

Document Control

Current Version	1.5
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Date	Version	Changes	Full Name
01.06.2023	1.0	Initial Risk Assessment	Alfie Horn, Will Morgan
18.01.2024	1.5	No Changes Required – To be sent and signed off by Head Brewer Matt Stead	Alfie Horn, Will Morgan

Introduction to This Document and Information about the Document Control

- I. Document Control must be completed for all amendments to this document.

Contents

All areas of Venue
Bar & Cellar
Toilets
Event Specific
Hirers
Working at Heights

Date Assessment Initially Undertaken	June 2023
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Assessors Name	Alfie Horn & Will Morgan	Review Date	Yearly
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Reviewed By	Alfie Horn	Signature	<i>Alfie Horn</i>	Position	GM	Date	June 2023
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Description of Assessment	Tours
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Risk Assessment for Premises At	Brewery Tours, Windsor and Eton Brewery
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Review	January 2024
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Guidance Notes

SEVERITY	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
	LIKELIHOOD					

LIKELIHOOD	
5	Almost Certain – Very High Risk
4	Probable – High Risk
3	50/50 – Medium Risk
2	Improbable – Low Risk
1	Almost impossible – Low Risk

SEVERITY	
5	Fatality – Very High Risk
4	Severe incapacity – High Risk
3	Absent 3 weeks – Medium Risk
2	Absent less than 1 day – Low Risk
1	Insignificant – Low Risk

1–4 LOW	5–9 MEDIUM	10–15 HIGH	16–25 VERY HIGH
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<p>Continue with existing control, however, monitor for changes. Implement any additional control measures required, within the timescales given in the risk assessment.</p>	<p>Requires attention to reduce the rating as well as regular ongoing monitoring. Implement any additional control measures required, within the timescales given in the risk assessment.</p>	<p>Requires immediate attention to bring the risk down to an acceptable level. Implement the control measures required, within the timescales given in the risk assessment and continue to review working practices to reduce the probability of an accident to the lowest possible level.</p>	<p>Stop immediately – the risk is too high. Take immediate action to reduce the risk to the lowest level possible.</p>
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Identified Hazards	Who may be affected?	Risk Level before control measures S x L = R			Existing Control Measures	Additional Control Measures Required	To be actioned by	Completion Date	Final Risk Level S x L = R		
		S	L	R					S	L	R
		All areas of Venue									
Slips, Trips and Falls	All staff and visitors	4	4	16	<ul style="list-style-type: none"> Reasonable housekeeping standards maintained. Cabinet drawers and doors kept closed when not in use. Trailing cable from electrical machinery managed. Floors & staircases cleaned on a regular basis by the cleaners. Repairs and maintenance carried out when necessary. 	<ul style="list-style-type: none"> Continual vigilance and monitoring 	All Staff/ Estates	Ongoing	2	2	4

					<ul style="list-style-type: none"> • Staff do not leave files, excess boxes, and equipment on the floor. Any obstructions are removed immediately. • All staff are reminded of their responsibility to maintain standards in their areas and to clean up spillages immediately. 						
Manual Handling	All staff	2	3	6	<ul style="list-style-type: none"> • Trolleys are used to transport marketing print/boxes of stationery/tickets/heavy items. • Only trained staff move heavy equipment, Operations Assistants can be called to help. Top shelves are used for storage of light boxes only. 	<ul style="list-style-type: none"> • Continual vigilance and monitoring 	All Staff/ Estates	Ongoing	2	1	2
Electrical	All staff and visitors	5	3	15	<ul style="list-style-type: none"> • Hazards are reported promptly. • All equipment is regularly checked and maintained by estates staff. • Sufficient sockets are provided and can be requested if required. • Staff report any defective plugs, cables, 	<ul style="list-style-type: none"> • Continual vigilance and monitoring 	All Staff/ Estates	Ongoing	5	1	5

					<ul style="list-style-type: none"> or equipment immediately. • Building Electrical certification and testing is up to date and monitored by estates team regularly. 						
Fire	All staff and visitors	5	3	15	<ul style="list-style-type: none"> • An effective fire procedure is in place. • Fire evacuation procedures are displayed at each break glass point. • Exits and fire exits are clearly marked. • Annual fire drills are carried out. • Access to exits and extinguishers are always kept clear. • Fire alarms are tested regularly. • Fire extinguishers are regularly maintained. • Waste bins are emptied daily by cleaners. • Any excess rubbish is cleared as soon as possible. • Fire doors are regularly checked. • Fire Logbook and all fire system testing is 	<ul style="list-style-type: none"> • Continual vigilance and monitoring 	All Staff/ Estates	Ongoing	5	2	10

					up to date and contracted out to Paragon systems.						
Noise	All staff and visitors	3	1	3	<ul style="list-style-type: none"> • Ear plugs available to all staff. • Event/Show volumes are regularly monitored and always kept within the HSE regulations. 	<ul style="list-style-type: none"> • Continual vigilance and monitoring 	All Staff/ Estates	Ongoing	2	1	2
Smoking	All staff and visitors	5	3	15	<ul style="list-style-type: none"> • No smoking signs are in place on all entrances to the building and around the foyer area in compliance with the smoking laws. • We have a written policy on dealing with customers and/or artists who are found smoking inside the building. • A designated smoking area is provided away from the building for staff and artists. 	<ul style="list-style-type: none"> • Continual vigilance and monitoring 	All Staff/ Estates	Ongoing	5	1	5
Furniture/Seats	All staff and visitors	2	2	4	<ul style="list-style-type: none"> • All hazards are reported immediately and fixed ASAP. • Staff to ensure that there are no rips, protruding screws or sharp edges. 	<ul style="list-style-type: none"> • Continual vigilance and monitoring 	All Staff/ Estates	Ongoing	2	1	2

					<ul style="list-style-type: none"> Any seat that is not in suitable condition is clearly marked and not used. 						
Blocked Fire Exits/Routes	All staff and visitors	5	2	10	<ul style="list-style-type: none"> Regular walkarounds and checks are done by both the venue staff and estates team. Pre-tour checks are made. All staff are aware of the dangers of blocked exits and have undertaken internal fire training. 	<ul style="list-style-type: none"> Senior staff have all undertaken fire warden training. 	All Staff/ Estates	Ongoing	5	1	5
Medical Incidents	All audience members and staff	5	3	15	<ul style="list-style-type: none"> Duty Managers and FOH staff are always on shift when venue open. 	<ul style="list-style-type: none"> Staff to perform a visual check on the performance and hireable rooms when they feel appropriate throughout any performance or hire. 	All Staff	Ongoing	5	2	10
Bar & Cellar & Brew House											
CO2 Leakage	Bar Staff	5	3	15	<ul style="list-style-type: none"> All kegs disconnected and gas cylinders isolated when closed for long periods of time. 	<ul style="list-style-type: none"> Look into CO2 alarm. 	Bar Manager	Ongoing	5	1	5

					<ul style="list-style-type: none"> • Only trained staff may reconnect equipment. • Gas isolated each day when closing. • Regular checks by estates team and Bar Manager. • Any concerns reported immediately. 						
Pressurised Equipment	Bar Staff	5	3	15	<ul style="list-style-type: none"> • Trained technician to service and check dispense systems. • Only trained staff may reconnect equipment. • Gas cylinders only from registered supplier, stored in minimum quantities, chained upright, or laid flat with valves closed, and used in an upright position in safe, secure, dry place away from heat. 	<ul style="list-style-type: none"> • Continual vigilance and monitoring 	Bar Manager	Ongoing	5	1	5
Hazardous Substances	Bar Staff	5	3	15	<ul style="list-style-type: none"> • Chemical safety data logged and understood by staff. • Staff told about skin care when washing glasses. • Chemicals always kept in original labelled containers. 	<ul style="list-style-type: none"> • Continual vigilance and monitoring 	Bar Manager	Ongoing	5	1	5

					<ul style="list-style-type: none"> Gloves and eye protection available where required. COSHH Documentation up to date and checked regularly. 						
Falls From Height	All public members and staff	5	3	15	<ul style="list-style-type: none"> Cellar hatch closure checked after deliveries. Staff member at top of hatch whenever open. Ladders regularly inspected. Any work at height done by contractors or estates team. 	<ul style="list-style-type: none"> Continual vigilance and monitoring 	Bar Manager	Ongoing	5	1	5
Toilets											
Hot Water	All public members and staff	3	1	3	<ul style="list-style-type: none"> All complaints are responded to quickly and all hazards are reported immediately. If there is a problem taps are clearly marked/taped and taken out of use. Regular maintenance/checks occur. Hot taps are clearly marked as hot taps. 	<ul style="list-style-type: none"> Continual vigilance and monitoring 	All Staff/ Estates	Ongoing	2	1	2
Urinals Overflowing	All public members and staff	3	1	3	<ul style="list-style-type: none"> Staff will respond to all notifications of faults immediately. 	<ul style="list-style-type: none"> Continual vigilance 	All Staff/ Estates	Ongoing	2	1	2

					<ul style="list-style-type: none"> Regular maintenance and checks. Toilets are closed while problem is being sorted out. The area is cleaned thoroughly, and wet floor signs are put out. 	and monitoring					
Electrical Equipment/Hand Driers	All public members and staff	5	2	10	<ul style="list-style-type: none"> Equipment is used according to the manufacturer's instructions. Equipment is inspected regularly and taken out of service if faulty. Routine testing is carried out by competent staff. Hand dryers are regularly emptied of water collected. 	<ul style="list-style-type: none"> Continual vigilance and monitoring 	All Staff/ Estates	Ongoing	4	1	4
Ventilation	All public members and staff	2	1	2	<ul style="list-style-type: none"> There are no windows so ensure regular maintenance and inspections of ventilation systems is carried out. If faulty, this is reported immediately. Estates check filters/air ducts/ventilation regularly. Full service carried out in line with legislations. 	<ul style="list-style-type: none"> Continual vigilance and monitoring 	All Staff/ Estates	Ongoing	1	1	1

Hirers											
Hirers fail to adhere to Health and Safety practice	Hirers/All Staff	5	4	20	<ul style="list-style-type: none"> Hirers made aware of their responsibilities. Spot checks by venue staff. Access to areas of danger controlled (ie limited access to ladders or electrical equipment). 	<ul style="list-style-type: none"> Hirers Risk Assessment 	Hirer Manager/ Office Staff	Ongoing	5	2	10
Vandalism or misuse leading to risk of injury.	Hirers/All Staff	3	3	9	<ul style="list-style-type: none"> CCTV for monitoring of building including remotely. Daily inspection of facilities between hires. Restricted access to building. 	<ul style="list-style-type: none"> Continual vigilance and monitoring 	Hirer Manager/ Office Staff	Ongoing	3	2	6
Use of Hireable spaces for dangerous activity.	Hirers/All Staff	2	2	4	<ul style="list-style-type: none"> Clear contracts in place. Spot checks by venue staff. Familiarity with regular hires. 	<ul style="list-style-type: none"> Hirers Risk Assessment 	Hirer Manager/ Office Staff	Ongoing			
Working at Heights											
Poor maintenance of access equipment e.g. ladders, steps, scaffolds and Genie.	Estates/ Qualified persons	5	2	10	<ul style="list-style-type: none"> Regular inspections of equipment before every use and records kept using the ladder inspection checklist. Three-monthly inspections of access equipment by a competent person and records kept. This will 	<ul style="list-style-type: none"> Pre-work assessment 	Site Manager	Ongoing	3	2	6

					<p>normally be in-house and carried out by the competent person trained to work at height.</p> <ul style="list-style-type: none"> Defective equipment must be labelled 'do not use' and be reported to manager with record kept. Immediate removal and repair or disposal of access equipment found to be defective, prior to use. Genie to have yearly appropriate tests. 						
Inappropriate use of access equipment causing trips and falls.	Estates/ Qualified persons	5	2	10	<ul style="list-style-type: none"> Equipment to be used only where there is a firm, level surface. All equipment to be visually inspected before use and records kept. Appropriate footwear to be worn. Safe system of work in place for work involving tower scaffolds. Work at height training to be undertaken. Staff who use tower scaffolds must also be PASMA trained. 	<ul style="list-style-type: none"> Pre-work assessment 	Site Manager	Ongoing	3	1	10

					<ul style="list-style-type: none"> • Staff who use genie must also be IPAF trained. • Equipment should be suitably stored after use. 						
Inappropriate use of ladders/stepladders.	Estates/ Qualified persons	3	2	6	<ul style="list-style-type: none"> • Refer to HSE's 'Safe use of ladders and stepladders' guide. • Ladders only to be used for low-risk work and a short duration of time. If any longer than 30 minutes, alternatives should be considered. • Ladders to be made secure by tying or footed by a person at the base of the ladder. • Consider the use of a stand-off device to ensure a strong resting point if the upper surface where the ladder would make contact is fragile or weak. • Ladder should be placed on a suitable clear firm and level base. Also consider the use of a stability device. 	<ul style="list-style-type: none"> • Pre-work assessment 	Site Manager	Ongoing	2	2	4

				<ul style="list-style-type: none">• Safe procedures e.g. three points of contact to be maintained at all times when working to avoid overreaching.• Equipment purchased prior to 2018 must be class 1 'Industrial' or EN131 'trade/industrial' types. From 2018 ladder standards have changed. New ladders will now be classed as EN131 Professional or EN131 Non-Professional. Any new ladder purchased will need to be of the EN131 Professional standard, although the old Class 1 Industrial is still acceptable for use. There is no need to replace old ladders to meet the standard unless they require replacement due to condition. Appropriate footwear to be worn.• Equipment should be suitably stored after use.• Work at height training to be undertaken.						
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Working on fragile surfaces; carrying out roof work.	Estates/ Qualified persons	3	2	6	<ul style="list-style-type: none"> • Refer to HSE guidance 'Health and Safety in Roof Work' for full information and requirements. • Complete 'Health and safety roof work checklist'. • Avoid the need to work on/near/pass across a fragile surface wherever possible, e.g. repairing a skylight from underneath using a tower scaffold. • No access to fragile surface e.g. cement roof sheets or other unknown materials allowed except by authorised persons or specialist contractors using appropriate equipment. • Use of suitable fixed access e.g. stairs/ladders rather than temporary equipment where possible. • Fragile surface identified with suitable and prominent signage. 	<ul style="list-style-type: none"> • Pre-work assessment 	Site Manager	Ongoing	2	2	4
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					<ul style="list-style-type: none"> • Use of suitable working platforms with guard rails during work on or near a fragile surface. Skylights will normally be classed as a fragile surface. • Use of suitable personal protective equipment (PPE) identified from the personal protective equipment guidance. 						
Falls from height.	Estates/ Qualified persons	5	4	20	<ul style="list-style-type: none"> • Specific risk assessment to be undertaken prior to all work at height activities. • Use of long handled tools where appropriate. • Suitable equipment used for specific jobs. • Staff not to use furniture or other inappropriate fixed/mobile structures for working at height. • Consider use of fall arrest systems depending on nature of task, equipment, and duration. • Adequate and appropriate signs in 	<ul style="list-style-type: none"> • Pre-work assessment 	Site Manager	Ongoing	4	3	12

					<p>place to warn of hazards below work area.</p> <ul style="list-style-type: none"> • Work scheduled to take place when persons/others are not in the immediate area. • Ensure that the opening of any windows cannot interfere with the ladder. • Ensure operatives are trained to work at height. 						
Carrying Materials	Estates/ Qualified persons	4	2	8	<ul style="list-style-type: none"> • Only carry light materials and tools. Read the manufacturers' labels on the ladder and assess the risks; the person and anything they are taking up should not exceed the highest load stated on the ladder. • Avoid holding items when climbing, (consider using a tool belt). 	<ul style="list-style-type: none"> • Pre-work assessment 	Site Manager	Ongoing	3	1	3
Poor weather conditions causing slips.	Estates/ Qualified persons	4	2	8	<ul style="list-style-type: none"> • No work at height to be conducted outside in adverse weather e.g., wet, windy or icy. 	<ul style="list-style-type: none"> • Pre-work assessment 	Site Manager	Ongoing	3	1	3

Risk of Electrocution	Estates/ Qualified persons	5	4	20	<ul style="list-style-type: none"> • Contact with overhead and hidden cables. Avoid the use of a ladder within 6m horizontally of an overhead electric cable. • Use a non-conductive ladder for electrical work. • Use of hand tools or battery-operated tools wherever possible. • All portable equipment must be PAT tested every year. • Regular inspections of equipment before and after use. 	<ul style="list-style-type: none"> • Pre-work assessment 	Site Manager	Ongoing	3	1	3
Poor flooring or area where work at height is to be carried out.	Estates/ Qualified persons	4	2	8	<ul style="list-style-type: none"> • Each individual area where work at height is to be carried out needs to be inspected before use, e.g. floors surfaces, guard rails etc, and records kept. 	<ul style="list-style-type: none"> • Pre-work assessment 	Site Manager	Ongoing	3	1	3

Assessors Name	Alfie Horn	Date	June 2023
Signed	<i>Alfie Horn</i>		

Secondary Assessors Name	Will Morgan	Date	June 2023
Signed	<i>Will Morgan</i>		

Additional comments: