

**Pathhead Parish Church Hall Risk Assessment****Hall Hire Risk Assessment****Issued By:****Date:**

<b>Hazard</b>		<b>Level of Risk</b>	<b>Who is at Risk</b>	<b>Control Measures</b>	<b>Responsibility</b>
<b>Slips, Trips, Falls - Entrance</b>		Falls on stairs, entranceway	Medium	Organisers and Attendees	Ensure adequate lighting at doorway and entranceway Church Duty Person
<b>Manual Handling</b>		Tables and chairs-injuries to people setting up, moving or collapsing items	Medium	Organisers and Church Duty Person	Instructions on assembling tables, stacking chairs. Advising on not carrying too much eg not carrying tables alone Church Duty Person and Event Organisers
<b>Slips, Trips, Falls - Hall</b>		Falls on wet surfaces, trips over obstacles	Low	Organisers and Attendees	Check floor is clear of obstacles Mop up any spills immediately Avoid trailing cables or cover and highlight Ensure adequate lighting Prior to event-Church Duty Person During Event-Event Organisers
<b>Refreshment Provision</b>		Injuries from heat sources or sharp items	Low	Those making refreshments	Limit access to kitchen to those involved in provision of refreshments Ensure all users aware of correct equipment usage Church Duty Person and Event Organisers
<b>Unauthorised entry</b>		Violent or aggressive behaviour Theft	Low	Organisers and Attendees	Ensure initial entry to event is controlled to event attendees Ensure appropriate doors/entranceways are kept locked where possible Maintain vigilance of persons entering and leaving building Church Duty Person and Event Organisers
<b>Overcrowding</b>			Low	Organisers and Attendees	Ensure compliance with the maximum capacity for the venue Event Organisers and Church Duty Person
<b>Fire Safety</b>		Injuries from fire, smoke inhalation	Low	Organisers and Attendees	Ensure event organisers are aware of fire exit and extinguisher locations Church Duty Person and Event Organisers
<b>Safeguarding</b>				Organisers and Attendees	Responsibility of Event Organisers for those attending the event Responsibility of Event Organisers for those attending the event
<b>Individual Risk Assessment</b>		Assessment of specific risks for individuals attending the event		Individuals concerned	Responsibility of Event Organisers for those attending the event Responsibility of Event Organisers for those attending the event

**Please note, First Aid is the responsibility of the Event Organisers. There is a Defibrillator located at the entrance to the building**

**Signed by Event Organiser:**

**Date:**

**Event Organisation:**

**Date of Event:**