

## Photo|Frome Installation and Exhibition Risk Assessment - Gallery At The Station

<b>Event:</b>	Installation and takedown of photographic exhibition.	<b>Date:</b>	19th June to 17th July 2023	<b>Venue:</b>	Gallery At The Station, Station Approach, Frome, BA11 1RE
<b>Event:</b>	Photographic exhibition open to the public.	<b>Date:</b>	24th June to 12th July 2023	<b>Venue:</b>	Gallery At The Station, Station Approach, Frome, BA11 1RE

<b>Activity / Area of Concern</b>	<b>Hazards Identified</b>	<b>Persons at Risk</b>	<b>Current Risk Factor</b>	<b>Actions Taken to Minimise each Risk</b>	<b>New Risk Factor</b>
What is taking place as part of the event?	What can cause harm?	Who could be harmed by the hazard?	Determine the level of risk - High, Medium, or Low.	What action can you take to lower the level of risk?	New risk factor after Actions Taken - High, Medium, or Low)

Hanging of photographic works.	See below.	Installation team	Low	Experienced team installing the works. No visitors will be permitted into the working area.	Low
Working at height.	Trip and fall hazards.	Installation team.	Medium	Suitable and properly-maintained ladders will be used at all times. When working at height a colleague will hold the ladder. All tools not in use will be stored in designated area.	Low
Working at height.	Drop hazards.	Installation team.	Medium	Tools will be harnessed to operator where appropriate.	Low
Using power tools.	Trip hazards.	Installation team.	Medium	Tools not in use will be kept in a designated area.	Low
Using power tools.	Personal injury.	Installation team.	Medium	Installation team members will only use tools fit for purpose in a manner commensurate with the function of the tool.	Low
Using power tools to drill/screw into walls.	Personal injury.	Installation team.	Medium	Team members will wear suitable clothing and PPE at all times while working.	Low
Public access to site during exhibition.	Personal injury.	Public and exhibition volunteers/guides	Low	This is a purpose-designed gallery space suitable for un-supervised visits by members of the public.	Low

Public access to site during exhibition.	Slip or trip hazards.	Public and exhibition volunteers/guides	Low	All public areas will be kept clear of obstructions. In the event of wet floors, Wet Floor signs will be deployed.	Low
Public access to site during exhibition.	General risks of injury, choking hazards, trip and slip hazards etc.	Visitors (esp. children or adults with special educational needs)	Medium	Notices will be displayed reminding visitors that children and vulnerable adults must be accompanied and supervised at all times.	Medium

Further notes:

Directors and volunteers are invited to add further health and safety notes and observations to the printed version of this document as feedback for future festivals. Feel free to use a separate piece of paper if required and ensure it is passed back to a Photo|Frome organiser.

Gallery At The Station is a purpose-designed gallery space with flat, smooth floors and easy access for disabled and non-disabled visitors.

This venue is fully fire safety compliant with clearly-marked fire exits and fire extinguishers. In the event of a fire, the duty volunteer will raise the alarm and direct visitors to the nearest fire exit before dialling 999. Where necessary and safe for them to do so, the volunteer will also assist anyone with mobility issues.

All operators and crew will wear protective equipment appropriate to their roles.

Tasks will be assigned to specific operators and crew to eliminate confusion of responsibilities.

Basic First Aid equipment will be on hand during the period of installation and the exhibition.

In the event of an accident please complete an accident book record including your personal details and as much information about your accident. Upon completion, ensure you bring it to the attention of both the venue management and a Photo|Frome Director – Photograph the record with your phone then email a copy of it to [david@photofrome.org](mailto:david@photofrome.org)

Photo|Frome has Public Liability Insurance to the value of £5 million.

Name of person completing Risk Assessment (printed): David Chedgy

Signature: *D.J. Chedgy*

Date: 9th June 2023

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