

FLAUNDEN PARISH COUNCIL

MEETING RISK ASSESSMENT

Document Information

Parish Council: Flaunden

Meeting Venue: Flaunden Village Hall

Assessment Date: 20/05/2026

Assessor: Clerk

Review Date: May 2028

Activity Covered

This assessment relates to routine Parish Council meetings held in a village hall or similar community venue, including attendance by councillors, officers, members of the public and invited guests.

Persons Who May Be Affected

- Councillors
 - Clerk and council staff
 - Members of the public
 - Contractors or speakers attending the meeting
 - Persons with disabilities or mobility impairments
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Accessibility Considerations

The Council will seek to ensure that:

- ☐ The venue is accessible to wheelchair users.
 - ☐ Accessible toilet facilities are available.
 - ☐ Adequate lighting is provided.
 - ☐ Hearing assistance equipment is available where provided by the venue.
 - ☐ Meeting papers are available in accessible electronic format upon request.
 - ☐ Clear routes are maintained between entrances, exits and seating areas.
 - ☐ Access doors all unlocked before event
 - ☐ Any attendee requiring reasonable adjustments is encouraged to notify the Clerk before the meeting.
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Risk Assessment

1. Slips, Trips and Falls

Who may be affected?

Councillors, staff, members of the public and visitors.

Control Measures

- Floors kept clear of obstructions.
- Bags, cables and equipment positioned away from walkways.
- Adequate lighting maintained.
- Spillages reported and cleaned promptly.

Risk Level: Low

Further Action Required

2. Fire and Emergency Evacuation

Who may be affected?

All attendees.

Control Measures

- Emergency exits identified before the meeting.
- Exit routes kept clear.
- Attendees able to leave safely in an emergency.
- Assistance provided for anyone requiring support during evacuation.

Risk Level: Low

Further Action Required

3. Electrical Equipment

Who may be affected?

Clerk, councillors and venue users.

Control Measures

- Equipment visually inspected before use.
- Damaged cables or plugs not used.
- Extension leads routed safely.

Risk Level: Low

Further Action Required

4. Manual Handling

Who may be affected?

Anyone moving tables, chairs or equipment.

Control Measures

- Use safe lifting techniques.
- Seek assistance with heavy items.
- Avoid lifting beyond personal capability.

Risk Level: Low

Further Action Required

5. Disruptive or Aggressive Behaviour

Who may be affected?

Councillors, Clerk and attendees.

Control Measures

- Standing Orders followed.
- Chair manages conduct during the meeting.
- Meeting may be adjourned if necessary.

Risk Level: Low

Further Action Required

6. Medical Emergency

Who may be affected?

All attendees.

Control Measures

- Mobile phone available to contact emergency services.
- First aid facilities available within the venue.
- Defibrillator location known where available.

Risk Level: Low

Further Action Required

7. Lone Working Before or After Meetings

Who may be affected?

Clerk and councillors.

Control Measures

- Avoid unnecessary lone working.
- Maintain access to a mobile phone.
- Secure the venue when leaving.

Risk Level: Low

Further Action Required

Emergency Information

Fire Exit Locations

Front door access, Fire door access in main hall, kitchen access

Assembly Point

Car Park at rear

First Aid Kit Location

Kitchen

Defibrillator Location

Front Entrance

Emergency Contact Number

999

Assessment Conclusion

Having considered the hazards associated with a routine Parish Council meeting, the risks are assessed as low provided the control measures identified in this assessment are maintained.

Approval

Assessor Name: Clerk: Jack Debnam_____

Signature: *Jack Debnam*

Date:20/05/2026 _____

Council Approval Date: _____

Minute Reference: _____