

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

Hazard		Level of Risk	Who is at Risk	Control Measures	Responsibility
Slips, Trips, Falls - Entrance	Falls on stairs, entranceway	Medium	Organisers and Attendees	Ensure adequate lighting at doorway and entranceway	Church Duty Person
Manual Handling	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
Slips, Trips, Falls - Hall	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
Refreshment Provision	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
Unauthorised entry	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
Overcrowding		Low	Organisers and Attendees	Ensure compliance with the maximum capacity for the venue	Event Organisers and Church Duty Person
Fire Safety	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
Safeguarding			Organisers and Attendees	Responsibility of Event Organisers for those attending the event	Responsibility of Event Organisers for those attending the event
Individual Risk Assessment	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:**