

# Clawson, Hose & Harby Parish Council

Risk Assessment for

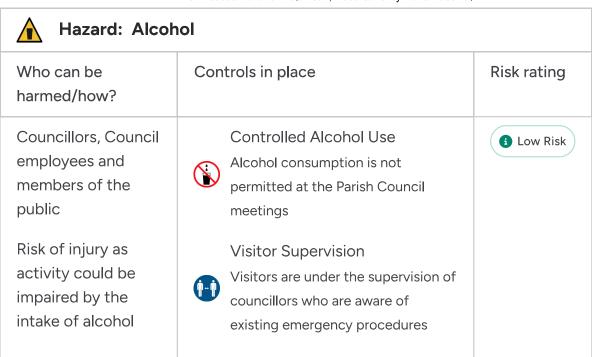
### **Council Meetings**

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

Aggressive Behaviour		
Who can be harmed/how?	Controls in place	Risk rating
Councillors, Council employees and members of the public  Risk of injury and distress to victims and those assisting victims of violent conduct.	Lone Worker Risk Assessment Is Carried Out Lone Worker risk assessment is carried out and appropriate control measures applied accordingly  Personal Safety - Aggressive Behaviour Awareness Personal Safety - Aggressive Behaviour Awareness  Reporting Procedures Followed Reporting Procedures Followed Suitable & Sufficient External Lighting Provided  Suitable & sufficient external lighting provided for the workplace activities	1 Low Risk



A Hazard: Biohazards		
Who can be harmed/how?	Controls in place Risk rating	
Councillors, Council employees and members of the public  Risk of infection from contact/exposure to biological substances.	Good Hand Washing/Hygiene Procedures Observed  Good hand washing procedures observed to reduce the risk of skin disorders and promote good hygiene  Hygiene Procedures in Place & Followed Hygiene procedures in place & followed	3 Low Risk



## **Hazard: Crowd Numbers/Ease Of Evacuation**

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

Who can be harmed/how?	Controls in place	Risk rating
	Suitable & sufficient lighting provided for the workplace activities	
	Visitor Rules System Operated Visitor Rules System Operated	
	Visitor Supervision  Visitors are under supervision of staff who are aware of existing emergency procedures	

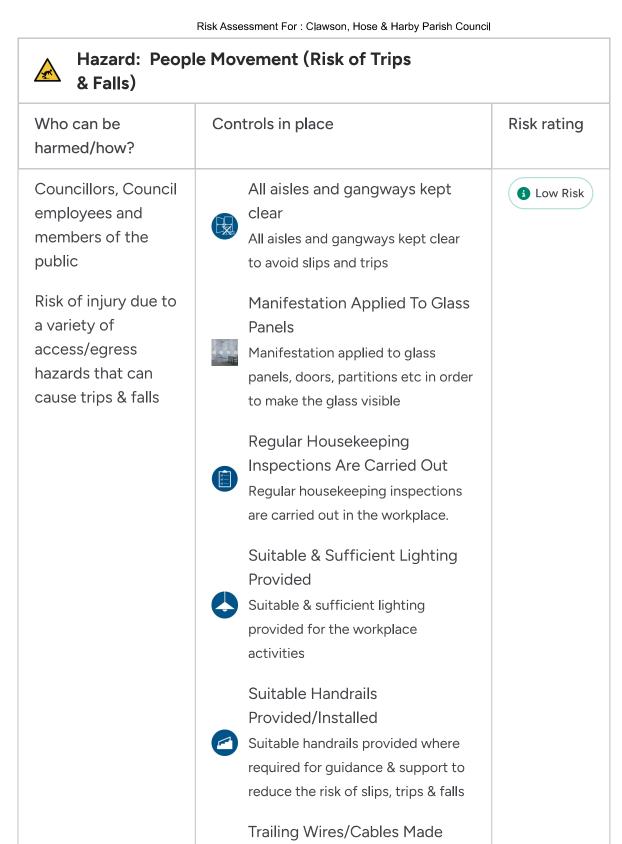


Hazard: Fire

Who can be harmed/how?	Controls in place	Risk rating
Councillors, Council employees and members of the public  Risk of injury caused by naked	Emergency Lighting in Place Emergency Lighting if installed at the meeting venue should undergo routine checking of Emergency Lighting - Daily, Monthly & Annual to BS 5266	3 Low Risk
flames, faulty electrical equipment, arson, explosion or chemicals.	Emergency Plan/Procedures Are In Place  An emergency plan/procedure is in place which is communicated to employees who have been trained	
	Escape Routes Included In Fire Monitoring  Pro-active monitoring ensure that escape routes are not blocked or obstructed.	
	External Waste Facilities Kept Secure  To reduce the risk of infection/contamination etc., the external waste facilities are kept secure	
	Fire Assembly Point  Place of safety in the event of a fire or another emergency situation	
	Fire Emergency Call Points  Provided & Maintained  Fire Emergency Call Points Provided  & Maintained	
	Fire Exits & Fire Exit Signage/Lighting Maintained  Fire exits, signage & lighting are maintained to show the way to the nearest safe final exit.	

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

Risk Assessment For : Clawson, Hose & Harby Parish Council  Hazard: People Movement (Risk of Slips)		
Councillors, Council employees and members of the public  Risk of injury due to a variety of access/egress hazards that can cause slips.	All Staff Trained In Good Housekeeping Techniques  All staff are trained in good housekeeping techniques & the standards expected in the workplace  Matting Provided To Minimise Rainwater Being Carried Into The Building  Absorbent matting is provided at the entrances to minimise water being carried into the building during use in inclement weather conditions	1 Low Risk
	Regular Housekeeping Inspections Are Carried Out Regular housekeeping inspections are carried out in the workplace.	
	Spillages Cleaned Up Immediately Spillages Cleaned Up Immediately	
	Suitable Spill Containment Provided Suitable Spill Containment Provided via bunded pallets whose capacity is 110% of that stored upon it	
	Warning & Information Signage Displayed  Relevant warning & information signage displayed relative to the work activity, hazard & risks	

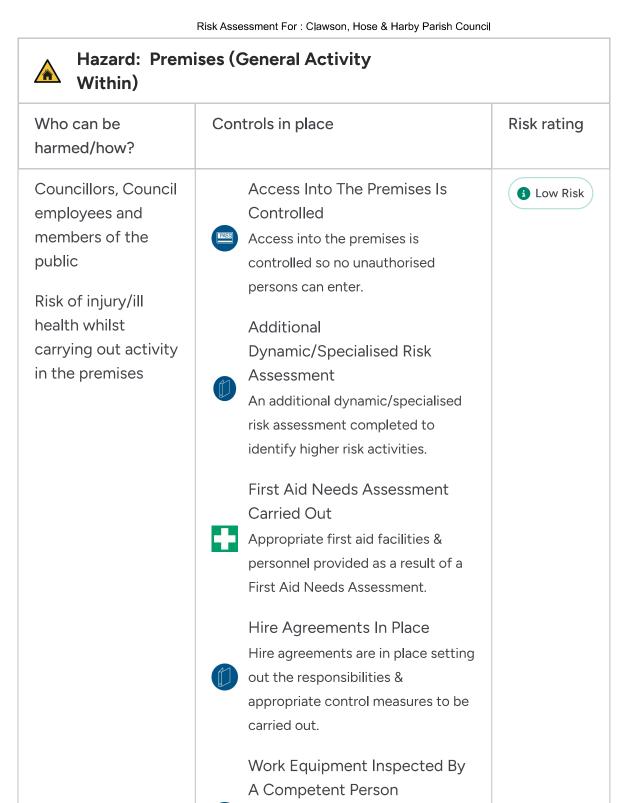


Safe To Prevent Trips

trip risks

Leads & extension cables are routed and/or secured/taped to minimise

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



Only personnel with sufficient

information, instruction and training can inspect the work equipment.



### 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
Councillors, Council employees and members of the public  Risk of injury through slips/trips and coming into contact with	Access Routes For Emergency Services Kept Clear  Access routes into the premises are kept clear c/w directional signage in order for emergency vehicles to attend  Floor Markings To Warn Pedestrians Of Vehicles	1 Low Risk
vehicles moving around the area	Floor markings provided to warn pedestrians of traffic as part of the traffic management plan  Good Drainage On Vehicle Routes	
	All vehicle routes have good drainage to reduce the risk of accidents inherent with poor drainage  Segregated Vehicle &	
	Pedestrian Routes  Pedestrian and vehicle routes are marked and physically separated where possible	
	Suitable & Sufficient External Lighting Provided Suitable & sufficient external lighting ideally should be provided  Traffic Calming In Place	
	Traffic Calming May Be In Place  Vehicle Park Has Suitably  Marked Out Parking Bays	
	Vehicle Park Has Suitably Marked Out Parking Bays	

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

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

### 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