TATWORTH AND FORTON PARISH COUNCIL RISK ASSESSMENT

Approved and Adopted by Full Council 5th November 2026, Minute No 204/26

Meetings Risk Assessment				
Hazards	**Persons at Risk**	**Risk Level**	**Control Measures**	**Further Action**
Slips, Trips and Falls	Councillors, staff, public	Medium	Ensure walkways are clear. Check flooring before meeting. Remove trailing cables. Adequate lighting provided.	Regular venue inspections.
Fire or emergency evacuation	All attendees	Medium	Venue has fire exits clearly marked. Chairman announces emergency procedures. Evacuation routes kept clear. All venues have emergency lighting and exit signs	Annual review of procedures.
First Aid	All attendees	Medium	To know who are first aid trained. Knowledge of first Aid Kit Location	Regular venue inspections.
Overcrowding	Public, councillors	Low/Medium	Venue capacity not exceeded. Seating arranged safely. Additional venue considered for high-profile meetings.	Monitor attendance.
Aggressive or disruptive behaviour	Councillors, clerk, public	Medium	Chairman manages conduct in accordance with Standing Orders. Police contacted if necessary. Public participation rules explained.	Review after incidents.
Violence or threatening behaviour	Clerk, councillors, public	Low/Medium	Risk assessed for contentious agenda items. Clerk and Chairman sit near exits. Emergency services called where necessary.	Incident reporting procedure.

Lone working / Clerk setting up before meeting	Clerk	Medium	Where possible avoid lone working. Inform someone of finishing time. Keep mobile phone available.	Lone worker guidance.
Electrical equipment	All attendees	Low	PAT-tested equipment used. Visual checks undertaken before use. Extension leads secured.	Annual testing.
Manual handling of tables/chairs	Staff, councillors	Low	Use correct lifting techniques. Seek assistance with heavy items.	Refresher guidance if needed.
Medical emergency	All attendees	Medium	First aid arrangements known. Emergency contact procedures in place. Access maintained for ambulance.	Identify nearest defibrillator.
Adverse weather conditions	All attendees	Low/Medium	Consider postponement if travel conditions are unsafe. Notify public as soon as possible.	Update communication procedures.
Data protection breaches	Councillors, public	Low	Personal information not disclosed unnecessarily. Agenda papers checked before publication.	GDPR awareness training.
Infection control (seasonal illness)	All attendees	Low	Encourage attendees not to attend if unwell. Ventilate room where practical.	Monitor public health guidance.

Assessment Date:	
Review Date:	
Assessor:	