

Risk assessment template

Company name: Pentlands Arts Festivals CIC

Assessment carried out by: **TBD**

Date of next review: **TBD**

Date assessment was carried out: **TBD**

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?
Slips and trips	Artists and visitors may be injured if they trip over objects or slip on spillages	<ul style="list-style-type: none"> • General good housekeeping. • All areas well lit, including stairs. • No trailing leads or cables. • Artists keep work areas clear, eg no boxes left in walkways, deliveries stored immediately. 	<p>TBD</p> <p>Lay cables where they will not present a tripping hazard.</p> <p>Cover any cables that cannot be removed, to reduce the chance of tripping.</p> <p>Be aware of placement of easels.</p>	Exhibiting artists	30/8/25

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Electrical	People could get electrical shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires.	Inspect and remove or fix any potentially unsafe electrical equipment. Ensure safe use of extension cords and power outlets.	TBD	Exhibiting artists	30/8/25
Fire	If trapped, people could suffer fatal injuries from smoke inhalation/ burns.	Don't allow smoking on the premises.	TBD Ensure exits are clear of obstructions and easy to locate. Removed potential means of starting fires.	Exhibiting artists	30/8/25
Theft	Artist valuables and equipment could be stolen.	Store valuables securely and out of sight, especially if unattended. Work in pairs so that you are not easily distracted.	TBD Block off areas that are not to be entered by your visitors. Use 'private' signs on doors not to be opened, ropes across stairs and directional arrows	Exhibiting artists	30/8/25

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Safeguarding	Artists and visitors might have first aid emergencies such as paper cuts.	Ensure a first aid box is stocked and to hand.	TBD	Exhibiting artists	30/8/25
Space, ventilation and lighting	Artists and visitors might have sufficient space to move around safely.	Provide adequate lighting and ventilation. Limit the maximum number of visitors in your studio at the same time.	TBD Asking someone to stay near the studio entrance to monitor and control the visitor numbers.	Exhibiting artists	30/8/25
Comfort	Lack of ventilation and temperature extremes might result in fainting.	Provide access to drinking water, should it be needed.	TBD	Exhibiting artists	30/8/25

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Secure fixtures	Poorly fitted fixtures could fall and harm someone in the studio.	Ensure all fixtures are firmly attached so that they cannot fall (e.g. heavy framed paintings). Free-standing furniture attached to wall if in danger of toppling when nudged.	TBD	Exhibiting artists	30/8/25
Dogs	Dogs can be unpredictable. People and other pets can be harmed if a dog is out of control. Objects can be knocked over and food stolen by dogs.	If you have indicated that visitors may bring dogs, plan ahead as to how you intend to deal with both the dogs and their owners.	TBD Ask dog owners to keep their dog on a lead.	Exhibiting artists	30/8/25

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/