Cayton Parish Council

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Risk Assessment Form

Location:	**Jubilee Hall – Halloween Party**	**Date:**	**21/10/2026**	**Completed By:**	**Richard Westgarth**
Risk Assessment:	This risk assessment applies to the Halloween Party held at Jubilee Hall, Cayton. The event entertainment, activities and principal Halloween decorations are provided and managed by an appointed external contractor, who remains responsible for the safe delivery of their activities, equipment, decorations and their personnel. Cayton Parish Council is responsible for event administration, admission arrangements, provision of refreshments including pre-prepared hot food and drinks, and any supplementary Council-owned decorations used at the venue. The Activity Lead is the person appointed by the Council with overall responsibility for coordinating the Council's event-related activities and monitoring the safety of those elements under the Council's control. The Activity Lead does not assume responsibility for the contractor's specialist activities, equipment or decorations but may suspend or escalate concerns where an immediate risk to health and safety is identified. 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:**	**RA08**
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
Contractor Activities and Decorations - Contractor equipment, activities, electrical items, props or decorations may	All	4 (2x2)	• External contractor responsible for safe provision, installation, operation and removal of all contractor-owned equipment and decorations.	• Activity Lead and contractor to isolate the hazard immediately.

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create risks of injury, fire, trips, entanglement or obstruction.			• Contractor must hold appropriate Public Liability Insurance. • Contractor to provide risk assessment upon request. • Decorations must not obstruct fire exits, emergency signage, fire-fighting equipment or escape routes. • All electrical equipment brought into the venue must be suitable for use and visually inspected before use. • Inflatable, hanging or free-standing decorations must be suitably secured to prevent collapse or movement. • The Activity Lead may require unsafe items to be removed from use. • Any hazards identified during the event shall be reported immediately to the contractor and Activity Lead.	• Unsafe equipment or decorations to be removed from service. • First aid provided where required. • Incident to be recorded in accordance with Council procedures.
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. • Follow any conditions of hire agreed in relation to health & safety. • General good housekeeping. • All areas well lit • No trailing leads or cables. Any cables crossing pedestrian routes must be secured using suitable	• If a slip, trip or fall occurs, provide First Aid. Where available, a qualified First Aider should be summoned.

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			non-slip cable covers or other appropriate protection to minimise trip hazards. • 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 or if urgent by phone.	
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 (please ensure arrangements made for collection prior to event). • 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 Council's incident reporting form as soon as reasonably practicable..

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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. • All personnel briefed on manual handling as part of their induction and ongoing training, which included: • Not to lift unless comfortable in doing so	• People at significant risk reminded not to undertake manual handling.

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			• 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. • 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.	• Activity lead to take appropriate action if unsafe working at height identified. • Provide immediate first aid if required and contact emergency services if necessary. • Report the incident in line with accident/incident reporting procedures. • Activity Lead to review controls and implement

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			• 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.	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). ▪ Personnel should be familiar with emergency procedures, including how to summon assistance. ▪ No lone worker should undertake high-risk activities.	▪ 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 organisational incident procedures. ▪ Provide first aid or support where required. ▪ Record and report the incident in accordance

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			▪ Any concerns about personal safety or suspicious activity must be reported immediately.	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)	• Hot food shall only be reheated, handled and served by competent volunteers or designated personnel. • Children shall not be permitted access to food preparation or heating areas. 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. • Record and report the incident in line with organisational procedures. • Review food safety controls and update risk

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			• 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.	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. • Cleaning schedule in place at venue.	• Any issues reported to venue and activity lead to take appropriate action, where required.
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 procedure.	• Activity lead to report safeguarding/welfare concerns to safeguarding officer and take appropriate

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			• Safeguarding concerns to be reported to Activity Lead. • All children and young people to be supervised by their own parents/carers/guardians. It is not a supervised activity where responsibility is temporarily assumed by the activity provider.	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 reported to parents/carers or challenged immediately and managed appropriately. • Participants should be reminded to follow instructions and raise concerns if unsure. • Overexcitement, running, horseplay, prank behaviour or failure to follow instructions may lead to collisions, falls or other injuries.	• 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. • Review activity arrangements and behavior management

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				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.
Security - Unauthorised access, disruptive behaviour, or security breaches may result in harm to	All	4 (2x2)	• Access to the venue must be managed to reduce the risk of unauthorised entry (e.g. doors monitored, secured where appropriate).	• Activity Lead to take immediate action in response to any security concern (e.g. challenge,

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individuals, theft, or unsafe situations.			• 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.	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. • The Activity Lead shall ensure that volunteers are aware of evacuation arrangements and emergency exits. • Keep escape routes clear of furniture, bags, and equipment.	• Raise the alarm immediately and call 999. Responsible: Session lead or designated fire warden. • Evacuate all attendees calmly via nearest safe exit. Responsible: All

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			• 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. • Decorative materials must be kept away from heaters, kitchen equipment, electrical equipment and lighting. • Inflatable decorations must not obstruct exits, escape routes, fire alarm call points or fire-fighting equipment. • Battery-powered decorations are preferred. Mains-powered decorative equipment must be visually checked prior to use. • 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.	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.
GDPR and Data Handling: personal data such as emergency contacts or medical disclosures may be mishandled, leading to distress,		4 (2x2)	• Data Protection Policy outlines lawful basis, retention periods, and access controls. • Volunteers receive basic GDPR briefing during induction and at refreshers.	Immediate containment: • Secure or delete exposed data; restrict further access.

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reputational damage, or regulatory breaches.			• 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.	• 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 • Event Lead or Safeguarding Officer (if data relates to safeguarding)

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Cash Handling: Loss, theft or disputes relating to entry 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 where the charity is represented at the event and takes direct responsibility for collecting, accounting for and banking its own donations.	• 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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			• 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

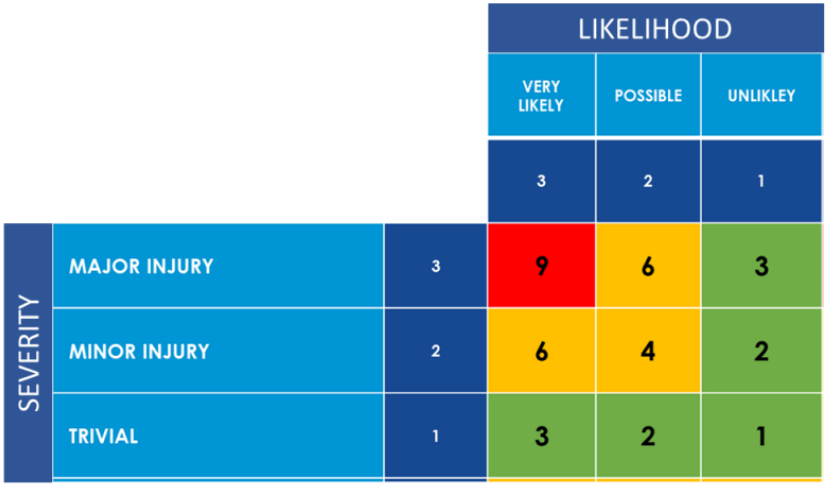
Scenario	Suggested solution/consideration
• Key staff/Activity Lead unavailable	• A nominated, competent deputy will take responsibility. If no suitable cover is available, the session will be postponed or cancelled.
• Venue unavailable / access issues	• Contact venue representative. Relocate to pre-identified alternative venue or reschedule participants with notice.
• Power failure	• Stop session safely, informed attendees, volunteers and contractor promptly. 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 Event Councillors	Clerk	31/11/2026	21/10/2026
• Put on website for attendees to review	Clerk	31/11/2026	21/10/2026
•			
•			

Linked Policies / Procedures

Volunteer Hub
• Health & Safety Policy • Data Protection • Complaints • Lone Working • Venue Fire Risk Assessment



Review

		Name/Approval	Date	Comments
Review	Review Conducted by:			
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