Cayton Parish Council

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Risk Assessment Form

Location:	**Jubilee Hall - Bingo**	**Date:**	**30/07/2026**	**Completed By:**	**Events Committee**

Risk Assessment:	This risk assessment applies to bingo events held at Jubilee Hall, Cayton, where refreshments, including pre-prepared hot food, may be provided to attendees. The Activity Lead is the person with overall responsibility for the safe planning and delivery of the event. The Activity Lead may be either a Cayton Parish Council employee or an appointed volunteer and is responsible for ensuring that appropriate control measures are implemented, communicated and followed. The Council recognises that the event is delivered primarily by volunteers and expects volunteers to act reasonably and within the limits of their competence. Events may be attended by a range of individuals, including residents, volunteers, councillors, guests and members of the public. Where food is provided, the Activity Lead must ensure that suitable food hygiene, storage, heating and serving arrangements are in place and that any relevant allergen information is available to attendees. Where circumstances change, the Activity Lead shall undertake a dynamic assessment and implement any additional reasonable control measures required. Attendance shall not exceed any occupancy limit imposed by the venue operator. This risk assessment must be read in conjunction with: The venue's Fire Risk Assessment, and Cayton Parish Council's Lone Working Risk Assessment and Policy and Procedures.	**Reference No:**	**RA04**
Who was Consulted:	**Councillors**		

RISKS	**RISK RATING**		**CONTROL MEASURES**	
List significant hazards and how people may be harmed	Persons at risk	Risk	Actions to prevent risk or note where more information may be found	Actions if Risk Occurs & By Whom
Slips & Trips: Wet floors, trailing wires, or cluttered walkways may cause injury	All	4 (2x2)	• Activity lead to undertake visual inspection of the room prior to meeting/event starting to ensure controls measures are implemented and the venue remains suitable.	• If a slip, trip or fall occurs, provide First Aid. Where available, a

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			• Follow any conditions of hire agreed in relation to health & safety. • General good housekeeping. • All areas well lit • No trailing leads or cables. • Everyone to keep work areas clear, e.g., no boxes/equipment left in walkways • Any uneven or damaged surfaces must be appropriately highlighted usually by means of a physical barrier or hazard tape to warn others of the risks until it can be suitably repaired or replaced. Reported via Jubilee Hall Management Committee issue book.	qualified First Aider should be summoned.
First Aid/unwell/accident: Illness or injury may occur, requiring prompt first aid or emergency response	All	2 (2x1)	• The Activity Lead is the appointed person to take charge of first-aid arrangements. • The First Aid box is located at the kitchen and further first aid provision is in the Clerk's Office, if needed due to numbers expected. • If anyone feels unwell, they should not attend.	• If someone becomes unwell during the event they will be withdrawn and sent home, consideration will be given to notify their next of KIN (if known). • Any accident, injury or first aid treatment provided during the event should be recorded on the

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				Council's incident reporting form as soon as reasonably practicable..
Emergency: Unexpected incidents may require evacuation, emergency services, or urgent decision-making.	All	2 (2x1)	• Follow any terms of hire, such as fire and electrical safety. All equipment to be visually inspected before use. • Prior to commencement of the event, the Activity Lead will confirm the location of fire exits, evacuation assembly point, toilets and the designated person responsible for coordinating any emergency response. • Do not attempt to fight a fire, unless trained to do so. ▪ Emergency routes to be of adequate width and kept clear at all times. ▪ Accessible evacuation routes checked and confirmed.	• If the fire evacuation alarm is activated personnel must leave the building by the nearest available exit immediately. • Follow fire risk assessment/plan for the venue.
Manual Handling: Personnel risk injuries or back pain from handling heavy/bulky objects	All	4 (2x2)	• Activity Lead to ensure all volunteers to have undertaken and signed Event Briefing Pack, which includes guidance on manual handling as part of their induction.	• People at significant risk reminded not to undertake manual handling.

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			• All personnel briefed on manual handling as part of their induction and ongoing training, which included:
			  ◦ Not to lift unless comfortable in doing so
			  ◦ Young persons and others at significant risk (e.g. persons with a previous back injury) instructed not to lift heavy weights.
			  ◦ Wherever possible, lift items with assistance rather than alone
			• Staff/volunteers should avoid lifting loads beyond their capability. Large, bulky or awkward items should be moved using assistance from another person where reasonably practicable.
			• No manual handling of loads above 15kg without mechanical aid or team lift. All lifts to be preceded by a dynamic risk assessment considering load weight, shape, grip, and route. Unsafe lifts will be prohibited	

Working at height: Standing on chairs or elevated surfaces may lead to falls and serious injury.	All	4 (2x2)	• No persons are permitted to work at height unless it is unavoidable and has been properly assessed. • The activity must comply with the organisation's Working at Height Policy and Procedures. • Use of chairs, tables, or other inappropriate furniture for access is strictly prohibited.	• Activity lead to take appropriate action if unsafe working at height identified. • Provide immediate first aid if required and contact emergency services if necessary.

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			• Suitable, inspected equipment (e.g. step ladders) must be used where working at height is unavoidable. • Only trained and authorized individuals are permitted to use access equipment. • A dynamic risk assessment must be conducted prior to any work at height activity. • Area must be checked to ensure stable, level ground and free from obstructions. • Appropriate supervision must be in place at all times. • Manual handling risks associated with working at height must also be considered. • Participants must be instructed not to attempt to access high areas or retrieve items themselves.	• Report the incident in line with accident/incident reporting procedures. • Activity Lead to review controls and implement corrective actions before activity resumes.
Lone working / intruders: Individuals working alone may face increased risk from accidents, illness, or unauthorised entry.	All	4 (2x2)	▪ Lone working must be avoided where reasonably practicable. ▪ All lone working arrangements must comply with the organisation's Lone Working Policy and Procedures. ▪ Workers must inform a designated contact (e.g. line manager or Activity Lead) of their location, expected duration, and check-in arrangements. ▪ Personnel must have access to a means of communication at all times (e.g. charged mobile phone). ▪ Access to buildings must be controlled to prevent unauthorised entry (e.g. locked doors, controlled access points where applicable).	▪ Activity Lead / Line Manager to take immediate action if a lone worker fails to check in or if a concern is raised. ▪ Contact the individual and, if necessary, escalate to emergency services. ▪ Secure the premises if unauthorised entry is suspected and follow

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			▪ Personnel should be familiar with emergency procedures, including how to summon assistance. ▪ No lone worker should undertake high-risk activities. ▪ Any concerns about personal safety or suspicious activity must be reported immediately.	organisational incident procedures. ▪ Provide first aid or support where required. ▪ Record and report the incident in accordance with reporting procedures. ▪ Review lone working arrangements and update risk assessment as required.
Food/Drinks: Food or drink may trigger allergic reactions, choking, or hygiene-related illness.	All	4(2x2)	• Staff and volunteers must complete a food safety briefing as part of induction and refresher training, if appropriate to their role. • Food provided will be pre-packaged where possible to minimise contamination risk. • Food supplied will be obtained from reputable suppliers and, where practicable, remain in its original packaging until service. • Food will be stored, heated and served in accordance with the manufacturer's instructions. • Hot food and drinks shall be transported and served carefully to minimise the risk of burns or scalds. • Volunteers handling food must wash or sanitise hands before service and after using the toilet or handling waste.	• Activity Lead or First Aider (if there is one) to respond immediately to any choking, allergic reaction, or burn injury. • Administer first aid and call emergency services if required (e.g. severe allergic reaction/anaphylaxis). • Remove unsafe food/drink from use if contamination or risk is identified.

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			• Only persons involved in food service are permitted in the kitchen whilst food is being heated and distributed. • Packaging and manufacturer allergen information will be retained and made available for inspection by attendees on request. • Attendees remain responsible for determining whether food is suitable for their dietary requirements. • Spillages must be cleaned promptly. • Any food considered unsafe, damaged or outside manufacturer's use-by guidance must not be served.	• Record and report the incident in line with organisational procedures. • Review food safety controls and update risk assessment where required.
Car parking / traveling to and from: Accidents or confusion may occur during arrival or departure, especially in unfamiliar or busy areas.	All	4 (2x2)	• All personnel to make someone else aware once set off and arrived. • Car parking available and used at own risk. • Adequate external lighting. • Everyone given activity leads contact details. • Refer to lone working risk assessment.	• Any issues reported to venue and activity lead to take appropriate action, where required.
COVID-19/ Infections diseases	All	4 (2x2)	• Anyone with symptoms should not attend • Activity lead to ensure all personal and participants are aware they must not attend if unwell. • • Hands are washed regularly and thoroughly. • Separate COSHH risk assessment • Cleaning schedule in place at venue.	• Any issues reported to venue and activity lead to take appropriate action, where required.

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Children, young people and vulnerable adults: Without appropriate supervision or safeguards, individuals may be exposed to harm, distress, or exploitation.		4 (2x2)	• Activity lead to ensure that the area is suitable. • Activity lead must ensure the content of any activity is age, ability and stage appropriate. • All personnel aware of Council safeguarding policy and procedure. • Safeguarding concerns to be reported to Activity Lead. • All children and young people to be supervised by their own parents/carers/guardians.	• Activity lead to report safeguarding/welfare concerns to safeguarding officer and take appropriate immediate action, as required.
Behavior: overexcitement and not following rules or instructions could lead to accidents.	All	4 (2x2)	• Participants must be given clear instructions and safety information relevant to the activity. • Adequate supervision must be maintained at all times, appropriate to the group size and activity. • Activities must be planned to be suitable for the group, taking into account age, ability, and any additional needs. • Any unsafe behaviour must be challenged immediately and managed appropriately. • Participants should be reminded to follow instructions and raise concerns if unsure.	• Activity Lead to intervene immediately where unsafe behaviour is observed. • Stop or pause the activity if required to regain control and ensure safety. • Provide first aid if any injury occurs and seek further medical assistance if required. • Remove individuals from the activity if behavior presents a continued risk. • Record and report any incidents in line with organisational procedures.

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				• Review activity arrangements and behavior management strategies before continuing.
Inappropriately organized or led activities – Risk of harm from activity, Safeguarding issues	All	4 (2x2)	• The Activity Lead (employee or volunteer) is responsible for ensuring activities are delivered safely and in line with organisational policies and procedures. • Activities must be suitable for the group, taking into account age, ability, and any additional needs. • Adequate supervision levels must be maintained at all times. • Staff and volunteers must be appropriately inducted, trained, and aware of their roles and responsibilities. • Clear instructions and boundaries must be communicated to all participants. • Any safeguarding concerns must be recognised, reported, and managed in accordance with procedures. • High-risk or specialist activities must only be delivered by suitably qualified or experienced individuals. • Regular monitoring of activities should take place to ensure they remain safe and appropriate.	• Activity lead to challenge any actions considered unsafe and to stop the activity if they consider it remains unsafe. • Activity lead prepared to cancel attendance at the activity (have a contingency plan) if planned safety measures cannot be met – eg. Adult personnel drop out at the last minute • Any identified training needs to be reported to Activity Lead. • Provide first aid or appropriate support where required. • Record and report the incident in accordance with organisational procedures.

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Security - Unauthorised access, disruptive behaviour, or security breaches may result in harm to individuals, theft, or unsafe situations.	All	4 (2x2)	• Access to the venue must be managed to reduce the risk of unauthorised entry (e.g. doors monitored, secured where appropriate). • The Activity Lead is responsible for maintaining awareness of who is present and monitoring the environment. • Any suspicious or disruptive behaviour must be challenged appropriately and reported. • Lone working arrangements must follow the Lone Working Policy and Procedures. • Emergency procedures must be known and followed by staff and volunteers. • The Activity Lead should remain aware of approximate attendance numbers for event management and emergency purposes. • Valuable items should not be left unattended. • Staff and volunteers must report security concerns promptly.	• Activity Lead to take immediate action in response to any security concern (e.g. challenge, isolate, or remove risk where safe to do so). • Contact emergency services where there is an immediate threat to safety. • Evacuate or secure the area if required in line with emergency procedures. • Report and record the incident in accordance with organisational procedures. • Review security arrangements and update controls as necessary.
Fire Safety	All	2 (2x1)	• Conduct pre-session checks of fire exits, extinguishers, and escape routes. • Ensure all fire exits are unlocked, unobstructed, and clearly signed.	• Raise the alarm immediately and call 999. Responsible: Session lead or designated fire warden.

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			• The Activity Lead shall ensure that volunteers are aware of evacuation arrangements and emergency exits. • Keep escape routes clear of furniture, bags, and equipment. • Prohibit use of candles, smoking, or unapproved electrical equipment. • Identify and plan for individuals with mobility or sensory impairments. • Maintain access to first aid kit. • Position hot drink stations and electrical items away from exits and walkways. • Activity lead fire safety briefing to be read and understood by Activity Lead (Appendix 31 – Health & Safety Policy) • Follow venue Fire action plan ensure personnel are understand its contents.	• Evacuate all attendees calmly via nearest safe exit. Responsible: All volunteers under direction of fire lead. • Assist vulnerable individuals. • Administer first aid for burns or smoke inhalation if safe to do so. • Complete incident report and notify venue caretaker or committee. Responsible: Activity Lead. • Cooperate with emergency services and follow their instructions. Responsible: Activity Lead. • Review and update risk assessment post-incident. Responsible: Activity lead and welfare officer.

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GDPR and Data Handling: personal data such as emergency contacts or medical disclosures may be mishandled, leading to distress, reputational damage, or regulatory breaches.		4 (2x2)	• Data Protection Policy outlines lawful basis, retention periods, and access controls. • Volunteers receive basic GDPR briefing during induction and at refreshers. • When data collected the form used to include a council privacy wording • Breach reporting procedures are covered in the Data Protection Policy. • Data minimization is practiced—only essential information is collected for event safety. • Personal information will be handled in accordance with the Council's Data Protection Policy. • Information provided for welfare, safeguarding or emergency purposes will only be shared where necessary and lawful.	Immediate containment: • Secure or delete exposed data; restrict further access. • Notify Data Protection Officer (DPO) and log breach in internal register. Assess severity: • If high risk to individuals, report to the Information Commissioner's Office (ICO) within 72 hours. • Inform affected individuals with clear guidance on next steps and support. Review and strengthen controls: • Update training, access permissions, and storage protocols. • Document all actions in line with council Data Protection policy. Responsible Person(s): • Data Protection Officer • Activity Lead

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				• Event Lead or Safeguarding Officer (if data relates to safeguarding)
Cash Handling: Loss, theft or disputes relating to bingo monies.			• Cash handling should be avoided or kept to a minimum wherever practicable. • The Council does not operate a petty cash system. Event proceeds must be banked in full and must not be used to make purchases, reimburse expenses, provide change from personal funds, or make other payments. • Council funds and personal monies must be kept separate at all times. • At least two volunteers or authorised persons should be present when counting event proceeds. • Money must be stored securely and out of public view at all times. • An accurate record of takings and prizes shall be maintained and verified by two individuals present during the count. • All monies received shall be banked in full, without deduction or rounding up, in accordance with the Council's Financial Regulations and approved financial procedures. • Any monies collected on behalf of a nominated charity shall be recorded separately, banked through the Council's accounts, and remitted by BACS in accordance with the Council's Financial Regulations. This requirement does not apply	• Report suspected theft immediately to the Activity Lead. Who will then notify Clerk. • • Record discrepancies. • Any discrepancy, suspected loss or theft must be reported to the Activity Lead and Clerk as soon as practicable. • Activity lead to ensure financial records are kept and signed.

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			where the charity is represented at the event and takes direct responsibility for collecting, accounting for and banking its own donations. • Written confirmation of the nominated charity, evidence that the intended beneficiary has been clearly publicised, and the charity's payment details must be provided to the Clerk before payment is made. • Appropriate financial records shall be retained to provide a clear audit trail of monies received and distributed. • Prior to the event, the Activity Lead shall liaise with the Clerk to confirm that suitable arrangements are in place for the banking of event proceeds, including identifying an authorised person to undertake the banking and obtaining any required paying-in materials.	

Cleaning Schedule

Area/Item	Task	Timing	Responsibility
• Kitchen surfaces / equipment	• Wipe with food-safe disinfectant in a s pattern (dirty to clean)	• Before setup and after	• Kitchen lead
• Waste bins	• Monitor and empty if full	• As needed	• Activity Lead
• Handwashing station	• Check soap and towels	• Before setup	• Kitchen lead
• Tables & chairs	• Wipe down, stack safely	• End	• General volunteers
• Toilets	• Check and report any issues	• Before and after	• Activity Lead
• Floors	• Sweep crumbs/spills	• End	• General volunteers

Cleaning materials used must be subject to a separate COSHH assessment where required.

Contingency Plans

Scenario	Suggested solution/consideration
• Key staff/Activity Lead unavailable	• A nominated, competent deputy will take responsibility. If no suitable cover is available, the session will be postponed or cancelled.
• Venue unavailable / access issues	• Contact venue representative. Relocate to pre-identified alternative venue or reschedule participants with notice.
• Power failure	• Stop session safely. Assess lighting and risks. Evacuate if necessary or end session early.
• Participant illness or injury	• Provide first aid, contact emergency services if required, and inform next of kin where appropriate. Complete incident report.
• Severe weather / travel disruption	• Review conditions before start. Delay, cancel or shorten session. Inform attendees promptly.

Risk Reduction Plan

List further action required to control the risk	Responsibility for Action	Target Completion Date	Date Completed
• Circulate to all Councillors as part of Agenda pack for Event Committee meeting.	Clerk	22/07/2026	22/07/2026
• Put on website for Bingo attendees to review	Clerk	20/08/2026	06/08/2026
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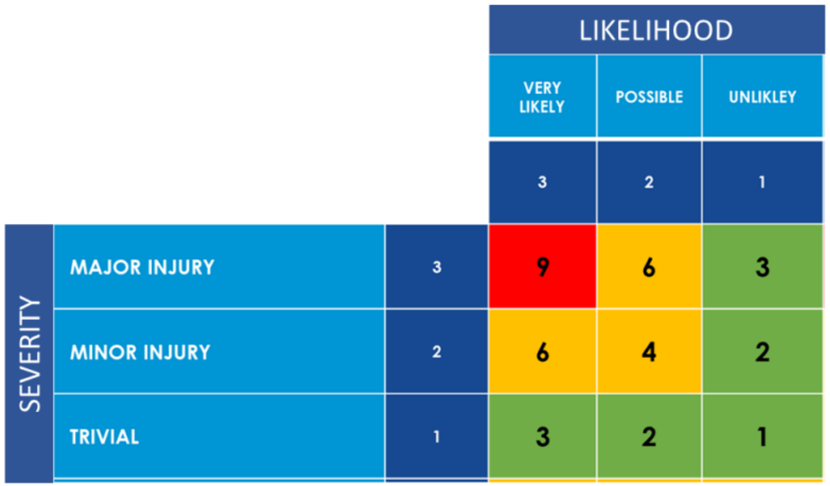
•			

Linked Policies / Procedures

Volunteer Hub
• Safeguarding Policy • Health & Safety Policy • Data Protection • Complaints



Review

		Name/Approval	Date	Comments
Review	Review Conducted by:	Events Committee	30/07/2026	Drafted and approved
	Review Conducted by:			
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