

Risk assessment



Activity / Event name: Church Hall Arranging Furniture Date of risk assessment: March 19, 2025 Review Date: July 2027			Assessor Name: Janet Royall Signed:		
			H&S Officer Name: Paul Ward Signed:		
Activity	Who might be harmed?	What are the hazards?	What do you need to do to control this risk?	Action by who?	Action by when?
Storing tables	Hall users	Falling tables	Ensure users store tables in the upright position, on the trolley, against the wall as instructed on the signs. Clip the retaining belt into position.	Hall users	Before and after each session.
Storing chairs	Hall users	Falling chairs	Ensure users do not stack more than 7 high and are facing the wall as instructed on the adjacent wall signs.	Hall users	Before and after each session
Moving tables	Preparation team / hall users	Risk of dislocation / muscle damage / other like injury	Ensure where possible 2 people are moving the table to ensure it is not too heavy for user to carry. Be aware of the risk of a pinch injury on hinges when erecting / dissembling	Event co-ordinator	During event
Moving chairs	Preparation team / hall users	Risk of dislocation / muscle damage / other like injury	When carrying more than 2 chairs, users must use the trolley provided and when carrying less than 2 chairs care should be taken to ensure the weight is distributed throughout your body (recommended to carry the chairs at a slant or 45° angle).	Hall users	During events
Storage in the side passage	Users	Tripping / Falling Equipment	Ensure users are aware that equipment is stored safely and that clear access is left. Ensure that only equipment regularly used is stored.	Users	Ongoing