

Hazard	Who Might Be Harmed	Control Measures	Is the Risk Adequately Controlled, or is More Needed	Review and Revision
Fire	All	<ul style="list-style-type: none"> <li>- Ensure all staff working in entertainment are aware of the location of fire extinguishers and exits.</li> <li>- Setup staff will Ensure all exits are kept clear during setup.</li> <li>- A suitable fire vessel to extinguish flames will be located in the retreat.</li> <li>- <del>staff will Ensure all exits are accesible at all times.</del></li> </ul>	Adequately controlled	
Obstruction of decoration	All	<ul style="list-style-type: none"> <li>- Decorations will be situated at A reasonable distance from from customers, staff and performers and will be sufficiently secured.</li> <li>- Decorations will be taken down should they provide <u>unreasonable obstruction.</u></li> </ul>	Adequately controlled	
Volume of music	All	<ul style="list-style-type: none"> <li>- The volume of music will be monitored and checked before the retreat is opened.</li> <li>- Should the volume of music become unsuitbale, <u>the volume will be reasonably reduced.</u></li> </ul>	Adequately controlled	
Lifting/ handling / set up of equipment by authorised staff	Authorised staff and contractors	<ul style="list-style-type: none"> <li>- Staff should only lift equipment that they are comfortable with lifting.</li> <li>- Ensure adequate staff are available to lift heavy items.</li> <li>- Heavy/awkward shaped loads to be lifted by at least 2 persons.</li> <li>- Concerned staff will be advised to keep a straight back and bend their knees when lifting.</li> <li>- Wear stout shoes.</li> <li>- Keep floors clear of obstruction and slip hazards.</li> <li>- Protective gloves should be worn when lifting timber or other rough items.</li> <li>- Place goods on trolleys when possible, although unlikely in event environment.</li> <li>- Electrical equipment should be handled by authorised persons only.</li> <li>- Check pallets to ensure free from splinters and protruding nails.</li> <li>- Wear gloves when lifting or using pallets.</li> <li>- Persons experiencing symptoms related to back strain, hernia, cuts, solinters and sprains will be</li> </ul>	Adequately controlled	

Slip and trip hazards	All	<ul style="list-style-type: none"> <li>- Clear up spillages immediately if appropriate (field environment makes it difficult to clear up).</li> <li>- All stock to be stacked no higher than 3 boxes or 2 kegs high.</li> <li>- Wear sturdy flat shoes</li> <li>- All chairs and tables to be maintained in safe condition</li> <li>- Clear signage of entrance/ exit &amp; fire exits</li> <li>- Adequate lighting</li> <li>- Take extra care when walking through serving area</li> <li>- Ensure all pipe and hoses are fitted properly</li> <li>- Do not store stock on access routes</li> <li>- Use shelving to store spare tapped kegs</li> <li>- Where possible store spare piped kegs next to pipe system</li> <li>- All other stock to be stacked on pallets (if possible tables) to reduce need to bend down and avoid trip hazards</li> <li>- Use ladders when appropriate, with one person at</li> </ul>	Adequately controlled	
Asphyxiation, explosion and cold burns	All	<ul style="list-style-type: none"> <li>- Wedge horizontal cylinders and fix up right cylinders with brackets (installation by contractor)</li> <li>- Store away from heat sources</li> <li>- Always position cylinders connected in an upright position to ensure that correct valve is fitted. Always shut off valve before disconnecting</li> <li>- Do not touch frosted cylinders with bare hands.</li> <li>- If frosting occurs from the bottom of the cylinder/the cylinder is leaking. Increased heart rate, shortness of breath and tingling in eyes indicates inhalation of CO2. Leave area immediately.</li> </ul>	Adequately controlled	
Poisoning, chemical burns, skin irritation and spillages	Authorised staff and contractors	<ul style="list-style-type: none"> <li>- Formally trained staff operatives only to clean lines</li> <li>- Fix warning at each dispense point to prevent dispensing during cleaning operation</li> <li>- Ensure lines are thoroughly rinsed with water during the operation.</li> </ul>	Adequately controlled	
Cuts	All	<ul style="list-style-type: none"> <li>- If a glass is broken, do not pick it up with bare hands</li> <li>- Use of plastic cups reduces risks associated with glass.</li> <li>- Wear gloves, use dustpan and brush and sweep</li> </ul>	Adequately controlled	
Electrical equipment installation	Authorised staff and contractors	<ul style="list-style-type: none"> <li>- All electrical equipment and cabling should be checked by a competent person before installation.</li> <li>- All electrical connections should be made by a competent/trained person.</li> <li>- Ensure that all circuits are isolated before connections are made.</li> <li>- All electrical equipment and cabling will be sufficiently visible and isolated from customers.</li> </ul>	Adequately controlled	
Use of stage and stage equipment	Performers and persons surrounding stage area	Performers are only allowed on stage during a performance, organised rehearsal or with prior permission of the Retreat Manager.	Adequately controlled	

Money handling	All	<ul style="list-style-type: none"> <li>- Vary time of removal of money from purchasing area</li> <li>- Security to be in area when moving cash</li> <li>- Only authorised persons to move cash</li> <li>- Security assistance to be available at all times</li> </ul>	Adequately controlled	
Assault, fights, furniture damage	All	<ul style="list-style-type: none"> <li>- Deemed low risk as a Scout event and leaders have certain standards expected of them under The Scout Association Safeguarding Policy, Alcohol Policy and POR.</li> <li>- Any incidents are referred to Deputy Event Director for follow up through official processes.</li> <li>- Regular management walk arounds.</li> <li>- Adequate amount of staff to suit amount of predicted customers.</li> <li>- Define acceptable behaviour and enforce, put up signage and "Zero Policy" posters.</li> <li>- Assure all bar team members are trained to cope with difficult situations.</li> <li>- Zero tolerance of unruly behaviour.</li> <li>- Alter layout to prevent overcrowding.</li> <li>- Offer food to counteract effect of alcohol consumption through cafe.</li> <li>- Ensure lighting levels are adequate.</li> </ul>	Adequately controlled	
Hazardous mischief - e.g. climbing/falling; abduction; third party violence; bullying.	All	<ul style="list-style-type: none"> <li>- Performers, helpers/staff and customers to report to the Retreat Manager.</li> <li>- Staff must maintain keen observation at all times for the safety of entertainers, customers and staff.</li> <li>- Anyone seen to be causing trouble will be asked to leave should it be necessary.</li> </ul>	Adequately controlled	