



Risk Assessment Form

| Event: Sutton Town Hall Concerts (May and October) | | | | | Date: October 2018 | |
|--|---|---|--------------------|---|---|--------------------|
| Event Coordinator: Richard Jeffries (Chair) | | | Numbers Attending: | Adults: <input style="width: 80px;" type="text" value="Up to 50"/> | Children: <input style="width: 80px;" type="text" value="0"/> | |
| Venue: Sutton Town Hall, Upper Clifton Road, Sutton Coldfield, B73 6AB | | | | | | |
| Hazard | Who is affected? | What controls are in place? | Risk level (L/M/H) | Are further controls necessary? | Action by whom | To be completed by |
| Fire Safety | All visitors/members, if trapped, could suffer fatal injuries from smoke inhalation and burns. | Evacuation plans in place. Fire exits are clearly marked and identifiable. Mobile phones (committee members) are kept charged in case of an emergency. Fire extinguishers in place. | M | Liaise with named Town Hall representative during afternoon rehearsal and concert to rectify any concerns | Responsible person | Each concert |
| Bomb Threat | All visitors/members, if trapped, could suffer fatal injuries | Evacuation plans in place. Use exits as set out in Fire Evacuation process. | M | Liaise with named Town Hall representative during afternoon rehearsal and concert to rectify any concerns | Responsible person | Each concert |
| Slip, trip, falls | All visitors/members may be injured if they trip over, uneven floors, objects or slip on spillages etc. | 1) General good housekeeping is carried out. 2) All areas are well lit. 3) Mop up or report spillages. 4) Check flooring on arrival to rehearsal | M | Monitor floor coverings to ensure they are not damaged. Liaise with named Town Hall representative during afternoon rehearsal and concert to rectify any concerns | Responsible person | Each concert |



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| Lighting | All visitors/members could be electrocuted if light switches are faulty | Check all lighting at the start of the rehearsal and report any issues to the Hall management team | L | Monitor in case of issues and report to hall management in case of an issue. | Responsible person | Each concert |
| Toilet Facilities | All visitors/members | Check toilets during the rehearsal to ensure all in full working order | L | Monitor in case of issues and report to hall management in case of an issue. | Responsible person | Each concert |
| Equipment | Users could get electrical shocks or burns from using faulty electrical equipment. | 1) Equipment assessed before use as to suitability for task to be used for. 2) Defective equipment taken out of use and either repaired or disposed of. | L/M | Monitor in case of issues and report to hall management in case of an issue. | Responsible person | Each concert |