



Kings Hill Parish Council

Community Centre Risk Assessment to Support Staff, Councillors, Hirers, and Visitors to the Community Centre

Adopted 19.09.2024

Title	Community Centre Risk Assessment to support Councilor and Staff Safety and that of Hirers and Visitors to the Community Centre
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Version Control

Version	Date	Author	Description of Change
1	22/06/2023	Kings Hill Parish Council	Starting version control
2.	02/08/2024	Parish Clerk	Review & Update

It is important that councillors and staff feel equipped to manage occasional aggressive encounters including taking preventative steps to limit the risk of serious consequences. It is also important that hirers and visitors of the Community Centre are welcomed to a safe and welcoming environment.

Staff and Councillors represent the local community and spend much time engaging with residents and hirers of the community centre. Many people can attend the community centre and may want to discuss emotionally charged or controversial topics. Sometimes these can lead to challenging conversations and occasionally aggressive encounters; it is important that councillors and staff feel equipped to manage this, including taking preventative steps to limit the risk of serious consequences.

The Challenge

- To safeguard the reputation of Kings Hill Parish Council, and the safety of its staff and councillors
- To provide a safe and secure environment to hirers and visitors

The Risk

Unsociable Behaviour

Effect

Injury Employees/Councillors

Low morale of staff and Councillors resulting in a High turnover and loss of Key staff and councillors

Action

Adherence to lone worker policy

Staff and councillors being accompanied to the car park on leaving the Community Centre following evening meetings

CCTV installed covering all external areas of the Community Centre and Car Park

Communications available

Police called if necessary.

Staff and councillors advised/trained in 'challenging behaviour'.

Physical Assault on Staff/Councillors/hirers And members of the public

Personal Injury

All offices/suites/halls fitted with locks that can be locked from the inside without a key .

All offices/suites and halls have an emergency escape route via an emergency exit

CCTV installed

Out-of-hours problems

Hirers advised of out-of-hours on-call service.