

SALTFORD COMMUNITY ASSOCIATION

HALL USER RISK ASSESSMENT April 2024

RISK ASSESSMENT

Type of risk assessment: Activity / Design / Building (underline)

Name(s) - Saltford Community Association
 Department - All
 Event - Various
 Location(s) - Saltford Hall.

Chairman
 All Trustees
 Hall manager

Severity (S)	Likelihood (L)	Risk Factor (R)	S x L= R
1 Low- slight	1 Low- unlikely	1/2 Low- may require additional control	
2 Medium- injury	2 Medium- occasional	3/4 Medium- probably requires additional control	
3 High- serious	3 High- probable	6/9 High- unacceptable	

	Hazard (bold heading) Associated risks (listed below)	People at risk	Risk factor			Risk reduction measures	Reduced Risk factor			Action/Comments
			S	L	R		S	L	R	
1	Inadequate use of personal protection equipment	Volunteers, staff and stage crew				Where necessary, seek advice from the Hall Manager.				Yellow hard hat, high visibility jackets, stout gloves available from the Green Room
2	USE OF THE STAGE PLEASE CONSULT THE SEPARATE RISK ASSESSMENT FOR USERS OF THE STAGE	Volunteers, staff and stage crew								
3	MANUAL HANDLING	Volunteers and, staff.								All volunteers and staff must be aware of correct procedures

6	EXCESSIVE LOUD NOISE									
	Injury to hearing caused by constant loud noise or short sudden bursts	Volunteers and staff.	2	2	4	Ensure the appropriate PPE is available and worn (e.g. ear protection/ protective shields).	1	1	1	Ensure appropriate PPE is available. Team leaders, hearing aid users and others must be aware of others needs. Hearing aid users should have them switched on.
7	CONFINED SPACE									
	Poor ventilation, low lighting levels, low beams and bulkheads	Volunteers and staff.	1	3	3	Appropriate PPE to be worn when appropriate. Lighting level to be as high as appropriate	1	2	2	Ensure appropriate PPE is available.
8	BACK STAGE AREAS									
	Dimly lit stairways leading to trips and falls	Volunteers and staff.	2	2	4	Ensure lighting is working and-stairways are kept clear	2	1	2	Hall manger to check lighting is fully working
9	ELECTRICAL EQUIPMENT									
	Electrocution/ Electric shock 240 V tools	Volunteers, staff, Stage Cast and Stage Crew	2	2	4	All electrical equipment must have an up-to-date PAT test completed. All items visually to be checked. All items to be turned off when not in use. Check that all 240V tools are double insulated and RCD protected, unplug when not in use. Persons who bring there own power tools must make sure there are up-to-date PAT tested.	2	1	2	

13	FIRE	All present	3	1	3	Ensure that access to fire exits is kept clear. Stage Manager/Drama Manager/Front of House manager/Event Lead to be fully conversant with activation process and key location and deactivation procedure.				
13 A	FIRE HIGH RISK DANGER	All lead persons	3	3	3	NO open flame burners, candles, must be left unattended or out of sight. Duty or lead persons must be fully aware of evacuation process and fire panel knowledge. Must advise hall manager prior to use.	3	3	3	
14	WELFARE	All present				Young people to have supervision at all times. Ensure pregnant members of cast and audience have easy access to toilets and frequent breaks. Verbal abuse will not be tolerated. Any persons verbally abusing will be asked to leave the building or police will be called (event manager) Temperature controls throughout the building to be in line with comfort and weather conditions.				

Approved and reviewed by the Trustees annually.

Richard Evans
Honorary Chairman Saltford Community Association