

Coaley Village Hall Risk Assessment Form

Event	What the event is called; eg coffee morning	Assessor	This would be the name of the hirer
Event Location	Venue; eg main hall & kitchen	Date of Event	This would be the date the event takes place

Key to Assessment

Level of Risk	<u>HIGH</u>	<u>MEDIUM</u>	<u>LOW</u>
Probability of Occurrence	Likely to occur regularly	Unlikely to occur, but possible	Very unlikely, inconceivable
Consequences of Occurrence	Significant injury, reportable accident	minor injury or minor damage	Negligible

HAZARD	PERSONS/PROPERTY AT RISK	CONTROLLED RISK		SUMMARY OF PROTECTIVE & PREVENTATIVE MEASURES
Situation / Event	Title & location of person/place at risk	Probability of Occurrence	Consequence of Occurrence	Applicable information or method of controlling risk
Preparing and serving of cream teas/ scolding & tripping incidents	Staff / Volunteers & members of the general public attending event	Low	Medium	Waiter service only, no member of public to enter kitchen area. Only designated staff to serve teas, all of whom are food hygiene trained. Monitor situation on hourly basis.
Tea & Cake / handling of food, possible issues with food hygiene	Members of the general public attending event	Low	Medium	Persons who handel food to have been trained in food hygiene. Also briefed on day of event by team leader. Gloves to be worn when handling food.