

Photo|Frome Installation and Exhibition Risk Assessment – The Whittox Gallery

Event:	Installation and takedown of photographic exhibition.	Date:	19th June to 17th July 2023	Venue:	The Whittox Gallery RISE Whittox Lane Frome BA11 3BY
Event:	Photographic exhibition open to the public.	Date:	24th June to 12th July 2023	Venue:	The Whittox Gallery RISE Whittox Lane Frome BA11 3BY

Activity / Area of Concern	Hazards Identified	Persons at Risk	Current Risk Factor	Actions Taken to Minimise each Risk	New Risk Factor
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 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
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 .	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
Public access to site during exhibition.	General risks of injury, choking hazards, trip and slip hazards etc.	Visitors (esp. children and vulnerable adults)	Medium	Notices will be displayed reminding visitors that children and vulnerable adults must be accompanied and supervised at all times. Whittox Gallery has ensured the space is designed to be as safe as possible for all visitors.	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.

See also document: Whittox Gallery H&S policy and risk assessment .doc which outlines The Whittox Gallery's own H&S policies and mitigations.

The Whittox Gallery is an exhibition venue, which has been operating successfully in Frome for a number of years.

The exhibition installation and supervision will be undertaken by Whittox Gallery staff who are experienced in installing and hosting exhibitions. They will use their own equipment, tools and art-hanging system to install and host the Photo|Frome exhibition works.

This venue is fully fire safety compliant with clearly-marked fire exits and fire extinguishers. Whittox Gallery staff have a fire evacuation procedure in place and will engage this in the event of a fire. They are already aware of locations of all fire alarms, extinguishers, exits and fire assembly point.

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

First-aid boxes are available in the kitchen, back hall, cleaning cupboard and office.

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

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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