

## Risk assessment form

Event	Dance
Location	St James'
Date	20/06/2017
Assessor	Parish volunteer

Hazard	Who is at risk	Controls	Tolerable risk - yes/no?
Slips and trips	Participants	Ensure dance floor is clear with no wires etc. Ensure entrance/exit is kept clear. If food/drink is being served keep away from dance floor and ensure spillages are cleared up promptly.	
Slips and trips - unsuitable footwear	Participants	Ensure participants are told to wear suitable footwear.	
Mats, chairs and tables - chairs stacked too high, tables left in the wrong place, mats not properly laid	Participants, volunteers	Check venue in advance. Ensure that volunteers clearing up are aware of how many chairs to one stack etc.	
Fire	Participants, volunteers	On site written fire procedures checked. Exits and signs checked Extinguishers identified and checked All group members briefed on evacuation procedures	

Medical emergency	Participants, volunteers	Qualified first Aiders present. Telephone for emergencies available. Register of children on site. Medical details known. First Aid boxes available. On site written procedures for medical emergencies checked.	