

Haling Dene Centre Events

Health and Safety – Risk Assessment Form

Function		Date		Time	
Location		Event Organiser		Event Safety Controller	
Assessor		Date		Permission Given By	

Identify hazards – tick the hazards that are relevant to the event. Who may be at risk – tick the boxes of all relevant persons at risk

1	Fire hazards	7	Layout and traffic routes	13	Pressurised equipment	19	Inflatables	25	Seating arrangements	31	Confined space
2	Crowd control	8	Lighting levels	14	Noise and vibration	20	Other temporary structures	26	Welfare	32	Lone working
3	Slips, trips, housekeeping	9	Lighting systems	15	Environmental noise	21	Fairground equipment	27	Sanitation	33	Vehicles, driving
4	Fall of person	10	Heating and ventilation	16	Communication	22	Lasers	28	Food provision	34	Machinery/lifting equipment
5	Fall of objects	11	Electrical equipment	17	Violence to attendees or staff	23	Fireworks	29	Work with animals	35	Other - please specify
6	Manual handling	12	Use of portable tools	18	Marquees	24	Pyrotechnics	30	Chemicals, fumes dust		

Employees		Contractors		Students	
Children		Visitors		Special needs	

Health and Safety – Risk Controls Form

Risk controls– For each hazard identified in Section 1 and for the persons identified in Section 2, the following controls are in place for the risks above.

Hazard	Hazard description	Existing controls	Risk level			Further action needed
			High	Med	Low	
1	Fire Hazards	Parish Council's fire procedures.				
2	Crowd Control/ Overcrowding	If crowding is expected sufficient staff are recruited for crowd-control during the event. Ensure allotted numbers per room are not exceeded				
3	Slips, trips, housekeeping	Areas are cleaned/tidied before and after events. Staff to monitor spillages				
4	Fall of Person	Parish Council's safety guide on working at height				
5	Fall of objects	Areas where items are stored at height are checked for safety before used for an event				

Hazard	Hazard description	Existing controls	Risk level			Further action needed
			High	Med	Low	
6	Manual Handling	Rearrangement of furniture to be done or supervised. Contracts to carry out own manual handling				
7	Layout and traffic routes	Car parks are reserved if required and adequate signage is put out				
8	Lighting Levels	Is lighting working/sufficient				
9	Lighting System	If contracts are providing lighting equipment proof of electrical checks obtained				
10	Heating and ventilation	Rooms to be used to be assessed for adequate temperature prior to use.				
11	Electrical Equipment	Parish Council's procedure on electrical safety. Contractors to install own electrical equipment Only those trained in its use to use electrical equipment				

Hazard	Hazard description	Existing controls	Risk level			Further action needed
			High	Med	Low	
12	Use of Portable Tools	Only those trained in use of portable tools to use. No portable tools to be used unless PAT tested				
13	Pressurised Equipment	Not used unless trained. Contractors to install and manage equipment				
14	Noise and Vibration	If noise likely to be loud issue staff with ear defenders				
15	Environmental Noise	If noise expected, notify Bar Manager and local residents. Noise monitored regularly, particularly near boundaries. No noise after midnight				
16	Communication	Briefing sessions before and after event are held. Caretaker have mobile phone and aware of who event managers are				
17	Violence to attendees or staff	Parish Council staff to avoid confrontation and seek advice to deal with any issues that arise				

Hazard	Hazard description	Existing controls	Risk level			Further action needed
			High	Med	Low	
18	Marquees	Requirements for marquee: Steel frame – no pegs Fire Exit signs illuminated Fire extinguishers provided All access levels accessible for wheelchair users				
19	Inflatables	Bouncy Castle provider to supply PLI				
20	Other temporary structures	Obtain risk assessments from contractors				
21	Fairground equipment					
22	Lasers					
23	Fireworks					

Hazard	Hazard description	Existing controls	Risk level			Further action needed
			High	Med	Low	
24	Pyrotechnics					
25	Seating arrangements	Seating arrangements to be planned in advance. Ensure does not block fire exits and adequate gangways are left so people can move around easily				
26	Welfare	Ensure there is first aid provision for event either provided by University or event host if external				
27	Sanitation	WC and hand washing facilities should be made available to guests. Disabled/ambilent wc facilities should also be available				
28	Food Provision	All food is served by outside caterers				
29	Work with Animals					

Hazard	Hazard description	Existing controls	Risk level			Further action needed
			High	Med	Low	
30	Chemicals, fumes, dust	Contracts to ensure all work that may cause fumes/dust is carried out well in advance of event				
31	Confined space					
32	Lone Working	Parish Council's Lone Working Policy				
33	Vehicles, Driving	Ensure adequate insurance is in place				
34	Machinery/Lifting Equipment					
35	Other	Please specify and complete a separate risk assessment				