



Risk Assessment Form – Parish Office and Community Space

APPENDIX 6

Date	14 th March 2024
Assessed by	Lucinda Edwards (Clerk)
Location	Broadbridge Heath Parish Council – The Parish Office, Sargent Way, Broadbridge Heath RH12 3TS
Assessment number	APPENDIX 6 TO PARISH COUNCIL'S ADOPTED RISK MANAGEMENT SCHEME
Circumstance, activity, task, system or area being assessed	Use of Parish Office by staff; Use of Parish Chamber space for meetings, Use of Community Space by users.
Review date	May 2025

Severity		Likelihood		Risk (Severity x Likelihood)	
1	Negligible outcome - Minor injuries, self-treated, slight transient / reversible effects.	1	Very Unlikely - Extremely unlikely to occur	1 - 4	Low risk
2	Minor outcome - Minor Injuries requiring First Aider treatment with no days lost other than the incident	2	Unlikely Occurrence - can happen, but unlikely	5 - 9	Medium risk
3	Moderate outcome - Moderate Injuries requiring hospital treatment (i.e. taken from the scene of the accident to hospital), or work absences of one or more days due to injury or occupational ill health + RIDDOR	3	Possible - Would not be surprised if happened	10 – 25	High risk
4	Major outcome - Major injuries of one or more persons, including permanent disablement (e.g. amputation, loss of sight, serious burns, requires resuscitation and/or hospitalised for > 24 hours).	4	Likely - This event is more likely to occur than not		
5	Extreme outcome - Fatality (death of one or more persons), reportable diseases (e.g. asbestosis), explosion (gas)/serious fire.	5	Very Likely - This will happen. Probably more than once		

No.	Hazard Activity / plant / materials, etc that could cause harm	Risk What the harm might be	No. & type of people in danger e.g. staff, visitor, young person, disabled etc	Current control measures The measures actually in place, not supposedly in place	Risk with current control measures			Further Control Measures What further control measures are needed if risk level is too high?	Action Who will act & when?	Risk if further controls implemented		
					Severity 1-5	Likelihood 1-5	Risk S x L			Severity 1-5	Likelihood 1-5	Risk S x L
PARISH OFFICE												
1.	Display user Policy and risk	Neck/back/shoulder problems	Staff	Risk assessment carried out for all staff.	1	2	2					
2.	Lone Working	Vulnerability	Staff	Adopted lone working policy for staff.	3	2	6	Additional phone in main hall				
3.	Security/Safety	Break ins/theft/danger of abuse or threat	Staff and visitors	Alarm fitted – serviced annually CCTV installed – serviced annually, Adopted Key Holder Policy	3	2	6					
PARISH CHAMBER/COMMUNITY SPACE/GENERAL BUILDING												
4.	Carpark	Accidents/trips/falls	Staff, visitors, Councillors	Car parking area is lit Parking spaces are clearly identifiable Sufficient access for emergency vehicles Surface of car park maintained by management company	1	2	2					
5.	Movement around the building	Accidents/trips/falls	Staff, visitors, Councillors	Paths, steps and ramps maintained to minimise risk. Lighting is suitable and adequate to allow safe access and exit, including emergency lighting. Rainwater matting at main entrance? All rooms and corridors have sufficient lighting. Corridors are kept free of clutter. No trailing electrical cables/leads. Permanent fixtures are kept in good condition, such as cupboards, seating, shelving, noticeboards. Internal flooring is kept in good condition.	1	2	2	Phone to be installed in main area.				
6.	Electrical equipment and services	Electrical faults/fire	All staff, members and hall users	Portable and fixed appliances – all PAT testing undertaken annually/externally.	3	2	6					

7.	Gas equipment and services	Gas leaks	All staff, members and hall users	Boiler is serviced/checked as indicated by a Gas Safe engineer.	3	2	6				
8.	Asbestos	N/A	All staff, members and hall users	NONE PRESENT IN BUILDING	0	0	0				
9.	Fire	Accidental or intentional fire hazards	All staff, members and hall users	<p>Fire risk assessment completed annually (external)</p> <p>Adequate fire safety measures in place. Evacuation plan implemented and tested as indicated.</p> <p>Fire alarm tested weekly.</p> <p>Fire drills carried out twice a year.</p> <p>Visual checks carried out routinely to ensure fire routes and exit doors are unobstructed and are adequate and effective for the number of users (including disabled/vulnerable users)</p> <p>Any combustible substances stored safely.</p> <p>Fire fighting equipment is in place and tested in line with manufacturer's guidance.</p> <p>Staff training undertaken in how to use the equipment.</p> <p>Fire blanket in kitchen.</p>	3	2	6				
10.	First Aid	Basic Personal Injury	All staff, members and hall users	First Aid box is kept at office and checked routinely.	2	2	4				
11.	Legionnaire's disease	Infection.	All office/hall users	Water is flushed/tested in accordance with requirements.	3	2	4				
12.	Responsibility	General safety.	All staff, members and hall users	Housekeeping information shared at all meetings/events.	2	1	2	Users require all the information about the hall they require to operate safely			