



Registered Charity No 1186875

Risk Assessment Taff's Well Village Hall

Name of Event	General Risk Assessment	Name of event organiser	
Date of Event		Name of risk assessor	Mike Phillips
Venue Address	Taff's Well Village Hall	Date of risk assessment	

Risk Identified	Risk Identified	Action to Mitigate Risk?	Notes
<p>Management of safety and clear responsibilities</p> <p>E.g. Poor communication of health and safety issues and unawareness of hazards that could cause injury leaving the organiser potentially negligent</p>	<p>Members of the public Volunteers, Contractors</p> <p>Staff</p>	<p>Produce a safety policy statement that describes how the event organiser intends to manage safety; who has specific responsibilities; and how these will be carried out. Further guidance can be found on the HSE website</p> <p>* www.hse.gov.uk/event-safety/</p> <p>Ensure that its insurance policy covers your event.</p> <p>If you hire equipment (e.g. inflatables) it is the organiser's responsibility to obtain written confirmation that the hire company has their own public liability insurance to meet claims resulting from their property/activities at the event.</p> <p>A safety management group should be formed to put the actions outlined in the safety guidance into practice. Two to three people would be sufficient for a small event. A list of site safety rules should be drawn up and distributed to all workers or helpers who need to be aware of safety procedures</p>	<p>Ensure responsibilities are agreed and communicated out to all stakeholders.</p> <p>Ensure copies of the documents are available on site during the event.</p>



Registered Charity No 1186875

<p>Slip, trips and falls</p> <p>E.g. Injuries arising from slips, trips and falls from uneven ground or obstructions and debris in access /exit routes and pedestrian areas</p>	<p>Members of the public</p> <p>Volunteers</p> <p>Contractors</p> <p>Staff</p>	<p>Organiser has carried out a pre-event site visit to ensure that the area is suitable to hold event and has developed a suitable risk assessment.</p> <p>Emergency routes to be of adequate width and kept clear at all times.</p> <p>Any uneven or damaged surfaces must be appropriately highlighted usually by means of a physical barrier or hazard tape to warn others of the risks until it can be suitably repaired or replaced.</p> <p>All working at height must be avoided wherever possible; where not it must be risk assessed, properly planned and organised and any equipment used (e.g. ladders, cherry pickers) must be properly inspected and maintained in accordance with the Work at Height Regulations (2005) and the Lifting Operations and Lifting Equipment Regulations (1998)</p>	<p>Event organiser to carry out walk through visual inspection (prior to start of event) to ensure access/exit routes are unobstructed, free from slip and trip hazards and lighting levels are adequate.</p>
<p>Manual handling</p> <p>Eg: Musculoskeletal injuries such as back injury from people attempting to move heavy or awkward objects</p>	<p>Members of the public</p> <p>Volunteers</p> <p>Contractors</p> <p>Staff</p>	<p>Avoid manual handling where possible. Where significant manual handling will be involved, carry out a manual handling risk assessment and provide suitable information and training.</p> <p>Employees/volunteers should be informed of the dangers of manual handling and instructed to assess loads before handling.</p> <p>Minimise repetitive bending wherever possible and ensure employees/volunteers take regular breaks.</p> <p>Use individuals who have been trained in techniques or provide basic training in manual handling techniques.</p>	<p>Organiser to give pre-event briefing session with all employees/volunteers to include instructions on manual handling, including:</p> <ul style="list-style-type: none"> ▪ Not to lift unless comfortable in doing so ▪ Young people and others at significant risk (eg: people with a previous back injury) instructed not to lift heavy weights. ▪ All lifting by young people to be supervised <p>Wherever possible, lift items with assistance rather than alone</p>
<p>Equipment and electrical failure</p> <p>Eg: injuries to those using or working on the equipment</p>	<p>Members of the public</p> <p>Volunteers</p> <p>Contractors</p>	<p>Ensure equipment is well maintained and in a good state of repair.</p> <p>Where equipment requires statutory inspection (such as portable appliances, lifting equipment, bouncy castles etc.) ensure that inspections have been carried out</p>	<p>Ensure that all fixed electrical installations have been checked and certificated by a competent person as per current legal requirements.</p> <p>Equipment should be visually inspected prior to use to ensure that it has not been damaged and that there are no obvious defects.</p>



Registered Charity No 1186875

	Staff	according to required frequency and documentation is available onsite during the event (e.g. bouncy castles require annual inspection by a competent person under the PIPA industry standards, lifting equipment that lifts people requires a six-monthly examination by a competent person)	
First aid and emergency arrangements	Members of the public Volunteers Contractors Staff	<p>Organiser to ensure that adequate first aid arrangements have been provided, including adequate numbers of first aiders (proportionate to the level of risk eg: size of event, type of activities, audience profile). Ensure that first aid provision is clearly signposted at the event.</p> <p>You can get advice from professional medical charities like St John's</p> <p>Ambulance or Red Cross about what type of First Aid to have at your event.</p> <ul style="list-style-type: none"> • www.sja.org.uk/sja/first-aid-advice.aspx • www.redcrossfirstaidtraining.co.uk 	For large events catering for over 1,000 people, the Mole Valley Safety Advisory Group should be notified. The group can provide advice and guidance on planning and organising large events.
Crowd management Eg: Lack of adequate evacuation procedures leading to crowd crushing and associated injuries	Members of the public Volunteers Contractors Staff	<p>Consider anticipated crowd capacity and ensure facilities are adequate, including provision of adequate facilities for refreshments, toilets, etc.</p> <p>Ensure adequate access for wheelchair users and pushchairs is provided.</p> <p>Ensure there are adequate entrance and exit routes with no obstructions, which are clearly signposted. Consider the design of the venue and need for barriers</p>	<p>Organiser to carry out walk through visual inspection (prior to start of event) to ensure access/exit routes are unobstructed and free from slip and trip hazards. In particular ensure that checks are made of all fire and emergency facilities and that:</p> <ul style="list-style-type: none"> • All exits are unlocked • Escape routes are clear • Emergency lighting works



Registered Charity No 1186875

		<p>to allow good entry and exit routes with no obstructions and allow for crowd movement within the venue.</p> <p>Ensure there is sufficient supervision for the event (eg: stewards on site) and that there is an effective means of communication between stewards and to the audience (e.g. radios/PA system)</p>	<ul style="list-style-type: none"> • Fire-fighting equipment and alarms are in full working order • A PA system for use in emergencies can be heard clearly in all parts of the venue. <p>For further information and guidance, please refer to the HSE website.</p> <p>* www.hse.gov.uk/event-safety/incidents-and-emergencies.htm</p>
<p>Waste management</p> <p>Eg: Poor management leading to the accumulation of large quantities of waste and subsequent fire hazard if accidentally or purposely ignited</p>	<p>Members of the public</p> <p>Volunteers</p> <p>Contractors</p> <p>Staff</p>	<p>Ensure there are sufficient numbers of waste receptacles positioned within and around the perimeter of the event.</p> <p>Ensure suitable type of waste receptacles are selected (e.g. wheeled containers or similar receptacles appear to be the most versatile as they can be easily positioned and manoeuvred as required)</p> <p>Ensure that details are given to the waste contractor concerning estimated audience size, event size, site boundaries etc.</p> <p>The collection company must be a registered waste carrier or exempt from registration. Vehicles used to help with the collection of waste must be mechanically sound and be accompanied with the relevant test certificates including an MOT if appropriate.</p>	<p>Ensure that special attention is made to areas such as:</p> <ul style="list-style-type: none"> • Approach to the event (eg: surrounding streets and/or land) • Entrances and exits • Arenas and stages • First aid areas • Catering areas
<p>Fire safety</p> <p>Eg: Uncontrolled burning of barbeque and subsequent spread of fire due to close proximity of wooden stands</p>	<p>Members of the public</p> <p>Volunteers</p> <p>Contractors</p> <p>Staff</p>	<p>Organiser to nominate a named 'responsible person' and carry out a fire risk assessment in order to meet requirements of the Regulatory Reform (Fire Safety) Order 2005.</p> <p>The risk assessment should assist in ensuring that all necessary fire safety procedures, fire prevention</p>	<p>Inform non-employees, such as residents, volunteers, temporary or contract workers, of the relevant risks to them, and provide them with information about the fire safety procedures for the event</p> <p>The risk assessment should pay particular consideration to the implications of the venue design, and the handling and storage of flammable substances and materials, and other sources of ignition</p>



Registered Charity No 1186875

		<p>measures, and fire precautions (plans, systems, and equipment) are in place and working properly.</p> <p>Establish a suitable means of contacting the emergency services and provide them with any relevant information about any dangerous substances at the event.</p> <p>Ensure that the premises and any equipment provided in connection with fire-fighting, fire detection and warning, or emergency routes and exits are covered by a suitable system of maintenance and are maintained by a competent person in an effective manner, in efficient working order and in good repair</p> <p>If leasing a premises or parts of premises which is an empty and unsupervised facility (eg: temporary structures and marquees), the fire safety responsibilities of those leasing the premises (and, therefore, in charge of the activities conducted within the premises), and those of the owner/lessee, need to be established as part of the contract of hire.</p>	<p>such as pyrotechnics and fireworks. It should also consider people particularly at risk such as those unfamiliar with the site, lone workers or volunteers, young people and those with a disability. For further information please refer to the Fire Guidance for Events, available at: http://www.communities.gov.uk/publications/fire/firesafetyassessment)</p>
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