

Ullapool Village Hall risk assessment form

No:	Activity: Dance/Ceilidh/Gig		Assessment date:		
Hazard and risk	People at risk	Controls	Comments	Risk level	Signed off by
Tripping/slipping hazards owing to drink spill/litter	Public Stewards	<ul style="list-style-type: none"> • Mop and bucket on hand to dry up spills asap. • Intermittent can/cup collection from dance floor and hall area. • First Aid kit available. • Named First Aider on hand. 		Moderate	
Spread of Covid (airborne contact) ..	Public Stewards	<ul style="list-style-type: none"> • Keep hall well ventilated, with open windows. • Limit number of entrants to Hall capacity - tallied by door stewards. • Anyone presenting symptoms to be sent home. 		Low	
Underage drinking	Under 18s	<ul style="list-style-type: none"> • Over-18s only admission policy enforced by Door stewards checking ID for anyone not known. • Door stewards to monitor Hall for sneak-ins. 		Moderate	
Electrical wires/equipment on stage presenting tripping hazard	Band Stewards	<ul style="list-style-type: none"> • Band set up in advance with cables tapped down. 		Low	
Public locked in building overnight	Public	<ul style="list-style-type: none"> • Steward to do check of whole building and toilets to ensure everyone out before lock up. 		Low	

Excess drinking causing antisocial behaviour	Public Stewards Band	<ul style="list-style-type: none"> • Stewards vigilant of behaviour and intervening/warning before trouble arises. • Antisocial behaviour results in removal from Hall. • Police informed of the dance in advance. 		Moderate	
People suffering ill effects from alcohol or substance abuse	Public	<ul style="list-style-type: none"> • Quiet area for person to be supported until medical help arrives (if needed) or if not, until transport home arrives. • Stewards regularly check the toilet areas. • Ensure mobile signal available. 		Moderate	
Capacity of hall exceeded	Public	<ul style="list-style-type: none"> • Stewards monitor all doors for sneak-ins • Stewards tally arrivals • Sufficient stewards on duty to monitor all entrances 	For large events, minimum of 6 6 stewards recommended to cover Front door + all fire doors.	Low	