

Risk assessment form

Activity: Community Centre/Meeting Rooms

Assessment date: 21/07/2025

Review date: 07/2025

Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date and by whom
Building condition - Injury caused by defect.	Employees / volunteers / Members of the public	<ul style="list-style-type: none"> Regular building inspection internally and externally. Repairs carried out according to risk posed. Adequate storage facilities provided. Access/egress routes clear and in good condition – including internal and external areas. Adequate lighting (internal & external) provided. Additional lighting installed externally in 2023. Fixed electrical installation inspected & maintained on a 5 year rolling programme. Portable electrical appliances tested annually by competent person. Equipment removed from use if defective. Use of electrical extension cables minimised. Use of circuit breakers on distribution board. Buildings insurance over for all sites as part of block policy including public liability cover for £10m 	<p>Maintain adequate records of inspections/ maintenance.</p> <p>Review maintenance contracts (electricity/water management) annually to ensure fit for purpose.</p> <p>Review insurance requirements annually as required.</p>	M	Caretaker/ Clerk
Car park - Slips, trips, falls.	Employees / volunteers / Members of the public	<ul style="list-style-type: none"> Surface condition regularly inspected and recorded. Defects repaired according to risk they pose. Unauthorised use prohibited and monitored. Posts and markers inspected regularly and recorded. Lights inspected on a regular basis. Pavements or segregated area provided for pedestrians. Clear visibility for oncoming traffic at entry/exit points. <p>SEE ALSO CAR PARK RISK ASSESSMENT</p>	Monitor and review as required	L	Caretaker/ Clerk

Fire - Burns. - Smoke inhalation. - Death.	Employees / volunteers / Members of the public	<ul style="list-style-type: none"> • Fire safety instructions given to hirers/users as part of hire agreement. • Fire exits clearly marked and hirers to keep clear at all times. • Access to emergency phone provided (during office hours and when caretaker present at site) • Caretaker on site/ via telephone during event to monitor safety. • First aid firefighting equipment available and maintained (recorded). • Emergency lighting installed, maintained and recorded. • Electrical equipment and installations inspected and well maintained (recorded). • Limited storage of flammable substances. • Recorded inspection of the premises on a regular basis. <p>PLEASE REFER TO FIRE RISK ASSESSMENT</p>	Monitor and review as required to meet legislative requirements	L	Caretaker/ Clerk
Security - Fire/Arson - Vandalism - Injury	Employees / volunteers	<ul style="list-style-type: none"> • Regular premises inspections. • Visibility of the building improved by cutting back surrounding vegetation. • Adequate lighting provided where the building is overlooked by neighbours. • Kilham Hall has locked gates and fencing surrounding. • Shutters are installed on all windows and doors. 	Monitor and review as required to meet legislative requirements	L	Caretaker/ Clerk
Hiring out facility - Fire/ injury.	Employees / volunteers / Members of the public	<ul style="list-style-type: none"> • Hall considered suitable for activity. 	Maintain up to date records of hirers and monitor and review as required	L	Caretaker
Hazardous substances - Burns/ rashes/ eye injuries	Employees / volunteers / Members of the public Contract cleaners	<ul style="list-style-type: none"> • Non or least hazardous substances used where possible. • Hazardous chemicals in locked cupboard. • Chemicals supplied by competent suppliers. • Employees / volunteers trained in use of chemicals. • Protective equipment provided where necessary. • Storage facilities limited to authorised employees • Hazard data sheets provided. • COSHH assessments completed / obtained. 	Monitor and review as required to meet legislative requirements	L	Caretaker
Lone working	Employees / volunteers	<ul style="list-style-type: none"> • Limited public opening times. • Hall doors locked at times of lone working. • Landline and or mobile telephone available to Clerk and Caretaker. • CCTV coverage of vulnerable areas. First aid equipment available. 	Monitor and review as required to meet legislative requirements	L	Caretaker/ Clerk

- Illness - Injury - Violence					
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Completed and signed by: B. Walton (Clerk to the Council)

Date: 21/07/2025

Section 5: Employee/ volunteer activities

Set out below are the risk assessments for the following management procedures;

- 5. Display Screen Equipment
- 6. Grounds Maintenance (including litter picking)
- 7. Hazardous substances
- 8. Lone Working
- 9. Manual Handling
- 10. Office activities
- 11. Stress

Risk assessment form

Activity: Display screen equipment

Assessment date: 21/07/2025

Review date: 07/2026

Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
General	Employees / Volunteers	<ul style="list-style-type: none"> All workstations assessed. Employees / Volunteers provided with information and guidance on working with display screen equipment. 	Review and monitor annually or as necessary.	L	All office based staff/ volunteers
Eyestrain	Employees / Volunteers	<ul style="list-style-type: none"> Display screens have adjustable brightness and contrast. Reflections of glare are minimised by using blinds/ reduced lighting and workstation siting. Employees / Volunteers are allowed regular breaks away from the screen on other tasks. 	Review and monitor annually or as necessary.	L	All office based staff/ volunteers
Stress and fatigue	Employees / Volunteers	<ul style="list-style-type: none"> Employees / Volunteers are allowed regular breaks away from the screen. Work is backed-up on the server. Computer support is available through an outside organisation. 	Review and monitor annually or as necessary.	L	All office based staff/ volunteers
Work related upper limb disorders	Employees / Volunteers	<ul style="list-style-type: none"> Employees / Volunteers allowed regular breaks away from the screen. Workstations are large enough to allow users to find a comfortable position. Wrist rests are provided if requested. Footstools are provided if requested. Employees / Volunteers provided with guidance on correct seating postures. 	Review and monitor annually or as necessary.	L	All office based staff/ volunteers
Back pain	Employees / Volunteers	<ul style="list-style-type: none"> Employees / Volunteers are provided with a seat that is adjustable in height and tilt. The seat can move freely across the floor. There is room under the workstations for users' legs. Employees / Volunteers are allowed regular breaks away from the screen. 	Review and monitor annually or as necessary.	L	All office based staff/ volunteers

		<ul style="list-style-type: none">• Employees / Volunteers provided with guidance on correct seating postures.			
Completed and signed by: B. Walton (Clerk to the Council)					
Date: 21/07/2025					

Risk assessment form

Activity: Grounds maintenance

Assessment date: 21/07/2025

Review date: 07/2026

Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
Use of equipment and clearing of blockages - Cuts/ lacerations.	Employees / Volunteers	<ul style="list-style-type: none"> Equipment maintained in accordance with manufacturers' instructions. Employees / Volunteers are trained in safe use of equipment. Training records kept. Equipment fitted with appropriate safety cut-off switches. Equipment checked prior to use. Equipment is switched off during blockage clearing. Employees / Volunteers are provided with (or requested to provide) safety footwear, ear defenders, visors, protective gloves and overalls. Employees / Volunteers monitored to ensure personal protective equipment worn. Protective equipment hygienically stored, properly maintained and suitable for use. Replacement personal protective equipment available. 	Monitor and review as required	L	Clerk
Mowing and strimming - Stones/glass thrown. up	Employees / Volunteers / Members of the public	<ul style="list-style-type: none"> Equipment maintained in accordance with manufacturers' instructions. Employees / Volunteers instructed to check area for glass/stones before cutting grass. Employees / Volunteers ensure there are no members of public within 30 feet of equipment when in use. 	Monitor and review as required	L	Clerk
Noise	Employees / Volunteers	<ul style="list-style-type: none"> Equipment with low noise levels purchased. Ear defenders provided (or requested to provide) and worn when equipment is in use. Employees / Volunteers monitored to ensure ear defenders are worn. 	Monitor and review as required	L	Clerk
Use of hedge trimmer - Cuts/lacerations	Employees / Volunteers / Members of the public	<ul style="list-style-type: none"> Equipment maintained in accordance with manufacturers' instructions. Employees / Volunteers instructed to check area for glass/stones before cutting grass. 	Monitor and review as required	L	Clerk

<ul style="list-style-type: none"> - Eye injury. - Vibration. - Noise induced hearing loss. - Injury from falling branches. 		<ul style="list-style-type: none"> • Employees / Volunteers ensure there are no members of public within 30 feet of equipment when in use. 			
Manual handling <ul style="list-style-type: none"> - Musculo-skeletal injury. 	Employees / Volunteers	<ul style="list-style-type: none"> • Employees / Volunteers trained in manual handling techniques. • Ensuring stable work area to avoid slips and tilting. • Light-weight equipment used where possible. • Restricted time using equipment. 	Monitor and review as necessary	L	Clerk
Vibration	Employees / Volunteers	<ul style="list-style-type: none"> • Equipment serviced and maintained. • Records of maintenance kept. • Equipment fitted with anti-vibration mounts. • Employees / Volunteers wear gloves provided. • Employees / Volunteers not to use equipment for more than one hour continuously. • Employees / Volunteers monitored to ensure gloves are worn and procedures followed. 	Monitor and review as necessary	L	Clerk
Contact with pollen, dust, grass etc.	Employees / Volunteers	<ul style="list-style-type: none"> • Filter masks provided to Employees / Volunteers on request. • Sensitive Employees / Volunteers put on alternative duties to reduce exposure to allergens. 	Monitor and review as necessary	L	Clerk
Contact with dog faeces / rat urine / discarded syringes/ items contaminated with body fluids – Infection risk.	Employees / Volunteers	<ul style="list-style-type: none"> • Area to be inspected prior to use of equipment. • Hand held litter picker used. • Employees have protective gloves/ equipment to assist clean up • Employees / Volunteers made aware of potential hazards. • First aid kit available. • Antiseptic wipes/wash facilities available. • Vaccinations provided where appropriate. 	Monitor and review as necessary	L	Clerk
Slips/trips	Employees / Volunteers /	<ul style="list-style-type: none"> • Leaf blower used on footpaths and/or footpath swept to remove the leaves. 	Monitor and review as necessary	L	Clerk

	Members of the public				
Environment e.g. uneven surface, poor light, extreme weather, confined work area - Slips, trips, falls. - Other injury.	Employees / Volunteers	<ul style="list-style-type: none"> • Additional lighting available. • Employees / Volunteers visually inspect work areas to minimise slip and trip hazards, removing any hazards as appropriate. • If uneven surface deemed particularly hazardous, work to be re-arranged pending suitable remedial work to surface. • Constricted work areas avoided. 	Monitor and review as necessary	L	Clerk
Hot weather - - Heat exhaustion. - Dehydration. - Sunburn.	Employees / Volunteers	<ul style="list-style-type: none"> • Access to water/welfare facilities. • Breaks permitted as necessary. • Hats and long-sleeved shirts worn in sunny conditions. • Sunblock used if particularly sensitive. • Employees / Volunteers instructed to regularly check skin for new moles and for any growths on face and hands. • Heavy manual work in hot weather restricted. • Employees / Volunteers trained to recognise symptoms of dehydration, heat exhaustion etc. 	Monitor and review as necessary	L	Clerk
Cold weather - Frostbite. - Slips/ trips.	Employees / Volunteers Members of the public	<ul style="list-style-type: none"> • Suitable personal protective equipment provided and used. • Adequate heating in Kilham Hall and Handyman's Store. • Outdoor work in extreme conditions restricted. • Suitable area for drying wet clothes to be provided. • Work access/egress routes to be gritted when necessary. 	Monitor and review as necessary	L	Clerk
Wet weather - Ill-health/ colds / flu.	Employees / Volunteers Members of the public	<ul style="list-style-type: none"> • Suitable personal protective equipment provided and used. • Adequate heating in Kiham Hall and Handyman's Store. • Outdoor work in extreme conditions restricted. • Suitable area for drying wet clothes to be provided. • Work access/egress routes to be gritted when necessary. • No outdoor working in electrical storms. 	Monitor and review as necessary	L	Clerk
Lone working - Various risks	Employees	PLEASE REFER TO SEPARATE RISK ASSESSMENT			

Completed and signed by: B. Walton (Clerk to the Council)

Date: 21/07/2025

Risk assessment form

Activity: Hazardous substances

Assessment date: 21/07/2025

Review date: 07/2026

Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
Use of hazardous substances - Risk of inhalation. - Skin / eye contact.	Employees / Volunteers Members of the public	<ul style="list-style-type: none"> • Non or less hazardous substances used where practicable. • Only diluted substances used. • Employees / Volunteers trained in necessary precautions and emergency procedures. • Personal protective equipment issued and correctly worn. • Hazardous substance only used in well ventilated areas. • Extract ventilation provided where appropriate e.g. workshops with woodworking. • First aid facilities readily available, including in date eyewash. • Spillages cleared immediately. 	Monitor and review as necessary	L	Site staff in association with Clerk
Storage area - Spills. - Build up of vapours. - Fire.	Employees / Volunteers Members of the public Emergency services	<ul style="list-style-type: none"> • List of substances stored identified on door for use by emergency services. • Fire safety instructions posted. • Storage area kept secured, access limited to nominated Employees / Volunteers only. • Suitable ventilation provided. • Manufacturers' storage instructions followed. • Suitable lighting provided. • Spillages cleared immediately. • Fire detection provided where appropriate. • Fire fighting equipment provided and routinely inspected. • Smoke detectors installed in storage areas. • Separate flammable store area for flammable chemicals. • No smoking in storage areas. • Exit signs clearly visible. • Fire evacuation practices carried out and recorded. • Emergency lighting system maintained. 	Monitor and review as necessary	L	Site staff in association with Clerk

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Date: 21/07/2025

Risk assessment form

Activity: Lone working

Assessment date: 21/07/2025

Review date: 07/2026

Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
Violence - Injury/death.	Employees / Volunteers	<ul style="list-style-type: none"> • High risk activities identified and individually assessed. • Lone workers have mobile telephones. • Regular communication between lone workers and PC office. • 'No show' procedure in place. • Call in system in place • Staff aware of action required relating to dealing with potentially aggressive situations • Employees / Volunteers instructed in dealing with difficult situations. • Formal lone working and and/or violence at work staff awareness. • Procedures for lone key holders including locked perimeter fencing at all sites. • Site staff whereabouts and return to base times monitored. • On duty site supervisors have mobile phones whilst on/off premises. • Improvements in outside lighting near PC office/ main GC entrance implemented. 	Closely monitor/ amend as appropriate. PC need to be aware of increased danger and risks relating to lone working patterns of all staff. This is increased due to hours of Clerk/ RFO/Handyman/Gardener/Caretaker All staff working along have the right to refuse entry to the public to any building if they feel unsafe/ threatened whilst working alone. All incidents should be reported to the line manager/PC as appropriate.	M	PC/Clerk
Accident / Ill Health -Injury/Death	Employees / Volunteers	<ul style="list-style-type: none"> • Certain high risk activities prohibited if alone e.g. working at height, excavations, electrical work etc. • Lone workers have mobile telephones. • Regular communication between Handyman and Clerk. • Formal lone working and violence at work policy adopted and implemented. 	Staff to undertake basic first aid training. Staff to disclose any medical conditions with the Clerk/Councillors	L	PC/Clerk

		<ul style="list-style-type: none"> Has Lone Worker any medical conditions that increase risk when working alone 			
Using equipment - Injury/death.	Employees / Volunteers / Members of the public	<ul style="list-style-type: none"> Only trained operatives use equipment. All equipment maintained and records retained. Equipment inspected by user prior to each use. Call in system used. 'No show' procedure in place Communication available. Specialist contracts employed as appropriate. Annual safety checks for all electrical/ gas equipment/ appliances. One member of staff trained as a PAT tested. 	Monitor and amend as necessary	L	PC/Clerk
Supervision/Security -Maintain Contact -Warning Device -Safe Access/Egress	Employees / Volunteers / Members of the public	<ul style="list-style-type: none"> Arrangements are in place between the Clerk and Handyman for maintaining contact. Comply with any out of hours arrangements in operation. Set up contact arrangements with family members. If concerned about security or an intruder in building, the Lone worker should contact the police. If travelling between sites inform another officer and consider personal safety and choice of transport. 	All staff to consider the risks and maintain their own personal safety	L	Clerk/Handyman
Completed and signed by: B. Walton (Clerk to the Council)					
Date: 21/07/2025					

Risk assessment form

Activity: Manual handling			Assessment date: 21/07/2025	Review date: 07/2025	
Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
General	Employees / Volunteers Members of the public	<ul style="list-style-type: none"> Activities of staff have been reviewed to assess risks. All Employees / Volunteers are provided with training in manual handling including refresher courses. Employees / Volunteers are instructed to seek assistance where necessary. Manual handling aids are provided e.g. sack barrow. All movement of goods/ equipment undertaken when public are not in the building and/or use delivery contractor. 	Review/ monitor as required	M	Site staff in association with Clerk
Office activities - Injuries / strains.	Employees / Volunteers Members of the public	<ul style="list-style-type: none"> Movement of office/hall furniture is kept to a minimum. Contractors are asked to deliver supplies directly into the office/ hall as appropriate. Bulk stationery items are split into smaller packages before distribution. Adequate storage facilities are provided. 	All movement of goods undertaken when public not in buildings as far as practicable.	L	Site staff in association with Clerk
Halls - Injuries moving tables and chairs.	Employees / Volunteers	<ul style="list-style-type: none"> Small, lightweight tables provided. Trolley used for moving & stacking chairs. Appropriate storage facilities for tables and chairs. Tables and chairs are stored in stacks of reasonable size. Tables and chairs are not stored in awkward storage areas. 	Review/ monitor as required	M	Site staff in association with Clerk

	Members of the public				
Outdoor activities	Employees / Volunteers Members of the public	<ul style="list-style-type: none"> • Staff are instructed to seek assistance where necessary. • Gloves and protective footwear provided. • Employees / Volunteers are instructed to seek assistance where necessary. • Suppliers to deliver heavy goods to site of work if possible. 	Review/ monitor as required	M	Site staff in association with Clerk
Completed and signed by: B. Walton (Clerk to the Council) Date: 21/07/2025					

Risk assessment form

Activity: Office activities		Assessment date: 21/07/2025		Review date: 07/2026	
Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
Trailing cables etc. - Slips, trips and falls.	Employees / Volunteers / Members of the public	<ul style="list-style-type: none"> • Desk located so as to avoid trailing cables • Use of extension leads minimised. • Employees / Volunteers instructed on risks. • Cabinet drawers kept closed when not in use. • Floors cleaned regularly. • Adequate storage for stationery, etc. • Inspection of the office on a regular basis. • Circuit breakers built in to fuse boards 	Review and monitor any changes required	L	Clerk/ Site staff
Use of display screen equipment - Eyestrain/ muscle pain / stress.	Employees / Volunteers	<ul style="list-style-type: none"> • PLEASE REFER TO DISPLAY SCREEN EQUIPMENT RISK ASSESSMENT. 			

Electrical equipment - Electric shock and fire.	Employees / Volunteers / Members of the public / Contractors	<ul style="list-style-type: none"> PLEASE REFER TO ELECTRICITY RISK ASSESSMENT. 			
Falling objects / reaching high items - Physical injuries.	Employees / Volunteers	<ul style="list-style-type: none"> Suitable storage facilities provided. No high-level storage of items. 	Review and monitor any changes required	L	Clerk
Manual handling - Strains.	Employees / Volunteers	<ul style="list-style-type: none"> SEE MANUAL HANDLING RISK ASSESSMENT. Small, lightweight equipment. No heavy lifting required. Suitable storage facilities provided Equipment bulk stationery only moved infrequently. Employees / Volunteers provided with manual handling training. 	Update training as required	L	Clerk
Hazardous substances/Chemicals - Burns/ rashes/ eye injuries.	Employees / Volunteers / Visitors / Contract cleaners	<ul style="list-style-type: none"> Non or least hazardous substances used where possible. Hazardous chemicals in office restricted, mainly cleaning materials. Chemicals supplied by competent suppliers. Protective equipment provided where necessary. Access to storage facilities limited to authorised Employees / Volunteers 	Review and monitor if increase in usage	L	Clerk
Lone working - Isolation, accident, illness, violence.	Employees / Volunteers	<ul style="list-style-type: none"> SEE LONE WORKING AND VIOLENCE RISK ASSESSMENT Limited public opening times. Office door locked at times of lone working. Mobile telephone available. CCTV coverage of entrances to building. First aid equipment available. Logging in and out procedures adopted and monitored. 			
Passive smoking	Employees / Volunteers /	<ul style="list-style-type: none"> Smoking banned in all areas Ban enforced. 	Monitor and review as appropriate	L	Clerk

	Members of the public				
Building condition - Various injuries.	Employees / Volunteers / Members of the public	<ul style="list-style-type: none"> Formal defect reporting system in place and rapid response to defects. Adequate storage facilities provided. Access/egress routes clear and in good condition – including external areas. Adequate lighting (internal and external) provided. 	Keep up to date with health and safety regulations and new building control changes.	L	Clerk/ Caretaker
Fire	Employees / Volunteers / Members of the public	<ul style="list-style-type: none"> PLEASE REFER TO FIRE RISK ASSESSMENT 			

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Date: 21/07/2025

Risk assessment form

Activity: Stress

Assessment date: 21/07/2025

Review date: 07/2026

Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
Over/ under work	Employees / Volunteers	<ul style="list-style-type: none"> Management/ councillors monitor all workloads to ensure suitable amount for Employees / Volunteers in line with expectations. Workload monitored to ensure adequate personnel level. Appraisal system addresses workload. Some cover is in place for site staff on sick or annual leave. Flexibility and cover available for most staff duties/ responsibilities. Difficulties are inherent given small work force and part time working arrangements. 	<p>Monitor unpaid overtime for all staff and review contracts of employment if needed.</p> <p>Part in house cover available or source locum provision relating to Clerk/RFO/Dep Clerk as appropriate.</p>	M	Council/ Clerk/ RFO
Lack of training	Employees / Volunteers	<ul style="list-style-type: none"> Appropriately qualified Employees / Volunteers appointed as per role requirements. Training needs addressed as per role and individual. Appraisal system addresses training requirements. Employee / Volunteer requests for training are fully considered by management. Clerk reviews effectiveness of training provided and reviews new training available/ suitability of staff. Self assessment is encouraged. Use of YLCA/NALC training offered to all staff and actioned by Clerk/ Chair of Council. Records of all training kept. 	Maintain knowledge of training available and changes in legislative requirements.	L	Clerk/ all staff
Public - Expectations. - Conflict. - Violence.	Employees / Volunteers	<ul style="list-style-type: none"> Complaints from members of the public are handled seriously and there is a complaints procedure and policy that all staff are aware of and is published on the parish council's website 	Continue to monitor and support process as required	L	Clerk/ all staff

		<ul style="list-style-type: none"> • The organisation holds monthly public meetings. • The public are regularly consulted on the organisation's activities. • Training will be given if required in recognising threatening situations i.e. body language and dealing with aggressive situations etc. should this prove necessary. • "Zero tolerance" policy in place to support Employees / Volunteers. • The Council produces a regular newsletter to all households in the parish updating residents on activities. • The Council's website and facebook pages are regularly updated on activities 			
Working relationships	Employees / Volunteers	<ul style="list-style-type: none"> • Employees / Volunteers are encouraged to notify management of problems. • The Clerk has an 'open door' policy. • Employee / volunteer meetings held when required. 	Continue to monitor and support process as required	L	Clerk/ all staff
Reorganisations	Employees / Volunteers	<ul style="list-style-type: none"> • Reorganisations are kept to a minimum to avoid disruption. • Employees / Volunteers consulted on all reorganisations. • Any changes implemented over a lead-in period. 	Develop to meet changing needs and priorities	L	Council/ Clerk/ all staff
Change of duties	Employees / Volunteers	<ul style="list-style-type: none"> • Changes in duties are kept to a minimum. • Any change is implemented over a lead-in period. • Employees / Volunteers provided with new job descriptions. • Employees / Volunteers consulted on all change of duties. 	Develop to meet changing needs of service/ continue to prioritise good staff/ members working relationship.	L	Council/ Clerk/ all staff
Lone working	Employees / Volunteers	<ul style="list-style-type: none"> • SEE LONE WORKING RISK ASSESSMENT. 			

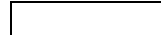
Completed and signed by: B. Walton (Clerk to the Council)

Date: 21/07/2025



KILHAM HALL RISK ASSESSMENT

CwBPC/KHMC Responsibility



User's Responsibility



Both's Responsibility



<u>WHAT ARE THE HAZARDS</u>	<u>WHO MIGHT BE HARMED AND HOW</u>	<u>ACTION TAKEN TO MINIMALISE RISK</u>	<u>ANY FURTHER ACTION NEEDED</u>	<u>ACTION BY WHO?</u>	<u>DATE</u>
Slips, trips or falls on uneven surface of car park and interior floors/wet floors/unseen objects on floor	Users of the hall may suffer injuries such as fractures/ bruising/ cuts etc if they slip, trip or fall	Car park surface is checked regularly. An outside light will stay on during dusk/dawn to allow people to leave the building safely. Interior carpets are checked. Floors have been checked for wet patches. Hall users are told where the equipment is to clean any spillages up. The floor is always cleared of objects before the start of any hiring, unless alternative arrangements requested.	All surfaces to be inspected regularly and if a problem is found it will be reported to the relevant persons	Caretaker to inspect and report to the Clerk or KHMC	
Slips, trips or falls on interior floors/ wet floors/ unseen objects on floors	Users of the hall may suffer injuries such as fractures/ bruising/ cuts etc if they slip, trip or fall	Spillages etc must be cleaned up as quickly as possible. User must know where appropriate cleaning materials are kept.		Users	
Manual handling of equipment – chairs and tables	Users of the hall may suffer back pain/ injury if they move heavy/awkward equipment or furniture. Moving the large tables could cause possible back injury.	A trolley is provided for moving the chairs. The large tables should be moved by 2 people to avoid twisting and possible back injury. User Groups that hire the hall regularly and move tables, chairs and equipment should have manual handling knowledge.	Caretaker to check the stacked chairs and tables before and after a hiring.	Caretaker	

Manual handling of equipment – chairs and tables	Users of the hall may suffer back pain/ injury if they move heavy/awkward equipment or furniture. Moving the large tables requires 2 people.	The large tables should be moved by 2 people to avoid twisting and possible back injury.	User Groups that hire the hall regularly and move tables, chairs and equipment should have manual handling knowledge.	Users	
Electricity / electrical appliances	Users risk electric shocks/ burns or even death from faulty equipment or installations.	The Hall's fixed installations are installed by qualified electricians and tested following regulation guidelines. All Hall portable appliances are P.A.T. tested annually. Hall equipment is checked for any visual signs of damage regularly.	CwBPC and KHMC ensure electricity testing is carried out when needed. Caretaker to check for any visual signs of damage to any of the halls electrical equipment and report any issues to KHMC or the Clerk.	CwBPC/KHMC Caretaker	
Electricity / electrical appliances	Users risk electric shocks/ burns or even death from faulty equipment or installations.	Users MUST agree that any electrical equipment brought into the hall by, or on behalf of, the user MUST have a current P.A.T. test certificate. This certificate should be made available to the Caretaker before the hire period commences.	Will additional equipment be provided? Yes/No If yes, a P.A.T. certificate must be provided.	Users	
Kitchen Equipment – Hob and oven glass door gets hot when in use. Sides of the kettle/water urn get hot when in use.	Users could suffer burns from using the hob and oven and touching the sides of the kettle/water urns. Scalds from spillage of boiling water from kettle/water urn. Users could be injured from hot drink spillages.	Users in the kitchen should be aware of the oven/hob being used and avoid touching the hob top and oven door. Users should use the oven gloves (some oven gloves provided) to remove anything from the oven. The kettle/water urn should not be overfilled to avoid spillages.	CwBPC/KHMC to ensure electricity testing is carried out when needed. Caretaker to check oven gloves regularly.	CwBPC/KHMC Caretaker	
Kitchen Equipment – Hob and oven glass door gets hot when in use. Sides of the kettle/water urn get hot when in use.	Users could suffer burns from using the hob and oven and touching the sides of the kettle/water urns. Scalds from spillage of boiling water from kettle/water urn. Users could be injured from hot drink spillages.	Users to be advised or protective/cleaning equipment in the kitchen and the need to avoid spillages etc, particularly of hot liquids/foods and take appropriate precautions if using the kettle/urn and/or hob/oven.	Will kitchen equipment be used during the hire period? Yes/No	Users	
Fire	Users could become trapped during a fire and	Caretaker to ensure all hirers know where the fire extinguishers and the	CwBPC/KHMC to ensure fire alarm testing is done annually	CwBPC/KHMC	

	suffer fatal injuries from smoke inhalation/burns	small glass points are and how the fire alarm works. Ensure the users know where the fire exits are. Do not obstruct the fire exits. The fire alarm and emergency lighting is tested. The fire extinguishers are tested. A fire assessment is reviewed.	by an electrical contractor and the fire extinguishers are inspected annually by an external contractor. Ensure the actions identified by the fire risk assessment are carried out – See Fire Risk Assessment for reference. Fire Risk Assessment is forwarded to all users for information upon booking.		
Fire	Users could become trapped during a fire and suffer fatal injuries from smoke inhalation/burns	User must nominate a Fire Marshall and ensure that they are familiar with the hall layout, fire exits, extinguishers and their use, and the break to activate alarm points. The Fire Marshall must be familiar with the procedures to follow if the fire alarm sounds and their duty to contact the Fire Brigade. NOTE: Fire Doors MUST NOT be propped open.	Name of Fire Marshall – Will there be any “hot work” involving naked flames or others sources of ignition? Yes/No If yes, these must be recorded and an additional risk assessment provided together with details of appropriate fire precautions.	Users	
Hazardous Chemicals	Caretaker could risk skin problems, eye damage, breathing problems, or present a fire risk	Caretaker to follow instructions on all chemicals/cleaning products and use correctly. Use mops and brushes provided. Use rubber gloves. Store cleaning products in a locked cupboard to avoid unauthorised access.	No further action needed.	Caretaker	
Hazardous Chemicals	Users could risk skin problems, eye damage, breathing problems, or present a fire risk	User to notify Caretaker if any hazardous chemicals to be brought into the Village Hall and to ensure their safe use. User to ensure the safe removal/disposal at the end of the hire period.	Will hazardous chemicals be brought onto site? Yes/No IF yes, what are they and how will they be used? What additional fire/safety precautions are needed? These must be documented in an additional risk assessment.	Users	
Working at heights – Changing lights bulbs/tubes, putting	Caretaker, CwBPC/KHMC Members, maintenance workers and users of the	Caretaker, CwBPC/KHMC Staff/Members know where stepladders are stored and know to	Add to new Hire Agreements that Hall users are responsible	CwBPC/KHMC & Caretaker/ Clerk/ Handyman	

decorations up, cleaning windows	hall could suffer injuries – possibly serious injuries – should they fall	use the with a minimum of 2 persons – 1 person to secure the ladders and the other person to complete the job. Handyman has had stepladder training. Maintenance workers and users of the hall are advised by the Caretaker on how to use the stepladders safely.	or using the stepladders safely. Print copies of HSE guidance on safe use of stepladders and make them available to anyone using the stepladders. Check condition of stepladders regularly.	Clerk Caretaker/ Handyman	
Working at height	Users of the hall could suffer injuries – possible serious injuries – should they fall.	User to notify Caretaker if any working at height is anticipated. A separate Risk Assessment detailing the nature of the work, risks and precautions necessary will be required before the work is carried out.	Will any working from height be required? Yes/No	Users	
Misuse of Facility	Hirers, Cleaners and Employees/ Volunteers – Injury to person misusing or to person subsequently hiring the facility.	All hirers have signed a contract which sets out the terms of hire. KHMC are responsible for obtaining and adherence to any licence (music and noise abatement). No inappropriate functions or entertainment allowed. The Caretaker meets hirers and discusses health and safety arrangements and the use of the facilities. All hirers are briefed on instructions and information for the person in charge of the function. Caretaker checks the Hall once the hirer has left. Damage is immediately reported. Repairs are carried out if possible or alternative arrangements made with the next hirer, prior to them using the premises. Premises are kept locked when not in use. Premises cleaned after every function, during which time, any defects will be identified and any remedial action taken. All hirers are issued with instructions	Monitor and review a necessary in line with any actions throughout the year, input from insurance company and legislative changes. Update signage/ hirer agreement as appropriate.	Caretaker/Clerk	

		and information including basic safety information an fire safety/ evacuation instructions			
Rubbish and Waste	Caretaker and Users	Rubbish and waste are not allowed to accumulate and is removed regularly. All areas are cleaned on a regular basis.	Caretaker continues weekly inspections and any contractors work is monitored.	Caretaker	
Hiring Out Facility	Users and Volunteers may be liable to fire/injury	Hall considered suitable for activity.	Caretaker to maintain an up to date record of hirers and monitor and review as required. Caretaker to update the Clerk.	Caretaker	
Lone Working	Clerk/ Caretaker/ Handyman	Refer to Lone Working Risk Assessment for Clerk/ Handyman	KHMC to draft a Lone Worker Policy and Risk Assessment for the Caretaker	KHMC	
Security	Clerk/ Caretaker/ Handyman/ Users	<p>Martyn's Law is in place – talk about terrorism risks in meetings.</p> <p>Generic Risk Assessments are in place for the building and grounds and reviewed regularly.</p> <p>Any events held are individually risk assessed.</p> <p>Close working relationship with PCSO's.</p> <p>Close working relationship with local businesses so information is shared when need be.</p>	<p>Sign up to ProtectUK for alerts and guidance.</p> <p>Complete the ACT Awareness e-learning (free).</p> <p>Try SCan training to spot suspicious behaviour.</p> <p>Instruct Users at hall to keep doors locked whilst their activities are taking place.</p> <p>Add security checks to event planning checklists.</p>	<p>Clerk/KHMC</p> <p>Clerk/Caretaker/ CwBPC/ KHMC</p> <p>Clerk/ Caretaker/ Handyman</p> <p>Caretaker</p> <p>Clerk/CwBPC/ KHMC</p>	

Kiham Hall Fire Risk Assessment Action Plan August 2025

Assessment of Control	Action Required	Responsible	Risk Level	Action Complete
Actions from South Anston Fire Risk Assessment December 2023				
Are Fire doors installed where appropriate and in good condition as per BS 8214? (Include smoke seals & self-closing devices) Please note this assessment does not give an individual comprehensive inspection of fire doors.	Fire doors are fitted however, 2 require self-closing devices and 6 smoke seals.	KHMC/PC		Y
Has a fire assembly point been Identified and in a convenient area with a sign displayed?	Fire Assembly Point needs new sign	PC		Y
Are all fire doors fitted with a smoke seal, self-closing device and free from damage?	6 doors require smoke seals	KHMC/PC		Y
Are arrangements in place to co-ordinate and co-operate with other property users? This includes information, access, assistance, and visitation by any Emergency service. It can include grab bags, information folders, metal document boxes.	There are a number of community groups who use the centre on a daily basis. Although the staff cooperate with the groups and vice versa staff are not constantly on the site when in use. This may be a good opportunity to ensure that groups using the centre have some form of fire safety training. Recommend that a steel document box be provide	KHMC		N
Actions added August 2025				
Installation of the Solar PV inverter and LI-On battery are a material change since the initial Risk Assessment.	A Fire seal may be needed on the new door into the room where the Inverter is positioned. May be beneficial to include a smoke alarm/sensor in that area.	PC		N
The Clerk, Handyman and Caretaker often work alone. The Parish Council has a Lone Worker Policy in place and staff have a copy of the same.	Lone Worker Policy and procedure required for Caretaker	KHMC		N

CANTLEY WITH BRANTON PARISH COUNCIL
PLANNING MATTERS SUMMARY SEPTEMBER 2025

July/August 2023 (reported to September 2023 meeting)		
23/01229/FULM Yorkshire Wildlife Park	Creation of new animal house and enclosure at Yorkshire Wildlife Park (to be referred to as the 'Golf' reserve) (re-submission of 21/02108/REMM)	Pending
March 2024		
21/03196/REMM Land At Manor Farm, Bawtry Road, Bessacarr	Details of Appearance, Landscaping, Layout, and Scale for the erection of 280 dwellings, access, associated infrastructure, parking and public open space (being matters reserved in outline application previously granted permission under ref: 14/00124/WCC on 16.11.2018) - amended application	Pending
August 2024		
24/01164/FULM Land At Cammidge Way, Bessacarr	Erection of 184 dwellings with associated landscaping and drainage	Pending
February 2025		
24/02276/MAT Manor Farm, Bessacarr	Outline application for mixed use development of housing, retirement village employment, education and retail uses, ancillary amenities and public open spaces including associated landscaping and means of access on approx. 70.07ha of land (Without compliance with conditions 13 (No development to take place until roundabout to Bawtry Road constructed), condition 14 (No development until implementation of junction works), condition 3 (Phasing plan) and condition 23 (Code level 3 requirements) of planning application 01/1201/P, allowed on appeal on 09/11/09 - being a non-material amendment to the delivery of decentralised and renewable or low carbon energy sources.	Pending
March 2025		
25/00382/TCON 24 Warrington Drive, Bessacarr	Notice of intention to fell 2 x groups of cypress to the front and rear of the property, remove to ground level.	Pending
April 2025		
25/00836/OUT Land To The Rear Of 38 - 40 St Vincents Avenue, Branton	Outline application for erection of dormer bungalow and detached garage on approx. 0.4ha of land (approval being sought for access)	Refused
25/00852/FUL 24 Warrington Drive, Bessacarr	Erection of a 4 bedroom detached self-build dwelling following the demolition of the existing dormer bungalow	Granted
25/00918/FUL Home Lea, Doncaster Road, Branton	Erection of 3 dormer properties including access and a private drive.	Pending
June 2025		
25/01173/FUL 24 Oaktree Road, Branton	Installation of a tiled roof over existing conservatory and build an inglenook fireplace to side elevation	Granted

25/01198/COND Land East Of Warning Tongue Lane Cantley	Consent, agreement or approval required by conditions 9 (EV charging point),19 (POS play equipment),21 (highways),22 (highways - vehicular crossing), 32 (drainage maintenance) of application 21/03645/FULM.	Pending
25/01290/FUL Manor Farm, Bessacarr Lane, Bessacarr	Section 73 application to vary condition 12 (150 dwelling occupied before Stoops Lane) of planning application 14/00124/WCC under Outline application for mixed use development of housing, retirement village employment, education and retail uses, ancillary amenities and public open spaces including associated landscaping and means of access on approx. 70.07ha of land (Without compliance with conditions 13 (No development to take place until roundabout to Bawtry Road constructed), condition 14 (No development until implementation of junction works), condition 3 (Phasing plan) and condition 23 (Code level 3 requirements) of planning application 01/1201/P, allowed on appeal on 09/11/09.	Pending
July 2025		
25/01279/OUT 15 Warrington Drive, Bessacarr	Outline approval with all matters reserved for the erection of a single, self build bungalow with up to 3 bedrooms following the demolition of existing garage and installation of private drive access road to the rear on approx 0.05ha of land	Withdrawn
August 2025		
25/01434/FUL 7 Warning Tongue Lane, Cantley	Erection of single storey extension to the front and rear including formation of rooms in roof space and double garage extension to side	Pending
24/01164/FULM Land At Cammidge Way, Bessacarr	Erection of 168 dwellings with associated landscaping and drainage (reduction from 184 dwellings to 168 dwellings, amended plans, including revised layout)	Pending
25/01405/FUL Land Off Cammidge Way, Manor Farm, Bessacarr	Erection of 2no. retail units and 4no. apartments with associated access, parking, landscaping and drainage	Pending

APPEALS

25/00008/REF Hillcrest, Doncaster Road, Branton	Outline application for the erection of 4 two storey dwellings, 1 detached double garage & the formation of a new private drive (approval being sought for access and layout all other matters reserved).	Appeal Against Refusal
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Business Fire Safety Responsibilities - Action Points

Date: 29/07/2025

Action Point	Responsible Person
Review Fire Risk Assessment regularly – treat it as a live document.	Clerk/Caretaker
Ensure Fire RA includes vulnerable groups (e.g. new users, coffee clubs, youth, people who are having alcohol, etc.) and also batteries.	Clerk/Caretaker
Draft a generic Risk Assessment for the Hall specifying responsibilities for PC/KHMC/Users and put on PC Agenda and KHMC for adoption	Clerk/Caretaker/Cllr Gibbins/KHMC
Refer to GOV.UK website for the latest legislation and updates.	Clerk
Pull Section 11 of the HM Government Guide to Fire Risk Assessments.	Clerk/Caretaker
Include fire safety on bookings for village halls. Ensure it is incorporated into user agreement/booking and provider users with copies upon booking.	Cllr Gibbins/KHMC
Provide essential fire safety training for all staff, including volunteers and users.	Clerk/Caretaker
Ensure all staff/users understand: Fire safety policy, H&S Policy, Evacuation procedures, Alarm codes, User agreements (signed).	Caretaker/Cllr Gibbins/KHMC
Ensure essential policies/procedures are adopted, implemented and followed - Lone Worker Policy, H&S Policy, Risk Management Policy, Fire Safety Policy, Evacuation Procedure	Cllr Gibbins/KHMC
Service fire alarms every 6 months. Check with contractor if this is required or whether annually	Clerk/Caretaker
Ensure heat detectors (not fire alarms) are used in kitchens.	Caretaker
Confirm fire drill with all staff and users: everyone evacuated within 2.5 minutes.	Clerk/Caretaker/Cllr Gibbins/KHMC
Keep a record of who enters the building, verify their competency, and what activities they are doing.	Caretaker/Cllr Gibbins/KHMC
Evaluate and compare ASET (policy, maintenance, systems) and RSET (actual usage).	Clerk/Caretaker
Ensure systems support longer safe times than it takes to evacuate people.	Clerk/Caretaker