

H&S risk assessment for events run by Cheltenham Swing Dance CIC

1.	Fire hazards		7.	Layout and traffic routes		13.	Pressurised equipment		19.	Inflatables		25.	Seating arrangements		31.	Confined space	
2.	Crowd control	X	8.	Lighting levels		14.	Noise and vibration		20.	Other temporary structures		26.	Welfare		32.	Lone working	
3.	Slips, trips, housekeeping	X	9.	Lighting systems		15.	Environmental noise		21.	Fairground equipment		27.	Sanitation		33.	Vehicles, driving	
4.	Fall of person		10.	Heating and ventilation		16.	Communication		22.	Lasers		28.	Food provision		34.	Machinery/lifting equipment	
5.	Fall of objects		11.	Electrical equipment		17.	Violence to attendees or staff		23.	Fireworks		29.	Work with animals		35.	Other - please specify	
6.	Manual handling		12.	Use of portable tools		18.	Marquees		24.	Pyrotechnics		30.	Chemicals, fumes dust				

Hazard	Who is at risk?	What are we doing to mitigate the risk?	Is it enough?	What needs to be done?	Who is responsible?	Action when?
2. Crowd control Full capacity at venue, insufficient space to dance safely	CSD Directors CSD Crew Guests Public Staff at a venue	<ul style="list-style-type: none"> ● Hall capacity adhered to ● Limit of numbers allowed entry to provide safe and enjoyable event ● Where capacity is likely to be reached, provide a sign-up sheet before hand 	YES	Reconfirm all Directors and Crew aware of policies and RA	Directors All directors and crew that are present	Before events During events
3. Slips and trips Drinks may be spilt DJ equipment may be around	CSD Directors CSD Crew Guests Public Staff at a venue	<ul style="list-style-type: none"> ● Ensure all DJ cables are out of the trip path ● Notify staff of any spills immediately so they can be cleared up. 	YES	Reconfirm all Directions and Crew aware of policies and RA	Directors All directors and crew that are present	Before events During events