

# PUDDLETOWN AREA PARISH COUNCIL

## Meeting Risk Assessment (Village Hall)

The following risks have been identified and are being managed by the Puddletown Area Parish Council:

|  |                                    |
|--|------------------------------------|
| <b>Risks Assessment carried out by</b> | <b>Clerk - Michelle Harrington</b> |
| <b>Date of Assessment:</b>             | <b>Monthly before meetings</b>     |

| Subject  | Hazard(s)                                | Who/what may be harmed       | Risk L/M/H | Impact L/M/H | Management/ Control of risk already in place   |
|--|--|------------------------------|------------|--------------|--|
| Fire   | Attendee's becoming trapped in building  | Visitors, Members & Officer. | M          | H            | <ul style="list-style-type: none"> <li>• Before the meeting the meeting Chairman to remind attendee's where the fire exits are located.</li> <li>• All attendees to keep any paperwork and personal accessories off the floor, where possible to ensure no trip hazards.</li> <li>• Officer to ensure all fire exits are kept clear and clearly marked.</li> <li>• Officer to ensure all escape routes are kept clear. (Escape routes to be a minimum of 1200mm wide.</li> </ul>   |
| Slip, trips & falls                                      | Muscular, bone or soft tissue damage.    | Visitors, Members & Officer. | H          | M            | <ul style="list-style-type: none"> <li>• Officer or members, to assess venue access during cold weather spells. If access becomes dangerous due to either icy conditions or extreme heat, meeting to be postponed with as much notice as possible.</li> <li>• Officer or members, to assess venue access route for hazards such as potholes or other items which may cause a person to slip, trip or fall.</li> <li>• Officer or members, to ensure any trip hazard is clearly identified.</li> <li>• All attendees to keep personal accessories off the floor.</li> <li>• Cables, make sure all cables are clearly visible, plus where possible cover the cable being careful not to block emergency routes.</li> </ul> |
| Manual handling of tables and chairs, or other furniture | Muscular or bone damage.<br>Pinch points | Members & Officer            | M          | L/M          | <ul style="list-style-type: none"> <li>• Anyone involved in moving any furniture to access if the item is likely to be too heavy or if too large for them to move by themselves. If in doubt, ask for help or do not move.</li> <li>• New members to be shown how to pack away tables and informed of hall safety regulations of chair stack height.</li> </ul>  |

**Level of Risk:** L= Low, M= Medium, H= High

Risk L = Unlikely to happen in 12 months, M = Could happened once or twice in 12 months, H = Could happen more than twice in 12 months.

**Impact (Consequence should risk occur):** L= Low, M= Medium, H= High

Impact L = Minor Injury does not require medical interaction. M = Moderate, requires medical intervention. H = Major, overnight stay in hospital likely.

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**Pandemic guidance** (During confirmed reports of a pandemic nationally or in the local area, where national guidance allows meetings to continue.)

| Subject                        | Hazard(s)                    | Who/what may be harmed | Risk L/M/H | Impact L/M/H | Management/ Control of risk already in place   |
|--------------------------------|------------------------------|------------------------|------------|--------------|--|
| Room set up & dismantling      | Transmission during pandemic | Attendees              | L          | H            | <ul style="list-style-type: none"> <li>Officer and / or Members to sanitise chairs, tables, door handles and light switches before and again at the end of the meeting</li> <li>Seating arrangement to follow national guidance (Social distancing)</li> <li>Ventilation to follow national guidance (open windows and doors). In winter ensure participants aware to dress accordingly.</li> <li>Ensure adhering to specific venue guidance / regulations.</li> </ul> |
| Travelling to and from meeting | Transmission during pandemic | Attendees              | L          | H            | <ul style="list-style-type: none"> <li>Follow national guidelines for using shared transport if required.</li> </ul>   |
| Entering and leaving meeting   | Transmission during pandemic | Attendees              | L          | H            | <ul style="list-style-type: none"> <li>All members to enter and leave the meeting area in an orderly way. Adhering to any national social distancing guidance.</li> <li>Adhere to national guidance for example wearing of face masks, sanitising hands.</li> <li>Provisions available at entrance to meeting to be supplied by Parish Council, for those without their own provision.</li> <li>No one to enter if had symptoms in last 7 days.</li> </ul>             |
| Conduct of Meeting             | Transmission during pandemic | Attendees              | L          | H            | <ul style="list-style-type: none"> <li>Members and public to remain socially distanced.</li> <li>Wearing of masks except when speaking.</li> <li>Shouting to be avoided.</li> <li>The circulation of paper documents to be suspended, hard copy to be displayed only.</li> <li>Members can stand when talking NOT move to front.</li> </ul>  |

End of Document.

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