



Clawson, Hose & Harby Parish Council

Risk Assessment for







Council Meetings





This Risk Assessment covers the Parish Council meetings that take place in Long Clawson Village Hall, Hose Village Hall and Harby Christian Valley Fellowship. On occasions there may be an alternative location used.

The control measures in this assessment assume that the person who control the locations used are operating them in a fully compliant manner and have the relevant statutory testing and maintenance carried out.

Reference number	
Assessor	Anne Mfoulds
Date completed	27/05/25
Review Schedule	Annually
Review date	27/05/26
Approved date	27/05/25
Approved by	Anne Mfoulds
Affected site(s)	Clawson, Hose & Harby Parish Council

Hazards and controls









 Hazard: Aggressive Behaviour		
Who can be harmed/how?	Controls in place	Risk rating
<p>Councillors, Council employees and members of the public</p> <p>Risk of injury and distress to victims and those assisting victims of violent conduct.</p>	<p>Lone Worker Risk Assessment Is Carried Out</p> <p> Lone Worker risk assessment is carried out and appropriate control measures applied accordingly</p> <p>Personal Safety - Aggressive Behaviour Awareness</p> <p> Personal Safety - Aggressive Behaviour Awareness</p> <p>Reporting Procedures Followed</p> <p> Reporting Procedures Followed</p> <p>Suitable & Sufficient External Lighting Provided</p> <p> Suitable & sufficient external lighting provided for the workplace activities</p>	<div>  Low Risk </div>




 Hazard: Alcohol		
Who can be harmed/how?	Controls in place	Risk rating
<p>Councillors, Council employees and members of the public</p> <p>Risk of injury as activity could be impaired by the intake of alcohol</p>	<p>Controlled Alcohol Use</p> <p> Alcohol consumption is not permitted at the Parish Council meetings</p> <p>Visitor Supervision</p> <p> Visitors are under the supervision of councillors who are aware of existing emergency procedures</p>	<div> Low Risk</div>

 Hazard: Biohazards		
Who can be harmed/how?	Controls in place	Risk rating
<p>Councillors, Council employees and members of the public</p> <p>Risk of infection from contact/exposure to biological substances.</p>	<p>Good Hand Washing/Hygiene Procedures Observed</p> <p> Good hand washing procedures observed to reduce the risk of skin disorders and promote good hygiene</p> <p>Hygiene Procedures in Place & Followed</p> <p> Hygiene procedures in place & followed</p>	<div> Low Risk</div>











Hazard: Crowd Numbers/Ease Of Evacuation







Who can be harmed/how?	Controls in place	Risk rating
<p>Councillors, Council employees and members of the public</p> <p>Too many people on site could make evacuation difficult in the event of emergency.</p>	<p>Access Into The Premises Is Controlled</p> <p> Access into the premises is controlled so no unauthorised persons can enter.</p> <p>Barriers In Place To Prevent Unauthorised Access</p> <p> Barriers In Place To Prevent Unauthorised Access</p> <p>Crowd/Fire Marshals In Place</p> <p> The appointment of fire marshals and appropriate training given for crowd control</p> <p>Emergency Plan/Procedures Are In Place</p> <p> An emergency plan/procedure is in place which is communicated to employees who have been trained</p> <p>Pedestrian Pathway Provided For Traffic Management</p> <p> Pedestrian pathways are provided and used as part of the Traffic Management Plan</p> <p>Segregated Vehicle & Pedestrian Routes</p> <p> Pedestrian and vehicle routes are marked and physically separated where possible</p> <p>Site Warning & Information Sign Displayed</p> <p> Site safety rules are displayed in a prominent position warning of the control measures to be taken</p> <p>Suitable & Sufficient Lighting Provided</p>	<p> Low Risk</p>









Who can be harmed/how?	Controls in place	Risk rating
	<div data-bbox="659 208 715 264"></div> <div data-bbox="730 215 1090 342">Suitable & sufficient lighting provided for the workplace activities</div> <div data-bbox="659 409 715 465"></div> <div data-bbox="730 394 1174 481">Visitor Rules System Operated Visitor Rules System Operated</div> <div data-bbox="730 524 1003 562">Visitor Supervision</div> <div data-bbox="659 589 715 645"></div> <div data-bbox="730 577 1139 705">Visitors are under supervision of staff who are aware of existing emergency procedures</div>	















Hazard: Fire








Who can be harmed/how?	Controls in place	Risk rating
<p>Councillors, Council employees and members of the public</p> <p>Risk of injury caused by naked flames, faulty electrical equipment, arson, explosion or chemicals.</p>	<p>Emergency Lighting in Place</p> <p>Emergency Lighting if installed at the meeting venue should undergo routine checking of Emergency Lighting - Daily, Monthly & Annual to BS 5266</p> <p> Emergency Plan/Procedures Are In Place</p> <p> An emergency plan/procedure is in place which is communicated to employees who have been trained</p> <p>Escape Routes Included In Fire Monitoring</p> <p> Pro-active monitoring ensure that escape routes are not blocked or obstructed.</p> <p>External Waste Facilities Kept Secure</p> <p> To reduce the risk of infection/contamination etc., the external waste facilities are kept secure</p> <p>Fire Assembly Point</p> <p> Place of safety in the event of a fire or another emergency situation</p> <p>Fire Emergency Call Points Provided & Maintained</p> <p> Fire Emergency Call Points Provided & Maintained</p> <p>Fire Exits & Fire Exit Signage/Lighting Maintained</p> <p> Fire exits, signage & lighting are maintained to show the way to the nearest safe final exit.</p>	<p> Low Risk</p>

Who can be harmed/how?	Controls in place	Risk rating
	<p>Fire Extinguishers Provided In Areas of High Risk</p> <p> Fire extinguishers provided In areas of higher risk due to the work activity (e.g. welding booths).</p> <p>Fire Marshals In Place</p> <p> The appointment of fire marshals and appropriate training given</p> <p>Fire Risk Assessment In Place</p> <p> A fire risk assessment has been carried out denoting the fire hazards & appropriate control measures</p> <p>Good Housekeeping Observed During The Task</p> <p> Good housekeeping standards observed & maintained by operatives throughout the duration of the task</p> <p>Regular Housekeeping Inspections Are Carried Out</p> <p> Regular housekeeping inspections are carried out in the workplace.</p> <p>Routine Fire Alarm Testing</p> <p> Routine Fire Alarm Testing where fire system is installed</p>	

 Hazard: People Movement (Risk of Slips)		
Who can be harmed/how?	Controls in place	Risk rating
<p>Councillors, Council employees and members of the public</p> <p>Risk of injury due to a variety of access/egress hazards that can cause slips.</p>	<p>All Staff Trained In Good Housekeeping Techniques</p> <p> All staff are trained in good housekeeping techniques & the standards expected in the workplace</p> <p>Matting Provided To Minimise Rainwater Being Carried Into The Building</p> <p> Absorbent matting is provided at the entrances to minimise water being carried into the building during use in inclement weather conditions</p> <p> Regular Housekeeping Inspections Are Carried Out Regular housekeeping inspections are carried out in the workplace.</p> <p> Spillages Cleaned Up Immediately Spillages Cleaned Up Immediately</p> <p>Suitable Spill Containment Provided</p> <p> Suitable Spill Containment Provided via bunded pallets whose capacity is 110% of that stored upon it</p> <p>Warning & Information Signage Displayed</p> <p> Relevant warning & information signage displayed relative to the work activity, hazard & risks</p>	<div>  Low Risk </div>









 Hazard: People Movement (Risk of Trips & Falls)		
Who can be harmed/how?	Controls in place	Risk rating
<p>Councillors, Council employees and members of the public</p> <p>Risk of injury due to a variety of access/egress hazards that can cause trips & falls</p>	<p>All aisles and gangways kept clear</p> <p> All aisles and gangways kept clear to avoid slips and trips</p> <p>Manifestation Applied To Glass Panels</p> <p> Manifestation applied to glass panels, doors, partitions etc in order to make the glass visible</p> <p>Regular Housekeeping Inspections Are Carried Out</p> <p> Regular housekeeping inspections are carried out in the workplace.</p> <p>Suitable & Sufficient Lighting Provided</p> <p> Suitable & sufficient lighting provided for the workplace activities</p> <p>Suitable Handrails Provided/Installed</p> <p> Suitable handrails provided where required for guidance & support to reduce the risk of slips, trips & falls</p> <p>Trailing Wires/Cables Made Safe To Prevent Trips</p> <p> Leads & extension cables are routed and/or secured/taped to minimise trip risks</p>	<div>  Low Risk </div>


 Hazard: Portable Electrical Equipment		
Who can be harmed/how?	Controls in place	Risk rating
<p>Councillors, Council employees and members of the public</p> <p>Risk of electric shock, fire etc. if appliances are not checked/tested.</p>	<p>Damaged Electrical Equipment Taken Out Of Service</p> <p> If electrical leads on equipment are damaged the item is taken out of service immediately</p> <p>Electrical Safety Check (PAT) Undertaken</p> <p> Electrical safety checks should be undertaken for portable appliances that are in control of the premises used</p>	<div>  Low Risk </div>

 Hazard: Premises (General Activity Within)		
Who can be harmed/how?	Controls in place	Risk rating
<p>Councillors, Council employees and members of the public</p> <p>Risk of injury/ill health whilst carrying out activity in the premises</p>	<p>Access Into The Premises Is Controlled</p> <p> Access into the premises is controlled so no unauthorised persons can enter.</p> <p>Additional Dynamic/Specialised Risk Assessment</p> <p> An additional dynamic/specialised risk assessment completed to identify higher risk activities.</p> <p>First Aid Needs Assessment Carried Out</p> <p> Appropriate first aid facilities & personnel provided as a result of a First Aid Needs Assessment.</p> <p>Hire Agreements In Place</p> <p> Hire agreements are in place setting out the responsibilities & appropriate control measures to be carried out.</p> <p>Work Equipment Inspected By A Competent Person</p> <p> Only personnel with sufficient information, instruction and training can inspect the work equipment.</p>	<p> Low Risk</p>

**Hazard: Vehicle Movement (Car Park)**





Where the venue has a car park for council and public use.

Who can be harmed/how?	Controls in place	Risk rating
<p>Councillors, Council employees and members of the public</p> <p>Risk of injury through slips/trips and coming into contact with vehicles moving around the area</p>	<p>Access Routes For Emergency Services Kept Clear</p> <p> Access routes into the premises are kept clear c/w directional signage in order for emergency vehicles to attend</p> <p>Floor Markings To Warn Pedestrians Of Vehicles</p> <p> Floor markings provided to warn pedestrians of traffic as part of the traffic management plan</p> <p>Good Drainage On Vehicle Routes</p> <p> All vehicle routes have good drainage to reduce the risk of accidents inherent with poor drainage</p> <p>Segregated Vehicle & Pedestrian Routes</p> <p> Pedestrian and vehicle routes are marked and physically separated where possible</p> <p>Suitable & Sufficient External Lighting Provided</p> <p> Suitable & sufficient external lighting ideally should be provided</p> <p>Traffic Calming In Place</p> <p> Traffic Calming May Be In Place</p> <p>Vehicle Park Has Suitably Marked Out Parking Bays</p> <p> Vehicle Park Has Suitably Marked Out Parking Bays</p>	<p> Low Risk</p>

Who can be harmed/how?	Controls in place	Risk rating
	 <p>Vehicle Speed Restrictions In Force Enforced limits on speed applicable whilst on site.</p>	



Hazard: Asbestos

Who can be harmed/how?	Controls in place
<p>Councillors, Council employees and members of the public</p> <p>Risk of ill health due to exposure to asbestos dust whilst working close by A.C.M.'s.</p>	<p>Asbestos Labelling In Place.</p>  <p>Asbestos that has been identified on the survey should be labelled clearly by the landlord or property manager</p> <p>Asbestos Management In Place</p>  <p>Asbestos management information about the condition & whereabouts of asbestos on site is provided if requested</p> <p>Asbestos Management Survey Carried Out</p>  <p>Asbestos Management Survey should have been conducted by the premises management if the building dates to before the year 2000. A copy of this survey should be available to the council if it is requested.</p> <p>Asbestos Register Briefed/Observed</p>  <p>The council are provided with information on the whereabouts of Asbestos Containing Materials on site if it poses any risk to council activities.</p>

Risk rating explanation

- Risk is categorised as LOW: Look to reduce risk if practicable
- Risk has been categorised as MEDIUM: Begin to plan your action to reduce the risk immediately
- Risk has been categorised as HIGH: Immediate action required to reduce the risk

Assessor's signature: Anne Mfoulds

Approved by signature: Anne Mfoulds