

## Photo|Frome Installation and Exhibition Risk Assessment - Rook Lane Arts

<b>Event:</b>	Installation and takedown of photographic exhibition.	<b>Date:</b>	19th June to 17th July 2023	<b>Venue:</b>	Rook Lane Chapel Bath Street Frome BA11 1DN
<b>Event:</b>	Photographic exhibition open to the public.	<b>Date:</b>	24th June to 12th July 2023	<b>Venue:</b>	Rook Lane Chapel Bath Street Frome BA11 1DN

<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>
<b>What is taking place as part of the event?</b>	<b>What can cause harm?</b>	<b>Who could be harmed by the hazard?</b>	<b>Determine the level of risk - High, Medium, or Low.</b>	<b>What action can you take to lower the level of risk?</b>	<b>New risk factor after Actions Taken - High, Medium, or Low)</b>

Hanging and takedown 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. Unused tools will be safely stored.	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
Using hand tools including screwdrivers, knives, laser level gauges.	Personal injury.	Installation team.	High	Team members will work safely at all times, keeping hand tools in a safe condition, knife blades retracted when not in use and laser levels only to be directed at walls and switched off when not in use.	Medium

Lifting works onto hanging systems.	Personal injury.	Installation team.	Medium	Any work which exceeds a weight which can be safely lifted by a single installer will require two or more installers to lift and hang. A single installer will not attempt to lift and hang a piece on their own.	Low
Public access to site during exhibition.	Personal injury.	Public and exhibition volunteers/guides	Medium	This is a purpose-designed gallery space suitable for public access, however the nature of the work means members of the public need to ensure they do not interfere with works, which are hung by wires.	Low
Public access to site during exhibition.	Slip or trip hazards.	Public and exhibition volunteers/guides	Medium	All public areas will be kept clear of obstructions. In the event of wet floors, Wet Floor signs will be deployed and spillages cleaned as soon as possible.	Low

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.

Rook Lane Arts is an exhibition venue, which has been operating successfully in Frome for a number of years. It is a two-storey historic chapel with only the ground floor accessible to the public, with the upstairs being occupied by a firm of architects. It has a main exhibition space and a corridor through to a cafe. The exhibition area and cafe are all on a single level with no steps or ramps.

The exhibition installation and supervision will be undertaken by Photo|Frome directors and volunteers who are experienced in installing and hosting exhibitions. Rook Lane Arts has its own gallery-grade system of rails, wires and clips specifically designed for the purpose of hanging art such as painting and photographic works

During installation the venue has suitable ladder equipment, which is kept maintained to a safe standard. Installers will bring their own hand tools, power tools and safety equipment, which they are experienced in using. Any cabled equipment will be PAT tested and trailing cables made safe with mats. All installation equipment, tools, cables etc will be stored away during the public exhibition period.

This venue is fully fire safety compliant with clearly marked fire alarms, extinguishers, exits and muster point located in the venue's external car park. In the event of a fire, a volunteer will raise the alarm and usher visitors to the nearest fire exit and on to the muster point. Anyone with mobility issues will be helped to safety by a volunteer provided it is safe to do so. A volunteer will call 999.

As a venue with two areas and which will be permanently monitored by a volunteer, a sign-in book will be kept for visiting volunteers and installers to ensure proper evacuation in the event of a fire or other emergency.

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

A first aid kit is available from the cafe kitchen.

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*

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