RISK ASSESSMENT

Location	
Activity	Indoor talk for the public in village hall. Speaker XXX
Risk Assessment Prepared by	
Date of Assessment	

EMERGENCY INFORMATION			
Post code: *Click here*		**Grid Reference: *Click here***	
What Three Words* identification: *Click here			
Nearest Hospital: *Click here*	Torbay Hospital, Lawes Bridge, Torquay (01803 614 567) 24 hrs A&E Newton Abbot Hospital, West Golds Rd, Jetty Marsh, Newton Abbot TQ12 2SL 01626 324 500 – Minor injuries Unit 08.00 – 22.00 hrs 7 days a week		
Description of how to find vehicle access points			
Defibrillator locations in Ilsington			
Nearest landline phone			
First Aider(s)			
Inform WW coordinator of incident at earliest opportunity	**Emergency: 999** **Devon and Cornwall Police (Non-Emergency): 101**		

Likelihood		**Severity**	
1	Extremely unlikely to occur (<10% chance)	**1**	Minor injury not requiring first aid
2	Unlikely to occur	**2**	Minor injury that will require first aid
3	Reasonable chance of occurring (50% chance)	**3**	Moderate injury – absence for more than 3 days but less than 7
4	Likely to occur	**4**	Major injury – absence for more than 7 days
5	Extremely likely to occur (>90%)	**5**	Serious disabling injury or fatality

RESIDUAL RISK KEY (Residual risk = Likelihood x Severity)		
1 - 5	**Low**	Residual risk is adequately managed
6-10	**Medium**	Residual risk is acceptable but controls should be considered to see if it can be reduced to "low" rating
11-19	**High**	Residual risk is high and additional controls must be introduced to reduce to at least "medium" rating
21-25	**Intolerable**	Residual risk is unacceptable and activity must not proceed

Hazard *What could cause harm?*	**Who could be harmed?** *Who is at risk?*	**Potential for harm?** *How could harm occur and what could that harm be?*	**Current controls?** *What are we doing already to make it safe?*	**Could it be made safer?** *If so, detail how (leave blank if not appropriate)*	**Residual Risk** *Level of risk that remains after controls*		
					L	**S**	**RR**
Fire on premises	All participants	Smoke inhalation, collapse, burns, death	Check fire drill arrangements on arrival and emergency exits. Fire exits from meeting hall: main entrance/ exit to rear carpark / exit via 2 fire doors through storage area to side of hall. **Brief audience at start of talk on fire exits** **Ensure hall capacity of 75 seated (plus 25 standing) not exceeded**. WW or volunteer posted on entrance to count audience numbers on arrival. Ensure seat layout allows rapid evacuation of hall. **IN EVENT OF FIRE**: Do not fight fire, front of house to ask audience to leave, WWs direct audience to exits and ensure all evacuate building. Check kitchen and toilets. WW to call fire services.		**1**	**5**	**5**
Slips, trips and falls over cables, chairs, projector equipment and other items	All participants	Bruises, cuts, scratches, sprains, broken limbs	Layout room and check final layout is safe before people arrive. Set up to start 1 hour before talk. Establish that cables are routed safely and covered if necessary. Ensure floor clean and dry – clean away debris and dry wet areas before and during talk.		**1**	**2**	**2**
Prolonged sitting Insufficient toilet breaks	All participants	Discomfort/cramp Embarrassment, incontinence	Space for people to stand and move around hall. Refreshment break for opportunity to move around. **Audience briefed re location of toilets at start**	• Ensure speakers stick to timetabled breaks	**3**	**1**	**3**

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Lifting tables and chairs	Wildlife Wardens and other helpers	Back problems, strain injuries, dropped items causing bruising.	WWS and other volunteers to share setting up and pack away when room clear of audience. Shared lifting for heavy and awkward items		**1**	**3**	**3**
Lack of access to facilities and talks	Wheelchair users /impaired mobility	Unwanted or inappropriate attention/assistance	Wheelchair access via main entrance Disabled toilet available. Committee member to direct wheelchair users and those unable to manage steps at hall entrance. Seating layout accommodates wheelchair users. Hearing loop installed in hall. Arrange any individual requirements on arrival. • **See fire drill arrangements above**.	• Opportunity for individuals to ask about venue facilities before/on day.	**2**	**1**	**2**
Over and under heating	All	chilled or overheated causing dehydration, fainting, collapse	Heating controls near entrance to hall. £1 coins may be needed. On arrival check if heating required and adjust as needed	Open outside doors to hall if additional ventilation required.	**3**	**1**	**3**
Boiling water for refreshments in kitchen	Tea/ Coffee volunteers	Scalds, burns	Maximum 4 volunteers in kitchen area. Volunteers need to know how to use water heater and operating equipment before assisting in kitchen area.		**2**	**3**	**6**
Chair stack	All	Stack falling on people, bruising, contusions, individuals knocked over or crushed, broken limbs	Unstacking and stacking takes place prior to audience arrival and after left. Use available braked, wheeled chair stacking trolleys. .		**1**	**4**	**4**
Unexpected minor injuries and Illness	All	Range of symptoms due to individuals known and unknown medical conditions e.g., fainting, heart conditions	**Have details of location including What3 Words available for emergency use by entrance table** **See above for locations of defibrillators.** **FIRST AID KIT** present to deal with immediate needs. Individual to use independently for minor injuries. If able, move to quiet area away from main audience. Use other individuals to help.		**1**	**5**	**5**

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			Decide if ambulance is required and phone 999 while first aid is being administered. If ill person requires emergency assistance in main hall decide if talk needs to be discontinued and front of house to direct speaker and audience to leave by most appropriate exit. If the ill person is well enough to leave, ensure they are accompanied if deemed necessary.				
Car Parking	All	Injury to persons whilst parking cars or walking from car park to hall.	Surfaced village hall car park immediately adjacent to the hall. Attendees to take usual care when using public car parks after dark		**1**	**5**	**5**
COVID related	All, especially WW/volunteers in kitchen and on arrival of audience	Viruses may be spread causing illness	All individuals not to attend if have symptoms of COVID. Hall to be ventilated as able dependant on temperature conditions. Hand sanitiser available Refreshments: Kitchen volunteers to ensure hands are washed before and after refreshment break.		**2**	**2**	**4**