



SCO10456

ROTHIENORMAN VILLAGE HALL

FUNCTION RISK ASSESSMENT

FUNCTION:

DATE:

HAZARD	WHAT COULD HAPPEN	PERSONS AT RISK	ACTION TAKEN TO MINIMISE RISK	WHEN	BY WHOM
Bad Weather	Slips & trips due to ice and snow	Public, organisers and volunteers	Paths leading to door to be gritted and cleared of snow	Before, during & after event	Event Organisers
Darkness/Poor Visibility	Trips/falls coming into building	Public, organisers and volunteers	Turn on Exterior lights for car park and front of hall	Duration of event	Event Organisers
Slip/Trips	Wet floors & obstacles	Public, organisers and volunteers	- Any spillages to be cleaned up immediately - All carpets should be in good repair & secure - Door mats to be changed when soaking wet - Floor to be mopped if wet - Check for any trailing cables, walking sticks, coats, handbags or any other obstacles	- Checks to be done before event by Trustee - Regular checks to be carried out during event - If hazard noted, advise person in charge and deal with situation immediately to prevent injury	Committee/ Event Organisers
Disposal of Waste	Fire and health risks	Public, organisers and volunteers	- All waste to be removed from hall and disposed of in hall waste bins or recycling - For one off events, waste must be removed from hall by hirer and disposed of off premises	- Long term users – daily basis - One off events – during/ following event	Long term hall users/ Event Organisers
Smoking	Fire & health risks, criminal offence	Public, organisers and volunteers	- No smoking signs to be displayed - Vigilance to ensure no one is smoking anywhere on the premises - Designated smoking area and receptacle available just outside main doors - No smoking allowed outside kitchen door	Duration of Event	Event Organisers



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Noise	Disturbance to local residents causing complaints	Public and local residents	• Ensure door stewards help to control public as they arrive and encourage the public to leave promptly and quietly at the end • Discourage and limit number of smokers outside event at any one time	Start, duration and end of event	Event Organisers
Alcohol Consumption	Illness, injury through over consumption	Public	• Licensed events have separate risk assessments required by Licensing Board • Private Parties – person(s) responsible for event must ensure there is no over consumption which could lead to illness or injury	Duration of Event	Event Organisers
Drugs	Illness or injury, committing a criminal offence	Public, organisers and volunteers	Vigilance throughout the event for suspicious behaviour or activity, visible signs of drug taking/ illness, monitoring of toilets/ entrances/ quiet places	Duration of Event	Event Organisers and Staff/ Helpers
Injury from Lifting	Persons may hurt themselves or others if not fit to move furniture	Public, organisers and volunteers	Ensure sufficient help is available	Before, during and end of event	Event Organisers
Electrical Shock	Electrocution	Public, organisers and volunteers	Faulty electrical equipment	• All equipment used must be in safe working order • A thorough visual check should be carried out on all equipment	Event Organisers
Scalding	Scalding when pouring hot beverages	Public, organisers and volunteers	• Able bodied members to pour hot beverages • Only one pot should be carried at one time • Caution when using hot urn • Tables are not overcrowded and clear of obstacles • Teapots are suitable size	Throughout Event	Event Organisers



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Fire	Breakout of fire and exit from building	Public, organisers and volunteers	Danger from smoke or fire	Those hiring hall must make themselves familiar with Fire Risk Assessment (available on Hall website) and Fire Procedures (found in Hall User T&Cs of Hire)	Event Organisers
Insufficient First Aid Cover	Untrained individuals administering first aid	Public, organisers and volunteers	• All events with paying public must have a trained First Aider present • Recommended that organisers of private events ensure they have someone present with First Aid skills • First Aid box located in kitchen	Before, during and end of event	Event Organisers
Food Poisoning	Public could become ill due to poor hygiene when preparing, storing or serving food	Public, organisers and volunteers	• Preparation of high risk foods should be supervised by a holder of current food hygiene certificate • Guidelines for best practice should be followed by those preparing low risk foods • Preferably a current certificate holder in charge • If in doubt, contact Environmental Health on 01888564154	Before, during and end of event	Event Organisers
Overcrowding	Injury during event or evacuation of premises	Public, organisers and volunteers	• Floor plan passed by Licensing Board must be implemented by organisers • Gangways must be left free of obstruction • Gangways to be at least 1200mm in width • Front row seats to be 1350mm from stage • Maximum numbers of public not to exceed amount stipulated by Licensing Board • For comfort and safety of public, fewer numbers may be required	Throughout Event	Event Organisers