

**Roseisle Hall
Event Risk Assessment**

Car Park	Risk	Level of Risk	Risk Mitigation	Risk Mitigated to	Review and Date
Low visibility due to weather conditions or darkness	1. Pedestrian or cyclist is injured due to weather conditions or poor lighting. 2. Car collision with other car or pedestrian/cyclist due to poor visibility/ice. 3. Damage to trees within grounds from poor parking due to ice/low visibility.		1/2. All events with more than 10 cars parking to have dedicated Parking Marshals. 1/2. Parking Marshalls to wear Hi Viz jackets and have torches. 1/2. Outside lighting to be switched on. 1/2. Reverse parking only under instruction of Parking Marshall. 1/2. Top car park to be reserved for disabled drivers only. 1/2. Clear and signed access to disabled entrance. 1/2. Maintain clear access to bike shed. 1/2. Top car park and driveway to be gritted if temperature drops below 2 degrees. 1/2. In event promotions public to be advised that there will be Parking Marshalls. 3. Trees to be wrapped with fluorescent tape. 3. Parking Marshalls to assist with exiting during and after event. 3. Steps at front door to be cleared and gritted in ice or snow conditions. 3. Clear warning signs erected at entrance to grounds and car park.		
Daytime visibility	1. Pedestrian or cyclist is injured due to weather conditions.		1/2. All events with more than 10 cars parking to have dedicated Parking Marshals 1/2. Parking Marshalls to wear Hi Viz jackets		

Version 3 December 30th 2023

Roseisle Hall

Scottish Charitable Incorporated Organisation (SCIO) No. SCO50481

Roseisle Hall

Event Risk Assessment

	<p>2. Car collision with other car or pedestrian/cyclist due to poor visibility/ice.</p> <p>3. Damage to trees within grounds from poor parking due to ice/low visibility.</p>		<p>1/2. Reverse parking only under instruction of Parking Marshalls</p> <p>1/2. Top car park reserved for disabled drivers only</p> <p>1/2. Clear and signed access to disabled entrance</p> <p>1/2. Top car park to be gritted if temperature drops below 2 degrees.</p> <p>1/2. Maintain access to bike shed</p> <p>1/2. In event promotions public to be advised that there will be Parking Marshalls.</p> <p>1/2. Parking Marshalls to assist with exiting during and after event</p> <p>3. Fluorescent tape to be wrapped around young trees</p> <p>3. Steps at front door to be cleared and gritted in ice or snow conditions.</p> <p>3. Clear warning signs erected at entrance to grounds and car park.</p>		
Hall					
	<p>1. Set up and take down causing injury to person/s.</p> <p>2. Blocked pathways therefore limiting escape in case of emergency.</p> <p>3. Trip Hazards thereby raising potential of injury to person/s.</p>		<p>1. Set up and take down to follow event plan and all hall items accessed and stored as per hall guidance.</p> <p>2. Chairs and tables to be set up in manner that allow access and exit for ambulant persons and wheelchair users.</p> <p>3. Floors to be clear of obstacles. For events like ceilidhs, bench seating to be used on one side of the table to maximise space. No coats/jackets/handbags to be left on the dancing side of seating.</p>		

Version 3 December 30th 2023

Roseisle Hall

Scottish Charitable Incorporated Organisation (SCIO) No. SCO50481

Roseisle Hall

Event Risk Assessment

	<p>4. Blocked fire exit causing fire risk to person/s.</p> <p>5. Spilt drinks therefore increasing risk of slipping and injury to person/s.</p> <p>6. Falling from height causing injury.</p> <p>7. Flammables such as candles or cigarettes.</p>		<p>4. Entries and exits to fire doors and toilets to be always kept clear on both interior and exterior of building.</p> <p>4. Housekeeping rules clearly stated, both in writing and verbally prior to event commencing</p> <p>5. Teas and coffees to be set up at one end of room, using sealed jugs for hot water, clear directional flow, and system for empty cups, plates etc</p> <p>5. Signage and cleaning equipment ready in event of spillage</p> <p>6. No unauthorised use of ladders or other means to hang anything from above 2m height</p> <p>7. To include in housekeeping guidance and event management documentation</p> <p>7. To include in housekeeping rules at event commencement.</p>		
Kitchen					
Oven	<p>1. Burning to hands/body when opening/retrieving items.</p> <p>2. Dropping of hot item on person/floor causing injury due to heat and or debris.</p>		<p>1. Children to be supervised at all times and risk assessment written for Brownies/Cubs etc</p> <p>1. Adults only to open oven.</p> <p>1. Adults to use oven gloves that are functional.</p> <p>2. Cleaning equipment to be utilised according to individual instructions.</p> <p>2. Wet floor Sign to be used if floor is wet</p> <p>2. Broken plates/glasses to be taped and placed in outside bin.</p>		

Roseisle Hall

Event Risk Assessment

Warming Pan	<p>1. Burning to body part when opening oven.</p> <p>2. Dropping of hot item on person/floor causing injury due to heat and or debris.</p>		<p>1. Children to be supervised at all times and risk assessment written for Brownie/Cub activities etc</p> <p>1. Adults to use oven gloves that are functional.</p> <p>1. Reminder that warming oven is on and not to put hands on surface.</p> <p>2. Cleaning equipment to be utilised according to individual instructions.</p> <p>2. Wet floor Sign to be used if floor is wet</p> <p>2. Broken plates/glasses to be taped and placed in outside bin.</p>		
Microwave	<p>1. Burning to body part when removing item.</p> <p>2. Dropping of hot item on person/floor causing injury due to heat and or debris.</p>		<p>1. Children to be supervised at all times and risk assessment written for Brownie/Cub activities etc</p> <p>1. Oven gloves that are functional.</p> <p>2. Cleaning equipment to be utilised according to individual instructions.</p> <p>2. Wet floor Sign to be used if floor is wet</p> <p>2. Broken plates/glasses to be taped and placed in outside bin.</p>		
Tea Urn	<p>1. Burning to body part.</p> <p>2. Floor becomes wet and slippy due to lack of ventilation/steam from cooking causing trip hazard.</p>		<p>1. Tea urn to be operated by adults only.</p> <p>1. Urn placed on flat work surface.</p> <p>1. Urn placed to back of unit furthest from edge.</p> <p>2. When re-filling, take jugs of cold water to urn.</p> <p>2. Cleaning equipment to be utilised according to individual instructions.</p> <p>2. Wet floor Sign to be used if floor is wet</p> <p>2. Ensure there is ventilation in kitchen</p>		
Hot tap	<p>1. Burning to body part.</p> <p>2. Wet floor causing slip hazard.</p>		<p>1. Only operated by adults</p> <p>1. Limit the max water temperature.</p> <p>2. Cleaning equipment to be utilised according to individual instructions.</p>		

Version 3 December 30th 2023

Roseisle Hall

Scottish Charitable Incorporated Organisation (SCIO) No. SCO50481

Roseisle Hall

Event Risk Assessment

			2.Wet floor sign to be used if floor is wet		
Chopping Knives	1.Stab/cut to body part causing injury.		1.Knives to be kept in safe locked drawer only accessible by adults. 1. Risk assessment of use to be written by groups such as Brownies/cubs etc		
Serving Hatch to outside	1.Hot food/water spilling onto body causing potential burn. 2. Trapping of finger causing potential injury.		1.Only pass food to adults. 1.Adults need to be appropriate height to pass tray to safely. 2.Hatch not to be used when weather conditions are windy.		
Floor	1. Fall due to wet floor causing trip hazard.		1.Wet floor sign to be used at all times when floor is wet. 1.Floor to be washed after an activity with minimal adults in room and wet floor sign used at entrance to kitchen. 1.Use appropriate floor cleaner. 1. Cleaning equipment to be utilised according to individual instructions.		
Extension leads	1. Trip hazard causing potential injury to person/s.		1. If on floor to be taped securely to floor with red/white tape. 1.If used on counter surface to be run behind appliances.		
Working at height	1. Fall/trip hazard from ladder/table/chair causing potential injury.		1.Ladder only to be used and only by authorised personnel. 1. Two people to be in attendance at all times. 1. Ensure ladder is safe for use. 1. Use clear signage if other users in hall.		

Version 3 December 30th 2023

Roseisle Hall

Scottish Charitable Incorporated Organisation (SCIO) No. SCO50481

Roseisle Hall

Event Risk Assessment

			1.Do not work over electrical appliances that are in use.		
Store Cupboard	1.Injury due to falling tables and chairs. 2.Injury due to over lifting.		1.Follow storage instructions taped to wall in cupboard. 1.Organise a flow system in and out of cupboard 2. Only lift 1 x table at a time 2. Only lift a max of 2 x chairs at a time.		
Electrical Equipment	1.Fire due to using equipment that is not PAT tested. 2.Loose cabling causing trip hazard. 3. Fire due to electrical power loss.		1. All outside equipment to have a current PAT test. 1. All hall equipment to have valid PAT test 1. All equipment to be of UK voltage. 2. Any cabling such as extensions to be taped to floor with red/white tape 3. Any person using electrical equipment such as sound system/projector to attend induction training.		