

RISK ASSESSMENT FOR MEETINGS OF THE SOCIETY HELD IN THE METHODIST HALL, CHAPEL FIELD, ROAD, NORWICH, NR2 1SD

Prepared by	Date	Approved by	Date	Review due
Maurice Young	17 th March 2020	Committee	23 rd March 2020	16 th March 2020

Risk	Activity	People at Risk	Hazards			Control measures in place			Outcome
			P	S	RF	P	S	RF	
1	General maintenance and housekeeping of the Methodist Hall by the Church (owners of the building)	1) Members 2) Temporary members/guests 3) Speakers	1) Poor housekeeping standards and/or equipment not being cleared away by earlier users of the hall 2) Light and power not working correctly 3) Equipment being out of place 4) Fire extinguishers not in place	1) NDPS Keyholder upon entry to the building carries out an inspection to ensure all appears to be in order 2) Appropriate action is taken to clear away hazards or mark the area off. 3) Methodist Hall informed of issues that cannot be readily resolved and in exceptional circumstances the meeting cancelled or delayed	Tolerable				
			2	3	6	1	3	3	
2	Setting out and packing away chairs and tables etc for each meeting	1) Members 2) Temporary members/guests 3) Speakers	1) Slips, trips and falls 2) Sprains and strains from carrying chairs and tables etc 3) Squashed, nipped or trapped fingers from folding table mechanism	Initially at induction by Membership Secretary and again at the start of each season members should be briefed on basic health and safety regarding manual handling, and fire	Tolerable				

					<p>safety whilst attending a meeting of the Society including:</p> <ol style="list-style-type: none"> 1) Members should not carry any item that they do not feel capable of without injury. 2) If appropriate heavy items such as tables should be carried by two people. 3) Potential hazards of moving or setting up/taking down equipment to be assessed before proceeding. 4) Procedures in place to follow in the event of a fire or similar emergency. 5) Once all the equipment is set out and before each meeting commences Membership Secretary or other authorised person should check that all the fire exits, and routes of escape are clear. 6) Attendance register completed by all attendees to facilitate a headcount. 7) Routine announcement regarding health and safety matters by chair before the start of each meeting. 			
			2	3	6	1	3	3
3	Removing and returning equipment to the Storeroom	1) Members	<ol style="list-style-type: none"> 1) Slips, trips and falls 2) Sprains and strains from carrying chairs and tables etc 3) Squashed, nipped or trapped fingers from folding table mechanism 	<ol style="list-style-type: none"> 1) Members should not carry any items that they have not assessed for hazards and do not feel capable of without injury. 2) Storeroom to be kept tidy at all times and regularly inspected. 3) Access routes to be kept clear 	Tolerable			
			2	3	6	1	3	3

4	Setting out and dismantling IT and PA equipment	1) Members	1) Trips slips and fall hazards from electrical wiring etc 2) Strains and sprains from carrying equipment 3) Risk of electrical shock	1) Members should not carry any items that they have not assessed for hazards and do not feel capable of without injury. 2) Only members who are familiar with the equipment and/or have been trained to do so should set up and take down the equipment 3) Cables should be laid out safely and protected 4) Equipment should be PAT tested annually 5) Equipment should be connected via an RCD socket outlet			Tolerable
5	Overhead projector table	1) Members 2) Temporary members/guests 3) Speakers	1) Slips, trips and falls 2) Sprains and strains from carrying chairs and tables etc 3) Squashed, nipped or trapped fingers from folding table mechanism	1) Cables should be laid out safely and protected 2) No chairs to be placed within one metre of the projector table to allow sufficient room around it to allow people to pass by safely			Tolerable
6	Screen	1) Members	1) Slips, trips and falls 2) Sprains and strains from carrying chairs and tables 3) Squashed, nipped or trapped fingers from folding table mechanism	1) No further control needed 2) However, only members who are familiar with the equipment, have assessed the potential hazards and/or have been trained to do so should set up and take down the equipment			Tolerable
7	Print stands	1) Members 2) Temporary members/guest	1) Slips, trips and falls 2) Sprains and strains from carrying chairs and tables etc	1) At least two members who are familiar with the print stands shall set them up and take them down			Tolerable

		3) Speakers	3) Squashed, nipped or trapped fingers from folding table mechanism			
				1	2	2
8	Ascending staircase to meeting room upstairs in the hall	1) Members 2) Temporary members/guests 3) Speakers	1) Slips, trips and falls 2) Age demographic of members includes a number of elderly people	1) Staircase is wide and is not overly steep and is provided with handrails on both sides 2) Lift is available for anyone who wishes to avoid ascending via the staircase 3) Standard procedure exists to identify anyone who has mobility issues to agree an evacuation plan in the event of an emergency that prohibits use of lift. See risk 9 below.	Tolerable	
				2	5	10
9	Fire Safety	1) Members 2) Temporary members/guests 3) Speakers	1) Injury caused by fire 2) Slips, trips and falls caused from panic in an emergency 3) Negotiating stairs and evacuating the building	1) Ensure that officers of the Society are familiar with the Fire Risk Assessment and recommended procedures of the Methodist Church Hall 2) At each meeting the chair (or another authorised person) should make an announcement to inform members, temporary members (guests) and speakers of the location of the fire exits and the location of the assembly point in the event that the fire alarm is sounded 3) Keep fire exits clear at all times and do not block them with chairs, tables, print stands or anything else 4) The evening attendance sheet shall be taken by the Membership Secretary (or nominated person for that meeting) to the assembly point	Tolerable	

				to confirm everyone has left the building 5) Standard procedure in place for wheelchair users and those with mobility issues 6) Committee members will ensure the Hall and kitchen are evacuated				
			2	5	10	1	5	5
10	General use of the adjacent kitchen used to prepare drinks and light refreshments	1) Members 2) Temporary members/guests 3) Speakers	1) Slips, trips and falls 2) Scalds and burns from kettle/hot water 3) Spillage of drinks onto floor 4) Contamination due to dirty equipment	1) Non-slip floor installed by owner of building 2) Fire blanket also provided 3) Check carried out to ensure electrical equipment is labelled to show it has been PAT tested 4) Authorised members prepare drinks and light refreshments 5) Spillage to be notified and mopped up immediately 6) Equipment to be visually inspected for cleanliness prior to use	Tolerable			
			3	3	9	2	3	6

Method of scoring risks

Explanation of PROBABILITY rating (P)		Explanation of SEVERITY rating (S)		Explanation of RISK FACTOR rating (RR) [P x S]	
1	Highly Unlikely	1	Minor injury unlikely to require first aid assistance	5 to 10	Tolerable
2	Unlikely	2	Over 3 day injury/lost time	5 to 10	Tolerable if risks are as low as reasonably practicable.
3	Possible	3	Major injury/fracture	11 to 25	Intolerable.
4	Some exposure likely	4	Permanent disability		
5	Exposure likely/probable	5	Major injury to more than one person/fatality		