



# Leicester Forest East

Parish Council

The Parish Hall, Kings Drive, Leicester Forest East, Leicester LE3 3JE  
Tel: 0116 239 0039  
Email: [clerk@lfeparishcouncil.org.uk](mailto:clerk@lfeparishcouncil.org.uk)  
[www.lfepc.org.uk](http://www.lfepc.org.uk)  
Clerk to the Parish Council: Mrs H E Mann

## Film Evening Risk assessment

This risk assessment covers the Film Evening held at the Parish Hall, Kings Drive, Leicester Forest East, Leicester.

Completed - 31.05.2022

Amended - 23.08.2022

Reviewed - December 2022

Reviewed – December 2023

Date for next review – December 2024

Hazard	Who might be harmed and How?	Existing Measures	What further action is necessary?	Action by who?	Action by when?	Done
Slips, trips and falls Caused by uneven surfaces or slippery floors.	Film evening attendees, volunteers and Council staff.	All floors in Parish Hall regularly cleaned well before the Film Evening to	Ensure all floors cleaned.	Premises Officer	ongoing	ongoing

	Potential injuries include fractures and bruising.	ensure they are dry. Wet floor warning signs used to alert staff to wet floor if necessary. Ramp installed in corridor to toilet to eliminate small step there.				
Fire	Film evening attendees, volunteers and Council staff. Burns, smoke inhalation.	Fire Risk Assessment completed. Fire alarm tested weekly to ensure it is working correctly. Fire exit doors checked weekly to ensure they are not blocked.	Clerk to check fire alarm and fire doors in run up to the event.	Clerk	ongoing	ongoing
Poor storage of tables and chairs	Film evening attendees, volunteers and Council staff. who are setting up or tidying up might suffer strains and crush injuries.	Tables are neatly and safely stacked in store room and chairs are stacked on trolleys in the chair store for ease of movement.	None.	Film evening attendees, volunteers and Council staff to ensure all furniture safely and correctly stacked.	ongoing	ongoing
Hazardous substances e.g. cleaning products and paints	Film evening attendees, volunteers and Council staff. Could	Cleaning products stored in dedicated locked cupboard.	None.	Premises Officer	ongoing	ongoing

	suffer chemical burns or poisoning.					
Electricity	All users of the Hall risk shocks and burns if equipment or installation were faulty.	All electrical equipment is PAT tested annually. Fixed electrical wiring is tested every 5 years to ensure it is safe.	None.	Clerk	ongoing	ongoing
Scalding due to Film Evening volunteers moving boiling water from the hot water dispenser (for teas and coffees) to the serving hatch.	Film Evening volunteers. Could cause scalding.	Kitchen floor to be regularly cleaned well before the Film Evening to ensure they are dry. Film Evening volunteers (on Film Evening nights) and Council staff (regularly) to ensure the kitchen floor is free from debris which could cause slips or trips when carrying boiling water.	Film Evening volunteers to ensure only small, easy to handle, amounts of water are carried at a time to avoid accident due to overloading.	All Council staff and Film Evening Volunteers.	ongoing	ongoing