

Kippen Village Hall

Risk assessment for event

	Area of Risk	Hazard	Mitigation measures	Control*	
				Resp	Sign
1	Controlled access				
1.1		Large numbers entering at same time	Meet participants at entrance	Event organiser(s)	
1.2		Numbers in hall exceed safe capacity	Attendance by ticket – sales limited		
1.3		Emergency exit through double door not available	Keep emergency exit clear		
1.4		Falling from raised stage area	Access to raised area controlled		
2	Fire				
2.1		Hot equipment in upper kitchen causes harm	Fire blanket for covering source available adjacent to hot equipment	Fire marshal(s)	
2.2		Hot equipment in lower kitchen causes harm	Fire blanket for covering source available adjacent to hot equipment		
2.3		Fire outbreak ignites building fabric or contents	Fire extinguishers around building (at prescribed locations) are suitable and locations known		
2.4			Smoking ban in hall observed		
2.5			Signs to fire exits clear and routes not obstructed		
3	Injury or harm to participants				
3.1		Food / drink prepared on premises causes illness	Care exercised and hygiene guidelines observed	Event organiser(s)	
3.2		Infestation or harmful substances associated with food waste	Prompt cleaning up and removal of food waste following event		
3.3		Harmful items / substances brought in to hall by participants	Oversee items (sharp, unstable, dangerous) brought into hall		
3.4		Accidents when using hall equipment	Supervise and exercise control over people involved in using potentially hazardous items (e.g. kitchen equipment) and systems (e.g. hall heating and lighting)		
3.5		Medical assistance unavailable	First Aider in attendance		
3.6			First Aid kit in hall present and location known		
3.7			Mobile phone (or similar) available for contacting emergency services		
3.8		Dangerous activities	Restrict activities to those with low risk for participants and others		
3.9		Injury from lifting heavy weights	Trolleys provided for moving chairs and tables should be employed		

*Individuals, who are prepared to sign to confirm that the mitigation measures listed are observed during the event, should be identified by the event organiser