

# **St Paul's Parish Hall Risk Register – Updated 6/6/24**

Risk Description There is a risk that...	Impact without mitigation	Likelihood without mitigation	Risk rating without mitigation	Mitigating actions Things we will do to reduce the risks are...	Impact with mitigation	Likelihood with mitigation	Risk rating
A child will fall off the stage	4	3	12	<p><b>We encourage hall-bookers not to let children play on the stage.</b></p> <p>In PCC organised activities we will only let children onto the stage with adult supervision.</p>	4	2	8
Something catches fire in the kitchen	5	3	15	<p>We have a smoke &amp; heat detector in the kitchen to enable quick responses to a fire. We also have a fire extinguisher near the kitchen door.</p> <p><i>See request fire risk assessment for further fire related risks and mitigations.</i></p>	3	3	9
Someone gets locked in the hall when the hall is locked up	3	2	6	<p>Although unlikely, someone could get locked in the parish office which we are renting out separately to the hall. There are windows which can be opened as exit points, and there is mobile phone signal to call for help.</p> <p>The main hall entrance is a push-bar exit, so no one can get locked in.</p>	3	2	6
Fingers are caught in doors or windows, minor burns or minor falls	2	3	6	First Aid kit kept up to date in the kitchen.	1	3	3
Faulty electric appliances cause electrocution	5	4	20	Every <b>three</b> years equipment on site that is regularly used will be PAT tested. Every <b>five</b> years we will have the building's electrics tested.	5	1	5

Chairs or tables are stacked incorrectly leading to collapse and injuries	3	4	12	<p>Sign put up to limit stacks of chairs to 7.</p> <p>Collapsible tables are flattened and stacked vertically in their trollies, with a strap around them.</p>	3	2	6
Broken chairs or tables cause injury	3	4	12	<p><b>Please report to the Hall Manager about any faulty furniture or electrical equipment.</b></p> <p>Any broken chairs or tables will be clearly labelled as such and stored in the Choir Vestry, so not to be used by either Parish Office or Hall users.</p>	3	2	6
Gas causes carbon monoxide poisoning, or explosion	5	3	15	Yearly gas boiler inspections undertaken.	5	1	5
In the parish office, someone will mess about with the light controls, resulting in electrocution	5	3	15	<p>A 'Do not touch' sign is in place above the light controls.</p> <p><b>A simple cabinet to be erected around the light controls with a key/lock.</b></p>	5	2	10

<p>Bouncy castle use inside the hall causes risks including:          Blocking fire exits, not being anchored sufficiently, being too crowded, not being safely maintained by the supplier.</p>	5	5	25	<p><b>Mitigations:</b></p> <p>Hall users are required to ensure:          Any bouncy castle must be positioned on the left hand-side as you enter the hall, near the windows. It must be set back, so as not to block the main entrance doors to the hall.</p> <p>The bouncy castle must be anchored, and hall users are to check this once it is in position and fully inflated.</p> <p>Hall users must limit the number of children using the bouncy castle at any one time: This means constant parental supervision. The limit should be provided by the bouncy castle provider.</p> <p>The bouncy castle provider must provide evidence of third-party liability insurance to the hall user.</p> <p>Ensure users can get on and off safely and that there is safety matting at the entrance in case of falls or ejections. These mats should be no more than 2” in depth.</p> <p>Hall users are encouraged to read this document:  <a href="https://www.ecclesiastical.com/documents/bouncy-castles.pdf">https://www.ecclesiastical.com/documents/bouncy-castles.pdf</a> to guide them on other risks.</p>	4	3	12
---	---	---	----	---	---	---	----





		Likelihood					
			Rare	Unlikely	Possible	Likely	Almost certain
			1	2	3	4	5
Impact	Negligible – almost no chance of anyone being hurt	1	1	2	3	4	5
	Minor – small, casual injuries possible	2	2	4	6	8	10
	Medium – possible injuries, minor or medium	3	3	6	9	12	15
	Major – serious injuries, likely requiring 999	4	4	8	12	16	20
	Severe – death or life-limiting injuries requiring 999 or hospitalisation	5	5	10	15	20	25

Green	Risk has been reduced to a level where injury is either impossible or very unlikely
Yellow	Risk has been reduced to a level where injury is possible but not particularly likely
Amber	Injury is possible but unlikely to be serious
Red	injury is likely and likely to be very dangerous/life-threatening