

CORFE CASTLE PARISH COUNCIL

Meeting Risk Assessment (Village Hall)

The following risks have been identified and are being managed by the Corfe Castle Parish Council:

Risks Assessment carried out by	Clerk - Michelle Harrington
Date of Assessment:	13th November 2023 30 th September 2024

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Subject	Risk(s) Identified	Level L/M/H	Impact L/M/H	Management/ Control of Risk	Comments / Questions
Fire	Attendee’s becoming trapped in building	M	M	Before the meeting begins the meeting Chairman to remind attendee’s where the fire exits are located. All attendees to keep any paperwork and personal accessories out of walkways.	Clerk and or Member, to ensure all fire exits are clearly marked, before proceeding with venue booking.
Manual handling of tables and chairs, or other furniture	Muscular or bone damage. Pinch points	H	L	Anyone involved in moving any furniture to access if the item is likely to be too heavy or is too large for them to move by themselves. If in doubt, ask for help or do not move.	Where possible when booking a venue, request setting of tables and chairs be carried out by venue staff members.
Slip, trips & falls	Muscular, bone or soft tissue damage.	H	M	Clerk and or Member, to assess venue safety 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. Ensure any trip hazard is clearly identified. All attendees to keep personal accessories out of walkways. Electronic equipment cables. Where possible ensure electronic devices are fully charged, reducing the requirement for cables to be used. When charging is required, ensure if the cable goes in or across a walkway the cable is clearly visible.	Village Hall parking area can become icy during winter conditions. If not possible to use a cable protector consider placing a chair over the cable. Ensure the walkway is kept clear from obstruction in case of fire.

Covid Guidance

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 identified risk occur): L= Low, M= Medium, H= High

Impact L = Monitor, M = Requires some work and focus by CCPC, H = Required significant work, time and effort by CCPC.

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Room set up & dismantling	Transmission	M	L	Please also refer to manual handling above. During confirmed reports of high Covid levels in the local area, Sanitise chairs before and again at the end of the meeting.	Designated Members to undertake the sanitisation.
Travelling to and from meeting	Transmission	M	L	Attendees are asked to consider their method of travel to and from the meeting, and where possible, walk or car share when appropriate to do so. Attendees are asked if traveling via vehicle to enter the car park with due care and attention as this is also the pedestrian access into the area. Drivers are asked to park in marked bays. During confirmed reports of high Covid levels in the local area: - Attendees, wherever possible, travel to and from meetings separately. - Where this is not possible members to follow the guidelines for using shared transport (e.g., bus, taxi, car sharing).	
Entering and leaving meeting	Transmission	M	L	The fire exit door to the Bill Carter room will be opened before the meeting for attendees to use to enter the meeting area. The fire door will be closed as the meeting starts and therefore any late attendees should enter through the main village hall door. Lights inside the main hall corridor are sensor lights. During confirmed reports of high Covid levels in the local area: - All members to enter and leave the meeting area in an orderly socially distanced way. - Hands to be sanitised on arrival. - Provision of sanitiser at entrance to meeting to be supplied. - No one to enter if had Covid symptoms in last 7 days.	

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Meeting Environment	Transmission of infectious disease	M	L	Windows and doors will be closed during colder months, except for 5 minutes before the meeting and at the end of the meeting, where the fire door will be opened for attendees to enter and exit the meeting room directly. During confirmed reports of high Covid levels in the local area: • Socially distanced seating arrangement. • Windows and doors to be left open to facilitate the free flow of air though the meeting room.	Ensure adhering to venue guidance / regulations.
Conduct of Meeting	Transmission	M	L	During confirmed reports of high Covid levels in the local area: • Members and public to remain socially distanced. • Wearing of masks except when speaking. • Shouting to be avoided. • The circulation of paper documents to be suspended, hard copy to be displayed only.	Members can stand when talking NOT move to front.

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