

Risk assessment

Company name: Activate Your Life – By Faith Weekend, Staverton Park Hotel

Date of next review: January 2025

Date assessment was carried out: January 2024

Note that the venue has a risk assessment for conference events which is available separately.

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p>Room Set up:-</p> <p>Heavy lifting, moving.</p> <p>Tripping over cables on the floor for AV kit.</p> <p>Exceeding safe level of delegate numbers per room.</p>	<p>Volunteers, staff, delegates.</p>	<p>Inform all staff and volunteers to ask the venue staff to move heavy furniture.</p> <p>Set up correctly ensure cables not trailing and use tape to secure.</p> <p>Banners and flipchart stands to be set up</p>	<p>Team to do a walk through of the venue, auditing all rooms, to ensure they are set up in a safe manner and professionally laid out.</p>	<p>Rhiannon and Sarah</p>	<p>After set up – prior to event starting and throughout to weekend – random checks.</p>	

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		away from passageways or entrance/exit points.				
Fire exits and fire doors	Delegates, staff, volunteers	Refer to hotel risk assessment	Ensure all fire exits are not blocked and fire doors are closed. Inform all delegates of fire exits at the beginning of the event (main meeting)	Rhiannon and Sarah daily walk-through.	After set up – prior to event starting and throughout to weekend – random checks.	
Disability	Delegates, staff, volunteers	Booking form includes additional needs, both dietary and disabilities that may prevent people from accessing the whole event.	Liaise with the venue to ensure all needs are met and accessibility provided.	Rachel to liaise with hotel regarding needs.	Continual.	
Safeguarding	Delegates and vulnerable adults	See Activate's Safeguarding Policy	See Activate's Safeguarding Policy			