DALGETY BAY FOLK CLUB

Risk awareness carried out by: Joe McIntyre

Date of next review: Sept 2028 **Date assessment was carried out: Sept 2026**

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Trailing Leads	Anyone near or on stage – Trip Hazard.	All trailing leads to be taped down and warning tape used to highlight danger.	Ensure band members and Folk Club Members are aware of the hazard.	Band members and anyone who notices trailing leads not secures to floor.	Every gig for band members. Folk Club members to be informed of risk assessments on website.	
Position of chairs	Club Members, guests, bar staff – trip hazard squeezing between chairs.	Ensure adequate space between chairs to allow persons to pass safely.	Ensure space available when setting up tables and chairs.	Committee.	Every gig. Folk Club members to be informed of risk assessments on website.	
Lifting chairs	Committee and members who help– muscular/skeletal injury.	Maximum of 2 chairs to be lifted but only if fit and able to do so.	Ensure committee and members are aware of hazard.	Committee.	Every Gig. Folk Club members to be informed of risk assessments on website.	
Lifting and moving carpet	Committee Members – muscular/skeletal injury.	Minimum of 3 people to lift and move carpet.	Ensure 3 able bodied people are involved in the task.	Committee.	Every Gig. Folk Club members to be informed of risk assessments on website.	

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Lifting and moving Tables.	Committee and members – muscular/skeletal injury – splinters – check fingers.	2 people to lift and move tables.	Ensure 2 able bodied people involved in the task be aware of possible splinters and danger to fingers.	Committee.	Every Gig. Folk Club members to be informed of risk assessments on website.	
Clearing tables at end of gig – glasses.	Committee and members who help – cuts to hands due to broken glass.	Only lift glasses that can comfortably be held – use glass carrier if possible.	Ensure those helping are aware of risk – dustpan and brush available to clear any broken glass.	All helping to clear tables.	Every Gig. Folk Club members to be informed of risk assessments on website.	
Cleaning tables at end of gig – use of chemicals.	Committee and members who help – irritant to hands and eyes.	Spray directly on to table – use only domestic cleaning products.	Ensure those helping are aware of the risk.	All helping to clear tables.	Every Gig. Folk Club members to be informed of risk assessments on website.	
Fire safety.	All in hall attending gig.	Fire exits clearly sign posted.	Ensure fire doors and exits are kept clear and inform all those present at start of gig fire safety procedures e.g. fire exits.	Whoever introduces the act at the start of the gig.	Every Gig. Folk Club members to be informed of risk assessments on website.	