

Little Glemham Parish Council

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RISK ASSESSMENT – LITTLE GLEMHAM PARISH COUNCIL

Council Meetings	LOCATION : Parish Room, Church Road	
OPERATIONS COVERED BY THIS ASSESSMENT Parish Council Meetings and other public activities held by the Council		
MAXIMUM NO. OF PEOPLE EXPOSED : 70 (or licensed capacity of building) FREQUENCY & DURATION OF EXPOSURE : Usually monthly up to two hours duration		
HAZARDS: Falling, tripping, electric shock, fire.		
ACTIONS ALREADY TAKEN TO REDUCE THE RISK : Ensuring that venue has current fire safety certificate. Regular testing of the electrical installation by a competent person. Regular testing of the fire alarm system. Regular inspection of fire extinguishers. Maintenance of access. Maintenance of internal and external lighting. Provision of adequate facilities for the disabled. Provision of suitable equipment to deal with spillages. These functions are the responsibility of the Management Committee. Compliance is verified via Parish Council representation.		
HAZARD SEVERITY	LIKELIHOOD OF OCCURRENCE	RISK ASSESSMENT
5 Very High	5 Very Likely	
4 High	4 Likely	
3 Moderate X	3 Quite Possible X	180
2 Slight	2 Possible	
1 Nil	1 Unlikely	
FURTHER ACTION REQUIRED : None		