

BRYMPTON PARISH COUNCIL

MEETING VENUE - RISK ASSESSMENT

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Major - 4
 Serious - 3
 Significant - 2
 Minor - 1

Very Likely - 4
 Likely - 3
 Unlikely - 2
 Remote - 1

4	4	8	12	16
3	6	9	12	
2	4	6	8	
1	2	3	4	
	1	2	3	4
	Low	Medium	High	
	1,2,3,4	6,8,9	12,16	

Meetings held in the Parish Room	RISK	Notes	Impact	Likelihood	Score	Level	Controls	Responsibility
Arrival								
	Car parking - adequate lighting in car park for evening meetings	Forum Management Company and SSDC have responsibility for lighting in The Forum	2	2	4	Low	As soon as faulty lighting is noticed, the Forum Management Company and SSDC are immediately informed.	Responsibility - Clerk/Council Risk minimised
	Inclement weather		1	3	3	Low	Visual assessment carried out by Clerk - in accordance with Standing Order 3(w), the Clerk, following consultation with the Chairman, may cancel any meeting of Council, a Committee or a sub-Committee and shall give immediate notice of such cancellation to as many members as possible. Bin containing de-icing material is adjacent to the ramp and is to be used if considered necessary.	Responsibility - Clerk/Council Risk minimised
	Ramp access to room	Disabled users may find access difficult	3	3	9	Medium	Door bell at base of ramp which will ring in the hall. The Clerk or a Councillor will speak with the person who rung the bell. Should the person be unable or unwilling to access the Parish Room, an offer will be made to rearrange the meeting in an accessible venue.	Responsibility - Clerk/Council Risk minimised
	Entrance lobby floor mat		2	3	6	Medium	Visual check to be carried out by the Clerk to ensure the mat is flat.	Responsibility - Clerk Risk minimised
Meeting Room								
	Emergency exit clearly marked and free from obstruction and tripping/slipping hazards.		4	1	4	Low	Visual check - emergency exit is the entrance door	Responsibility - Clerk/Council Risk minimised
	In excess of 50 people in attendance		1	2	2	Low	Meeting to be re-arranged at a suitable venue as the Parish Room can only be used for up to 50 people.	Responsibility - Clerk Risk minimised
	Adequate number of chairs		3	1	3	Low	36 chairs in room, 14 chairs can be brought from main hall	Responsibility - Clerk/Council Risk minimised
	Heating level is adequate for the size of room		2	2	4	Low	Control switch to adjust heating is available within the room	Responsibility - Clerk/Council Risk minimised
	Electrical equipment		2	2	4	Low	Adequate number of sockets. A stand is provided for projector and/or laptop when necessary	Responsibility - Clerk Risk minimised

	Lighting is suitable and adequate and for purpose		2	2	✓ 4	Low	Visual check	Responsibility - Clerk Risk minimised
	Hearing loop provision	People with hearing loss may have difficulties	2	2	✓ 4	Medium	As room is small, with adequate acoustics, no hearing loop has been provided by the hall management committee	Abbey Community Management
	Toilet facilities		2	1	✓ 2	Low	Two toilets available, including one with disabled facilities	Abbey Community Management
Departure								
	Visual assessment of venue to ensure no damage has taken place		1	1	✓ 1	Low	Clerk inspects room and toilets at close of meeting and signs off the diary to that effect.	Responsibility - Clerk Risk minimised
	Ramp exit in inclement weather	Users may find this difficult	3	3	⚠ 9	Medium	If considered necessary, additional de-icing material will be taken to the Parish Room and spread before departure.	Responsibility - Clerk/Council Risk minimised
	Security of building on departure		4	2	⚠ 8	Medium	Clerk is assisted by a minimum of one Councillor to ensure the building is secure on departure	Responsibility - Clerk/Council Risk minimised

Adopted 2th January 2017

Reviewed on 27th February 2019 Next Review: January 2020

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