

Generic Risk Assessment for Meetings and other Events in the Parish Centre

This is a proportionate starting assessment for a routine adult meeting or event in the Parish Centre. The organiser of the activity must inspect the premises before use and confirm the listed controls against the PCC's Risk Assessment (BPC7) (inc. general use and fire). It should be read in conjunction with these existing assessments.

People who may need particular consideration

Older people: anyone with limited mobility, impaired sight or hearing, allergies, or another condition affecting safe evacuation; volunteers unfamiliar with the kitchen or audiovisual equipment; and any person attending alone.

Before opening the meeting or event

Room capacity is not exceeded; tables and chairs leave clear routes to exits.

Fire exits, escape routes, alarm points and extinguishers are noted and unobstructed; evacuation procedure is known and assembly point identified and visited.

A charged phone and emergency contact details are available; the first aid kit(s) is identified, together with the accident book for recording accidents and near-misses.

Floor, entrance and kitchen are dry and well lit; defects or spillages are dealt with promptly.

Any electrical equipment to be used shows no visible damage; only approved equipment is used.

Assistance needed for evacuation or access (especially for disabled persons) has been agreed without blocking escape routes.

Detailed Assessment

Main Hall and Access

Hazard	Who may be harmed/ how	Controls required	Residual risk*
Slips, trips and falls	Attendees and volunteers; falls, strains or fractures	Keep entrance, aisles and exits clear. Route cables away from walkways or use proper cable covers. Clean spills immediately and place a warning sign until dry. Provide adequate lighting. Do not leave bags beneath or beside chairs where they obstruct routes.	Low – confirm on inspection.
Tables, chairs and room layout	Attendee; collision, trapped fingers, unstable chair or restricted evacuation.	Use the hall furniture; organiser arranges furniture before event starts; follow the hall procedure (specified in the hall) for moving tables and chairs; allow adequate space for wheelchairs and walking aids; maintain direct, unobstructed escape routes and do not exceed the hall's permitted capacity.	Low – confirm layout
Fire and evacuation	Everyone; smoke inhalation, burns or delayed escape.	Follow the published fire evacuation risk assessment and procedure. Keep fire doors and exits unobstructed; do not wedge fire doors open. Event organiser knows alarm, exits, assembly point and how to summon emergency services. Identify anyone needing assistance and agree a suitable evacuation plan.	Medium until checks completed; then Low
Arrival, departure and security	Attendees, especially people with limited mobility; falls outside, inability to enter/leave, or lone-person concern.	Check external route and entrance lighting; manage ice, wet leaves or other hazards on forecourt, sloping path and church main drive. Ensure that the handrail provided is used whenever there is a risk of slipping. Keep accessible entrances available. Event organiser confirms that the building is secured after everyone leaves and avoids leaving a volunteer alone where reasonably practicable.	Low – weather dependent.
Comfort and wellbeing	Attendees; discomfort, faintness or aggravation of a health condition.	Provide suitable heating/ventilation and drinking water. Allow attendees to sit where comfortable and take breaks. Do not obstruct radiators or vents. Event organiser knows how to call emergency help; no participant is expected to provide medical treatment beyond their competence.	Low

Kitchen, refreshments and audio-visual system: see also BPC7

Hazard	Who may be harmed/how	Controls required	Residual risk*
Multiple kitchen hazards as itemised below	Children and vulnerable adults.	Children under 16 years and vulnerable adults should not enter the kitchen.	Medium
Hot water and hot drinks	Refreshment volunteers and attendees; scalds or burns.	Only competent adults experienced in its use may operate the Quooker tap. Otherwise, the kettle may be used by competent adults; it must be used on a flat and stable worktop away from the edges and it must not be over-filled. Keep leads and cables away from water and walking routes. Use the hatch for serving hot drinks; in exceptional cases, carry drinks out of the kitchen using a tray with a non-slip surface; do not carry too many hot drinks at once and avoid passing drinks over seated people.	Low to Medium
Kitchen slips, cuts and hygiene.	Refreshment volunteers; slips, cuts and food contamination.	Keep the floor dry and worktops uncluttered. Mop spills immediately. Use only suitable, undamaged utensils; no unnecessary food preparation. Wash hands before handling refreshments. Discard chipped mugs and clean and store used items safely after the meeting.	Low
Food allergy/intolerance	Attendees with allergy or intolerance; allergic reaction.	Keep packaging for milk alternatives, biscuits or other food so that ingredients can be checked. Do not claim that refreshments are allergy-free unless this can be assured. Use separate clean utensils for alternatives and avoid cross-contact where reasonably practicable. Ask attendees to tell the event organiser about serious requirements; call 999 for a suspected severe reaction.	Low to Medium.
Electrical appliances	Users and nearby attendees; electric shock, burns or fire.	Use only approved suitable and undamaged equipment with a current PAT test displayed. Keep electrical items and plugs dry. Do not use damaged leads or cables, overloaded adaptors or improvised extensions. Switch off appliances after use, and at the socket. Report defects and remove defective portable equipment from use.	Low
Inbuilt video/audio system	Presenter and attendees; trips from cables, electric shock, unstable equipment or hearing discomfort	Use the installed system according to its instructions and only by a person familiar with it. Keep cabinet ventilation clear. Do not move or open fixed equipment. Route any laptop/HDMI/power lead away from walkways. Set sound at a comfortable level and switch off correctly after use.	Low
Manual handling and reaching	Volunteers; back/shoulder strain or fall while reaching.	Avoid moving heavy furniture or equipment unnecessarily. Do not move more than three chairs at a time. Use two people or suitable aids for awkward items. Do not stand on chairs or tables; use an approved step stool or steps only if authorised and necessary. Store frequently-used refreshments within easy reach.	Low
Incident response	Anyone injured or unwell; consequences worsened by delay or uncertainty.	Event organiser knows first-aid kits' location and emergency addresses. Call 999 for serious injury, fire or medical emergency. (What3words: urban.cars.boots Postcode: TD15 1DF) Record accidents and near misses in the accident books located with the first-aid kits and inform the Parish Administrator at the earliest opportunity. Preserve relevant details and review this assessment after an incident.	Low

**Residual ratings are provisional and assume every listed control is in place. The event organiser should amend them for the actual attendance and conditions.*