WERRINGTON PARISH COUNCIL

9. Werrington Parish Council Meetings Risk Assessment

Hazard and risk	People at Risk	Werrington Parish Council Controls	Additional
Slips, trips and falls caused by cables, bags, furniture, uneven flooring or spillages	Councillors, Clerk, public, visitors	• Keep walkways and entrances clear. Position cables safely and use cable covers where appropriate. Deal with spillages promptly. Ensure adequate lighting. Keep bags and personal belongings out of access routes.	
Access to and from the building	All attendees	• Keep entrances and exits clear and adequately lit. Ensure doors can be opened without obstruction. Provide assistance to anyone requiring reasonable adjustments	
Fire	All attendees	• Ensure emergency exits are known and unobstructed. Do not block fire doors or corridors. Follow the venue's fire procedures. Make attendees aware of the assembly point where appropriate. Do not allow unsafe use of electrical equipment.	
Emergency evacuation	All attendees, particularly people with mobility difficulties	• The Clerk/chair should know the venue's evacuation procedure. Identify anyone requiring assistance where appropriate. Do not use lifts during a fire unless specifically authorised by the venue's emergency procedure. Follow	

		instructions from venue staff or emergency services.	
Overcrowding	All attendees	• Monitor attendance where meetings are expected to be well attended. Do not exceed the venue's safe occupancy limit. Keep aisles and emergency exits clear. Consider alternative arrangements if attendance exceeds the venue's capacity.	
Manual handling of tables, chairs and equipment	Councillors, Clerk, volunteers, venue staff	• Avoid unnecessary lifting. Use suitable equipment for moving heavier items. Ask for assistance with awkward or heavy objects. Store equipment safely.	
Electrical equipment such as laptops, projectors, chargers and microphones	All attendees	• Use equipment in good condition. Visually check cables and plugs before use. Avoid overloading sockets. Keep electrical	
Poor lighting or visibility	All attendees	• Ensure the meeting room and access routes are adequately lit. Report defective lighting to the venue. Use additional lighting where reasonably	
Aggressive, disruptive or threatening behaviour	Councillors, Clerk, members of the public	• The Chair should set clear expectations for respectful behaviour. Follow the Council's standing orders and any relevant meeting/public participation arrangements. The Chair may ask disruptive individuals to leave where	

		permitted. Contact the police if there is an immediate threat to safety.	
Medical emergency or illness	Any attendee	• Ensure the responsible person knows how to summon emergency assistance. Keep access routes clear for emergency responders. A first-aid kit (Clerk) should be available where provided by the venue. Call 999 where appropriate.	
People with disabilities or other access requirements	Attendees with disabilities or additional needs	• Consider accessibility when selecting the venue. Provide reasonable adjustments where practicable. Keep accessible routes clear. Ensure seating arrangements do not prevent safe evacuation.	
Seating or furniture failure	All attendees	• Check chairs and tables are stable and in reasonable condition. Remove damaged furniture from use. Avoid overcrowding furniture into the room.	
Adverse weather such as ice, snow or flooding	All attendees	• Monitor local conditions. Liaise with the venue regarding safe access. Consider postponing, relocating or changing arrangements if the venue cannot be accessed safely.	
Poor ventilation / uncomfortable room conditions	All attendees	• Ensure suitable ventilation and heating. Avoid overcrowding. Follow venue guidance regarding ventilation and room capacity.	

Food and drink spillages / hot drinks	All attendees	• Place drinks securely away from electrical equipment and walkways. Deal with spillages immediately. Avoid placing hot drinks where they can easily be knocked over.	
Safeguarding concerns involving children or vulnerable people	Children, vulnerable adults, councillors, staff, public	• Meetings should take place in an appropriate public venue. Maintain appropriate professional boundaries. Follow the Council's safeguarding arrangements where applicable. Report concerns through the appropriate safeguarding route.	
Privacy/confidential information	Councillors, Clerk, members of the public	• Handle confidential papers appropriately. Do not leave sensitive documents unattended. Follow Council policies concerning confidential information and data protection.	
Working alone before/after meetings	Councillors, Clerk, members of the public	• Avoid unnecessary lone working when setting up or clearing the venue. Where lone working is unavoidable, follow the Council's lone-working arrangements and ensure another person knows the expected arrangements.	
Poor security / unauthorised access	Councillors, Clerk, members of the public	• Follow venue security arrangements. Do not leave valuable equipment unattended. Secure the room after the meeting where required. Report	

		suspicious behaviour or security concerns.	
Use of recording, photography or online meeting equipment	Attendees	• Inform attendees where meetings are being recorded or livestreamed, in accordance with Council policy and applicable requirements. Position equipment safely and manage cables to prevent trips.	
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Chair of the meeting

- Has overall responsibility for maintaining orderly conduct during the meeting.
- Should act promptly if behaviour or circumstances create a risk to safety.
- Should follow the Council's Standing Orders and relevant meeting procedures.

Parish Clerk / Responsible Officer

- Should ensure this risk assessment is reviewed and kept up to date.
- Should liaise with the venue regarding relevant health and safety arrangements.
- Should ensure appropriate arrangements are made for equipment, access and emergency procedures.

Councillors and attendees

- Should follow reasonable safety instructions.
- Should keep emergency exits and walkways clear.
- Should report hazards or concerns to the Chair, Clerk or venue representative.

Emergency Arrangements

In an emergency:

1. Stop the meeting and instruct attendees to follow the appropriate emergency procedure.
2. Evacuate the building if required, using the nearest safe exit.
3. Do not obstruct emergency services or re-enter the building until authorised.
4. Contact **999** where emergency assistance is required.
5. Report accidents, near misses and significant incidents to the appropriate responsible person and record them in accordance with Council procedures.
6. Review this risk assessment following any significant incident or change in circumstances.

Review

This assessment should be reviewed **at least annually**, and sooner if:

- the meeting venue changes;
- there is a significant change in how meetings are conducted;
- a serious incident or near miss occurs;
- new equipment or procedures are introduced; or
- information indicates that existing controls are no longer adequate.