

STOWMARKET CHORALE RISK ASSESSMENT

Completed on: 30th November 2022

Context: This risk assessment is being undertaken in preparation of the hiring of **WOOLPIT VILLAGE HALL**.

The hall will be used by Stowmarket Chorale and visiting musicians for an afternoon rehearsal.

The hall will be used by Stowmarket Chorale and visiting musicians for an evening performance.

The hall and kitchen will be used by Stowmarket Chorale to prepare and serve refreshments to the musicians and public.

Members of Stowmarket Chorale committee have read and agreed to the hiring terms and rules provided by Woolpit Village Hall and have read and will adhere to the Fire, Health and Safety precautions.

| Nature of Risk | Risk Identified | Action to Take | Notes |
|------------------------|--|---|--|
| Slips, trips and falls | <ul style="list-style-type: none">• Spillages – food and drink• poor lighting• objects obstructing accesses• trailing leads/cables• steps to staging | <ul style="list-style-type: none">• Spillages to be cleared up immediately• ensure all accessible areas are appropriately and adequately lit• check and remove any objects obstructing accesses• remove/re-site or highlight (with suitable 'visual' warning tape) any necessary trailing leads/cables• members made aware they should take care when mounting and dismounting steps to staging | Qualified First Aider available to treat any minor injuries. First Aid Kit available. Nearest Defibrillator is at Woolpit Surgery on Heath Road. |

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| Car Park | <ul style="list-style-type: none"> • slips, trips or falls due to uneven surfaces • poor lighting • possible harm to pedestrians from vehicle movement | <ul style="list-style-type: none"> • entrance/exit to car park clearly marked • car park well lit • marshals available to direct cars and pedestrians • marshals wearing high visibility vests | |
| Electricity | <ul style="list-style-type: none"> • risk of electric shock or burns from genuine accident, faulty equipment or installation | <ul style="list-style-type: none"> • check portable equipment for visual signs of damage before use – particularly in the kitchen • Ensure equipment is being used by designated members and children do not have access to the kitchen area and equipment | |
| Fire | <ul style="list-style-type: none"> • Injuries or harm from smoke inhalation | <ul style="list-style-type: none"> • Appointed committee members to check that all fire escape routes are free from obstruction; that fire doors are not wedged open and exit signs are illuminated • All choir members, musicians and audience to be made aware of the location of fire escape exits, fire alarm points and fire extinguishers and the designated assembly point • Appointed committee member nominated to contact | |

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| | | <p>the fire service</p> <ul style="list-style-type: none"> • Appointed committee members nominated to check everyone has managed to exit the building particularly from areas such as toilets and ensure fire doors are closed | |
| <p>Stored Equipment and Manual Handling</p> | <ul style="list-style-type: none"> • Harm/injury from collapsing stack (tables/chairs etc) or lifting objects which are too heavy or awkward | <ul style="list-style-type: none"> • Equipment stored carefully in designated numbers and areas • Trolleys available to use to move heavy or awkward items | |