

RISK ASSESSMENTS – Reviewed December 2025

List of Risk Assessments

TYPE OF EVENT	ACTIVITY	RISK
Ordinary Meetings and Special Interest Events	Moving around the hall	Trips and falls
Ordinary Meetings and Special Interest Events	General	Fire or other incident in the building requiring possible evacuation
Ordinary Meetings and Special Interest Events	General	Electrical equipment fire
Evacuation procedure		
Ordinary Meetings and Special Interest Events	General	Medical emergency
Ordinary Meetings and Special Interest Events	Catering	Food Poisoning
Ordinary Meetings and Special Interest Events	Catering	Accident in kitchen
Special Dinner Events	Catering	Food Poisoning
Visits and Tours	Coach Travel	Road Traffic Accident
Visits and Tours	Coach Travel	Fall when alighting from the coach
Visits and Tours	Walking in houses, galleries etc	Trips and Falls
Visits and Tours	Walking on rough ground	Trips and Falls
Visits and Tours	General	Medical emergency
Visits and Tours	General	Unspecified incident

Risk Assessments

TYPE OF EVENT	ACTIVITY	RISK	MITIGATION
Ordinary Meetings & Special Interest Events	Moving around the hall	Trips and falls	<p>Meetings etc. are held in an established and well-maintained hall – Ashtead Peace Memorial Hall - operated by a board of trustees.</p> <p>The hall's janitor is responsible for setting out chairs and tables as required prior to meetings.</p> <p>The Society has a membership of about 250, but numbers attending any seated event are limited to 200 due to fire regulations. Attendance is checked and, if necessary, entrance is refused.</p> <p>Members and visitors are expected to take reasonable care for their own safety when moving about the hall.</p>

			<p>Where any particular trip hazard is identified, e.g. trailing electrical cables, the Society's technical committee will take reasonable measures to minimise the hazard, for example covering the cables or securing them to the perimeter of the hall.</p> <p>The hall is well-lit at times when members are moving around (the lights are only dimmed during the actual delivery of lectures).</p> <p>Special Interest Events may be held at a different venue (the Dell Centre) which is equally well-maintained and where attendees would not exceed 100. The same procedures apply as in the Society's regular venue.</p>
Ordinary Meetings & Special Interest Events	General	Fire in the building, or other incident potentially necessitating evacuation	<p>The hall is responsible for providing firefighting equipment and fire escape routes.</p> <p>Attendees at the meetings are registered as they enter. Before the start of every meeting a public announcement is made pointing out the three emergency exits and reminding attendees of the Society's assembly point in the adjacent car park, also reminding attendees to ensure their registration.</p> <p>In the event that the incident cannot be dealt with promptly in situ, the Fire Officer (i.e. the Chairman or whoever is running the meeting) will decide whether evacuation of the building is necessary. The Evacuation Procedure is set out at the end of this section on fire risks. The duties of the Fire Marshals referred to in the Evacuation Procedure are set out in a separate document with which they are required to be familiar.</p> <p>Special Interest Events may be held at a different venue (the Dell Centre) and procedures specific to that venue have been established and recorded.</p>
Ordinary Meetings & Special Interest Events	General	Electrical Fire in the projector or other equipment	<p>There is an electrical fire extinguisher on the wall in the main hall to the right of the Woodfield Lane doors as one enters and one at the front of the hall by the stage.</p> <p>In the event of an incident the Technical Secretary or their Deputy will take such action as they see fit. The Technical Secretary or their Deputy will report to the Fire Officer who will decide on the appropriate action for the attendees at the meeting.</p> <p>Special Interest Events may be held at a</p>

			different venue (the Dell Centre) and procedures specific to that venue have been established and recorded.
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Procedure for Evacuation of the Hall and Building

Committee members have specific duties which are allocated at the previous committee meeting and recorded in the minutes. The Chairman or whoever is running the meeting is the appointed Fire Officer. Depending on the nature of the incident, the Fire Officer will determine whether evacuation of the building is necessary. Two, sometimes three, committee members are appointed as Fire Marshals, their duty being to see that either side of the Hall is cleared together with checking that all the toilets are unoccupied. The Registration Officer of the day (usually the Secretary) will take the register for the day to the Society's Assembly Point in the car park and will check the names. The Fire Officer will decide whether to alert the emergency services, and whether to alert the other two halls in the complex, and the Caretaker's flat upstairs, by means of ringing either of the fire alarm bells. (Note that the priority is to achieve the safe and orderly evacuation of that part of the building being hired for the event. It is not required that the Fire Officer, or the Fire Marshals should physically visit any other parts of the building to warn of fire). One bell is situated by the stage steps on the servery side of the Hall, the other on the wall at the opposite end of the Hall to the stage. Attendees are then expected to leave the hall promptly and in an orderly fashion, and assemble in the car park, where their names will be checked against the register.

A similar procedure applies at the Dell Centre, where, due to the infrequency of use by the Society, a specific written protocol has been created and those involved in the organisation of the event are responsible for familiarising themselves with that protocol shortly before each event is held and with the location of exits, alarms and firefighting equipment.

Ordinary Meetings and Special Interest Events	General	Medical emergency	In the event of a medical emergency, if appropriate, committee members will be responsible for alerting the emergency services. Committee or ordinary members are not required to offer any medical assistance or first aid on behalf of the Society. An emergency defibrillator is located on the outside wall by the side entrance to the Ashted Peace Memorial Hall for use when appropriate, both by members and the general public.
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Ordinary Meetings and Special Interest Events	Catering	Food Poisoning	Refreshments (beverages, biscuits etc) are provided by members of the Society at ordinary meetings. At Special Interest Events, a light lunch may also be provided. Only proprietary food, obtained from reputable food retailers is used. A check is made that the food is within its "use-by" date. Good food hygiene practices are used by all members who prepare and serve the food. Where appropriate, warnings are displayed concerning the possibility that food may contain allergens.
Ordinary Meetings and Special Interest Events	Catering	Accident in kitchen	The hall and the Dell Centre provide a properly equipped kitchen. Members who prepare and serve refreshments and food are expected to take reasonable care for their own safety whilst working in the kitchen. First aid material is available in the kitchen.
Special Dinner Events	Catering	Food Poisoning	Reputable catering firms are used to provide dinners at special events. A check is made that the firm is properly accredited for food hygiene.
Visits and Tours	Preparation by organiser	Organiser's checklist	The Society maintains a risk assessment checklist to assist and support organisers of its events. Before the date of each event, the organiser should remind themselves of the contents of the checklist and take whatever action is appropriate to the event in question, both in advance and on the day.
Visits and Tours	Coach Travel	Road Traffic Accident	The Society engages reputable coach companies. In the event of a road traffic accident, the coach driver is responsible for managing the situation, and passengers are expected to follow instructions given. Passengers are required to fasten their seat belts at all times whilst the coach is travelling. The coach driver normally makes an announcement to this effect.
Visits and Tours	Coach Travel	Fall when alighting from the coach	Passengers are expected to take special care when alighting from coaches. Society or committee members are not

			required to assist passengers experiencing difficulties when alighting, but may do so as a courtesy.
Visits and Tours	Walking in houses, museums etc	Trips and Falls	<p>When walking in houses, museums, and gardens, members are expected to take reasonable care for their own safety, and to follow any instructions or advice given by the tour organisers or guides, or operators of the premises, and to make use as appropriate of any mobility aids provided (e.g. lifts, hand rails, banisters etc).</p> <p>Additionally, to the extent that the visit or tour organisers can reasonably be expected to be aware in advance of any particular hazard of this nature, reasonable attempts will be made to warn members in advance, so that they can take their own appropriate precautions or care. This may be achieved as appropriate through advance publicity, advance announcements at previous meetings, stated on tickets, or announced on the journey itself or when entering the location.</p>
Visits and Tours	Walking on rough ground	Trips and Falls	<p>Generally, walking will take place on well-maintained pavements, paths, and steps.</p> <p>Occasionally this may entail rough or slippery ground, or steep or uneven or slippery steps.</p> <p>Members are expected to take special care for their own safety on such occasions.</p> <p>Additionally, to the extent that the visit or tour organisers can reasonably be expected to be aware in advance of any particular hazard of this nature, reasonable attempts will be made to warn members in advance, so that they can take their own appropriate precautions or care. This may be achieved as appropriate through advance publicity, advance announcements at previous meetings, stated on tickets, or announced on the journey itself or when entering the location.</p>
Visits and Tours	General	Medical emergency	In the event of a medical emergency, committee members, or in their absence the Visit or Tour Leader, will be responsible for alerting the emergency

			services. They are not required to offer any medical assistance or first aid on behalf of the Society.
Visits and Tours	General	Unspecified incident	If an incident (of unspecified nature) occurs during a visit or tour, it may be desirable for the family or friends of those members or visitors affected to be informed. Thus, when booking a visit attendees are required to complete and carry with them on that and all future visits an 'In Case of Emergency' card. For those booking tours, the Tour Operator always requires an emergency contact to be given on the booking form.

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