

how to conduct a health and safety assessment?

Health and Safety

Make sure you conduct a risk assessment which will help you think about how you can remove or minimise dangers. You will also want to clarify with the venue who is responsible for insurance for the project and see copies of their public liability insurance certificates.

Permission

Do you need permission from any authorities before the project? If so make sure you have written permission before you start. For example, if you organised a street party or painted public property it would be important to have permission from the local council.

Insurance

If you are organising an activity it is important that you have appropriate insurance for the event – Employers, Public or Private Liability. We recommend that you contact your existing insurancebroker and also your local authority to ensure you have a correct level of cover.

health and safety check list

Name of risk assessor:	Name of main venue contact:	_____
_____	_____	_____
Signature:	Address:	_____
_____	_____	_____
Name of the event:	Telephone number:	_____
_____	_____	_____
Short description:	List of equipment to be used:	_____
_____	_____	_____
_____	_____	_____
Date of the event:	_____	_____
_____	_____	_____
Name of venue:	_____	_____
_____	_____	_____
_____	_____	_____

Risk assessment e.g. anticipating the main problems

Potentially hazardous activities (see attached list)	Action needed to eliminate or reduce each risk (see list)	Name of person responsible for each risk

Examples of potentially hazardous activities and points to consider in assessing their risk

Decorating

Painting

Work above ground level, using ladders.
Ventilation.

Carpentry

Sawing/nailing/cutting.
Handling lengths of wood.

Fittings

Fixing shelves. Dismantling old cupboards/units.

Gardening

Digging

Large amounts of soil,
deep or shallow digging

Planting

Large or heavy plants

Building

Sheds/Greenhouses Handling
glass and sawing, cutting and nailing.

Actions needed to eliminate
or reduce each risk:

- Training and supervision on safe use of tools.
- Training on safe lifting techniques
- Protective clothing, e.g. gardening gloves, strong boots, overalls.
- First Aid kit and First Aider on site
- Mobile phones available for emergency use
- Use of 'power-breaker' on power tools