

Community Centre Hall Risk Assessment for Public Presentations

Event Overview

This risk assessment applies to public presentations hosted by EcoTitchfield (local sustainability action group) at the community centre hall.

The event will involve attendees, speakers, and volunteers in an indoor setting, with seating arrangements and the use of audio-visual equipment.

General Measures

- Periodic observations by event team & volunteers to identify and address hazards.
- Ensure fire exits are unobstructed at all times.
- Maintain a first aid kit on-site with at least one trained first aider.
- Clearly communicate emergency procedures to all staff and volunteers and give short safety introduction at the start of the event.

Risk Assessment

Hazard	Risk Level	Who Might Be Affected	Control Measures	Responsible Party
Fire risk from electrical equipment	Low	Everyone	Ensure all electrical equipment is PAT tested and used correctly. Fire extinguishers must be functional. Staff and volunteers should be familiar with fire evacuation procedures.	Centre Manager, Event Organisers
Slips, trips, and falls	Medium	Everyone	Keep walkways clear. Secure or cover cables. Address spills immediately. Ensure seating arrangements do not create obstructions.	Centre Manager, Event Organisers, Volunteers
Overcrowding	Low	Attendees	Limit entry to venue capacity of 200 (plus event organisers/speakers - max 20). Volunteers should monitor entrances and exits. Clear signage for emergency exits.	Event Organisers, Volunteers
Faulty equipment (electrical or structural)	Low	Everyone	Only use PAT-tested equipment. Regularly inspect extension cords and power sources. Avoid overloading sockets.	Centre Manager, Event Organisers
Spread of illness	Medium	Attendees	Encourage unwell attendees to stay home. Ensure good ventilation.	Event Organisers
Unauthorised access or theft	Low	Equipment Owners, Attendees	Monitor entry points. Secure expensive equipment and donations. Volunteers should remain vigilant.	Centre Manager, Event Organisers
Spills from food and drink	Low	Everyone	No food or drink being provided. Ensure spill response materials are available.	Event Organisers, Volunteers
Accessibility concerns for attendees with disabilities	Medium	Attendees with disabilities	Ensure accessible seating and clear pathways. Provide assistance where needed.	Centre Manager, Volunteers
Medical emergencies	Low	Everyone	First aid kit available. At least one trained first aider present. Emergency contacts clearly communicated. A defibrillator is available at the local Jubilee Medical Centre, approximately 200m from the hall.	Event Organisers, Volunteers

Review and Approval

This risk assessment has been reviewed and approved by the event organisers and the community centre management. It will be updated as necessary to reflect any new risks identified in future events.