

Waldringfield Parish Council

Warm Welcome Management Plan & Risk Assessment

Approved 14 October 2025

Event Name	Waldringfield Warm Welcome Provision
Event venue/location	Waldringfield Village Hall School Lane Waldringfield. Site owned and managed by Waldringfield Village Hall Trust – WPC is a hirer.
Dates of the Event	Each Wednesday from 22 October 2025 to 18 March 2025, between 2pm and 4.30pm (NOT including 24 or 31 December 2025)
Management Organisation	Waldringfield Parish Council
Event description	Weekly provision of an inclusive, accessible warm space, plus hot drinks, cakes and pastries, access to board games etc, wi-fi, plus details of available support in the current cost of living crisis
Anticipated visitors on site at any one time each week:	10 - 20
Anticipated numbers of visitors in total attending the event each week	Fewer than 25
Volunteers on site:	<i>Each week a minimum of 2 initially, increasing to 3 if visitor numbers remain as last year.</i>
Target visitors:	<i>The event is aimed at all village residents across the age groups who might appreciate the warm welcome facilities in addition to those who may currently feeling socially isolated.</i>
Facilities provided:	<i>The village hall is in a central village location. It is modern and purpose built and fully accessible. It has car parking facilities (including disabled bays) toilets (including a disabled toilet) washing facilities, drinking water, wi-fi, landline telephone and a defibrillator. There is a well equipped kitchen. The hall is used regularly for village/community events and many chairs & tables are available.</i>
Formal permission from the land owner	Yes – rental agreement
Any licensing requirements consents/licences required	No.

Document last updated 14 October 2025

Risk Assessment & Mitigation Measures

1. Road safety/ Car Parking

The venue is in the centre of the village and it is anticipated that most visitors to the event will walk or cycle, however, some may wish to drive.

a) This could result in a small increase in the number of cars in the area which is near to the Primary School.

b) There may be an increased demand for parking.

Mitigation

a) The road has a statutory speed limit of 20mph. It is not unusual for daytime activities to be held in the village hall, many of which attract many more vehicles than anticipated at this event. Nonetheless, the Head Teacher and the Parents Association have been made aware of the potential small increase in traffic, particularly at around 2pm – 4.30pm.

b) There is a permanent and formal car park at the village hall with clearly marked parking spaces that will satisfy the possible increase.

2 Child & Vulnerable Safeguarding

The majority of visitors expected to attend the event live in the village and are known to one another and the organisers through regular social events and activities in the village as well as through the primary school. Nonetheless the organisers are very aware of the potential risks to children & vulnerable adults.

Mitigation - Children with a parent or carer will be very welcome but unaccompanied children will not be included in this event.

Waldringfield Parish Council has an up to date and detailed Safeguarding Policy which includes the details of the Safeguarding lead and deputy (both of whom have experience in this matter).

As part of the training, all volunteers will be briefed on this policy and provided with a copy. A hard copy will also be available at each of the warm room events.

3 Illness or Injury

It is possible that anyone, including volunteers, may sustain an injury or become sick whilst attending the event. In the event of illness or injury there are a number of First Aid Kits within the Village Hall. In the case of a more serious situation the village hall has a landline telephone and access to an on-site defibrillator.

Mitigation

As part of the training, all volunteers will be briefed on the following:

- a) How to set out the room to avoid trip hazards and be vigilant during the event – including advising attendees wishing to plug in devices that require charging etc must do so in a way that avoids cables running across a walkway, creating a trip hazard – i.e. the device must be immediately adjacent to an appropriate socket.
- b) How to lift safely such items as storage boxes, move & erect tables etc.
- c) How to operate safely the kitchen equipment
- d) The location of fire extinguishers and fire blankets & ensure fire doors are kept shut
- e) The location of the First Aid Kits
- f) The contact details for the lead Councillor for the Warm Welcome provision and the Clerk.

Volunteers will be provided with a copy of this information. A hard copy will also be available at each of the warm welcome events.

4 Food Hygiene/Food Allergies

Hot drinks will be served during the event and this in itself carries an element of risk.

Mitigation

Volunteers only will have access to the kitchen. The volunteers will not be preparing any refreshments from scratch in order to comply with the Village Hall requirements.

The ingredients of any bread, biscuits or cakes will be made available to attendees.

Chilled items will remain in the fridge when not required.

All utensils/crockery etc will be washed thoroughly. Used tea towels will be placed in the laundry bag.

As part of the training, all volunteers will be briefed on the above and will be provided with a copy of these requirements. A hard copy will also be available at each of the warm welcome events.

5 Fire

a)The risk of a fire is very low. All kitchen appliances are electric and carry a safety certificate. Heating is provided in the building via wall mounted radiators regulated by a central thermostat control in the individual rooms. Clearly there is no smoking anywhere in the hall.

b)Attendees may wish to bring in equipment such as a laptop that may require charging and/or access to an electric socket.

Mitigation

a & bi) Both a fire blanket and extinguisher, suitable for electric fires are available in the kitchen as is a First Aid Kit.

a & bii) Volunteers will endeavour to ensure that the Fire Doors are not left open and will advise attendees of the location of emergency escape routes and the outdoor gathering place

As part of the training, all volunteers will be briefed on operating the electrical appliances and the associated safety equipment and will be provided with a copy of the brief. A hard copy will also be available at each of the warm welcome events.

6 Waste Management & Recycling

Single use plastic will be avoided wherever possible. Volunteers will use the bins as labelled (including recycling) in the Village Hall. If the internal bins become full, volunteers will empty these into the appropriate external bins.

As part of the training, all volunteers will be briefed on the above and will be provided with a copy of these requirements. A hard copy will also be available at each of the warm welcome events.

7) Theft or damage to attendees own property

Attendees will be advised that they are responsible for looking after their own property whilst at the warm welcome events. As part of the training, all volunteers will be briefed on the above and will be provided with a copy of these requirements. A hard copy will also be available at each of the warm welcome events.

Insurance Details

The events described above are covered by the **Waldringfield Parish Council Insurance** which includes Public Liability cover of £10m.

Ansvar Insurance Policy No ACY 2448695 Expiry date: 30 October 2026

The **Village Hall** is covered by its own insurance which includes Public liability cover of £10m.

New details TBC

Insurers: Zurich. Policy number: VVH272039 2023. Expiry date is 31/03/23.