

West Parley Community Hub – Risk Assessment

Location: 275 Christchurch Road, West Parley, Ferndown, Dorset BH22 8SQ






Responsible Body: West Parley Parish Council








Assessment Completed By: Mrs Linda Leeding (Proper Officer to Council)





Assessment Date: 13 November 2025

Adopted by Council : 19th November

Review Date: November 2026

Activity / Area	Hazard / Risk	Persons at Risk	Controls in Place	Further Action Required	Risk Level
Building Security	Users not locking premises; vandalism	All users and property	Clear locking procedure for hirers; signage reminders; CCTV monitored internally	None at present	 High
Slips, Trips & Falls	Slippery surfaces, uneven ground outside	All users and visitors	Regular inspection and maintenance of paths and flooring	Install outside emergency lighting	 Medium
Fire Risk / Electrical Items	Faulty or overloaded equipment	All building users	Annual PAT testing; sports sections and pre-school to participate in Council's annual PAT testing; fire alarm system and call points tested regularly	Ongoing record keeping and review	 Low
Lighting / Utilities Left On	Energy waste / fire risk	All users	End-of-use checklist for closing building	Reinforce through signage and induction	 Low
Roof Condition	Structural failure or leakage	All users	Routine visual checks by Council; formal inspections in line with warranty conditions	Maintain inspection records	 Low

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Children's Safety / Pre-School	Injury or safeguarding incident	Children, staff	Secure fencing; locked gates; DBS checked staff; Preschool to provide own risk assessment to Council as landlord	Ongoing communication and review	 Low
Room Hire & Sports Activities	Improper use of equipment; waste left on site / combustibles	Hirers, participants, public	Hire agreements require booking confirmation and payment in advance; no combustible materials allowed; waste and recycling removed daily; nothing affixed without Council permission	None at present	 Medium
Manual Handling	Lifting tables / chairs	Hirers / staff	Users advised to lift safely and seek assistance if required	None required	 Low
Outdoor Area	Uneven surface / lighting failure / antisocial behaviour	All users	External lighting installed and checked regularly; CCTV in place and monitored; grounds maintained	Continue regular checks	 Medium
Pests on Site	Health risk / contamination	All users	All waste removed promptly by users; weekly cleaning schedule	Maintain cleaning contract review	 Low
Sale of Alcohol	Misuse / antisocial behaviour / breach of license	Hirers, attendees / public	Parish Council holds Premises License and Alcohol Policy; CCTV monitored internally; any user selling alcohol under Council license must have approved policy and trained representatives	Misuse = Council will surrender license	 High
Food Preparation	Food poisoning / allergen risk	Hirers, public	Kitchen areas maintained; food preparation must meet Food Hygiene Standards; users responsible for compliance and cleanliness	Continue signage and advice display	 Medium

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Parish Council Hosted Public Events	Crowd management / interaction / serving food & drink	Councillors, staff, public	Events run under this risk assessment; first aid kit on site; clear access routes; CCTV monitored; no burn risks or special event assessments needed for simple meetings	Maintain review and record attendance	 Low
Manual Handling	Injury/ damage	Councillors, staff, volunteers, public	Individuals to assess the risk; heavy lifting to be undertaken by minimum of 2 people	Monitor and implement mitigation if necessary	 Low
Cleaning & Facilities	Infection / slips / hygiene issues	All users	Premises and toilets cleaned weekly to H&S standards; accessible toilets and ramps provided; sanitary provision and bins in designated toilets	Monitor cleaning contract	 Low
First Aid Provision	Injury or medical emergency	All users	First aid kit and defibrillator on site; Council staff first aid training planned as future action. Defibrillator: External wall (opposite playing fields); also at MS Centre (Church Lane) and Tesco (Parley Crossroads)	Training to be arranged	 Medium