## **Risk Assessment**

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| **Event Name & Venue** | NMPC Parish Council Events | **Assessment Date**  **Review Date** | 07/04/2025  Ongoing |

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| **Activity on Site** | NMPC VE 80 Quiz – 08/05/25  Venue The Three Tuns |
| **RESPONSIBILITIES** | * **ALL PARISH COUNCILLORS ARE RESPONSIBLE FOR EACH HAZARD THAT APPLIES TO THEM.** * **YOU MUST UNDERTAKE TO COMPLY IN EVERY RESPECT WITH THIS RISK ASSESSMENT** * **PLEASE READ HSE GUIDANCE NOTES** |
| **Location of First Aid Internal or External (include Phone number above)** | **URGENT CARE – 08:00–20:00 Hillfield Road, Hemel Hempstead, HP2 4AD 01442 213141**  **24 Hour A&E – Watford General Hospital, Vicarage Rd, Watford, Herts, WD18 0HB**  **111** - The NHS 24 **111** service provides urgent health advice out of hours  **999** - If in doubt always call 999 |
| **Emergency Staff Meeting Point** | **FOR ALL EMERGENCIES - Follow Police Instructions.  COUNCILLORS MEETING POINT** if it is safe to do so…..  **TESCO- THE DENES** |
| **Emergency Numbers/Guidance** | **FIRE ARMS/WEAPON ATTACK**  ANTI TERRORIST HOTLINE  0800 789321 (Please add to your phones)  **999**  What do the police need to know?  •Location - Where are the suspects?  •Direction - Where did you last see the suspects?  •Descriptions – Describe the attacker, numbers, features, clothing, weapons etc.  •Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.  •Stop other people entering the building if it is safe to do so  **If you cannot speak or make a noise** listen to the instructions given to you by the call taker and **dial 55** when prompted this will alert the police that you can not talk #MakeYourselfHeard #SilentSolution  **Citizen Aid (Download The App)**  This will advise you on immediate actions that you can take in an emergency  [www.citizenaid.org](http://www.citizenaid.org) |
| **HSE Guidelines** | **FAMILIARISE YOURSELF WITH THE FOLLOWING:-**  <https://www.hse.gov.uk/index.htm>  **Guidance on running an event** <http://www.hse.gov.uk/event-safety/>  **Event Safety** <http://www.hse.gov.uk/event-safety/running.htm> |
| **5 Steps To**  **A Risk Assessment** | 1. Identify the hazards 2. Decide who might be harmed and how 3. Evaluate the risks and decide on precaution 4. Record your findings and implement them 5. Review your assessment and update if necessary |
| **ACTION ALL** | **All incidents to be reported to the parish clerk** |
| **POST EVENT** | **All incidents to be reported to the parish clerk** |

**Details to complete the Risk Assessment**

**STEP 1:** Rate hazard - assign a letter from A to C to denote the SEVERITY of harm or consequence of the hazard

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| **A**  death  major injury  major damage or major loss to property/equipment/corporate reputation | **B**  serious over-3-day injury  damage to property/equipment | **C**  minor injury  minor damage to property/equipment |

**STEP 2:** Rate risk/Likelihood - assign a number from 1 to 3 to denote the LIKELIHOOD of the event causing the risk to be realised

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| **1**  extremely likely to occur | **2**  frequent/often/likely to occur | **3**  slight chance of occurring |

**STEP 3:** Use the combination in the risk rating chart to link to the action criteria

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| **Likelihood** | **Severity** | | |
| Major = A | Serious = B | Slight = C |
| Extremely likely to occur = 1 | **A1** | **B1** | **C1** |
| Likely to occur = 2 | **A2** | **B2** | **C2** |
| Unlikely to occur = 3 | **A3** | **B3** | **C3** |

**Action criteria:**

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| VERY HIGH | | | | | Very high priority – Unacceptable risk: must receive attention - stop work activity or remove/reduce risk immediately | | |
| HIGH PRIORITY | | | | | High priority - Urgent: must receive attention as soon as possible to remove/reduce hazard or risk | | |
| MEDIUM / HIGH | | | | | Medium/high priority: Must receive attention to remove/reduce hazard or risk | | |
| MEDIUM | | | | | Medium priority: Should receive attention to remove/reduce hazard or risk | | |
| LOW | | | | | Low priority - remove/reduce hazard or risk after other priorities | | |
| VERY LOW | | | | | Very low priority - remove/reduce hazard or risk after other priorities | | |
| **It should be noted that this event is being held at an external location therefore NMPC are not in direct control of the site or facilities but will endeavour to take all due care in ensuring that they assess and monitor all risks. A guest speaker will also be attending with their own equipment, but NMPC will review and monitor all risks.** | | | | | | | |
| **Hazard** | | | **Rate Hazard** | | **Rate Risk /Likelihood** | | **Action Criteria** | **Precautions- Preventive Measures Required / Actions Required / Controls in place** | |
| **Sharp Objects/Broken glass (Needles, Knives, Tools etc)**  **cuts** | | C | | 3 | | | VL | * Venue responsibility but NMPC to monitor * Good housekeeping / cleaning and monitoring procedures in place to ensure that any broken glass is not left lying in areas where it can create a potential hazard. * All areas to be kept clear at all times.   **First aid facilities–See page 1** | |
| **Food & Beverage** | | C | | 3 | | | VL | * Venue responsibility but NMPC to monitor. * NMPC to ensure that allergens list is available upon request. * NMPC to display notice requesting attendees to enquire with venue if they have concerns re allergens * Food safety documentation/PL/RA responsibility of the caterer * Eventbrite sign up and FAQ’s confirm allergens responsibility of venue/individual to check. * Attendees to eat any hot food within an hour of serving * To adhere to responsible drinking/ check ages and to have a supply of water * Keep area clean and tidy once food consumed * Bars to adhere to licensing laws re age.   **First aid facilities–See page 1** | |
| **Electrical equipment-**  **electrocution, potential fires** | | C | | 3 | | | VL | * All equipment used by speaker PAT tested. * Electrical supply protected by RCD and suitably earthed. * All equipment checked by competent person. Power supply to be isolated from the public. * All plug sockets waterproofed.   **First aid facilities–See page 1** | |
| **Manual handling – strains, impact, injury due to obstructions on route causing trip hazards, injury due to trips, contact with hard edges as a result of poor lighting levels** | | C | | 3 | | | VL | * When carrying objects, check that the route being taken is free from obstructions. * Ensure that the area is adequately lit. * All gangways, emergency route and fire exits to be kept clear at all times. * No person should attempt to lift a weight that is outside of their physical capability, weight of load to be visually assessed before attempting to lift. * Any table being used should be stable and of a suitable height. Care should be taken to ensure that any legs are fixed and locked in place (if appropriate mechanism available).   **First aid facilities–See page 1** | |
| **Injury from unsafe displays/banners/A frame** | | C | | 3 | | | VL | * Ensure that a competent person assembles the structure * When carrying objects, check that the route being taken is free from obstructions and is adequately lit. * Ensure structure is properly assembled and regularly checked for damage. | |
| **Exposure to alcohol/drugs** | | C | | 3 | | | VL | * No councillor to consume drugs whilst event taking place * Water available * Bar will be open whilst event taking place, NMPC attendees to be aware of personal safety/safe consumption of alcohol/other patrons * Event to be stopped should external patrons become disruptive. * Eventbrite sign up FAQS mention children may attend but supervising adult to be aware this venue is a bar that will be open as usual   **First aid facilities–See page 1** | |
| **Excessive & high sound level exposure** | | C | | 3 | | | VL | **HSE guidance** – Please Read  [**http://www.hse.gov.uk/event-safety/noise.htm**](http://www.hse.gov.uk/event-safety/noise.htm)  **First aid facilities–See page 1** | |
| **Fire-**  **burn Injuries**  **smoke Inhalation** | | C | | 3 | | | VL | * Suitable fire extinguishers positioned strategically within the area * Make yourself aware of their location * All gangways, emergency route and fire exits to be kept clear at all times. * Designated Smoking area   **First aid facilities–See page 1** | |
| **Glasses containing liquid left lying in areas where they create a potential hazard, especially near electrical connections** | | C | | 3 | | | VL | * Venue responsibility but NMPC to monitor * Good housekeeping / cleaning and monitoring procedures in place to ensure that glasses etc containing liquid are removed and not left lying in areas where they can create a potential hazard. * All gangways, emergency route and fire exits to be kept clear at all times. | |
| **Scalds / burns**  **Slips, trips & falls** | | C | | 3 | | | VL | * Wet floors to be signed. * All trip hazards clearly marked. * Cables hidden under matting/taped down * All gangways, emergency route and fire exit to be kept clear at all times.   **First aid facilities–See page 1** | |
| **Overcrowding Crushing, trapping & falls / Crowd Control / Evacuation** | | C | | 3 | | | VL | * Evacuation procedure in place * All gangways, emergency route and fire exits to be kept clear at all times. * Places to be prebooked via online booking system   **First aid facilities–See page 1** | |
| **Medical Emergency** | | **A** | | **3** | | | **M/H** | * Ensure they receive medical advice immediately. Call 999 if applicable * Move crowds to a different area * All gangways, emergency route and fire exits to be kept clear at all times   **First aid facilities–See page 1** | |
| **Photography** | | C | | 3 | | | VL | **Images of small groups**: - It is quite hard to quantify how many people are classed as an small group, however if someone is **easily recognised** in a photograph, film clip or social media then this is likely to constitute as personal data and therefore must be treated in accordance with the data protection legislation.  Therefore in short, if you are using images of some-one where they are easily recognised, you **must** get a release form signed. This is especially pertinent for children (a child is any person whom is under 18).  It is important that housekeeping is announced (fire exits etc) and we advise people that the event is being filmed and photographed and if they do not wish to be included, they must make this known. If they have not made themselves known, then this would constitute as their approval.  The EventBrite ticket sign up portal and FAQ’s have the above included. In addition, a poster will be displayed on the night.  In relation to children (U18), 1 parents’ signature does constitute as consent for a child. | |
| **Child And Vulnerable Adult Protection Policy** | | C | | 3 | | | VL | It is important that anyone responsible for events where children and vulnerable adults will be attending should seek guidance from the Parish Clerk | |
| **Staff & Councillor Welfare** | | C | | 3 | | | VL | **All to familiarise themselves with the following:-**  The Event Site  The Position of the nearest firefighting equipment on site  The position of the first aid points  Emergency plans & routes  Routes to exits  Emergency guidelines  All safeguards relating to personal safety, ie lone working considerations, avoiding confrontation.  **First aid facilities- See page 1** | |
| **Bomb Threats/Bomb Explosion/Terrorist Attack** | | C | | 3 | | | M/L | **FOR ALL EMERGENCIES - Follow Venue Or Site Security/Police announcements & instructions.**  **Seek advice from the venue security/operations manager as soon as possible**  **Dial 999** Follow police advice  If you cannot speak or make a noise listen to the instructions given to you by the call taker and dial 55 when prompted this will alert the police that you can not talk #MakeYourselfHeard #SilentSolution  **ANTI TERRORIST HOTLINE**  0800 789321 (Please add to your phones)  **Citizen Aid (Download The App)**  This will advise you on immediate actions that you can take in an emergency  [www.citizenaid.org](http://www.citizenaid.org)  **what3words Location Services (Download The App)** <https://what3words.com/>  **This app helps emergency services to find you. The what3words algorithm takes complex GPS coordinates and converts them into unique 3 word addresses. They have divided the world into a grid of 3m x 3m squares and assigned each one a unique 3 word address.**  **ADVICE FROM THE GOVT**  <https://www.gov.uk/terrorism-national-emergency/reporting-suspected-terrorism>  **FIRE** In the event of a fire alert the nearest security/steward.  Locate firefighting equipment, however you should only attempt to tackle the fire if you are competent to do so and it is safe to do so.  Move yourself and anyone else away from any hazard and follow the directions of security/stewards.  **MEDICAL**  See Page 1  **SUSPICIOUS PERSON  •** A person seen in an environment where they don’t belong or "fit in" may seem suspicious. Examples might be non-appropriate attire, unable to hold meaningful conversation, or focus on a particular subject. A suspicious person is either one who is exhibiting suspicious behaviour, or who is in an area or doing something that is not normal.  • Other unusual behaviour may include nervousness, nervous glancing or other signs of mental discomfort/being ill-at-ease. This may include sweating or "tunnel vision.” Repeated entrances and exits from an area would be suspicious.  • Inappropriate, oversize loose-fitting clothes (e.g., a heavy overcoat on a warm day).  • Asking questions that are not common about the location of something, security measures, or availability of chemicals or other items.  • Attempts to conceal the face by turning away when someone approaches. (e.g. rapidly turn and pretend to be doing something)  • ‘Hiding’ in shadows or behind objects in an apparent attempt to keep from being clearly seen.  • Being evasive when asked a direct question, attempts to change the subject.  • Giving too many details that are unrelated to the conversation (e.g., when asked about what they are doing in a restricted area, they start talking about what they did when they got up in the morning, where they parked, everyone else they have visited or know, etc.)  **If you see a suspicious person inside or outside report them immediately.**  **SUSPECT PACKAGE**  If you discover a suspect package then initially follow the Police’s H.O.T. principle:  H – Is the item Hidden?  O – Is the item obviously suspicious?  T – Is the item typical for the environment?  Should you still deem the item to be suspicious then move yourself and anyone else away from the item before finding the nearest security.  **FIRE ARMS/WEAPON ATTACK**  **RUN**  **•**Escape if you can  •Consider the safest options  •Is there a safe route? RUN if not HIDE  •Can you get there without exposing yourself to greater danger?  •Insist others leave with you  •Leave belongings behind  **HIDE**  **•**If you cannot RUN, HIDE  •Find cover from gunfire  •If you can see the attacker, they may be able to see you  •Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal  •Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls  •Be aware of your exits  •Try not to get trapped  •Be quiet, silence your phone and turn off vibrate  •Lock / barricade yourself in  •Move away from the door  **TELL**  Dial 999 What do the police need to know?  •Location - Where are the suspects?  •Direction - Where did you last see the suspects?  •Descriptions – Describe the attacker, numbers, features, clothing, weapons etc.  •Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.  •Stop other people entering the building if it is safe to do so  If you cannot speak or make a noise listen to the instructions given to you by the call taker and dial 55 when prompted this will alert the police that you can not talk #MakeYourselfHeard #SilentSolution **BOMB THREAT** The vast majority of bomb threats are hoaxes designed to cause alarm and disruption. As well as the rare instances of valid bomb threats, terrorists may also make hoax bomb threat calls to intimidate the public, businesses and communities, to draw attention to their cause and to mislead police. While many bomb threats involve a person-to-person phone call, an increasing number are sent electronically using email or social media applications. No matter how ridiculous or implausible the threat may seem, all such communications are a crime and should be reported to the police by dialing 999  It is important that potential recipients - either victims or third-parties used to pass the message - have plans that include how the information is recorded, acted upon and passed to police.  **The bomb threat message** Bomb threats containing accurate and precise information, and received well in advance of an actual attack, are rare occurrences. Precise motives for hoaxing are difficult to determine but may include revenge, extortion, a desire to impress, or a combination of these and other less understandable motives. The vast majority of cases are hoaxes and the intent is social engineering, to cause disruption, fear and/or inconvenience the victim.  **Communication of the threat** A bomb threat can be communicated in a number of different ways. The threat is likely to be made in person over the telephone; however, it may also be a recorded message, communicated in written form, delivered face-to-face or, increasingly, sent by email or social media (e.g. Twitter or Instagram, etc.). A threat may be communicated via a third-party, i.e. a person or organisation unrelated to the intended victim and identified only to pass the message.  **Immediate steps if you receive a bomb threat communication** Any person with a direct telephone line, mobile phone, computer or tablet etc., could conceivably receive a bomb threat. You should, therefore, understand the actions required of them as the potential first response to a threat message.  **If you receive a telephone threat you should:**   * stay calm and listen carefully * have immediate access to a checklist on key information that should be recorded * if practical, keep the caller talking and alert a colleague to dial 999 * if displayed on your phone, note the number of the caller, otherwise, dial 1471 to obtain the number once the call has ended * if the threat is a recorded message write down as much detail as possible * If the threat is received via text message do not reply to, forward or delete the message. Note the number of the sender and follow police advice   **If the threat is delivered face-to-face:**   * try to remember as many distinguishing characteristics of the threat-maker as possible   **If discovered in a written note, letter or as graffiti:**   * treat as police evidence and stop other people touching the item   **If the threat is received via email or social media application:**   * do not reply to, forward or delete the message * note the sender’s email address or username/user ID for social media applications * preserve all web log files to help the police investigation (as a guide, 7 days prior to the threat message and 48 hours after)   **Assessing the credibility of bomb threats** Evaluating the credibility of a threat is a critical task, particularly if the attack being threatened is imminent. This is a tactic used to place additional pressure on decision makers. Police will assess the threat at the earliest opportunity. When specific intelligence is known to police, advice will be issued accordingly; however, in the absence of detailed information, it will be necessary to consider a number of factors:-   * Is the threat part of a series? If so, what has happened elsewhere or previously? * Can the location of the claimed bomb(s) be known with precision? If so, is a bomb visible at the location identified? * Considering the hoaxer’s desire to influence behavior, is there any reason to believe their words? * If the threat is imprecise, could an external evacuation inadvertently move people closer to the hazard? * Is a suspicious device visible?   **Actions to consider** Responsibility for the initial decision making remains with the management of the location being threatened. Do not delay your decision making process waiting for the arrival of police. Police will assess the credibility of the threat at the earliest opportunity. All bomb threats should be reported to the police and their subsequent advice followed accordingly. It is essential that appropriate plans exist, they should be event and location specific. Venue options to manage the risk include:-  **External evacuation** Leaving the venue will be appropriate when directed by police and/or it is reasonable to assume the threat is credible, and when evacuation will move people towards a safer location.  It is important to appoint people, familiar with evacuation points and assembly (rendezvous) points, to act as marshals and assist with this procedure. At least two assembly points should be identified in opposing directions, and at least 500 meters from the suspicious item, incident or location. Where possible the assembly point should not be a car park. You may wish to seek specialist advice, which can help to identify suitable assembly points and alternative options as part of your planning. It is essential that evacuation plans exist; they should be event and location specific. Evacuation procedures should also put adequate steps in place to ensure no one else enters the area once an evacuation has been initiated.  The police will establish cordons depending upon the size of an identified suspect device. Always follow police directions and avoid assembly close to a police cordon.  **Internal or inwards evacuation (‘invacuation’)** There are occasions when it is safer to remain inside. Staying in your venue and moving people away from external windows/walls is relevant when it is known that a bomb is not within or immediately adjacent to your building.  If the suspect device is outside your venue, people may be exposed to greater danger if the evacuation route inadvertently takes them past the device. A safer alternative may be the use of internal protected spaces. This type of inwards evacuation needs significant pre-planning and may benefit from expert advice to help identify an internal safe area within your building. These locations should be in your plans.  If the location of the device threatened is unknown, evacuation represents a credible and justifiable course of action.  **Decision not to evacuate or inwardly evacuate** This will be reasonable and proportionate if, after an evaluation by the relevant manager(s), the threat is deemed implausible (e.g. a deliberate hoax). In such circumstances police may provide additional advice and guidance relating to other risk management options. It may be considered desirable to ask staff familiar with the venue to check their immediate surroundings to identify anything out of place, see search considerations below.  **Media and communication** Avoid revealing details about specific incidents to the media or through social media without prior consultation with police. Do not provide details of the threat, the decision-making process relating to evacuation (internal or external) or why a decision not to evacuate was taken.  Releasing details of the circumstances may:   * be an objective of the hoaxer and provide them with a perceived credibility * cause unnecessary alarm to others * be used by those planning to target other venues * elicit copycat incidents * adversely affect the subsequent police investigation   **Threat Levels**  Critical – An attack is expected imminently Severe – An attack is highly likely  Substantial – An attack is a strong possibility Moderate – An attack is possible, but not likely Low – An attack is unlikely | |