentially contaminated by customer touching the PDQ must also be cleaned using sanitising wipes. Neck of bottles, rim of glasses, straws etc (anything that can make contact with mouth) must never make contact with staff hands when serving customers.
11. End of night all areas and work tools must be washed and sanitised.
12. Cleaning should always start from the least soiled (cleanest) area to the most soiled (dirtiest) area in order not to spread the dirty to areas that are less soiled

DATE OF ASSESSMENT REVIEW:

FURTHER ACTION REQUIRED (to be completed by Unit Manager)

1. Site staff sanitation station
2. Install ice well perspex lids

RISK ASSESSMENT

Unit: 3 Mad Hatters,

Assessment No: CO51

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Cash Desk Operator Covid -19	Cash desk

SIGNIFICANT RISK (S) IDENTIFIED

The spread & contraction of Covid-19 while performing cash desk / admissions duties

SEVERITY: HIGH / MEDIUM / LOW

LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers / Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:

1. All staff required to sanitise hands on entry to club (at station) and collect PPE equipment ie. gloves, mask, face shield which are to be worn throughout the session, PPE may be reduced where the cash desk is enclosed from customers (Visor not required). Temperature checks should also take place
2. Wash hands and gloves at beginning and regularly throughout session refreshing PPE when required.
3. Before starting, during and throughout the session regularly clean and sanitise all areas as informed during induction training.
4. Pay particular attention to frequently touched areas and surfaces including work surfaces, till and card machines.
5. Encourage customers to pay for services using contactless payments, cash should not be refused.
6. Customer enquiries – avoid leaning over work top and keep social distance.
7. Only 1 Person working in this area to minimise virus transmission.
8. End of the Night all work surfaces and utensils to be sanitised.
9. Cleaning should always start from the least soiled (cleanest) area to the most soiled (dirtiest) area in order not to spread the dirty to areas that are less soiled.

DATE OF ASSESSMENT REVIEW: Prior to each night

FURTHER ACTION REQUIRED (to be completed by Unit Manager)

Sanitiser must be provided to each cashier, especially where cash is being handled

RISK ASSESSMENT

Unit: 3 Mad Hatters,

Assessment No: CO52

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Cloakroom Staff (COVID)	Cloakroom

SIGNIFICANT RISK (S) IDENTIFIED	
Risk of passing or contracting Covid -19	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers / Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1. All staff required to sanitise hands on entry to club (at station) and collect PPE equipment ie. gloves, mask, face shield which are to be worn throughout the session. Temperature checks should also take place2. Wash hands and gloves at beginning and regularly throughout session refreshing PPE when required.3. Before starting, during and throughout the session regularly clean and sanitise all areas as informed during induction training.4. Pay particular attention to frequently touched areas and surfaces including work top, entrance exit door, coat hangers, till.5. Customer enquiries – avoid leaning over work top and keep social distance.6. Only 1 Person working in this area to minimise virus transmission.7. End of the Night all work surfaces and utensils to be sanitised.8. cleaning should always start from the least soiled (cleanest) area to the most soiled (dirtiest) area in order not to spread the dirty to areas that are less soiled.

DATE OF ASSESSMENT REVIEW: Prior to each night

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
Sanitiser must be given to al cloakrooms staff to use at their station

RISK ASSESSMENT

Unit: 3 Mad Hatters,

Assessment No:

CO53

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Covid -19 Staff operating procedure	All Areas
SIGNIFICANT RISK (S) IDENTIFIED Contracting and spreading of Covid -19	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers / Staff

<p>MEASURES REQUIRED TO CONTROL / REDUCE RISK:</p> <ol style="list-style-type: none">1. All staff are required to have completed the Covid 19 induction training, read through Covid 19 risk assessments and cleaning rota.2. Staff required signing in and confirming on rota they have no symptoms of Covid 19.3. Staff required to sanitise hands on entry to club (at station) and collect PPE equipment ie. gloves, mask, face shield which are to be worn throughout the session.4. All staff to wash their hands and gloves at beginning and regularly throughout session refreshing PPE when required.5. At start, during and throughout the session regularly clean and sanitise all used areas of bar/club and utensils as informed during induction training, cleaning rota and risk assessments.6. Serving customers – avoid leaning over counter and keep social distance.7. Advise customers of social distancing and sanitation stations.8. Encourage customers to pay for services using contactless payments, cash should not be refused but staff must wash or clean hands after each transaction. If card machine is potentially contaminated by customer touching the PDQ must also be cleaned using sanitising wipes.9. If customer ID is required you are within your rights to ask the customer to remove face mask to confirm identity. Keeping social distance allow the customer to hold up the relevant ID for you to read.10. Neck of bottles, rim of glasses, straws etc (anything that can make contact with mouth) must never make contact with staff hands when serving customers. <p>Transporting and storage of ice –</p> <ol style="list-style-type: none">1. Before start of session clean and sanitise both ice wells/lids on bars before filling with ice.2. Only ever use the sanitised ice scoop, this is stored in the sanitised container.3. Load ice directly from ice machine into sanitised clear container buckets then seal with lid before transporting to bars.4. At end of transporting sanitise all containers, ice scoop and areas touched ready for re-using.5. If ice is required through operation use the same procedure for transporting ice and pass on containers to glass wash area to be sanitised before returning to cellar. <p>Bar waste bins -</p>

1. **Blue wheelie bin** - Disposable items ie. napkins, straws, bottle lids, all plastic cartons, beer boxes.
2. **Black wheelie bin** – bottles only.
3. **Yellow bin** – re-usable tumblers and drinks vessels.

Glass collecting bins -

1. **Blue bin** - Disposable items ie. Bottles, napkins, straws.
2. **Yellow bin** – Re-usable tumblers and other drink vessels.

Glass wash area-

1. One member of staff will be allocated to work glass wash area to minimise virus transmission. All other staff - No access to glass wash area during operational, drop off collector bins at entrance and collect another which has been emptied and sanitised. Both coloured Glass collectors bins to be handed into glass wash area, emptied into appropriate waste disposal bins then collector bins to be cleaned and sanitised before returning to staff for re-use.
2. **Blue wheelie bin** – disposables ie. napkins, straws, paper towels, cleaning wipes, bottle lids, all plastic drink cartons.
3. **240lt glass uplift bin** – glass only

Cash Desk Cloakroom -

1. One member of staff will be allocated to work cash desk area to minimise virus transmission.
2. One member of staff will be allocated to work cloakroom area to minimise virus transmission.

End of night all areas and work tools must be washed and sanitised.

Cleaning should always start from the least soiled (cleanest) area to the most soiled (dirtiest) area in order not to spread the dirty to areas that are less soiled.

DATE OF ASSESSMENT REVIEW: Prior to each night

FURTHER ACTION REQUIRED (to be completed by Unit Manager)

RISK ASSESSMENT

Unit: 3 Mad Hatters,

Assessment No: CO54

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Customers Covid -19	All Area

SIGNIFICANT RISK (S) IDENTIFIED	
Spread of Covid -19 amongst customers	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers / Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1. Crowd control barriers, stanchions and ropes and social distancing markings provided to limit entry and control of admissions.2. Sanitising station to be located at entrance/exit door of club, top of stairs, bottom of stairs, entry/exit door of all toilets and internally.3. Customer temperature checks on entry4. Clear poster signage at entrance and throughout encouraging all customers and staff to wash and sanitise their hands when entering, during and leaving the premises.5. Clear poster signage to encourage contactless payment, social distancing, how to prevent Covid 19 virus transmission.6. Signage explaining our social distancing policy7. Personal data collected for the purposes on track and trace

DATE OF ASSESSMENT REVIEW: Prior to each night

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
Ensure sufficient public sanitising stations are available at the entrance, WC and throughout the venue for public use

RISK ASSESSMENT

Unit: 3 Mad Hatters,

Assessment No: CO55

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
DJ Covid 19	DJ performance area

SIGNIFICANT RISK (S) IDENTIFIED	
Risk of DJ contracting or spreading COVID -19	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers / Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1. DJ required to sanitise hands on entry to club (at station) and collect PPE equipment ie. gloves, mask or face shield which are to be worn throughout the session. Temperature checks should also take place2. Wash hands and gloves at beginning and regularly throughout session refreshing PPE when required.3. Before starting, during and throughout the session regularly clean and sanitise all areas as informed during induction training.4. Pay particular attention to frequently touched areas and surfaces including dj equipment, shelf and glass around booth, entrance exit door.5. Customer song requests – avoid leaning over counter and keep social distance.6. End of night all areas must be cleaned and sanitised.7. Cleaning should always start from the least soiled (cleanest) area to the most soiled (dirtiest) area in order not to spread the dirty to areas that are less soiled.

DATE OF ASSESSMENT REVIEW: Prior to each night

FURTHER ACTION REQUIRED (to be completed by Unit Manager)

Ensure sanitising fluid and disinfectant sprays are available for use at the DJ station

RISK ASSESSMENT

Unit: 3 Mad Hatters,

Assessment No: CO56

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Security Staff Covid 19	All Areas

SIGNIFICANT RISK (S) IDENTIFIED

Risk of spreading and contracting Covid -19

SEVERITY: HIGH / MEDIUM / LOW

LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers / Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:

1. Staff required sanitising hands on entry to club (at station) and collect PPE and have temperature checked equipment ie. gloves, mask, face shield which are to be worn throughout the session.
2. All staff to wash their hands and gloves at beginning and regularly throughout session and refreshing PPE when required.
3. Do not handle customer ID where possible. Sanitise hand if contact is required
4. Keeping social distance ask customers to remove face masks to confirm ID.
5. Advise customers of venue policy on Covid -19.
6. Before starting, during and throughout the session regularly clean and sanitise all areas and utensils as informed during induction training.
7. Avoid physical contact with customers where possible. When not possible, sanitising must take place immediately
8. Pay particular attention to frequently touched areas and surfaces. Clean regularly crowd control barriers, stanchions and ropes, radio's, crowd control counters.
9. cleaning should always start from the least soiled (cleanest) area to the most soiled (dirtiest) area in order not to spread the dirty to areas that are less soiled.

DATE OF ASSESSMENT REVIEW: Prior to each night

FURTHER ACTION REQUIRED (to be completed by Unit Manager)

Sanitising stations must be made available

RISK ASSESSMENT

Unit: 3 Mad Hatters,

Assessment No: CO57

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Covid 19 Glass washing	All areas but especially wash up areas

SIGNIFICANT RISK (S) IDENTIFIED	
Risk of spreading covid 19 through glassware / drinking vessels	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers / Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<p>All staff required to sanitise hands on entry to club (at station) and collect PPE equipment ie. gloves, mask, face shield which are to be worn throughout the session. Temperature check will be taken at the start of each shift</p> <ol style="list-style-type: none">1. Wash hands and gloves at beginning and regularly throughout session refreshing PPE when required.2. Before starting, during and throughout the session regularly clean and disinfect all areas as informed during induction training and cleaning rota. Pay particular attention to areas, surfaces and work tools frequently used.3. Glass wash machine and trays must be fully sanitised before operation, throughout and end of session.4. Glass wash machine must be at correct water temperature before operating and maintained throughout. This is identified by a continuous coloured power light activating on the "ready to wash symbol" once water has reached correct temperature, this must be maintained during operation at no point should the cycle of the machine be interrupted and full cycle must be completed.5. Check that there is adequate level of correct cleaning liquid and rinse aid in the machine to last the duration of the night.6. One member of staff only will be allocated to glass wash area to minimise crossover during glass wash process.7. Both coloured Glass collectors bins to be handed into glass wash area, emptied into appropriate waste disposal bins then collector bins to be cleaned and sanitised before returning to staff for re-use.

8. Glassware should always be stored correctly in a clean environment and handling should be kept to a minimum
9. **Blue wheelie bin** – disposables ie. napkins, straws, paper towels, cleaning wipes, bottle lids, all plastic drink cartons.
10. **240lt glass uplift bin** – glass only
11. All surfaces and utensils must be regularly cleaned at start, throughout and end of the night.
12. cleaning should always start from the least soiled (cleanest) area to the most soiled (dirtiest) area in order not to spread the dirty to areas that are less soiled.

DATE OF ASSESSMENT REVIEW: Prior to each night

FURTHER ACTION REQUIRED (to be completed by Unit Manager)

RISK ASSESSMENT

Unit: 3 Mad Hatters,

Assessment No: CO58

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Washrooms / toilet attendants – Covid 19	Washrooms

SIGNIFICANT RISK (S) IDENTIFIED	
Risk of spreading virus through poor practices in WC area	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers / Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1. All staff required to sanitise hands on entry to club (at station) and collect PPE equipment ie. gloves, mask, face shield which are to be worn throughout the session. Temperature checks will also be taken2. Wash hands and gloves at beginning and regularly throughout session refreshing PPE when required.3. Before starting, during and throughout the session regularly clean and sanitise all areas as informed during induction training and cleaning rota.4. Pay particular attention to areas frequently used sink top, taps, entrance and toilet door handles, hand dryer, toilet roll holders, flush handle, toilet seats.5. Each WC cubicle / urinal must be sanitised in accordance with the cleaning schedule after every use6. Customers must be encouraged to wash hand property and sanitise. On entering and leaving the facilities7. Appropriate signage relating to hygiene should be displayed8. Sanitiser must always be available, along with paper towels and a working hand drier9. Cosmetics and perfumes should not be available in the facility for shred use or sale <p>End of night all areas must be cleaned and sanitised.</p> <ul style="list-style-type: none">• cleaning should always start from the least soiled (cleanest) area to the most soiled (dirtiest) area in order not to spread the dirty to areas that are less soiled. Ie, toilet roll holder, flusher, toilet seat. <p>Check regularly and top up sanitising stations where and when required.</p>

DATE OF ASSESSMENT REVIEW: Prior to each night

FURTHER ACTION REQUIRED (to be completed by Unit Manager)

Increased toilet checks by management and floor staff should be made to ensure the standards are being maintained

RISK ASSESSMENT

Unit: 3 Mad Hatters,

Assessment No: CO59

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Ice Machine – Covid 19	Ice Machine

SIGNIFICANT RISK (S) IDENTIFIED

Ensuring Ice machine and ice remains clean, sanitised and free from bacteria and viruses

SEVERITY: HIGH / **MEDIUM** / LOW

LIKELIHOOD: HIGH / **MEDIUM** / LOW

WHO AND HOW MANY ARE AT RISK?: Customers / Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:

1. Sanitise hands and wear PPE equipment ie.gloves, mask, face shield, apron to be worn throughout the cleaning process.
2. Ensure there is adequate air ventilation before starting and during cleaning process.
3. Ensure Ice machine switched off at power supply and allowed to defrost before thorough cleaning is carried out.
4. Use approved cleaning chemical maxima bactericidal cleaner conforming to BS1276 to clean both interior and exterior of ice machine, ice scoop and independent ice scoop box. Spray on surface, leave for 15 minutes then wiped off with Blue roll/towel.
5. Remove front access panel to Hoover clean the filter before applying bactericidal spray.
6. Steam cleaning machines can also be used to clean and sanitise the ice production area
7. Deep clean must be carried out at end of each month and recorded in cleaning record book.

DATE OF ASSESSMENT REVIEW: Prior to each night

FURTHER ACTION REQUIRED (to be completed by Unit Manager)

Manager to check the condition of ice machine as part of the weekly checks

RISK ASSESSMENT

Unit: 3 Mad Hatters,

Assessment No:

CO60

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Transportation of ice through the venue	All areas

SIGNIFICANT RISK (S) IDENTIFIED

The risk of contamination to ice which its being transported through the venue

SEVERITY: HIGH / MEDIUM / LOW

LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers / Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:

1. All staff required to sanitise hands on entry to club (at station) and collect PPE equipment ie. gloves, mask, face shield, apron which are to be worn when transporting ice.
2. Before start of session clean and sanitise both ice wells/lids on bars before filling with ice.
3. Only ever use the sanitised ice scoop, this is stored in the sanitised container.
4. Load ice directly from ice machine into sanitised clear container buckets then seal with lid before transporting to bars.
5. At end of transporting sanitise all containers, ice scoop and areas touched ready for re-using.
6. If ice is required through operation use the same procedure for transporting ice and pass on containers to glass wash area to be sanitised before returning to cellar.
7. All equipment should be stored in a clean area and handled only when being used

DATE OF ASSESSMENT REVIEW: Prior to each night

FURTHER ACTION REQUIRED (to be completed by Unit Manager)

Suitable sealed ice storage container buckets to be provided.

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: BP01

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Ball Pit	Top Floor

SIGNIFICANT RISK (S) IDENTIFIED	
Slips, trips or falls	
SEVERITY: HIGH / MEDIUM / <u>LOW</u>	LIKELIHOOD: HIGH / MEDIUM / <u>LOW</u>

WHO AND HOW MANY ARE AT RISK?:

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1. Ball pit has been designed to eliminate all tripping hazards. Ramps with handrails have been used instead of stairs.2. Padding has been used to soften all sharp edges and ball pit walls3. High intensity light used to illumine the area4. Netting and mesh railing used to prevent balls from escaping out of the designated ball pit area

DATE OF ASSESSMENT REVIEW: September 2022

FURTHER ACTION REQUIRED (to be completed by Unit Manager)

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: CO02

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Ball Pit	Top Floor

SIGNIFICANT RISK (S) IDENTIFIED	
Customer Behaviour and permitted activities within ball pit area	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: People who use ball pit facility

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1. Ball bit supervisor must be on duty within the area at all times of operation to monitor customer behaviour and ensure the safe running of the area. This includes ensuring appropriate foot wear, checking customers for sharps and other excluded items. Supervisor will also run through the conditions of entry and check if anyone has medical conditions which may be exacerbated by the experience2. No drinks or liquids are allowed in the ball pit area3. No diving or jumping is permitted4. Admission is controlled by wrist bands which are valid for 1 hour session5. No access to anyone who is intoxicated.6. CCTV used to record all areas of the ball pit

DATE OF ASSESSMENT REVIEW: September 2022

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
<ol style="list-style-type: none">7. Ensure all signage is clearly visible8. Ensure the ball pit supervisor has the appropriate training9. Ensure ball pit supervisor has communications system (2way radio) with security or duty manager10. Have security remove any customer who does not abide by the rules or is identified as an increased risk to themselves or other customers

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: BP03

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Ball Pit	Top Floor

SIGNIFICANT RISK (S) IDENTIFIED	
Risk of contamination to balls and ball pit and spread of virus	
SEVERITY: HIGH / <u>MEDIUM</u> / LOW	LIKELIHOOD: HIGH / <u>MEDIUM</u> / LOW

WHO AND HOW MANY ARE AT RISK?: People who use ball pit facility

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1. Ball must be regularly cleaned using the dedicated ball cleaning equipment according to the manufacturer's guidelines (at least after ever 3 sessions or as required)2. Balls to be regularly sprayed with suitable anti bacterial spray solution (at the end of each session)3. Pit area to be thoroughly inspected by ball pit supervisor at the beginning of each shift for foreign objects etc4. Ventilation should be in operation at all times5. Customers footwear to be checked for appropriateness and cleanliness and replaced in necessary6. Should contamination be found during operation, the area should be closed the contamination isolated and removed

DATE OF ASSESSMENT REVIEW: September 2022

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
Ensure the cleaning schedule is adhered to and records of all cleaning and disinfection are kept Incident log to be kept reporting any issues.

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: BP04

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Ball Pit	Top Floor

SIGNIFICANT RISK (S) IDENTIFIED	
Evacuation.	
SEVERITY: HIGH / MEDIUM / <u>LOW</u>	LIKELIHOOD: HIGH / MEDIUM / <u>LOW</u>

WHO AND HOW MANY ARE AT RISK?: People who use ball pit facility

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1. Additional exit points within the facility are available to evacuate customers without the balls spilling out from the area2. Ball pit supervisor and additional appointed security people assigned to evacuate ball pit area3. Additional emergency lighting has been installed to ensure the illumination far exceeds the legal requirement

DATE OF ASSESSMENT REVIEW: September 2022

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
<ol style="list-style-type: none">1. Ensure appointed people are training in the evacuation procedure2. The emergency lighting and other safety equipment are in good working order3. Log to be kept of all checks carried out on safety equipment

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: BP05

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Ball Pit	Top Floor

SIGNIFICANT RISK (S) IDENTIFIED	
Cleaning of Ball Pit	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Staff assigned to cleaning the ball pit

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1. Dedicated cleaning equipment is available to maintain the balls and the ball pit. Full training given to all staff involved with the cleaning process2. COSHH training given to staff ref all chemicals used in the process3. Manual handling training given to all staff involved in cleaning process

DATE OF ASSESSMENT REVIEW: September 2023

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
<ol style="list-style-type: none">1. Manager to ensure adequate training given to all staff involved in cleaning process.2. Regular check to be carried out on all cleaning equipment for defects (log kept)

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: BP06

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Ball Pit	Top Floor

SIGNIFICANT RISK (S) IDENTIFIED

Risk of attack / robbery from people hiding in ball pit and surrounding area after session ends

SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW
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WHO AND HOW MANY ARE AT RISK?: Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:

1. Ensure all areas are properly checked to ensure all customers have left the area after the session ends
2. CCTV recording in the area at all times

DATE OF ASSESSMENT REVIEW: September 2023

FURTHER ACTION REQUIRED (to be completed by Unit Manager)

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: AM01

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Arcade Games	Carousel and Arcade Rooms

SIGNIFICANT RISK (S) IDENTIFIED	
Risk of electrical shock from the games console	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1. All games are connected individually to RCD devices2. Years PAT testing3. Monthly visual examination of machine and cables4. No drinks allowed to be placed on the machine (tables provided)

DATE OF ASSESSMENT REVIEW: September 2023

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
<ol style="list-style-type: none">1. Stickers put on all machines displaying "No Drinks"2. Regular checks by all floor staff (recorded on Lightpatrol system)3. Spills cleared up immediately on discovery4. Defective machine isolated and reported

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: AM02

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Arcade Games	Carousel and Arcade Rooms

SIGNIFICANT RISK (S) IDENTIFIED	
Risk of slipping on physical type games such as Dancing, Driving, Shooting	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers using arcade equipment

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none">1. All games. Area checked regularly by floor staff to ensure they are dry and the area surrounding them is dry and clear of obstacles2. Ensure adequate lighting or hazard tape of higher risk areas

DATE OF ASSESSMENT REVIEW: September 2023

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
<ol style="list-style-type: none">1. Stickers put on all machines displaying "No Drinks"2. Regular checks by all floor staff (recorded on Lightpatrol system)3. Spills cleared up immediately on discovery

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: AM03

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Arcade Games	Carousel and Arcade Rooms

SIGNIFICANT RISK (S) IDENTIFIED	
Risk of Epileptic fit from screen flicker	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers using arcade equipment

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
1. Display warning signs at the foyer and entrance to rooms 2. Advise staff of the issues / risk

DATE OF ASSESSMENT REVIEW: September 2023

FURTHER ACTION REQUIRED (to be completed by Unit Manager)

RISK ASSESSMENT

Unit: 3 Mad Hatters

Assessment No: AM04

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Arcade Games	Carousel and Arcade Rooms

SIGNIFICANT RISK (S) IDENTIFIED	
Risk of contamination / spread of virus	
SEVERITY: HIGH / MEDIUM / LOW	LIKELIHOOD: HIGH / MEDIUM / LOW

WHO AND HOW MANY ARE AT RISK?: Customers using arcade equipment / staff

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
1. Wipe down all touch points on all machine with antibacterial spray on a regular basis 2. Install hand gel points through the venue

DATE OF ASSESSMENT REVIEW: September 2023

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
Ensure hand gel points are viable and filled as required