

## KIPPEN READING ROOM

## RISK ASSESSMENT FOR EVENTS

	Area of Risk	HAZARD	MITIGATION MEASURES	RESP	SIGN
<b>1.</b>	<b>CONTROLLED</b>	<b>ACCESS</b>			
1.1		Large numbers entering at the same time.	Meet participants at entrance		
1.2		Numbers in hall exceed safe capacity	Attendance by ticket- sales limited		
1.3		Emergency exit blocked	Keep emergency exits clear		
<b>2.</b>	<b>FIRE</b>				
2.1		Hot equipment in kitchen causes harm	Fire Blanket for covering source adjacent nearby		
2.2		Fire out break ignights building fabric or contents	Fire extinguishers around building near fire and front door.		
2.3			No smoking in the building		
2.4			Signs to fire exits clear		
<b>3.</b>	<b>INJURY OR</b>	<b>HARM TO PARTICIPANTS</b>			
3.1		Food/Drink served on the premises causes illness	Care exercised and hygiene guidlines observed		
3.2		Infestation or harmful substances associated with food waste	Prompt cleaning up and removal of food waste following an event.		
3.3		Harmful items/substances brought in to rooms by participants	Oversee Items(sharp ,unstable, dangerous, brought in to rooms		
3.4		Accidents when using Reading Room equipment	Supervise and exercise control over people involved in using potentially hazardous items (e.g .Kitchen equipment) and systems (e.g. Rooms heating and lighting)		
3.5		Medical assistance available	First Aider in attendance First Aid Kit in Rooms and location known Mobile phone available for contacting emergency services		
3.6		Dangerous activities	Restrict activities to those with low risk for participants and others		
3.7		Injury from lifting heavy weights	Restrict lifting stacked chairs and 2 people for benches		