

| 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"> - Ensure all staff working in entertainment are aware of the location of fire extinguishers and exits. - Setup staff will Ensure all exits are kept clear during setup. - A suitable fire vessel to extinguish flames will be located in the retreat. - staff will Ensure all exits are accessible at all times. | Adequately controlled | |
| Obstruction of decoration | All | <ul style="list-style-type: none"> - Decorations will be situated at A reasonable distance from from customers, staff and performers and will be sufficiently secured. - Decorations will be taken down should they provide unreasonable obstruction. | Adequately controlled | |
| Volume of music | All | <ul style="list-style-type: none"> - The volume of music will be monitored and checked before the retreat is opened. - Should the volume of music become unsuitbale, the volume will be reasonably reduced. | Adequately controlled | |
| Lifting/ handling / set up of equipment by authorised staff | Authorised staff and contractors | <ul style="list-style-type: none"> - Staff should only lift equipment that they are comfortable with lifting. - Ensure adequate staff are available to lift heavy items. - Heavy/awkward shaped loads to be lifted by at least 2 persons. - Concerned staff will be advised to keep a straight back and bend their knees when lifting. - Wear stout shoes. - Keep floors clear of obstruction and slip hazards. - Protective gloves should be worn when lifting timber or other rough items. - Place goods on trolleys when possible, although unlikely in event environment. - Electrical equipment should be handled by authorised persons only. - Check pallets to ensure free from splinters and protruding nails. - Wear gloves when lifting or using pallets. - Persons experiencing symptoms related to back strain, hernia, cuts, splinters and sprains will be | Adequately controlled | |
| Slip and trip hazards | All | <ul style="list-style-type: none"> - Clear up spillages immediately if appropriate (field environment makes it difficult to clear up). - All stock to be stacked no higher than 3 boxes or 2 kegs high. - Wear strudy flat shoes - All chairs and tables to be maintained in safe condition - Clear signage of entrance/ exit & fire exits - Adequate lighting - Take extra care when walking through serving area - Ensure all pipe and hoses are fitted propelt - Do not store stock on access routes - Use shelving to store spare tapped kegs - Where possible store spare piped kegs next to pipe system - All other stock to be stacked on pallets (if possible tables) to reduce need to bend down and avoid trip hazards - Use ladders when appropriate, with one person at | Adequately controlled | |

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| Asphyxiation, explosion and cold burns | All | <ul style="list-style-type: none"> - wedge horizontal cylinders and fix up right cylinders with brackets (installation by contractor) - Store aware from heat sources - Always position cylinders connected in an upright position to ensure that correct valve is fitted. Always shut off valve before disconnecting - Do not touch frosted cylinders with bare hands. - 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. | Adequately controlled | |
| Poisoning, chemical burns, skin irritation and spillages | Authorised staff and contractors | <ul style="list-style-type: none"> - Formally trained staff operatives only to clean lines - Fix warning at each dispense point to prevent dispensing during cleaning operation - Ensure lines are thoroughly rinsed with water during the operation. | Adequately controlled | |
| Cuts | All | <ul style="list-style-type: none"> - If a glass is broken, do not pick it up with bare hands - Use of plastic cups reduces risks associated with glass. - Wear gloves, use dustpan and brush and sweep up | Adequately controlled | |
| Electrical equipment installation | Authorised staff and contractors | <ul style="list-style-type: none"> - All electrical equipment and cabling should be checked by a competent person before installation. - All electrical connections should be made by a competent/trained person. - Ensure that all circuits are isolated before connections are made. - All electrical equipment and cabling will be sufficiently visible and isolated from customers | Adequately controlled | |
| Use of stage and stage equipment | Performers and persons surrounding stage area | <ul style="list-style-type: none"> - 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"> - Vary time of removal of money from purchasing area - Security to be in area when moving cash - Only authorised persons to move cash - Security assistance to be available at all times | Adequately controlled | |
| Assault, fights, furniture damage | All | <ul style="list-style-type: none"> - 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. - Any incidents are referred to Deputy Event Director for follow up through official processes. - Regular management walk arounds. - Adequate amount of staff to suit amount of predicted customers. - Define acceptable behaviour and enforce, put up signage and "Zero Policy" posters. - Assure all bar team members are trained to cope with difficult situations. - Zero tolerance of unruly behaviour. - Alter layout to prevent overcrowding. - Offer food to counteract effect of alcohol consumption through cafe. - Ensure lighting levels are adequate. | Adequately controlled | |
| Hazardous mischief - e.g. climbing/falling; abduction; third party violence; bullying. | All | <ul style="list-style-type: none"> - Performers, helpers/staff and customers to report to the Retreat Manager. - Staff must maintain keen observation at all times for the safety of entertainers, customers and staff. - Anyone seen to be causing trouble will be asked to leave should it be necessary. | Adequately controlled | |