



Health and Safety Risk Assessment Form

Assessment of risk associated with Fundraising Events at Barroway Drove Village Hall		Location: Barroway Drove Village Hall	
Assessor: Vicki Howling		Date of Assessment: 13/06/22	Date for Review: June 2023

What is the Hazard?	Who could be harmed?	Control measures already in place	Further controls to be implemented	Persons responsible to implement further controls
Transmission of Covid-19	Members of public & volunteers	See Covid-19 Risk Assessment	All visitors and volunteers are required to follow Covid Secure procedures as laid out in the Hall's Covid risk assessment and to follow any guidance and/or legislation as laid down by the UK Government at the time of the event.	Committee
Abuse of children, young people and vulnerable adults	Children under the age of 18 and vulnerable adults	All activities are carried out in line with the Halls' safeguarding policy	If appropriate (i.e. the event involves children and young people) the organisers and volunteers to be vigilant for signs of abuse and to know how to seek help if they have any concerns.	Committee
Injuries due to slips, trips and falls	Members of public & volunteers	All Hall activities are carried out in line with Hall policies and procedures – please refer to Village Hall Health & Safety Policy for details	Volunteer helpers to be vigilant for any trip hazards before and during the event. All routes and paths around the event, both inside the hall, on the playing field and in the car park to be checked regularly throughout the event. All areas to have adequate lighting throughout the event.	Committee

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Injuries sustained due to working at height	Volunteers	Refer to Village Hall Health & Safety Policy	No lone working if step ladders are being used.	Committee
Injuries sustained due to manual handling	Volunteers	Refer to Village Hall Health & Safety Policy	Volunteers to ensure that no heavy lifting is carried out by one person.	Committee
Injuries sustained by vehicles in car park	Members of public and volunteers	Refer to Village Hall Health & Safety Policy	If deemed necessary i.e. the event is likely to receive a high number of visitors, the car park will have a dedicated entrance and exit for event. Area cordoned off for food sellers, helpers cars etc. If the event is outdoors, barriers used to prevent cars being driven on to field where event is taking place. Clear signage directing people where to park and that cars are left at own risk.	Committee
Fire breaking out at event	Members of public and volunteers	See separate Fire Risk Assessment	Volunteers to be vigilant for fire hazards during event.	Committee
Someone being injured or becoming unwell at the event	Members of public and volunteers	Refer to Village Hall Health & Safety Policy	An appropriate number of people trained in first aid to be on site at all times (number of first aiders determined by size of event). First Aid Kit checked before event. Means to call help available (mobile phone with good signal – checked before event). Access routes for emergency maintained for emergency vehicles at all times.	Committee
Food poisoning	Members of public and volunteers	Refer to Village Hall Health & Safety Policy	Volunteers preparing food to have completed food hygiene training (or supervising volunteer to have completed food hygiene training). All foods stored and handled following latest guidelines on www.food.gov.uk . Food with allergens labelled or signage denoting allergens could be present. Outside caterers	Committee

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			to be asked to produce evidence of most recent food hygiene inspection.	
Excessive consumption of alcohol	Members of public and volunteers	Refer to Village Hall Health & Safety Policy	At least one person who holds a personal alcohol licence to be on site at all times. Any person serving alcohol to have basic training in how to deal be vigilant for and deal with excessive alcohol consumption and/or inappropriate behaviour.	Committee
Injury from activities including Bouncy Castle	Members of public and volunteers	Refer to Village Hall Health & Safety Policy	Parents to be informed that they are responsible for their children at all times (this is on the invite/programme and with clear signage during the event). Volunteer helpers to monitor the event at all times. Bouncy Castle to be monitored at all times to ensure safe usage.	Committee