

Cromer Church Risk Assessment - RA 38

Activity: Bean Baker Concert

Date: Saturday 3rd September 2022

Venue: Parish Hall

Identify Hazard	Risk Involved	Risk	Minimise risk by	Risk
Single front entrance used for both entering and exiting the main hall	Corridor becomes congested	High	Keeping people flowing in one direction only. If someone needs to walk against the flow, pause those entering/ exiting the building to enable this to happen safely.	Medium
	Trip hazard on the step between the coffee bar and the entrance hall	High	Create a straight route from the front door through the coffee bar and into the main hall. Have a member of the team standing at the step to remind people of the step. Use same exit and procedure for exit	Medium
			Stack all tables and chairs in the coffee bar to one side	Medium
Evacuating the building quickly	People unaware of where fire/emergency exits are	High	Organisers of the concert make themselves aware of where all emergency exits are in advance of the event	Low
	Access to these exits is compromised	High	Ensure all exits are free of obstruction for there whole time of the event	Low
			Announce at the start of the concert where the exits are and where people need to gather in a safe place should there be an emergency. For those leaving the hall from the back and side doors they will gather near the back entrance of the tourist information centre. For those exiting by the from door they will gather on the grass in front of the church.	Low
People needing to use the toilets before, during and after the event	Corridor becomes congested should people try to 'walk against the flow of people.	High	Encourage people to use the single toilet at the back of the hall whilst people are entering for the concert, unless of course they need the accessible toilet	Medium

Identify Hazard	Risk Involved	Risk	Minimise risk by	Risk
Fire from electrical equipment brought into the hall for the event	The risk of fire associated with electrical appliances, heating elements, and temporary lighting brought into the Parish Hall by the concert organisers.	High	Organisers to prepare a Risk Assessment to include steps they have taken to reduce the risk of fire from items they bring into the Parish Hall for concerts so that they satisfy themselves that the items are safe. Send the Risk Assessment to the event organiser one month before the concert	Low
			No naked flames, candles or sources of ignition to be brought into the Parish Hall	Low
Adequacy of kitchen and servery facilities for the intended use and size of audience	Too many people in the kitchen	Low	Only people identified in advance to serve refreshments will be allowed in the kitchen	Low
Numbers in the Parish Hall exceed a safe limit for the building	Overcrowding	Medium	Organisers must count in the number of people entering the Parish Hall for the concert so that they do not exceed 150. This capacity number includes the team on duty.	Low
Limited provision for accommodating and 'parking' wheelchairs, mobility scooters and pushchairs or similar.	Wheelchairs, mobility scooters and pushchairs could block exits	Medium	Wheelchairs and mobility scooters should be parked on the west side of the main hall if people are able to transfer to the seats in the Parish Hall	Low
			If people cannot transfer to to the concert seats we ask that people in wheelchairs, mobility scooters and pushchairs are seated on the west side of the hall, away from the exits and not blocking the central aisle.	Low

Date of Risk Assessment: July 2022

Review date: July 2023 (or when ever the next concert is held if sooner than July 2023)