



# **PREMISES & PUBLIC SAFETY RISK ASSESSMENT**

**REVIEWED AND APPROVED BY**

**FLINT TOWN COUNCIL**

**ON 16<sup>th</sup> MARCH 2026**

| Identified Risk        | Potential consequence of risk                                                                    | Assessment of impact (H/M/L) | Likelihood of risk occurring (H/M/L) | Controls in place to manage risk                                                                                                                                                                                   |
|------------------------|--------------------------------------------------------------------------------------------------|------------------------------|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Slips, Trips & Falls   | Uneven flooring, wet floors, trailing cables, spillages.<br>Injury to visitors, staff or hirers. | H                            | M                                    | Regular visual inspections<br><br>Spillages cleaned immediately<br><br>Wet floor signage available<br><br>Cables secured<br><br>Adequate lighting maintain                                                         |
| Fire & Evacuation      | Fire within building.<br>Serious injury or fatality.                                             | H                            | L                                    | Separate Fire Risk Assessment in place<br><br>Fire alarm tested weekly<br><br>Emergency lighting tested<br><br>Clear fire exits and signage<br><br>Evacuation procedure displayed<br><br>Assembly point identified |
| Overcrowding at Events | Exceeding room capacity.<br>Crush injuries / evacuation difficulty.                              | H                            | M                                    | Maximum room capacities set<br><br>Bookings monitored<br><br>Layout plans for large events<br><br>Staff/volunteers present at larger events                                                                        |
| Room Hirers Activities | Injury caused by hirer equipment or activities.<br>Public liability claim.                       | H                            | M                                    | Signed hire agreement<br><br>Hirers responsible for own public liability insurance<br><br>No unauthorised electrical equipment<br><br>Hirers responsible for their own risk assessments                            |
| Manual Handling        | Moving tables, chairs and equipment.<br>Back strain or injury.                                   | M                            | M                                    | Staff trained in safe lifting<br><br>Trolleys used where possible                                                                                                                                                  |

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|------------------------------------------------|-------------------------------------------------------------------------------------|------------------------------|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                |                                                                                     |                              |                                      | Avoid lone lifting of heavy items                                                                                                                                                               |
| First Aid Provision                            | Accident or medical emergency during event.<br>Delay in treatment.                  | H                            | M                                    | First aid kit maintained<br><br>Accident book completed<br><br>Emergency services contacted when required                                                                                       |
| Food & Refreshments (Coffee Mornings / Events) | Allergic reaction / food poisoning.<br>Illness or medical emergency.                | H                            | L                                    | Food hygiene guidance followed<br><br>Allergen awareness<br><br>External providers responsible for compliance                                                                                   |
| Safeguarding (Children & Vulnerable Adults)    | Inappropriate behaviour or allegation.<br>Reputational damage / harm to individual. | H                            | L                                    | Safeguarding policy adopted<br><br>Supervision during school visits                                                                                                                             |
| Lone Working                                   | Staff locking up or working alone.<br>Personal safety risk.                         | M                            | M                                    | Locking up procedures<br><br>Staff inform colleague when working late<br><br>Personal alarm (ManDown) available for lone workers to alert emergency contacts if needed.<br><br>Building secured |
| Contractors & Maintenance                      | Injury during works / asbestos disturbance.<br>Serious injury or exposure.          | H                            | L                                    | Contractors sign in<br><br>Asbestos register maintained<br><br>Method statements requested where appropriate<br><br>Appropriate supervision                                                     |
| Security / Anti-Social Behaviour               | Aggressive behaviour or theft.<br>Personal harm / reputational damage.              | M                            | M                                    | Staff presence during events<br><br>Incident reporting procedure                                                                                                                                |

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|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|------------------------------|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                    |                                                                                                 |                              |                                      | Police contacted if necessary                                                                                                                                                                                                                      |
| Use of tools and repair of electrical/mechanical items during Repair Café sessions | Injury to volunteer or member of public. Electric shock. Cuts or burns. Public liability claim. | H                            | M                                    | Flint Town Council hosts the event and insurance covers the activities. Volunteers operate tools in a designated area only. PAT testing conducted where appropriate. First aid provision available. Staff/volunteers briefed on safety procedures. |