

Shedders uses a risk management process to identify potential problems before they occur so that risk-handling activities may be planned and invoked as needed. This protects members and members of the public by mitigating adverse impacts on achieving the objectives set out in our Constitution.

Each Shedder must have an awareness of the possible risks to themselves and members of the public when at Shedders or acting on Shedders business. It is each Shedders responsibility to ensure that all necessary steps are taken to mitigate known risks and flag up new risks when they crop up.

- Previous individual Risk Assessments, covered the following:
- risks specifically associated when we were running the Warm Hub in the winter period (RA020)
- risks associated with us carrying out Shedders activities whilst at Wraxall (RA021) risks associated with UKeBox (the musical wing of Shedders) playing at an Open Air Event (Woodspring Wings) in 2023 (RA022)
- The recommended actions to mitigate those Risks were included in the Risk Assessments contained in our Dropbox.
- With the end of the Warm Hub, RA020 has now been closed.
- RA021 on the other hand is still “live” and contains the actions we all need to take to ensure personal safety, that of other Shedders and to the public. We need to be compliant with these actions to be in line with the requirements of our Insurance Policy.

To better understand the actions, we have extracted the key points from the Risk Assessment and listed them herewith.

1. We pay Wraxall Village Club to use their facilities. Familiarise yourself with the basic layout of the Club and remember we don't own it.
2. Be aware of the signage (e.g. Fire Exits, etc) in place and follow what it says
3. Do not walk up or down the slope alongside the front main steps. Take care when using those steps and those by the pigeon shed and use the handrails alongside
4. No pets are allowed at the Club
5. Use the Attendance Book to record “in” and “out” when attending
6. Make sure you get a Health and Safety Brief from a Trustee including Fire Drill details, First Aid box location, First Aid Training (if required), etc
7. Always wear your Shedders badge.
8. If you can, wear safety shoes when carrying out DIY work. Ensure you don't have loose sleeving when operating drills, etc. Tuck in your name badge lanyard as well. Wear gloves when using cleaning products, oils, paints, etc
9. Use ladders, steps and work benches if needed and not WVC tables.
10. No Heavy loads are to be shifted without consulting the Trustees
11. If you are not familiar with a particular tool or machine, consult a Trustee before using it.
12. Separate waste as much as possible and take it away if you can.
13. Until Shedders gets a paint brush cleaner facility, minimise the use of solvent-based paints.
14. A minimum of two people must be present to open and close WVC

15. Lone working at WVC is not allowed. If it is not possible to do otherwise, then in the limit, the lone worker must agree with a Trustee prior to commencement of work a telephone call check schedule to ensure safety.
16. Where possible, do dusty/noisy work outside and wear the appropriate safety kit (safety glasses, ear plugs, mask, etc). Use a vacuum cleaner in conjunction with the machinery to limit the amount of dust.
17. If working inside, protect all WVC furniture with cardboard, cutting mat, dust sheet, etc. Only water-based paints to be used inside.
18. Clean up after working and ensure that work in progress is clearly marked with Job Number and an update of the work status can be put in the Dropbox file.
19. All Hazardous materials to be stored in lockable yellow cabinet in the storeroom
20. Before Shedders finishes, help to replace all chairs, wipe tables, reposition beer mats and vacuum the carpets.
21. Pulling out of the front carpark onto the main road can be tricky, so proceed cautiously, use the mirror on the telegraph pole opposite the WVC entrance to check for traffic notably coming from the Bristol direction, i.e. from your right as you pull out.

For UKeBox, we have closed RA022 as it concerned a one-off performance, nevertheless we have used its content as a master to mitigate risks at all UKeBox gigs, namely RA023. These mitigation actions are listed below and each member of UKeBox is asked to sign

that they have read and understood what is required of them. The signed sheet is then filed.

If a new potential risk is discovered, they are requested to bring it to the attention of the UKeBox person in charge on the day.

The following actions are required to be observed (NB the para numbers refer to paras in the Risk Analysis sheet itself.

1.A.1 Put leads/cables behind players as much as possible. (Gaffer tape/cover leads where possible)

1.A.2 Re-arrange position of players if possible/required

1.A.3 All heavy crates/equipment to be lifted by two able-bodied people minimum.

1.A.4 If there are stairs, they should only be accessed by fit and able personnel with no passing on the stairs or steps

1.A.5 Singers use own mic covers

1.B.1 Ensure PAT testing is up to date. Any damage to cables/plugs notify EJ

1.B.2 Mains Circuit breaker - check in place.

1.B.3 Use Shedders Gazebo(s) if outside

1.B.4 Only water bottles "on stage"

1.C.1 Ensure First Aid Box is available

1.C.2 Ensure Accident Book is filled in if required.

2.A.1 Ensure equipment is secured and away from crowd as far as possible

2.A.2 Ensure any leads near Public are well away from them and secured