



**OPERATIONAL RISK ASSESSMENT**

**Note:** there is a separate Fire Risk Assessment

**PART A. ASSESSMENT DETAILS:**

**St Georges & Priorslee Parish Council Risk Assessment for Parish Centre, local Events and Activities**

|                                                 |                                                                                                                |                                                  |                         |
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| <b>Contact Details</b>                          | <b>St Georges &amp; Priorslee Parish Council<br/>Parish Centre<br/>Grove Street<br/>St Georges<br/>TF2 9LJ</b> | <b>Name of Person(s) undertaking Assessment:</b> | Kate Southgate          |
|                                                 |                                                                                                                |                                                  |                         |
| <b>Clerks (Name/Title):</b>                     | Kate Southgate                                                                                                 | <b>Date of Assessment:</b>                       | July 2025               |
| <b>Signatures of Chairman and Parish Clerk:</b> |                                                                                                                | <b>Planned Review Date:</b>                      | July 2026               |
| <b>How communicated to Councillors-</b>         | <b>Circulated to councillors by e-mail and Agreed at Council Meeting on 15<sup>th</sup> July 2025</b>          | <b>How communicated to staff:</b>                | <b>Shared by e-mail</b> |

**PART B1. HAZARD IDENTIFICATION AND CONTROL MEASURES:**

| <b>Step 1 Identify significant hazards</b>                                         | <b>Step 2 Identify who might be harmed and how</b>                               |                                                                                                                              | <b>Step 3 identify precautionary measures already in place</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| <b>List of significant hazards</b><br>(something with the potential to cause harm) | <b>Who might be harmed?</b>                                                      | <b>Type of harm</b>                                                                                                          | <b>Existing controls</b><br>(Actions already taken to control the risk)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Property</b>                                                                    |                                                                                  |                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Slips &amp; Trips &amp; Falls</b>                                               | Parish council members<br>Staff<br>Visitors                                      | Slips/trips/<br>sprains/collisions                                                                                           | Good lighting in all rooms, corridor and Kitchen.<br>Users aware of the need (through hire agreement) to clear up spillages immediately and aware of where the equipment for this (mops etc.) is kept.<br>Good absorbent carpeting in entrance to prevent rainwater being carried in.<br>No storage permitted in corridors.<br>No trailing electrical leads. All user's reminded to keep gangways clear of handbags etc and to be mindful of walking sticks propped up next to tables.<br>Cleaner to use anti-slip cleaning products in toilets and kitchen.<br>Walkers and wheelchairs that are parked in the corridors should be kept tidy, with enough room for others to pass. |
| <b>Manual Handling</b>                                                             | Parish council members<br>Caretaker/cleaner<br>Volunteers<br>Hall users<br>Staff | Users may suffer strains, back pain etc. if they attempt to lift and carry equipment that is too heavy or awkward to handle. | For all heavy items an assessment should be made of the risk of lifting it and whether there are other ways to move it such as using a trolley.<br>Furniture and other heavy items should only be moved by staff who have undertaken Manual Handling training.<br>HSE Manual Handling Guidance document circulated to all staff                                                                                                                                                                                                                                                                                                                                                    |
| <b>Working at height</b><br>e.g. putting up decorations etc.                       | Parish Council members<br>Staff<br>Contractors                                   | Sprains, broken limbs, or the potential for a fatality resulting in a fall from a height.                                    | Contractors to be used for tasks which require specialist equipment/skills i.e. fixing hanging baskets to lamp posts etc.<br>Staff advised not to work at heights.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

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| <b>Toilets</b>                                                                     | Parish council members<br>Volunteers<br>Visitors/member s of the public<br>Staff   | Lack of welfare arrangements, public hygiene                                                                                          | Toilets in Parish Centre to be made available. Signage informing the public to be clearly displayed and regular checks to be conducted to ensure that sufficient toilet tissue and hand soap is available.<br>Mobile toilet(s) to be provided for events if required.<br>Consider any special requirements for those attending the event e.g. disabled access, additional containers for nappy disposal if required.                                                                  |
| <b>Hazardous substances i.e. cleaning products, bleach etc.</b>                    | Caretaker/cleaner<br>Clerk                                                         | Skin problems i.e. dermatitis, eye damage from direct contact with substances, breathing problems from vapours. Accidental ingestion. | Aprons and rubber gloves (Personal Protective Equipment) provided.<br>Cleaning products classified as 'irritant' or above (i.e. corrosive etc) replaced, where possible, with a milder product.<br>Cleaner instructed on the safe use of products i.e. follow users instructions, dilute properly, use in well-ventilated areas and never transfer to unmarked container<br>Cleaning products stored appropriately and securely.<br>Minimum amount of cleaning products kept on site. |
| <b>Kitchen</b>                                                                     | Parish council members<br>Staff<br>Volunteers<br>Visitors<br>Members of the public | Minor cut or injury, spilled hot drinks, allergies                                                                                    | Anyone using the kitchen should be mindful of other users in the room.<br>Care should be taken when exiting the kitchen and especially when carrying hot drinks.<br>All appliances should be turned off at the end of the session.<br>Take care when washing up as water can be hot and knives are sharp.<br>All users are responsible for their own medication and medical needs.<br>There is a serviceable first aid kit kept in the kitchen clearly labelled.                      |
| <b>Warm Room</b>                                                                   | Members of the public / users                                                      | Slips, Trips & Falls. Hot beverages.                                                                                                  | Please see specific warm room risk assessment.                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Coffee Morning</b>                                                              | Members of the public / users                                                      | Slips, Trips & Falls. Hot beverages.                                                                                                  | Please see specific coffee morning risk assessment.                                                                                                                                                                                                                                                                                                                                                                                                                                   |

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| <b>User Groups</b>                                                                 | Members of the public / users                                                                           | Slips, Trips & Falls. Hot beverages.                                                                           | Regular groups are asked to provide risk assessments and must fill in and comply with our booking form T&Cs.                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Access for emergency services</b>                                               | Parish council members<br>Staff<br>Volunteers<br>Visitors<br>Members of the public                      | Emergency vehicles being unable to access the venue/site.<br>Possible collision with people or vehicles        | Ensure emergency exits for vehicles as well as pedestrians are signed appropriately and are accessible at all times.<br>Use traffic cones to mark out the area if possible.                                                                                                                                                                                                                                                                                                   |
| <b>Disposal of waste</b>                                                           | Parish council members<br>Caretaker/cleaner<br>Staff<br>Volunteers<br>Visitors<br>Members of the public | Vermin<br>Infestation<br>Public hygiene<br>Hazardous waste (light tubes, paints, oils etc.)<br>Slips and trips | Sufficient waste disposal bags/containers available with refuse taken out of the building and stored in School refuse bins until bin collection day.<br>Arrangements in place to clear site of litter and refuse after events<br>All relevant people to be briefed on arrangements.<br>Potentially hazardous waste to be disposed of appropriately                                                                                                                            |
| <b>First aid provision</b>                                                         | Parish council members<br>Staff<br>Volunteers<br>Visitors<br>Members of the public                      | Any of the injuries referred to in the risk assessment document                                                | First aid needs risk assessment carried out to determine the level of first aid cover required.<br>Sufficient trained first aiders (may be qualified volunteers or organisations such as St John's Ambulance) on site at events to deal with likely injuries.<br>Sufficient first aid box kept in Centre Kitchen, fully stocked with in date first aid items.<br>Hirers must have mobile telephones available (mobiles fully charged with sufficient credit and good signal). |

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| <b>Vehicle movement</b><br><b>e.g. car parking at the Parish Centre or for an event</b> | Parish Council members<br>Volunteers<br>Organisers<br>Visitors<br>Members of the public             | Serious injury such as broken limbs, crushing or even fatality if struck by a moving vehicle, particularly when reversing.<br>Injury from falls from the vehicle | Entrances to car park/car parking area clearly marked and kept clear at all times.<br>Car park surface to be regularly checked for damage, potholes and debris etc.<br>Parking spaces for visitors with disabilities available close to entrances/event location.<br>Car park well lit.<br>Temporary traffic cones appropriately placed, if necessary.                                                                                                                                                                                                                                                                               |
| <b>Electricity</b>                                                                      | Staff<br>Parish Council members<br>Other hall users<br>Caretaker/cleaner<br>Visitors<br>Contractors | Users risk electric shock or burns from faulty equipment or installation.                                                                                        | Fixed installations correctly installed, maintained and repaired by qualified electrician.<br>Fixed installation regularly inspected – legal requirement is for at least every 5 years.<br>Portable equipment visually checked by users before use.<br>All Parish Council owned portable appliances (kettles, vacuum cleaners etc) tested annually.<br>Room users know (via their hire agreement) that they are responsible for any equipment used on site<br>Any extension cables to external appliances are suitably waterproofed and protected.<br>Any cables are suitably covered or marked to prevent them being a trip hazard. |
| <b>Stored equipment</b><br><b>i.e. trestle tables, chairs, play equipment etc</b>       | Parish Council members<br>Caretaker/cleaner<br>Volunteers<br>Hall users<br>Staff                    | Users could be injured by collapsing stacks.                                                                                                                     | Nesting chairs stacked no more than *5 high.<br>Nesting tables stacked no more than* 6 high.<br>When tables are stacked vertically on the trolley the safety strap must be fixed across the front taut.                                                                                                                                                                                                                                                                                                                                                                                                                              |

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| <b>Erecting Gazebo etc.</b>                                                        | Parish council members<br>Staff          | Manual handling injuries<br>Crush injuries (should the tent etc collapse | Large marquees to be hired from a competent provider and erected and taken down by them.<br>Other tents etc. to be self- erected should supervised by a competent person with sufficient help.<br>All Gazebos etc. securely anchored.<br>Tent pegs/pickets and guy ropes to be regularly inspected to check for integrity.<br>Guy ropes not to stray into walkways.                       |
|                                                                                    |                                          |                                                                          |                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Staff</b>                                                                       |                                          |                                                                          |                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Lone Working</b>                                                                | Parish Council Members<br>Staff          | Personal Attack, abuse, intimidation.                                    | Agree hours of work and keep diary up to date, keep Clerk aware of work pattern.<br>Lock main entrance at all times when in the building alone.<br>Use a buddy system if working late.<br>Personal alarm provided to all staff.<br>Do not attempt to enter building alone if sign of a break in (There is a contract with Business Watch Security who will attend if the alarm goes off). |
| <b>Council Meetings</b>                                                            | Parish Council Members<br>Staff / public | Personal Attack, abuse, intimidation.                                    | Chairman is to keep order at the meeting. Should they need to adjourn the meeting or call the police, because of disturbance they must do so.<br>Good housekeeping regarding slip trips and falls, cables and ventilation to be adhered to.                                                                                                                                               |

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| <b>Safeguarding</b>                                                                | Parish Council Members<br>Staff                                            | Assault<br>Damage to property<br>Distress                                                                                                 | Adhere to Safeguarding Policy.<br>Carry out DBS checks at an appropriate level for any staff, councillors or volunteers who have regular contact with children or adults at risk of harm.<br>'Lost children' arrangements to be in place.<br>Public address system to make announcements.<br>Close liaison with local police.<br>Highly visible presence of event marshals.<br>No alcohol being served during the event.<br>Procession routes cleared with local authority and police and arrangements made for any necessary road closures and temporary diversions<br>Any person conducting public disorder at a Parish Meeting will be asked to leave the building and if they refuse to do so of their own accord the meeting will be abandoned and the Police called.                                                                                                                                                                             |
| <b>Absence of the Clerk/RFO</b>                                                    | The business of the Parish Council, especially regarding financial matters | Day to day administration and finance matters would not be attended to. Legal responsibilities might be neglected and suppliers not paid. | For periods of annual leave the Clerk plans around Parish activities and ensures that any essential tasks are done before she takes leave. The Deputy Clerk will provide cover of some tasks and will take leave at a different time to the Clerk.<br>During the Clerk's annual leave, an 'out of office' message is put on to the Clerk's e-mail suggesting that the Deputy Clerk is contacted instead for any urgent matters. If necessary, these are referred to the Chairman of the Parish Council.<br>The staff team will ensure that the telephone voicemail is checked regularly.<br>In cases of extended leave, for sickness or other circumstances, up to six weeks duration, the above arrangements will apply, with the Chairman making internet banking payments as required and assisting the Deputy Clerk with any matters that cannot wait for the Clerk's return.<br>For absences of more than 6 weeks a Locum Clerk will be employed. |

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| <b>Illness / pandemic</b>                                                          | Parish council members<br>Volunteers<br>Visitors<br>Staff                       | Infection by virus and potentially an outbreak if multiple people are infected | Have an enhanced cleaning regime, especially with regard to cleaning door handles and other touch points.<br>Keep windows/doors open as much as possible for good ventilation.<br>Provide hand sanitiser.                                                                                                                                                                                                                                                                                                                           |
| <b>Making &amp; Consuming Refreshments</b>                                         | Parish council members<br>Volunteers<br>Visitors<br>Staff                       | Spilled hot drinks (burns) or food poisoning.                                  | Encourage people to sit down while consuming food and drinks. Follow Food Standards Agency safe food handling guidelines. Keep a record of who donates cakes if they are homemade and follow up should there be any issues.<br>Any staff that prepare food for others for example beans on toast for residents attending "breakfast club / warm up Wednesdays" are required to have their food hygiene level 2 qualification.                                                                                                       |
| <b>Parish Services</b>                                                             |                                                                                 |                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Coach Trips</b>                                                                 | Members of the public                                                           | Accident whilst attending the event / coach breakdown                          | Risk assessment carried out for each trip.<br>Risk assessment from coach provider. Use of reputable travel company.<br>Details of residents on trip including mobile number & next of kin.<br>Contact number for parish council on tickets for use on day.                                                                                                                                                                                                                                                                          |
| <b>Community Events</b>                                                            | Parish council members<br>Volunteers<br>Visitors/members of the public<br>Staff | Accident whilst attending the event                                            | Risk assessment of each event is carried out by the Community Events and Projects officer – the risk assessment is bespoke to the individual nature of each event held.<br>If using outside contractor's i.e bouncy castle a copy of their risk assessment and public liability insurance is needed.<br>Stall holders require to provide PLI in order to attend large events.<br>Stall holders who use gas appliances such as food vendors are required to submit a copy of their gas safety certificate (CP42) prior to the event. |

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| <b>Lawn Cutting service</b>                                                        | Residents                                                                          | Accident / damage whilst contractor on site                          | Full liability is with the contractor – he is asked to provide a risk assessment and a copy of his public liability insurance.<br>Please see Policy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Hot weather conditions.</b>                                                     | Parish council members<br>Staff<br>Volunteers<br>Visitors<br>Members of the public | Heat exhaustion, Sunburn.                                            | Adequate areas of shade available.<br>Adequate supplies of drinking water available.<br>Fans available in Parish Centre.<br>Encourage use of sunscreen when out of doors.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Adverse/wet/windy weather</b>                                                   | Parish council members<br>Volunteers<br>Visitors/members of the public<br>Staff    | Slips/trips<br>Electrocution<br>Exceeding fire capacity of buildings | Risks associated with adverse weather will be included in the risk assessment for events.<br>Consider alternative venues, possibly under cover.<br>Make sure that if the event needs to be continued indoors the safe occupancy of the building is not exceeded.<br>Assess on the day whether activities are safe to go ahead in wet weather i.e. bouncy castle or any attraction requiring electricity from a building via an extension cable.<br>Ensure tents/marquees and bouncy castles and inflatable slides etc. are securely anchored. Should winds get too high do not allow their use.<br>Review the situation during the course of the event and make any necessary decisions as to the safety of attractions. |
|                                                                                    |                                                                                    |                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Parish Assets</b>                                                               |                                                                                    |                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Hanging Baskets</b>                                                             | Members of the public                                                              | Hanging basket falling from bracket and hitting a passer-by.         | All hanging basket brackets given LOLER test in line with industry regulations.<br>Hanging baskets are supplied and mounted onto brackets by a specialist nursery company. Please see Risk Assessment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

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| <b>Street Furniture</b>                                                            | Members of the public                           | Issues with damaged furniture                                                                                              | Regular visual check carried out by parish staff.<br>Please see Asset Register                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Christmas Lights</b>                                                            | Members of the public                           | Electrical shock or falling decorations<br>Falling column if it is not strong enough to take the weight of the decoration. | Decorations installed and checked by a qualified electrical contractor.<br>Lighting columns are stress checked regularly by Telford & Wrekin Council.<br>Permission obtained annually from Telford & Wrekin Council regarding installing features on lighting columns.<br>Regular review of contract and definition of contractor's responsibilities.<br>Report faults for repair promptly.                                                                                                                      |
| <b>Priorslee Clock</b>                                                             | Members of the public                           | Accident from damaged clock.                                                                                               | Regular visual check carried out by parish staff.<br>Annual service and maintenance of clock by Smith of Derby.                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Freston Play Area</b>                                                           | Members of the public / Children using the park | Falls from height<br>Slips/trips<br>Collision<br>Traps<br>Sprains/strains                                                  | Weekly recorded inspections carried out by a trained inspector.<br>Any item found to be unsafe either removed or cordoned off immediately and signage displayed informing that it is not in use.<br>Maintenance carried out by a competent person according to manufacturers/installers instructions.<br>Repairs carried out by a competent person as soon as possible after the defect has been identified.<br>Annual RoSPA inspection carried out (through Telford & Wrekin Council)<br>Please see Rosa Report |
| <b>Bus Shelters</b>                                                                | Members of the public                           | Damaged shelters causing harm to users                                                                                     | Regular visual checks carried out by parish staff any repairs needed reported.<br>Please see Asset Register                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Flower Beds</b>                                                                 | Members of the public                           | Irritation to skin, branches / stems sticking out into pathways                                                            | Regular visual checks carried out by parish staff any issues reported and dealt with either by parish staff or CAT team.                                                                                                                                                                                                                                                                                                                                                                                         |

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| <b>Trees owned by Parish</b>                                                       | Members of the public       | Unsafe tree, tree or branches falling | Annual tree inspection and any remedial work required to be carried out.<br>Please see Asset Register. |
|                                                                                    |                             |                                       |                                                                                                        |

