

Risk Assessment Form – Kirkstall Art Trail

Risk Rating Matrix		Likelihood			
		Probable (A)	Possible (B)	Remote / Unlikely (C)	Improbable / Negligible (D)
Consequence	Fatal injuries / Permanent Environmental Effect (4)	High (4A)	High (4B)	Medium (4C)	Low (4D)
	Major Injuries / Major Environmental Effect (3)	High (3A)	High (3B)	Medium (3C)	Low (3D)
	Minor Injuries / Minor Environmental Effect (2)	Medium (2A)	Medium (2B)	Low (2C)	Low (2D)
	Negligible Injuries / Negligible Environmental Effect (1)	Low (1A)	Low (1B)	Low (1C)	Low (1D)
Activity / Location: Various locations across Kirkstall			Date of event: Saturday, 18 and Sunday, 19 July 2026		

Hazard	Effect	Risk Rating	Control	Responsibility	Residual Risk Rating
Uneven surfaces or obstructions and debris in locations around the art trail. This includes both public and private pathways.	Injury, e.g. cuts, bruising and fractures from slips, trips, or falls.	3B	- Inform artists and volunteers about local topography. - Provide a brief description of Kirkstall topography on the map. - Provide access guides on the website describing each venue in detail. - Advise visitors and participants of uneven surfaces and to supervise children. - Keep walkways clear of obstructions. - Secure any floor coverings. - Clean up spillages immediately and dry the floor or display a wet floor sign. - Display a notice advising visitors to take care on entry.	Coordinators (lead) Venue hosts / Artists (support) Volunteers (support) Participants / visitors (take care)	2C
Furniture and artworks in public spaces.	Injury, e.g. cuts, bruising and sprains from slips, trips, or falls.	2B	- Set up artworks safely and securely. - Position furniture to minimise the risk of trips and collisions. - Keep walkways clear of obstructions. - Check that displays are set up safely before opening.	Artists / Venue hosts (lead)	2C

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	Loss of or damage to art works.		- Supervise display spaces during opening hours. - Display a notice advising visitors to take care on entry.	Coordinators (oversight) Volunteers (support) Participants / visitors (take care)	
Electrical equipment	Injury, e.g. electric shock, burns, slips, trips and falls caused by trailing cables. Fire caused by faulty electrical equipment or inappropriate use.	3B	- Seek approval before installing or using electrical equipment. - Position lighting and heater cables to avoid creating a hazard. - Cover or tape down trailing cables. - Keep food, drinks, and other liquids away from electrical items. - Monitor any electrical equipment in use during the event. - Follow the venue evacuation procedure if required.	Venue hosts / Artists (lead) Coordinators (oversight) Volunteers (support) Participants / visitors (follow instructions)	2D
Lost or missing children	Distress.	3B	- Advise parents and guardians that children must remain supervised at all times. - Make sure each venue knows the procedure for responding if a child or parent/guardian becomes separated (lost child policy). - Ensure each artist and volunteer has a venue point of contact and knows how to reach a coordinator quickly. - Brief volunteers on their local area and the information to be given to parents, guardians, and participants. - Report any safeguarding concern to the safeguarding lead immediately.	Coordinators (lead) Artists / Volunteers (support) Participants / visitors (supervise children)	2C
Fire	Fire caused by naked flames. Fire caused by flammable materials.	4C	- Do not use candles or other flame-producing equipment. - Do not smoke in or immediately outside the venues. - Do not use flammable liquids such as turpentine or white spirit. - Keep staircases, doorways, and fire escape routes clear at all times. - Follow the venue evacuation procedure if required.	Venue hosts / Artists (lead) Coordinators (oversight) Volunteers (support)	4D

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	Injury and ill health, e.g. burns and smoke inhalation.				
Loss or damage of belongings	Distress. Disruption.	2B	- Advise visitors to take care of their belongings. - Keep personal belongings stored safely and clear of walkways. - Remove valuables to a secure place where possible. - Supervise areas and do not leave them unattended where practicable.	Participants / visitors (take care) Artists / Volunteers Coordinators (support)	2C
Cutting tools, e.g. scissors or knives. Sharp materials.	Injury, e.g. cuts, incisions, punctures, and lacerations.	2B	- Use round-headed scissors where possible. - Instruct participants in the safe use of cutting tools. - Demonstrate safe use to prevent injury. - Supervise participants during the activity. - Ask parents or guardians to supervise children. - Store cutting tools safely when not in use. - Count cutting tools at the start and end of the session.	Artists (lead) Coordinators (oversight) Volunteers (support) Participants / visitors (follow instructions)	2C
Substances used in practical making sessions, e.g. glue, paint.	Injury and ill health, e.g. eye irritation, allergic reactions, slips caused by spillages. Damage to clothes.	3B	- Only use safe and non-toxic paint. - Only use water-based non-toxic glue, e.g. PVA. - Read and follow the manufacturer's instructions. - Provide protective clothing. - Ask participants, parents, or guardians about any allergies or possible reactions to the materials used. - Instruct participants in the safe use of materials. - Supervise participants during the activity. - Ask parents or guardians to supervise children. - Clean up spillages immediately and dry the floor.	Artists (lead) Coordinators (oversight) Volunteers (support) Participants / visitors (follow instructions)	2D
Pens, pencils, brushes, etc.	Injury, e.g. ingestion, choking, punctures, skin	3B	- Only use safe and non-toxic materials. - Instruct participants in the safe use of materials. - Demonstrate safe use to prevent injury.	Artists (lead)	2C

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	irritation, and eye abrasions.		- Supervise participants during the activity. - Ask parents or guardians to supervise children. - Maintain an appropriate artist or volunteer to participant ratio. - Store materials safely when not in use.	Coordinators (oversight) Volunteers (support) Participants / visitors (follow instructions)	
Rubbish, recycling, and disposal of waste	Environmental harm, e.g. risk to wildlife, pests, and long-term damage. Fire risk due to combustible waste.	3B	- Keep the area clean and free from waste. - Advise visitors to take rubbish home with them. - Do not overfill public bins or leave waste beside them. - Remove waste regularly during the event and after the event. - Separate waste for recycling where possible. - Dispose of waste in the correct bins or remove it from site.	Venue hosts / Artists (lead) Coordinators (oversight) Volunteers (support) Participants / visitors (dispose responsibly)	1C
Manual handling	Injury, e.g. musculoskeletal disorders affecting the back, joints, and limbs.	3B	- Check the weight of the load before lifting. - Use safe manual handling techniques when lifting and moving. - Reduce the load weight or share the load where necessary. - Use load-carrying aids, e.g. sack trucks or trolleys, where possible. - Reduce carrying distances where possible. - Wear gloves where required to protect hands when handling objects.	Artists / Volunteers (lead) Coordinators (oversight)	1C
Erecting, using and dismantling of the fashion show set (theatre flats)	Injury, e.g. cuts, bruises, and musculoskeletal disorders (pain to back, joints, and limbs).	3B	- Store theatre flats securely and inspect them for damage before use. - Move theatre flats using safe manual handling techniques and with sufficient people. - Wear gloves to avoid cuts and splinters. - Assemble and dismantle the flats in a controlled manner, following the agreed method.	Artists / Volunteers (lead) Coordinators (oversight)	2C

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Erecting, using and dismantling gazebos	Injury, e.g. cuts, bruises, and musculoskeletal disorders (pain to back, joints, and limbs). Fire risk due to flammable materials.	3B	- Ensure at least two competent people erect and dismantle the gazebo. - Use safe manual handling techniques when lifting and moving. - Only erect the gazebo on a suitable level surface. - Only erect the gazebo in suitable weather conditions. - Secure the gazebo using correctly fitting, purpose-designed weights. - Do not use the gazebo in high winds. - Only use gazebos made from flame-resistant material. - Do not allow naked flames or smoking inside or near the gazebo. - Keep the front of the gazebo fully open to maintain a clear exit. - Supervise the gazebo at all times during the art trail.	Volunteers (lead) Coordinators (oversight)	1C
Erecting and dismantling the KAT letters	Injury, e.g. cuts, bruises, fractures, and musculoskeletal disorders (pain to back, joints, and limbs).	3B	- Store materials close to the site to reduce carrying distances. - Use safe manual handling techniques when lifting and moving. - Wear appropriate PPE, including eye protection and gloves. - Maintain a safe working distance from others. - Inspect the mallet for cracks or loose heads before use. - Strike squarely with controlled blows to prevent hand injury. - Check ratchet operation and lubricate as required. - Do not overexert when operating the ratchet.	Volunteers (lead) Coordinators (oversight)	2C
Working at height (Using ladders to install bunting in Kirkstall Abbey)	Injury, e.g. musculoskeletal disorders (pain to back, joints, and limbs), cuts, bruising, and sprains from slips, trips, or falls. Fatal injury. Damage to the building.	4B	- Only allow competent people to use ladders. - Work in pairs. - Inspect the ladder for visible defects before use. - Use safe manual handling techniques when lifting and positioning ladders. - Ensure the ladder is secure and stable before use. - Cordon off the area to prevent accidental contact with the ladder. - Only use the ladder for short-duration work.	Volunteers (lead) Coordinators (oversight)	2C

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			Keep ladders clear of the building fabric.		
Live music outdoors ('buskers')	Injury, e.g. cuts, bruising and sprains from slips, trips, or falls. Noise disturbance, e.g. complaints from neighbouring properties.	2B	- Coordinate performance locations and timings in advance. - Keep equipment clear from obstruction. - Maintain clear public access routes at all times. - Keep noise at a level that is reasonable for neighbouring properties.	Artists (lead) Coordinators (oversight) Volunteers (support)	1C
Activity/demonstration specific Moving materials (stone carving)	Injury, e.g. cuts, splinters, eye injury, strains.	3B	- Wear appropriate PPE, including eye protection and gloves. - Use safe manual handling techniques when lifting and moving. - Instruct visitors not to move large or heavy items.	Artists (lead) Coordinators (oversight) Volunteers (support)	3D
Activity/demonstration specific Falling/flying materials (stone carving)	Injury and ill health, e.g. bruises, abrasions, concussions, dust inhalation, choking. Damage to property.	3B	- Wear appropriate PPE, including eye protection and face masks where there is a risk of dust inhalation. - Keep the floor clear of hazards. - Keep visitors and participants at a safe distance during set-up and demonstrations. - Position the activity or demonstration to minimise risk.	Artists (lead) Coordinators (oversight) Volunteers (support) Participants / visitors (follow instructions)	3C
Activity/demonstration specific Sequin/beads/small embellishments	Injury and ill health, e.g. choking, ingestion of foreign bodies, and abdominal pain.	2C	- Inform participants of the risk before the activity or demonstration begins. - Supervise participants during the activity. - Store spare embellishments securely when not in use.	Artists (lead) Coordinators (oversight) Volunteers (support) Participants / visitors (follow instructions)	2D

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Hazard	Effect	Risk Rating	Control	Responsibility	Residual Risk Rating
Assessment by (Print Name) Mindy Goose					
Signature		Date 07/07/2025			
Review date (if applicable) Generally 12 months or following any significant change or an incident.					

Roles

- **Coordinators** – overall responsibility for event safety, planning, communication, and oversight of control measures.
- **Venue hosts** – responsibility for venue-specific safety, access arrangements, and local emergency procedures.
- **Artists** – responsibility for managing risks linked to their exhibits, materials, demonstrations, and activities.
- **Volunteers** – responsibility for supporting the implementation of control measures and reporting concerns to coordinators.
- **Participants / visitors** – responsibility for following instructions, supervising children where required, and taking reasonable care for their own safety and that of others.

The steps for carrying out a risk assessment

Identify hazards. Start by identifying anything that could cause harm, however minor it may seem. This might include items such as scissors, furniture, or personal belongings left in walkways.

Effect of the hazard. Next, consider the possible effects of each hazard. For example, artworks or furniture in public spaces may lead to trips, falls, or other injuries if they are not positioned safely.

Assess the risks. Once the hazards and their possible effects have been identified, assess how likely it is that harm could occur and how serious that harm might be. This is done using the risk rating matrix, which combines the potential consequence of a hazard with the likelihood of it happening.

Control the risks. After assessing the risks, identify the measures already in place and consider any further action needed to reduce the risk as far as is reasonably practicable. In other words, take all sensible steps to protect people from harm. For example, where scissors are used in an activity, controls might include demonstrating safe handling, explaining the risks to participants, and counting the tools at the start and end of the session.

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Responsibilities. Each risk should have a clearly identified person, or group of people, responsible for making sure the control measures are put in place and followed. Although responsibility is often shared, those leading a specific activity will usually have the greatest control over the risks involved.

Residual risk rating. Finally, once the control measures are in place, review the risk again and record the residual risk rating. This revised rating should show that the level of risk has been reduced from the original assessment.

Review and update the assessment as needed.