

# St Paul's Parish Hall Risk Register – Updated 8/5/26

This Document: <https://docs.google.com/document/d/1Jliiv4738ph2Xy4ce-JrDZUbScxf8U81/edit>

Risk Description There is a risk that...	Impact without mitigation	Likelihood without mitigation	Risk rating without mitigation	Mitigating actions Things we will do to reduce the risks are...	Impact with mitigation	Likelihood with mitigation	Risk rating
A child will fall off the stage	4	3	12	<p><b>We encourage hall-bookers not to let children play on the stage.</b></p> <p>In PCC organised activities we will only let children onto the stage with adult supervision.</p>	4	2	8
Something catches fire in the kitchen	5	3	15	<p>We have a smoke &amp; heat detector in the kitchen to enable quick responses to a fire. We also have a fire extinguisher near the kitchen door.</p> <p><i>See request fire risk assessment for further fire related risks and mitigations.</i></p>	3	3	9
Someone gets locked in the hall when the hall is locked up	3	2	6	<p>Although unlikely, someone could get locked in the parish office which we are renting out separately to the hall. There are windows which can be opened as exit points, and there is mobile phone signal to call for help.</p> <p>The main hall entrance is a push-bar exit, so no one can get locked in.</p>	3	2	6



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<p>Bouncy castle use inside the hall causes risks including: Blocking fire exits, not being anchored sufficiently, being too crowded, not being safely maintained by the supplier.</p>	5	5	25	<p><b>Mitigations:</b></p> <p>Hall users are required to ensure: Any bouncy castle must be positioned on the left hand-side as you enter the hall, near the windows. It must be set back, so as not to block the main entrance doors to the hall.</p> <p>The bouncy castle must be anchored, and hall users are to check this once it is in position and fully inflated.</p> <p>Hall users must limit the number of children using the bouncy castle at any one time: This means constant parental supervision. The limit should be provided by the bouncy castle provider.</p> <p>The bouncy castle provider must provide evidence of third-party liability insurance to the hall user.</p> <p>Ensure users can get on and off safely and that there is safety matting at the entrance in case of falls or ejections. These mats should be no more than 2" in depth.</p> <p>Hall users are encouraged to read this document:</p>	4	3	12

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There is a risk that...				Things we will do to reduce the risks are... <a href="https://www.ecclesiastical.com/documents/bouncy-castles.pdf">https://www.ecclesiastical.com/documents/bouncy-castles.pdf</a> to guide them on other risks.			
Bouncy castle use outside the hall causes risks including: Blocking fire exits, not being anchored sufficiently, being too crowded, not being safely maintained by the supplier.				If the bouncy castle is outside, all the above checks need to be in place.  In addition, with respect to positioning the bouncy castle, it should be beside the side of the hall, in order to ensure sufficient parental supervision (assuming adults are mainly inside the hall). Be aware of the slopes of the ground, as they can be steep.  Be aware of winds – as high winds will require additional anchorage.  Hall users are encouraged to read this document: <a href="https://www.ecclesiastical.com/documents/bouncy-castles.pdf">https://www.ecclesiastical.com/documents/bouncy-castles.pdf</a> to guide them on other risks.			
Slipping on the floor due to water or food spillage	3	3	9	We provide absorbent mats at the entrance to the hall to wipe wet feet on.  All hall-users must carry any large food pans brought in from outside, round the side of the hall (external) and use the side	3	2	6

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There is a risk that...				Things we will do to reduce the risks are...			
				<b>entrance near the kitchen. This avoids spillage on the hall floor.</b>			
Someone breaks into the hall and steals things because they see decorations and equipment being set up the night before an event	4	3	12	Party bookings are not allowed to set up the night before a booking.  For film/music production use: they must provide 24/7 security.	1	3	3
Chemicals in the kitchen might be consumed by children	5	3	15	All dangerous chemicals are stored in a cupboard with both a child lock and a simple door lock (which will be locked for PCC organised activities which involve children).  Hall users are encouraged to check/ask for this cupboard to be locked.	5	1	5
First Aid Kit doesn't contain the minimum items necessary for first aid	4	5	20	Any incidents of injury are to be reported to the person locking up the hall at the end of a session so the log book and supplies can be checked.  The First Aid kits in church & hall kitchen are also checked at least once a year.	4	1	4
Food surfaces get contaminated	4	5	20	PCC activities we will wipe surfaces before, during and after any food preparation with antiseptic spray (BSC EN1276).	4	2	8

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There is a risk that...				Things we will do to reduce the risks are...			
				We also have a cleaner who comes weekly to clean the kitchen.  We will provide washing up liquid and detergent for the surfaces of the kitchen for all kitchen users.			
Risk of allergens being consumed unwittingly	5	3	15	PCC activities will provide common allergens sheet for ticking, to make people aware of what food contains.	5	1	5

**NB: See separate document for infestation policy, fire safety review.**

		Likelihood					
			Rare	Unlikely	Possible	Likely	Almost certain
			1	2	3	4	5
Impact	Negligible – almost no chance of anyone being hurt	1	1	2	3	4	5

	<b>Minor – small, casual injuries possible</b>	2	2	4	6	8	10
	<b>Medium – possible injuries, minor or medium</b>	3	3	6	9	12	15
	<b>Major – serious injuries, likely requiring 999</b>	4	4	8	12	16	20
	<b>Severe – death or life-limiting injuries requiring 999 or hospitalisation</b>	5	5	10	15	20	25

<b>Green</b>	Risk has been reduced to a level where injury is either impossible or very unlikely
<b>Yellow</b>	Risk has been reduced to a level where injury is possible but not particularly likely
<b>Amber</b>	Injury is possible but unlikely to be serious
<b>Red</b>	injury is likely and likely to be very dangerous/life-threatening