

Hall Set Up and Clear Away Risk Assessment

Assessors: Clive Butcher (team leader)	Site: Queen Mary Centre	
	Date: March 2026	Review Date: March 2027

Significant Hazards	Who Might be Harmed and How	Existing Control Measures	Further Control Measures
Fire		<ul style="list-style-type: none"> See General Risk Assessment. 	
Manual Handling	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"> See General Risk Assessment. 	<ul style="list-style-type: none"> When clearing away <ul style="list-style-type: none"> Two people must carry tables 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 Chairs to be stacked to a maximum of 6 chairs
Slips/trips	Volunteers setting out hall; clearing away	<ul style="list-style-type: none"> See General Risk Assessment. When carrying objects ensure you check the pathway first and try to maintain line of sight. 	