

## NORTHSTOWE TOWN COUNCIL – TOWN COUNCIL MEETING RISK ASSESSMENT

What are the hazards?	Who might be harmed?	Controls Required	Additional Controls	Action by Who?	Action by when?	Done
FIRE	Councillors  Clerk  Members of the public and press	<b>At Meeting</b>  Prior to the commencement of the meeting the Clerk will give information on the procedure in the event of a fire at the start of the meeting.  Keep any paperwork that you bring to the meeting neatly on your own table.	Housekeeping information will be provided by the Secondary School, as part of their terms of letting.  Only bring what is required.	All  All	Clerk at meeting.	
MANUAL HANDLING of TABLES AND CHAIRS	Councillors Clerk	No requirement to move tables or chairs.	Tables and Chairs will be set up by Secondary School staff, so no requirement for movement by hirer.	All		
SLIPS, TRIPS AND FALLS	Councillors Clerk Public and Press	A bottle of water only is allowed. Any spills must be cleared away immediately.  Ensure that any coats, bags etc do not cause a trip hazard near your seating area.	Only bring to the meeting what is necessary.	All	At meeting	
ELECTRONIC EQUIPMENT CABLES	Councillors Clerk	It is advised that any computers/tablets/phones that are with you at the meeting, are fully charged, thus reducing the requirement for cables.				