

Risk Assessment for use of Titchfield Village Hall

Event Details:

- Event Name: 'Ask the Experts' hosted by EcoTitchfield
- Date and Time: 9th April, 19:00 - 21:00
- Location: Titchfield Village Hall (Parish Rooms)
- Organiser(s): EcoTitchfield
- Expected Attendance: 70-90 people

Potential Risks and Mitigation Measures

1. Fire Safety

- Risk: Fire caused by electrical equipment or other hazards.
- Likelihood Before Mitigation: Low
- Impact: High
- Control Measures:
 - Ensure all electrical equipment (projector, sound system) is PAT tested.
 - Keep fire exits clearly marked and unobstructed.
 - Familiarise staff/volunteers with fire evacuation procedures.
 - Confirm hall's fire extinguishers are in working order.
- Residual Likelihood: Very Low

2. Tripping Hazards

- Risk: Attendees tripping over cables, furniture, or uneven flooring.
- Likelihood Before Mitigation: Medium
- Impact: Medium
- Control Measures:
 - Use cable covers or tape to secure cables on the floor.
 - Arrange seating to provide clear walkways.
 - Inspect hall before the event for any uneven surfaces or hazards and address them.
- Residual Likelihood: Low

3. Audience Management

- Risk: Overcrowding leading to discomfort or injury.
- Likelihood Before Mitigation: Low
- Impact: Medium
- Control Measures:
 - Limit ticket sales to the venue's maximum capacity.
 - Station volunteers at entrances to monitor and control crowd flow.
 - Provide clear signage for entrances, exits, and facilities.
 - Ensure marshals/stewards are clearly identifiable (uniform shirt, badge/label, or other visible items).
- Residual Likelihood: Very Low

4. Electrical Safety

- Risk: Faulty equipment causing shocks or fire.
- Likelihood Before Mitigation: Low
- Impact: High
- Control Measures:
 - Only use electrical equipment that has been PAT tested.
 - Ensure all power points are not overloaded.
 - Check extension cords for damage and avoid daisy-chaining multiple cords.
- Residual Likelihood: Very Low

5. COVID-19 or Health-Related Risks

- Risk: Spread of illness in an enclosed space.
- Likelihood Before Mitigation: Medium
- Impact: Medium to High

- Control Measures:
 - Provide hand sanitising stations at entrances and exits.
 - Encourage attendees to stay home if unwell.
 - Ensure adequate ventilation in the hall.
- Residual Likelihood: Low

6. Security Risks

- Risk: Unauthorised access or theft of equipment.
- Likelihood Before Mitigation: Low
- Impact: Medium
- Control Measures:
 - Have volunteers monitor entrances and exits.
 - Secure expensive equipment when not in use.
 - Collect cash donations or ticket sales securely and regularly deposit them in a locked box.
 - Clearly brief marshals/stewards on their responsibilities, actions in case of an emergency, and how to conduct the evening.
- Residual Likelihood: Very Low

7. Slips, Trips, and Falls Due to Spills

- Risk: Drinks or food causing slippery floors.
- Likelihood Before Mitigation: Medium
- Impact: Medium
- Control Measures:
 - Encourage attendees to report spills immediately.
 - Provide absorbent materials and signage to address spills promptly.
 - Limit food and drink to designated areas if possible.
- Residual Likelihood: Low

8. Accessibility Issues

- Risk: Attendees with disabilities unable to access facilities.
- Likelihood Before Mitigation: Medium
- Impact: High
- Control Measures:
 - Confirm that the venue has accessible entrances, exits, and restrooms.
 - Arrange seating to accommodate wheelchairs or mobility aids.
 - Provide assistance if required.
 - Ensure marshals/stewards are briefed on accessibility needs and how to assist attendees.
- Residual Likelihood: Very Low

9. First Aid

- Risk: Medical emergencies occurring during the event.
- Likelihood Before Mitigation: Low
- Impact: High
- Control Measures:
 - Have a basic first aid kit available on-site.
 - Ensure at least one volunteer or staff member is trained in first aid.
 - Clearly communicate the location of emergency services and contact details.
 - Ensure marshals/stewards are aware of the location of the defibrillator (Jubilee Surgery) and how to access it.
- Residual Likelihood: Very Low

Review and Sign-Off

- Assessor Name:
- Date of Assessment:
- Review Date:
- Signature: _____