

The Barnes Literary Society – Risk Assessment for events held at St Mary’s Church, Barnes

Probability Level: 1- unlikely: - 2- possible: 3- likely

Severity Level: 1- negligible: 2- minor: 3- serious

Potential hazard	People at risk	Probability Level	Severity Level	Actions in place	Action to be taken
Overcrowding in the church	Everyone	1	2	The Committee is aware of the maximum numbers allowed in the church and attendance is kept within that number	Audience members are counted in to the church so that over-crowding does not occur
Faulty electrical equipment	Everyone, particularly those using microphones	1	3	Electrical equipment is regularly checked by the church and is satisfactory to cope with the demands of the events.	Checks on microphones before each event.
Accidents on path entering the church	Everyone	1	2 or 3	Committee members will be in attendance at the door and will be on hand should any accident occur. Ensure that St Mary’s has appropriate insurance in place	A Committee member to be appointed at each event to contact emergency services if required. Committee members to be made aware of the location of First Aid kits. A written report will need to be completed after any such accident.
Access to church for people with disabilities or mobility issues	Relevant people	2	1	Relevant people are directed to the side door where access does not require the use of steps	A Committee member to be appointed to go to the side door to assist if necessary
Movement around the church	Everyone	1	1	Audience members are encouraged to take their seats on entry	

People feeling faint during the event	Everyone	1	1 or 2	Water is available in the kitchen area	Nominated Committee member to contact emergency services if necessary
Disturbances during the event	Everyone	1	1	Committee members are briefed on action to be taken should any audience member create a disturbance	
Fire alarms	Everyone	1	2 or 3	Fire exits are through the main porch, the external door to the tower, the Melvill Room exit and the office external door. The meeting point is the war memorial	Committee members to ensure that doors are unlocked and passages are clear. Committee members to assist any audience member with mobility issues. If the fire alarm sounds the fire brigade are notified immediately.
Theft of money paid for subscriptions, guest fees or bar drinks	Committee members taking payments	1	1 or 2	The Committee have purchased a Zettle device for accepting payments. This prevents large sums of cash being available. It can also distinguish between the different payments made for more secure accounting	Committee members taking payments to use the Zettle device wherever possible. If cash is taken this should be given directly to the Treasurer.