

Risk Assessment for Club Metropolitan

Pre-ambble

The proprietor Panikos Ioannou ("Mr Ioannou") did the risk assessment at Club Metropolitan which is located just off the main roundabout in Muswell Hill Broadway.

A total of 12 staff are employed at the Venue. All 12 staff are on duty on Friday and Saturday nights till closing, and on other nights there are 4 on duty till closing. The Venue is open to the public from 8.00 pm to 3.030 am Monday to Wednesday, 09.00 to 04.30 Thursday to Saturday and 08.00 to 02.30 on Sunday. All staff members speak either fluent English (as their first language or if not their first language, they are sufficiently fluent to be able to do their job, understand safety instructions, deal with difficult situations etc.

The club is cleaned every morning by cleaners from a general office cleaning contractors. The cleaners store the cleaning materials in a locked cupboard. Maintenance work with the exception of the most straightforward activities which are done in-house, is done by contractors. Work is undertaken following procedures set out in the club's permit to work system for contractors.

The premises were built before 2000, in fact around the turn of the 20th century. The building has been surveyed for the presence of asbestos and none was found to be present.

How the risk assessment was done

Mr Ioannou followed the guidance in Five steps to risk assessment (www.hse.gov.uk/pubns/indg163.pdf).

- 1 To identify the hazards, Mr Ioannou
 - looked at HSE's web pages for small businesses (www.hse.gov.uk/smallbusinesses/index.htm), and for entertainment and leisure (www.hse.gov.uk/entertainment/index.htm), to learn where hazards can occur.¹
 - walked around the club, noting things that might pose a risk and taking HSE's guidance into consideration;

- talked to staff to learn from their knowledge and experience of areas and activities, and to listen to their opinions about health and safety issues in the workplace;
 - talked to the cleaning contractors, and to his suppliers of maintenance work, to ensure that their activities did not pose a risk to club staff, and vice-versa; and
 - considered any accidents or incidents that had taken place in the past to gain an understanding of them;
- 2 Mr Ioannou then wrote down who could be harmed by the hazards and how.
 - 3 For each hazard, he wrote down what controls, if any, were in place to manage these hazards. He then compared these controls to the good practice guidance provided on the HSE website. Where existing controls were not considered good enough, Mr Ioannou wrote down what else needed to be done to control the risk.
 - 4 Mr Ioannou decided to review and update the risk assessment every year, or straightaway if any major changes in the workplace happens.

Club Metropolitan risk assessment: 19.6.2017

What are the hazards?	Who might be harmed and how?	What are you already doing	What further action is necessary?	Action by who?	Action by when?	Done
Fire	Staff and public may suffer serious possibly fatal injuries from smoke inhalation, burns, structural collapse	<ul style="list-style-type: none"> Full fire risk assessment as per www.communities.gov.uk/fire has been done and is available in Mr Ioannou's office. Constant checks to ensure all control measures in fire risk assessment are in place. 	<ul style="list-style-type: none"> No further action necessary at this stage 			
Falls from height	Staff may suffer serious, possibly fatal injuries if they fall from any height. For example, staff doing cleaning/maintenance, or working on the lighting rig, might fall from ladders. Also, staff/public risk serious injury if	<ul style="list-style-type: none"> Ladders to be suitable, regularly inspected, and used only for light work of short duration by trained staff. Only trained, authorised staff may work on the lighting rig. All other work at height, such as the roof is done by contractors and using trained staff and appropriate equipment. 	<ul style="list-style-type: none"> No further action necessary at this stage 			

<p>Slips, trips and falls</p>	<p>Staff and public may suffer serious, possibly fatal, injuries if they fall from or on stairs, or suffer injuries such as sprains and fractures if they slip on spillages, trip over objects etc.</p>	<ul style="list-style-type: none"> • All stairs have handrails. • All enclosed stairwells have handrails on both sides. • All carpets firmly secured. • Adequate lighting, particularly on stairs. • Good housekeeping – staff 'see if and sort it'. • Electrical cables managed so as not to pose a trip hazard. 	<ul style="list-style-type: none"> • No further action necessary at this stage • Check there is enough gritting salt for the path to the outside bins, in icy weather. • Spills to be cleaned up immediately using spill kit, glass collectors and bar staff to be on the look out for spills at all times. 	<p>Mr Ioannou</p> <p>Mr Ioannou</p>		
<p>Electricity</p>	<p>Staff and public may suffer serious and possibly fatal electric shock/burns injuries from faulty electrical equipment or installation.</p>	<ul style="list-style-type: none"> • Electrical installation and all equipment inspected by a competent person according to a planned inspection programme, and maintained as necessary. • Staff trained to spot and report any defective plugs, discoloured sockets, damaged cable and on/off switches and 	<ul style="list-style-type: none"> • Make sure that all starters know where the fuse box is and how to safely turn off electricity in an emergency 	<p>Mr Ioannou</p>	<p>Ongoing</p>	

			<ul style="list-style-type: none"> to take defective equipment out of use. Staff know how to safely turn the electricity off in an emergency. Clear access to the fuse box. 			
Noise	Staff might suffer permanent or temporary hearing damage from long-term exposure to loud music. All staff assumed to be at risk, particularly DJ.	<ul style="list-style-type: none"> Noise limiter fitted to sound system and DJ informed. Regular check of sound systems to ensure balance/proper control. Staff rotation between quiet and noisy areas where possible. Staff trained in noise risks and the protection measures needed. Staff considered to be particularly at risk identified and provided with ear plugs. Health surveillance, including hearing tests, for 'at risk' staff. 	To ensure Environmental Health Dept attend at appropriate time of day to set noise limiter	Mr Ioannou and Mr Eastwood of Council	30.06.17	
Violence	Staff, including Door Supervisors, and the	<ul style="list-style-type: none"> Staff trained to spot potential trouble makers, defuse tense 	<ul style="list-style-type: none"> No further action at this 			

	<p>public risk serious injury, if assaulted or if caught up in fighting.</p>	<p>situations etc.</p> <ul style="list-style-type: none"> • Staff trained in polite behaviour and how to avoid confrontation. • Staff/Door Supervisors made aware of barred customers. • Adequate number of trained, SIA badged security staff. • Staff trained in procedures re-entry, queuing, searches, etc. and signs displayed for public. • Mandatory searches on entry or re-entry into premises, including use of search wands. • Information sharing with police and other security staff at licensed premises in the area. • CCTV system. • Overcrowding not permitted in any area. • Security staff aware of all exits. • Drinks not served to people 	<p>stage</p>			
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			obviously under the influence.					
			<ul style="list-style-type: none"> Glass collectors used. 					
Disturbing crime scene	Evidence can be lost to police if area is disturbed.		<ul style="list-style-type: none"> Use of I.D. scanners on entry. CCTV system. Encourage witnesses to remain until police arrive or to try to obtain their name, address and contact number. 	<ul style="list-style-type: none"> Crime scene preservation policy created – see Annex F to Operating Schedule. 	Mr Ioannou	ASAP	30.06.17	
Glazing and mirrors	Staff and the public may suffer serious injury from impact with windows/mirrors that are not evident.		<ul style="list-style-type: none"> All safety-critical glazing complies with British Standard 6262. Where necessary, glass is marked to make it evident. No mirrors sited where they might cause confusion or disorientation. 	<ul style="list-style-type: none"> No further action at this stage 				
Gas	Staff and others risk injury from fire and explosion if not properly maintained and used.		<ul style="list-style-type: none"> Boiler checked and serviced annually by a Gas Safe registered engineer 	<ul style="list-style-type: none"> No further action at this stage 				
High temperatures	Staff and the public may suffer from dehydration or fainting if it is too hot.		<ul style="list-style-type: none"> Adequate ventilation supplies fresh air to public areas at a rate of 8litres/sec/person. 	<ul style="list-style-type: none"> No further action at this stage 				

			<ul style="list-style-type: none"> Air conditioning in hot weather. 				
Illegal drugs	Public/patrons at risk from general proliferation of such drugs and its harmful affects, including raised risk of violence.	<ul style="list-style-type: none"> Personal searches on entry and re-entry into premises. Use of CCTV cameras inside/outside premises. Regular sweeps of toilet foyer area. Locked drug box for seized illegal substances. 	<ul style="list-style-type: none"> Will work with police if they wish to deploy a sniffer dog periodically 	Mr Ioannou			
Hypodermic needles	Staff may suffer puncture injuries from discarded needles, which may result in serious ill-health problems	<ul style="list-style-type: none"> Strict no-drugs policy, enforced by club security procedures. Staff trained in collecting discarded needles using 'sharps kit' – puncture-resistant gloves, tongs and sharps box. Staff trained to dispose of sharps container as clinical waste. 	<ul style="list-style-type: none"> Reminder to staff that they must always use the sharps kit when discarded needles are found. Train staff in action to be taken in case of needle-stick injury (i.e. immediate attendance at nearest hospital A&E) 	Mr Ioannou	ASAP	30.06.17	

Manual handling	Staff may suffer from back pain from carrying heavy or awkward objects including kegs, cases of beer, speakers.	<ul style="list-style-type: none"> • Kegs taken to and stored by brewery draymen. • Porters trolley used where possible for cases of bottles, speakers etc. 	No further action at this stage		
Transport	Staff may suffer serious injuries if struck by a vehicle, eg during deliveries.	<ul style="list-style-type: none"> • Reversing of vehicles to be supervised if other people in the area. 	<ul style="list-style-type: none"> • Talk to the brewery about agreeing safe procedures for deliveries. 	Mr Ioannou	17.07.17
Theft	Theft of personal items from patrons by other patrons.	<ul style="list-style-type: none"> • Staff directed to keep close eye out for unattended items. • Notice in premises to keep personal possessions safe • CCTV system. 			
CO₂ Leakage	Staff risk potentially fatal suffocation injuries from any CO ₂ leak in the cellar.	<ul style="list-style-type: none"> • Adequate ventilation to cellar. • Staff trained to check for and to recognise leaks, and to turn equipment off if there is a leak. • CO₂ alarm installed and regularly maintained. 	<ul style="list-style-type: none"> • Make sure all new starters know how to check for and recognise leaks, and how to safely turn equipment off. 	Mr Ioannou	Ongoing
Asbestos	Staff and others carrying out normal activities at	<ul style="list-style-type: none"> • Asbestos is not present at the premises. 	<ul style="list-style-type: none"> • None 		

	very low risk as asbestos only poses a risk if fibres are released into air and inhaled. Maintenance workers most at risk.					
Pyrotechnics	Danger from fire, explosion, direct impact and panic.	<ul style="list-style-type: none"> • NOT TO BE USED 	<ul style="list-style-type: none"> • No further action 			
Lasers	Staff and public may suffer eye damage if used improperly	<ul style="list-style-type: none"> • NOT TO BE USED WITHOUT PERMISSION OF LICENSING AUTHORITY, ASSESSMENT OF SUITABILITY OF VENUE BY COMPETENT PERSON, FULL RISK ASSESSMENT AND COMPLIANCE WITH HSE PUBLICATION HSG95. ² 	<ul style="list-style-type: none"> • No further action at this stage. 			
Smoke and fogs	Staff may suffer skin damage from handling dry ice. Fumes and mists can cause irritation to eyes, nose and breathing.	<ul style="list-style-type: none"> • Only trained workers have access to the products, which are kept in a locked container. • Only workers trained in the risk of the product, use the products, following safe systems of work -- including wearing appropriate gloves, as recommended by the manufacturer. 	<ul style="list-style-type: none"> • Download HSE document SR25 <i>Smokes and fogs in nightclubs and small venues</i> (www.coshh-essentials.org.uk/assets/live/SR25.pdf) to check that the right controls are in place. 	Mr Ioannou	17.07.17	

<p>Hangings, drapes, inflatables etc. used for decoration</p>	<p>May be flammable and obscure exit signs.</p>	<ul style="list-style-type: none"> • Must be flame retardant. • Must not be hung anywhere that hides exit routes, signs etc. 	<ul style="list-style-type: none"> • No further action at this stage. 			
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Assessment review date:

1. For more information on noise at work in venues where music is played, see www.hse.gov.uk/noise/musicound.htm.
2. The radiation safety of lasers used for display purposes HSG95 HSE Books 1996 ISBN 978 0 7176 0691 7