

Risk assessment – Hall

Company name: **Rossington Memorial Hall**

Date of risk assessment: **March 2021**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips, trips and falls	Staff or public may be injured	Ensure the hall area is clear of objects Any spills mopped up immediately Any cleaning products or equipment put away after use				
Moving tables and chairs	Staff or public may injure themselves	Ensure tables and chairs are stored correctly so they don't fall over Ensure tables are stored on the table trolley for ease of access Ensure chairs are not stacked too high Ask for assistance when needed to move the tables and chairs				
Inflatables in the Hall	Public may injure themselves	Ensure inflatables are hired by a reputable hire company who have appropriate risk assessment in place Ensure children are supervised at all times When the inflatable is turned off ensure all people stand clear so as not to get caught up Ensure any cables associated with the inflatable are put behind the item Ensure no one gets behind the inflatable	INFLATABLES ARE NO LONGER PERMITTED IN THE HALL			
Bar Area	Staff and public may injure themselves	Ensure the bar area is free from clutter Only the tables and chairs that are regularly stored in this area should be there Ensure the fire exit is clear at all times				
Wheelchairs or pushchairs	Public may trip over and injure themselves	Ensure wheelchairs or pushchairs are stored in one area Keep children away from this area Ensure brakes are on when the pushchairs and wheelchairs are stored.				

Serving Food and Drinks from the serving hatch	Public may scald themselves or spill liquids	Ensure trays are used where appropriate Do not overload your arms or hands Clean up any spillages immediately and put up a warning sign Keep serving area clear and clean When food has been served move away to your table to avoid obstructions				
Fire Exits	Public and staff	Ensure both fire exits are clear Ensure shutters are up when using the hall				
Decorations	Public and staff	If decorations are put up in the hall ensure you follow the guidelines set out by the Memorial Hall Management Committee Ensure all decorations are taken down after the party and cleared away				

RISK RATING: LOW RISK

Assessed by:

Date: