



This document has been produced to enable the Parish Council to assess the risks it faces and satisfy itself that adequate steps have been put in place to minimise those risks. The Council is aware that although some risks can never be fully eliminated but it has a strategy in place that provides a structured, systematic and focused approach to managing the risks it can affect.

## Event: Parish Council Meetings

**Event Description:** Meetings held in The Village Club -a detailed Risk Assessment for the Village Club Room Hire is completed by the Club's Trustees prior to hiring out the venue, Below is a summary of the main points and issues which may affect attendees of a KPC Meeting

|             |   |
|-------------|---|
| Low Risk    | No action is required, and documentary records need to be kept  |
| Medium Risk | Efforts should be made to reduce the risk but the cost of prevention should be carefully measured and limited. Measures should be introduced within a reasonable time period. |
| High Risk   | Activity should cease until the Risk has been removed. Measures should be introduced as soon as possible  |

| Subject               | Risk Identified<br>Low/Medium/High | Who may be<br>affected                           | Management / Control of Risk  | Document<br>Review date |
|-----------------------|------------------------------------|--|---|-------------------------|
| <b>Rooms / Access</b> | Medium                             | Councillors<br>Staff<br>Members of<br>the Public | <b>Entrance hall and upstairs corridors</b> are uneven the areas but are well lit (the Listed Building status limits the ability to change the flooring.) Visitors need to be aware and mindful.<br><b>Toilets</b> – Anti Slip surfacing is laid in toilets. Wet floor Cones are available should they be required.<br><b>Holding Room</b> Uneven Floors but good lighting – members and Visitors to be mindful of the Listed Building Status<br><br><b>Main Hall</b> – flooring is in excellent condition, spills to be wiped up immediately | Spring 2028             |
| Entrance hall         |                                    |  |   |                         |
| Corridors             |                                    |  |   |                         |
| Holding Room          |                                    |  |   |                         |
| Main Hall             |                                    |  |   |                         |
| Stairs                |                                    |  |   |                         |



|                                   |  |   |   |           |
|-----------------------------------|--|---|---|-----------|
|                                   |  |   | <b>Stairs</b> are well lit, handrails are provided, Anti slip finishing on nosings  |           |
| Hazardous Substances              | Low<br><br>Cleaning Materials                          | Councillors<br>Staff<br>Members of the Public | Not generally required during standard meeting <ul style="list-style-type: none"> <li>- Stored in original containers out of reach of Children</li> <li>- During Parish events only Members and Staff would use the kitchen areas</li> </ul>                              | Spring 28 |
| Electric Shocks                   | Electric Shock from faulty electrical Equipment        | Councillors<br>Staff<br>Members of the Public | Village Club arranges the annual Testing of all electrical items and KPC staff arrange Annual Testing of Parish owned electric items. Socket covers are available if required   | Spring 28 |
| Manual Handling                   | Injury whilst setting up and clearing the meeting room | Councillors<br>Staff<br>Members of the Public | Trolleys available for moving tables within the hall.<br>Chair Trolley available for moving and stacking chairs<br>2 people to erect tables   | Spring 28 |
| Working at Heights (lightbulbs)   | Low<br>Injury from attempting to change bulbs          | Councillors<br>Staff                          | All non-working lights to be reported to the Village Club Trustees  | Spring 28 |
| Serious or Fatal injury from Fire | Low<br><br>Fire breaking out during meeting            | Councillors<br>Staff<br>Members of the Public | Smoke Alarms installed and checked regularly<br>Fire Exits clearly labelled – 3 doors to leave the Main Hall<br>2 exit routes from the Holding Room<br>Emergency Lighting is installed<br>Fire Extinguishers supplied and serviced annually<br>NO Smoking in the building | Spring 28 |



|  |   |   |  |           |
|--|---|---|--|-----------|
| First Aid  | Injuries sustained whilst in the building | Councillors<br>Staff<br>Members of the Public | A first Aid Kit and Accident Book are located in the Servery. Kitchen and Holding Room   | Spring 28 |
| Consumption of Food during a KPC organised event | Safety and Hygiene                        | Councillors<br>Staff<br>Members of the Public | The premises include a kitchen for the use of hirers/employees. Users are responsible for ensuring that food is prepared safely and hygienically, and that the kitchen is left in a clean and tidy condition. No cooking or food prep takes place at meetings. | Spring 28 |

*Kingsclere Village Club – display Risk Assessment for hiring the Venue on their website*