

## Hall Set Up and Clear Away Risk Assessment

**Assessors:** Clive Butcher (team leader)

**Site:** Queen Mary Centre

**Date:** May 2025

**Review Date:** May 2026

Significant Hazards	Who Might be Harmed and How	Existing Control Measures	Further Control Measures
<b>Fire</b>		<ul style="list-style-type: none"> <li>See General Risk Assessment.</li> </ul>	
<b>Manual Handling</b>	The volunteers who are in the teams for setting out the halls with tables and chairs and members of congregation who offer help in clearing away.	<ul style="list-style-type: none"> <li>See General Risk Assessment.</li> </ul>	<ul style="list-style-type: none"> <li>When clearing away               <ul style="list-style-type: none"> <li>Two people must carry tables</li> <li>Items to be stored in the church cupboard will be placed on a table adjacent to the cupboard and assigned people will move items into the cupboard</li> </ul> </li> <li>Chairs to be stacked to a maximum of 6 chairs</li> </ul>
<b>Slips/trips</b>	Volunteers setting out hall; clearing away	<ul style="list-style-type: none"> <li>See General Risk Assessment.</li> <li>When carrying objects ensure you check the pathway first and try to maintain line of sight.</li> </ul>	