

# Risk Assessment for Church Hall Events



Description of hazard	Description of potential harm (i.e. who might be harmed and how)	Risk level (before controls)	Prevention and controls to reduce risk/hazard	Residual risk (after controls) and responsibility
<b>Car park</b>				
Children/people with mobility issues/elderly being hit by vehicles. Uneven ground	Multiple injuries, possible serious in nature. Trips and falls Children/people with mobility issues/elderly	Serious/possible Medium	Where possible an adult to be in car park keeping control. Warning signs of uneven surface	Low All participants, event organiser, volunteers
<b>Main Hall</b>				
Moving, setting up and putting away tables and chairs	Muscle injury, trapped fingers, limbs, dropping furniture on body parts Those moving the furniture	Serious/possible Medium	Where possible 2 people to carry tables; not to carry more than 2 chairs; use the trolley whenever possible	Low Those moving the furniture, whilst moving it.
Storing tables and chairs	Falling tables or chairs causing injury All hall users	Serious/possible Medium	Ensure tables are stored in the trolleys. Chairs to be stacked no more than 7 high, facing the wall, as per notice on wall	Low Those putting the furniture away, after every event
Floors	Slips, trips, falls	Serious/possible Medium	Dry spills immediately, if not possible user caution sign. Ensure no trip hazards such as trailing wires.	Low Event organiser to advise all leaders/helpers if floor becomes wet; other hazards checked before service
Ball game/play accidents	Soft balls only, non-contact play, damage to participants, damage to hall, ceiling/lights/windows Children and adults	Serious/possible Medium	Use of soft balls. No contact play. No ball games or sports in the side room.	Low At least one adult or youth leader present during all games, at all times. parents/carers/guardians if present

<b>Stage</b>				
Falling from stage	Falling of the edge of the stage causing multiple different injuries Anyone on the stage	Serious/possible High Low possibility	Ensure no un-authorized person on stage Ensure curtains are always closed.	Low All leaders present during event
<b>Back room</b>				
Small space, setting out furniture	Muscle injury, trapped fingers, limbs, dropping furniture on body parts. Overcrowding Those moving the furniture	Serious/possible Medium	Where possible 2 people to carry tables; not to carry more than 2 chairs; use the trolley whenever possible. Limit the number of people in room	Low Those moving the furniture, whilst moving it.
<b>Kitchen</b>				
Use of kettle and water urn	Burns and scalds from steam / hot water Kitchen user	Serious/possible Medium	Volunteers trained in risks of using water urn and coffee machine. Operating instructions easy to locate. Ensure kettle and urn not over filled, or on the edge of the worktop. Urn to be emptied by a jug, as far as possible. Urn only to be emptied completely when water is cold, as per instructions on the wall	Low Those using the kitchen, during event
Food handling	Frequent hand washing can cause skin damage. Some foods can cause some volunteers to develop skin allergies.	Serious/possible Medium	Where possible and sensible, volunteers use tools (cutlery, tongs scoops, etc) to handle food rather than hands. Food grade, single- use, non-latex gloves are used for all food tasks	Low Those using the kitchen
Knives	Volunteers involved in food service could suffer from cuts	Serious/possible Medium	Volunteers trained to handle knives. Knives suitably stored when not in use. First aid box provided	Low Those involved in food preparation and service
Contact with cleaning chemicals	Volunteers Prolonged contact with water, particularly in combination with detergents, can cause skin damage. Volunteers cleaning premises risk skin irritation or eye damage from direct contact with cleaning products.	Serious/possible Medium	Dishwasher used instead of washing up by hand. All containers clearly labelled. Where possible, cleaning products marked 'irritant' not purchased and milder alternatives bought instead. Volunteers reminded to thoroughly dry hands after washing.	Low Those washing up, cleaning the food preparation areas

Use of the oven	Burns from steam, hot door, sides, shelves, hot contents – food / dishes Kitchen user	Serious/possible Low	Caution when opening the oven (as steam rushing out might burn); using oven gloves as protection from hot surfaces	Low Kitchen user whilst oven is in use
Use of microwave	Burns from steam, hot door, sides, shelves, hot contents – food / dishes Kitchen User	Serious/possible Low	Caution when opening the microwave (as steam rushing out might burn)	Low Kitchen user when microwave in use
Food Preparation	Food Poisoning Those eating food	Serious/possible Low	Those involved in food preparation undertaken food hygiene certificate	Low Event organizer when determining volunteer roles
Allergies and special dietary requirements	Allergic Reaction, adverse effects Those eating food	Serious/possible Medium	Ensure that all allergies are identified prior to eating	Low Event organizer / all those with allergies/dietary requirements prior to food being served
Floors	Slips, trips, falls All kitchen users	Serious/possible Medium	Good housekeeping – work areas kept tidy; goods stored suitably etc. Kitchen equipment maintained to prevent leaks onto floor. Equipment faults leading to leaks quickly reported. Volunteers clean up spillages (including dry spills) immediately using suitable methods and leave the floor dry. Suitable cleaning materials available. Good lighting in all areas. No trailing cables or obstruction in walkways.	Low All volunteers
<b>Toilets</b>				
Slips on wet floor, spillage of bodily fluids, scalds from hot water when washing hands	Slips, scalds from hot water, cleaning up of bodily fluids. Disposal of nappies. Disposal of used sanitary products. All users	Serious/possible Low	Regular checking of the toilet areas, appropriate sex of checker (males for men's, females for Ladies) knowledge of proper procedure and use of correct cleaning equipment and chemicals. Beware of hot water signs to be in place at all sinks. There is a hand air dryer provided in all toilets. Notices in disabled toilet regarding the disposal of nappies. Notices	Low All toilet users. Event organiser to instruct volunteers on all points. And appoint a lead to be responsible.

			in Ladies and disabled toilet regarding the disposal of uses sanitary products and appropriate sanitary bins placed in all appropriate toilets. Hall cleaner services utilised for cleaning of toilets	
<b>Safeguarding</b>				
Attendance of children and vulnerable adults Improper behaviour towards children or vulnerable adults	Awareness and training Open area/public space No lone working	Serious/possible Medium	Parents/carers/guardians remain present where possible, leaders and volunteers to have basic and foundation levels of Safeguarding training, and to be vigilant. Children remain the supervision of those they attended with Open and public space one entrance and exit	Low All leaders, at the beginning, during the event and afterwards Parent/carers/guardians Note - if required a report will be made and passed on to PSO. Parish Safeguarding Officer – Andrea Tabberer 01283 568659
Electrical	Volunteers could suffer serious/fatal	Hall Manager and volunteers	Hall Manager visually inspects the system once a year and is competent to do so. System inspected and tested by an electrician every five years. Volunteers trained to check equipment before use and to report any defective plugs, discoloured sockets or damaged cable and equipment. Hall Manager know where fuse box is and how to safely switch off electricity in an emergency. Plugs, sockets etc suitable for kitchen environment. Access to fuse box kept clear	Low Hall manager, Event organiser/leader, volunteers
Fire	Volunteers or customers could suffer serious/fatal injuries from burns/smoke inhalation.	Fire risk assessment done as community hall.	Attendees to be advised on fire evacuation procedure	Low All people in attendance

Registration	If there is a registration requirement, it is the parents/guardians/carers responsibility to register if new to event, or if previously registered any changes are notified.
Photographs	No Photographs will be printed or displayed without permission of subject or child or young person's parent/carer/guardian.
Ultimate responsibility	Whilst we make every effort to make this event safe for all, All children and young people are the responsibility of the parents/guardians/carer if present
<p>Food Hygiene Certificate</p> <p>Are food/beverages being served</p> <p>Yes <input checked="" type="checkbox"/> please complete</p> <p>No <input type="checkbox"/> please go to next section</p>	<p>Name -</p> <p>Certificate provider -</p> <p>Level of certification -</p> <p>Date of certification -</p> <p>Certificate seen -                      By                      Date</p> <p>Name -</p> <p>Certificate provider -</p> <p>Level of certification -</p> <p>Date of certification -</p> <p>Certificate seen -                      By                      Date</p>
<p>First Aider/s</p> <p>Does the event require first aid cover</p> <p>Is a first aider is available</p> <p>Yes <input type="checkbox"/> please complete</p> <p>No <input type="checkbox"/> please go to next section</p>	<p>Name -</p> <p>Certification provider -</p> <p>Level of certification -</p> <p>Certification Date -</p> <p>Certificate seen -                      By                      Date</p> <p>Name -</p> <p>Certification provider -</p> <p>Level of certification -</p> <p>Certification Date -</p> <p>Certificate seen -                      By                      Date</p>
Safeguarding lead/s	<p>Name</p> <p>Certification provider -</p> <p>Level of certification -</p> <p>Certification date -</p> <p>Certification seen -                      By                      Date</p> <p>Name</p> <p>Certification provider -</p>

	Level of certification – Certification date – Certification seen date -      By                      Date
	Name Certification provider – Level of certification – Certification date – Certification seen date -      By                      Date

Event organiser \_\_\_\_\_  
 Risk assessment Author \_\_\_\_\_  
 Risk assessment approved by \_\_\_\_\_  
 Date of approval \_\_\_\_\_  
 Notes/comments