

SEVERN STOKE AND CROOME D'ABITOT PARISH COUNCIL - WORCESTERSHIRE

Meeting room risk assessment

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Adopted by Severn Stoke and Croome d'Abitot Parish Council adopted in principle Oct 2023 and fully adopted March 2024

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the employer to identify any and all potential risks inherent in the place or practices. Based on a recorded assessment the employer should then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible. Making sure that all employees are made aware of the results of the risk assessment. This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following plan was followed:

- ✍ Identify the areas to be reviewed.
- ✍ Identify what the risk may be.
- ✍ Evaluate the management and control of the risk and record all findings.
- ✍ Review, assess and revise if required.

What are the hazards?	Who might be harmed?	Controls Required	Additional Controls	Action by Who?	Action by when?
FIRE	<p>Councillors (Parish, District and County)</p> <p>Clerk</p> <p>Public/residents including children and elderly</p> <p>Press, who may not be familiar with venue.</p> <p>Visitors, who may not be familiar with venue.</p>	<p>At Meeting</p> <p>Prior to the commencement of the meeting the Chair will give information on the procedure in the event of a fire or emergency.</p> <p>SOQ meeting room Croome National Trust: No sprinkler system in place.</p> <p>St Denys' Church: No sprinkler system in place.</p>	<p>Housekeeping information may be provided by the building management as part of their terms of letting.</p> <p>SOQ meeting room Croome National Trust: Once fire exit at front and one at the rear. No steps.</p> <p>St Denys' Church: Once fire exit at front and one at the rear. Steps at the rear in the porch.</p>	<p>Chair to give briefing and paper copies to be available on the Policy Document table.</p> <p>All to be responsible for their own evacuation. Though at the meeting the announcement could state the following: <i>Parish Councillors will be on hand to help those that need additional assistance evacuating – please make yourselves known immediately in the event of an emergency.</i></p>	<p>At meeting.</p> <p>Sign in sheet shall be collected by the Clerk upon emergency exit and handed to the fire brigade if they attend.</p>

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MANUAL HANDLING of TABLES AND CHAIRS	<p>Councillors (Parish, District and County)</p> <p>Clerk</p> <p>Well meaning residents lending a hand.</p> <p>National Trust members of staff / or church members of staff.</p>	<p>PC team is warm and friendly and so Councillors and Clerk can speak up if they are not able to assist with set up. No expectations.</p> <p>SOQ Room Croome National Trust: tables are always in position and ready to use. Chairs are stacked on body-height level hooks.</p> <p>St Denys' church tables require two/three persons to set up and lift once table legs are in position. Chairs are stacked at the back of the church and are on wheeled carriers, requiring ideally two people to assistance push.</p>	<p>Residents are not to be encouraged to assist with set up or tidy away.</p> <p>National Trust members have their own risk assessment in place and will be very well versed in sticking to it.</p> <p>Church members of staff may have their own risk assessment in place?</p> <p>Sign in sheet so that those encountering and suffering hazards can later be contacted.</p>	<p>Ideally set up only by Clerk and Cllrs.</p> <p>Active encouragement for others to not get involved, with all politeness.</p> <p>If an item of equipment/furniture is particularly difficult to use/set up/set down/stuck/jammed/faulty, then it is to be left alone and not used.</p> <p>If no equipment/furniture is sufficiently acceptable to use and set up, the meeting is to be postponed until the situation is reassessed and perhaps an alternative room booking made.</p>	At meeting.

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SLIPS, TRIPS AND FALLS	<p>Councillors (Parish, District and County)</p> <p>Clerk</p> <p>Public/residents including children and elderly</p> <p>Press, who may not be familiar with venue.</p> <p>Visitors, who may not be familiar with venue.</p>	<p>Ensure that any coats, bags etc do not cause a trip hazard near the tables and seating area.</p> <p>Papers and notes to be kept tidy on table top and not placed on the floor or on seats.</p> <p>Any spills (tea coffee water) to be cleared up straight away.</p> <p>Cables to be kept away from the seats as much as possible and a cable cover used.</p>	<p>Only bring to the meeting what is necessary.</p> <p>SOQ meeting room Croome National Trust: No steps. Clean up materials in the kitchen.</p> <p>St Denys' Church: Steps at the rear in the porch. Clean up materials in the bell room and the storage room at the back of the church.</p> <p>Do not attempt to lift anyone that has fallen. Call NHS 111 or in an emergency 999 for advice.</p> <p>Sign in sheet so that those encountering and suffering hazards can later be contacted.</p>	<p>All</p> <p>If a fall/trip occurs, care must be taken that those assisting do not also suffer the same fate. Chair and Clerk to therefore take immediate control of the situation and ask all others to stand back until situation is assessed.</p> <p>All Cllrs to supervise arrival of visitors and escort them to public seating as required.</p>	At the meeting

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<p>ELECTRONIC EQUIPMENT</p> <p>CABLES</p> <p>Phone battery explosion/leak</p> <p>Glare/visual obstruction from Projector</p> <p>Projector stands as an obstruction.</p>	<p>Councillors (Parish, District and County)</p> <p>Clerk</p> <p>Public/residents including children and elderly</p> <p>Press, who may not be familiar with venue.</p> <p>Visitors, who may not be familiar with venue.</p>	<p>It is advised that any computers/tablets/phones that at the meeting, are fully charged, thus reducing the requirement for cables.</p> <p>Cables to be kept away from the seats as much as possible and a cable cover used.</p> <p>Mobile phones to be switched off in meetings. No charging of phones in meetings in order to avoid overheating of CPUs.</p> <p>Projector to be angled correctly away from audience and cllrs.</p> <p>Room layout to be Carefully considered.</p>	<p>Chair and Clerk are mostly likely to use such equipment and so orientate table so that others do not need to pass their section of the room.</p> <p>Sign in sheet so that those encountering and suffering hazards can later be contacted.</p>	<p>All</p> <p>Chair and Clerk to assess situation and plan room layout accordingly.</p> <p>All Cllrs to supervise arrival of visitors and escort them to public seating as required.</p>	<p>At the meeting</p> <p>In advance of meeting.</p>

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Car parking hazards: (reversing cars) (surface conditions) (lighting)	Councillors (Parish, District and County) Clerk Public/residents including children and elderly Press, who may not be familiar with venue. Visitors, who may not be familiar with venue.	External lights to be switched on where possible/present IN winter, those that notify of attendance can be offered a site layout and instructed where best/safe to park. A-board welcoming visitors and give any necessary safety instructions for car parking. Visitors instructed to reverse in to car park bays where possible.	Postpone meeting if car park surface conditions are wet to the point where safety is of a concern. Try to book venues that encourage attendance on foot. SOQ meeting room Croome National Trust: Map is provided on all noticeboards. Motion activated lighting is present. St Denys' Church: Car park is unlit and away from church making supervision difficult. Arrange meetings so that the start point is at least in the lighter part of the evening. Attendees will then be familiar with the layout and can apply this in the later darkness.	All Chair and Clerk to assess situation in advance and upon arrival.	At the meeting In advance of meeting.

