

# Risk Management

## Arts@Trinity

### Based at Holy Trinity Church, Boar Lane, Leeds. LS1 6HW

Copies of this document are kept in the vestry and should be referred to at each event by the supervising officer. Event Log sheets should be completed for each event and passed to the Director.

Objectives	<p>This Risk Management schedule has been established with the 4 licencing objectives, as set out in the 2003 Licencing Act, in mind.</p> <ol style="list-style-type: none"> <li>1. The prevention of crime and disorder</li> <li>2. Public safety</li> <li>3. The prevention of public nuisance</li> <li>4. The protection of children from harm</li> </ol> <p>Maintaining these 4 objectives are the responsibility of any officer of Holy Trinity (defined as a member of Holy Trinity Church or Leeds Parish Church, an employee or trained volunteer) in charge at any event.</p>	
Types of Events to be covered	<ol style="list-style-type: none"> <li>1) Classical Concerts, ensembles, choral groups and soloists</li> <li>2) Gigs and Bands</li> <li>3) Readings and performances</li> <li>4) Exhibitions</li> <li>5) Craft, gift or other fairs</li> </ol>	
Nature of the Event	<ol style="list-style-type: none"> <li>1) Involving non electrical instruments, no sound amplification but will include lighting.</li> <li>2) Involving electrical instruments, sound amplification and lighting.</li> <li>3) Involving non electrical instruments, sound amplification through the Holy Trinity PA and lighting.</li> <li>4) Involving sound amplification through the Holy Trinity PA and lighting.</li> <li>5) Involving sound amplification through the Holy Trinity PA and lighting.</li> </ol>	
Health and Safety checks	<p><b>Health and safety of all users of the building is paramount and regular checks should be carried out and recorded in the Safety and Public Nuisance sections of the Event Log.</b></p> <p><b>These checks must be made before an event is to take place (not more than 30 mins) and during an event particularly at the start of a second half. If the event is timed for an hour or less, one additional check is required and recorded. If it lasts for more than an hour two checks should be made and recorded.</b></p> <p>It is the responsibility of the premises supervisor and/or Supervising Officer from Holy Trinity to be vigilant about Health and Safety issues at all times during an event.</p> <p>Health and safety checks should include ensuring all installations, boards and articles are safely secured; wires are taped where necessary; the aisles are kept free of any clutter; numbers are monitored, crowd control is considered; spillage is dealt with; the steps leading up to the church hall are kept clear, the consumption of alcohol is monitored. These are just examples.</p>	

Public Nuisance issues	<p>It is the nature of Holy Trinity Church’s acoustic that even the loudest events (40 piece Brass Bands and Gigs) are barely audible in the street outside.</p> <p><b>Cognisance, however, must be taken of the possible cause of public nuisance from amplified sound and regular checks should be made and reported in the Safety and Public Nuisance check log. A least one check should be made during an appropriate part of an event (i.e. when sound is loud) and recorded in the log.</b></p> <p>Equally, cognisance must be taken of the possible public nuisance caused by people exiting the building after an event and every effort must be made to keep this to a minimum. Premises supervisors might consider asking people to leave quietly, stationing door supervisors/stewards outside or placing notices in an appropriate place.</p>	
Capacity and Stewarding	<p>Capacity for all events is 300. This must not be exceeded and event organisers must be aware of the need to monitor this number continuously.</p> <p>Stewards should be appointed to monitor the door, check numbers, sell tickets, hand out programmes and operate the bar. A minimum of 2 door supervisors are required for any event.</p> <p>Outside organisers using the venue must provide their own door, front of house and bar staff when running an event. There must be at least 1 steward to 50 guests. (Minimum of 3). There should also be an officer of Holy Trinity available to open up the church, check health and safety and lock up the church at the end of the event. They do not have to be present on the premises at all times but must be satisfied organisers are aware of all health and safety issues.</p> <p>Internally, for small events (up to 100) one officer of Holy Trinity must be on the premises. If a bar is available, there should be 2. For greater numbers up to 3 officers should be present.</p> <p>2 SIAs are required for all events involving the sale of alcohol and the use of amplified sound</p>	
Heating	<p>When the heating is turned on, exposed pipes will be hot to the touch. They do not, however, get so hot as to cause any injury.</p> <p>Heating will be turned on at the discretion of an officer of Holy Trinity when low temperatures require it.</p>	
Electrical equipment	<ol style="list-style-type: none"> <li>1) All appliances must be PAT tested.</li> <li>2) Outside organisers bringing electrical equipment onto the premises must have their own indemnity.</li> <li>3) The supervising officer has the responsibility to refuse use of any equipment that is considered unsafe.</li> <li>4) Common sense should prevail when using any of the electrical sockets located in the church.</li> <li>5) Loose wires must not be left in aisles but taped down securely.</li> </ol>	

	6) All Officers must be familiar with INDGs 231 & 236 regarding electrical safety.	
Fire extinguishers and First Aid	<p>It is the supervising officer's responsibility to know where the fire extinguishers and First Aid box are situated and to direct their use if the need arises. All volunteers should be training in their use.</p> <p>The Director of <u>A@T</u> should hold a First Aid at work certificate and be responsible for maintaining the First Aid box.</p> <p><b>Accidents should be recorded with date, time, names, nature of accident and action taken in the Event Log. An ambulance should be called if there is any doubt or concern about a person's condition.</b></p> <p><b>Officers must also be alert for signs of illness relating to use of alcohol and drugs (and any other cause) and inform the Officer in Charge. If a member of the audience does show signs of illness they must be brought to the Vestry to be seen by a First-Aider. An ambulance should be called if there is any concern about their condition.</b></p> <p>Officers should be familiar with INDG214 which deals with First Aid at work.</p> <p>Candles may be lit to enhance an event but they must be placed in secure holders, out of immediate reach, away from combustible materials, and regularly inspected.</p> <p>When using extension cables on drums, it is important that all the wire is pulled out of the drum before the cable is used. There is a risk of fire if a heavy electrical load is passed through when wound.</p>	
Seating	<ol style="list-style-type: none"> <li>1) Seating will normally be in the pews.</li> <li>2) Additional seating space may be created in the north transept and the two open spaces to the back of the nave (west end). Free standing chairs must be arranged in orderly rows with easy access to aisles and exit routes.</li> <li>3) Standing room is acceptable in the clear areas at the back of the nave.</li> </ol>	
Disabled access	<p>Disabled access is possible through the west door. There is a small step and help will be needed to manoeuvre a wheelchair into the church. No disabled toilets are available.</p> <p><b>Emergency evacuation of disabled persons must be considered and noted in the Event Log if any event is attended by such a person.</b></p>	
Exits	<p>There are designated exits which must be open and clear during the course of any event.</p> <ol style="list-style-type: none"> <li>a) The west door – this should be unbolted but may remain closed</li> <li>b) The south door – this should be left open at all times but the inner glass doors may be left closed particularly in cold weather.</li> </ol>	

<p><b>Emergency Evacuation</b></p>	<ul style="list-style-type: none"> <li>c) Exit through the café – this is possible but the door to the café from the church hall entrance would need to be unlocked. There is a crash door at the far end of the café which leads out onto the building site and is a safe area in the event of a fire. This also needs to be unlocked during an event. The café will need to be watched as there are sale goods left out on the counter.</li> <li>d) <u>Alternatively</u>, the external door to the church hall and the inner door by the male toilets must be unlocked if the café door is locked.</li> <li>e) The south exit from the nave of the church should always be unlocked and the inner door left open for any event as this give egress out into the foyer area.</li> <li>f) The door to the church hall from the nave of the church should always remain unlocked. This is an escape route and also gives access to the toilets.</li> </ul> <p><b>Make sure you are familiar with the exits.</b>  <b>Keep calm.</b>  <b>Take up a position at the nearest exit and direct people to the outside, being aware of any steps.</b>  <b>Aid anyone who is in difficulty.</b></p>	
<p>Provision for exiting the church in the event of an emergency.</p>	<ul style="list-style-type: none"> <li>1) All aisles must be kept free of any clutter or loose wiring.</li> <li>2) All exits must be kept clear.</li> <li>3) On the sanctuary, the passage in front must be clear of wiring and furniture, including bags and instrument cases.</li> <li>4) To either side of the sanctuary a clear exit route must be maintained to allow performers at the back of a concert/production an escape route. This must be maintained and checked during all events.</li> <li>5) Exits routes must be marked and the exit signs turned on.</li> </ul> <p><b>The precinct outside the south entrance of the church must be kept clear for emergency vehicles and this should be part of the safety check carried out by the Supervising Officer. Up to 2 cars may be parked but the passage way from the road to the café entrance must be kept clear.</b></p>	
<p>Sale of Alcohol</p>	<p>Alcohol may be sold at any event providing the appropriate licence (TEN) has been obtained beforehand.</p> <ul style="list-style-type: none"> <li>a) It is the responsibility of the ‘Premises User’ named on the TEN to supervise the sale of alcohol to the public within the terms of the licence.</li> <li>b) Alcohol may be served in the porch or from the vestry.</li> <li>c) At all times, no glass is allowed on the premises for the consumption of beverage. Plastic glasses are available for wine; cans or plastic glasses must be used for beer. No bottles are to be brought onto the premises during an event.</li> </ul> <p>Risks:</p> <ul style="list-style-type: none"> <li>a) Consumption of too much alcohol by individuals. It is the responsibility of the premises user to refuse to serve alcohol</li> </ul>	

	<p>when this is the case. Common sense is the guiding principal.</p> <ul style="list-style-type: none"> <li>b) Supervisors, Volunteers and Officers should equally be aware of potential drugs use and report this immediately to the Premises Supervisor.</li> <li>c) Crowd control, marshals will need to be put in place if this is a problem.</li> <li>d) Abusive/threatening behaviour arising as a result of consumption of alcohol. If the situation is not resolvable quickly, the police must be called.</li> <li>e) Interference by non-participating visitors looking for a free drink. This must be refused and the person concerned told firmly but courteously to leave.</li> <li>f) Members of the public who are already drunk attending. If this is not manageable and they refuse to leave, the police must be called.</li> <li>g) Because Holy Trinity is a church and has a reputation for a charitable approach to the homeless, users need to be aware that these people might come into the church on the misconception that they will receive some benefit. They need to be treated courteously but with firmness and asked to return at a time when the church is open for them.</li> <li>h) Challenge 21 policy is in place.</li> </ul> <p><b>Spilt drink causes a hazard on the floor and makes it slippery. Ensure all spilt liquids are mopped up immediately. The most likely area is the porch or the aisle across the back of the church. A mop and bucket is kept in the male toilets and in the cupboard to the right of the west entrance in the porch. (Good practice is to keep the mop and bucket in the area where drink is being served)</b></p>	
<p>The protection of children from harm</p>	<p>The safety and security of children, as of all members of the public, is paramount.</p> <p>The licensing laws must be strictly adhered to and the licensing objectives set out above kept in the forefront of the mind.</p> <p>When alcohol is on sale, no alcoholic beverage will be sold or supplied either to or on behalf of anyone under 18.</p> <p><b>Bar staff will follow the Challenge 21 code and if a customer does not appear to be 21, ask for relevant proof of age: passport, driving licence or PASS-accredited proof of age card. Challenges will be recorded in the Challenge 21 Log.</b></p> <p>All adults working with children (below age of 16) or vulnerable adults must have a recent CRB check. This must be considered in the planning stage of any event involving the target group.</p> <p>When children are on the premises, they are the responsibility of their parents or their supervising adult. Officers of Holy Trinity should be prepared to advise the supervising adult of any risk or behaviour they consider dangerous.</p>	

Crowd Control	<p>Door supervisors will monitor the entrance and exit of the public and assess numbers. If the church is full to capacity (300) crowd control may become an issue particularly if drink is being served.</p> <p>Generally speaking, Holy Trinity hosts small events of less than 150. If the numbers exceed this then stewards should be stationed at the exit to the nave and the exit to the church hall (by the steps).</p> <p>Stewards should also be aware of their responsibility to remain calm and provide help and guidance to people who are experiencing difficulties. Special attention must be given to stairs, ramps and access to the toilets.</p> <p>Visitors should be asked not to crowd the aisle across the back of the church (west side) but to move to an appropriate space. This area must be kept free for health and safety reasons.</p>	
Miscellaneous risks	<p>Ladders should not be used to install any artwork or installation. If they are, it is entirely at the users' own risk.</p> <p>No member of the team, except authorised officers, may enter the roof space to provide exhibition hangings for any event.</p> <p>Always ensure that all carpets and tiles are secure. Tape may be found in the vestry. Full lights should be on when people are moving to or leaving their places at the beginning and end of events.</p> <p>Lifting heavy objects such as the screens. Please take care and lift correctly. The large screens need 4 people to move them. The smaller ones need 2.</p>	
Risk Management	<p>Below are the identified risks for different types of performance. They must be managed in the ways identified above. These risks are not exclusive and other risks may present themselves not covered in this schedule. Common sense must prevail and general safety be paramount. Risks not identified should be reported to the Director of Arts at Trinity at the earliest possible moment.</p>	
Risks – 1 Classical Concerts, ensembles, choral groups and soloists	<ol style="list-style-type: none"> <li>1) Control of numbers</li> <li>2) Potential alcohol abuse</li> <li>3) Non-participating visitors</li> <li>4) Trailing wires for the lighting</li> <li>5) Spilt liquids</li> <li>6) Non-fixed seating</li> <li>7) Clear exit routes</li> </ol>	
Risks – 2 Gigs and Bands	<ol style="list-style-type: none"> <li>1) Control of numbers</li> <li>2) Potential alcohol abuse</li> <li>3) Non-participating visitors</li> <li>4) Trailing wires for the lighting</li> <li>5) Electrical equipment and connecting wiring</li> <li>6) Risk of fire from electrical equipment</li> <li>7) Spilt liquids</li> <li>8) Non-fixed seating</li> <li>9) Clear exit routes</li> </ol>	

Risks – 3 Readings and performances	<ol style="list-style-type: none"> <li>1) Control of numbers</li> <li>2) Potential alcohol abuse</li> <li>3) Non-participating visitors</li> <li>4) Trailing wires for the lighting</li> <li>5) Spilt liquids</li> <li>6) Non-fixed seating</li> <li>7) Clear exit routes</li> <li>8) Safety of children</li> </ol>	
Risks – 4 Exhibitions	<ol style="list-style-type: none"> <li>1) Control of numbers</li> <li>2) Potential alcohol abuse</li> <li>3) Non-participating visitors</li> <li>4) Trailing wires for the lighting</li> <li>5) Spilt liquids</li> <li>6) Non-fixed seating</li> <li>7) Clear exit routes</li> <li>8) Safety of children</li> </ol>	
Risks – 5 Craft, gift or other fairs	<ol style="list-style-type: none"> <li>1) Control of numbers</li> <li>2) Potential alcohol abuse</li> <li>3) Non-participating visitors</li> <li>4) Trailing wires for the lighting</li> <li>5) Spilt liquids</li> <li>6) Non-fixed seating</li> <li>7) Clear exit routes</li> <li>8) Safety of children</li> </ol>	