

RISK ASSESSMENT – HEALTH AND SAFETY  
SHOTGATE PARISH COUNCIL MEETING VENUES CHECKLIST

<b>Environment</b>	
<b>1</b>	<b>Exits</b>
	Ensure exits accessible and unlocked for entering and exit for all users and wheelchair access and exits clear in event of fire.
<b>2</b>	<b>Heating</b>
	Check the building is adequately heated and not too hot.
<b>3</b>	<b>Lighting and Power</b>
	Confirm the lighting and electricity safe and suitable for the user and the computer facilities.
<b>4</b>	<b>Trip Hazards</b>
	Minimalise any trip hazards such as extension lead in use for computer equipment.
	Observations for the public and report to the building supplier of any maintenance that requires repair for the wellbeing of those attending meetings.
<b>5</b>	<b>Seating</b>
	Confirm sufficient seating for those attending.
<b>6</b>	<b>Toilet</b>
	Check the toilet is accessible.
<b>7</b>	<b>Insurance – Building Provider</b>
	Confirm the insurance by the provider is up to date.
	That there is a Risk Assessment of the provider of the facilities up to date and in line with any insurance requirements.
	Emergency Telephone contact available in case of incident at venue.
<b>8</b>	<b>First Aiders</b>
	Copies of First Aiders Certificates.
	Check suitable First Aid Box location and is on premises – Kitchen.
<b>Meeting</b>	
	<b>Chairman</b>
<b>1.</b>	To indicate to the public where the exits are in an emergency.
<b>2.</b>	To remind the public that although photography and recording as per standing orders has been adopted, that the seating and area to the right of the Parish Council is for children and vulnerable adults and these are not to be recorded – photography/video etc.
<b>Comment</b>	The assessment shows that the level of risk to health to those attending meetings, to be very low and the level of hazard very low. The conclusion is that the overall risk is very low.