

Function Room Set Up

Risk Assessment

Penkridge Parish Council Haling Dene Centre	<p>The Haling Dene centre is used for various functions such as Weddings, Christenings and Meetings. Rooms are set up according to the requirements of Hirer.</p> <p>This may involve changing the layout of the room(s) part way through a function booking (Wedding). Folding tables are used for events, which are stored on storage trolley. Chairs are already located within the function room, additional chairs, if required, are located in a nearby room.</p>
--	---

<u>Hazards Identified</u>	<u>Those at Risk</u>	<u>What Existing Control Measures are in Place to Remove/Minimise Risk</u>	<u>Are Controls Acceptable, if not what Further Actions are Required.</u>	<u>Risk Factor</u> HML L x S = R	<u>Action By Whom</u>	<u>Target Date</u>	<u>Date Complete</u> Signature
<p><u>Handling and Lifting</u></p> <p>Staff may injure themselves when setting up/moving tables and chairs as required in the Function Rooms.</p> <p>Rooms are usually set up on a daily basis, dependent on event bookings.</p> <p>Large functions, such as Weddings take place around 8 times per year. On average 8 tables, and 80 chairs may be used.</p> <p>Setting up a room can take up to 2 hours.</p>	<p>Staff</p>	<p>Lifting technique training given to all staff</p> <p>Trolleys for storage of tables, minimises distances to carry folded tables</p> <p>Tables are folding type which makes them easier to handle, and are easily movable when erected (sliders on base)</p> <p>Staff work in pairs when tables need to be carried from one room to another</p> <p>Chairs are moved using a trolley with a maximum of 5 chairs at a time.</p> <p>Suitable footwear should be worn</p> <p>3 members of staff are usually available to set up Function Rooms</p>	<p>Yes</p> <p>Refresher training for lifting techniques every 3 years or when a new member of staff starts.</p>	<p>LOW</p>	<p>Parish Administrator</p>	<p>Manual Handling course Every 3 Years</p>	

<u>Hazards Identified</u>	<u>Those at Risk</u>	<u>What Existing Control Measures are in Place to Remove/Minimise Risk</u>	<u>Are Controls Acceptable, if not what Further Actions are Required.</u>	<u>Risk Factor</u> HML L x S = R	<u>Action By Whom</u>	<u>Target Date</u>	<u>Date Complete</u> <u>Signature</u>
<u>Staff Working Alone</u> In the event of staff absences due to sickness or holidays staff may be required to work alone when moving Function Room furniture	Staff	Staff are trained in lifting technique practices, and will assess if they can move tables/chairs on their own. If required the Administration Staff are available from within the building, and will assist on these occasions when requested.	Yes	LOW	-	Manual Handling course Every 3 Years	
<u>Slips/Trips/Falls</u> Staff may slip/trip/fall when setting up Function Room.	Staff	Regular inspections are carried out to identify trip hazards such as worn carpets, broken cracked tiles, obstructions. Good lighting in all rooms, which helps identify slip/trip hazards. Appropriate footwear should be worn to avoid injury to feet when moving furnishings.	Yes	LOW		Caretaker undertakes regular checks	
<u>Falls from Height</u> Staff may suffer injury if they fall when using steps to hang decorations for function	Staff	Suitable step ladder provided which is checked for defects prior to use Staff trained in safe use of step ladders.	Yes	LOW			

<u>Hazards Identified</u>	<u>Those at Risk</u>	<u>What Existing Control Measures are in Place to Remove/Minimise Risk</u>	<u>Are Controls Acceptable, if not what Further Actions are Required.</u>	<u>Risk Factor</u> HML L x S = R	<u>Action By Whom</u>	<u>Target Date</u>	<u>Date Complete</u> <u>Signature</u>
<u>Violence</u> Staff may suffer stress and/or physical injury from aggressive customers.	Staff	Staff are trained to maintain good and polite behaviour at all times so as not to provoke a confrontation Door staff are employed at some functions	Yes CCTV in Function Rooms and monitored by the Bar Manager	LOW			

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

Likelihood

X

Severity

=

Risk Rating

1. Improbable to impossible
2. Unlikely
3. Possible
4. Probable
5. Likely

1. Minor or no injury
2. Moderate Harm *
3. Serious harm **
4. Major injury (eg: broken bone)
5. Fatality

- A risk factor of 1 to 6 would be (L) risk
A risk factor of 8 to 10 would be (M) risk
A risk factor of 12 to 25 would be (H) risk

* An example of this would be an injury which required less than three days off work
** An example of this would be an injury which required more than three days off work