

Reference:

Okehampton Town Council

Risk Assessment

Title	Martyn's Law	Date Of Assessment	Wed 16 Sep 2026
Site	Town Hall	Location	Town and Charter Hall, Fore Street, Okehampton
Risk Assessor	Rosi Wills (current)	Assisted By	-
Non-Employees Involved	-	People At Risk	Visitors, Members of the Public, Volunteers, Children & Young Persons, Employees, Councillors
Task Description	Risk Assessment considering Acts of Terrorism impacting events in Charter and Town Hall		
Risk Rating	Medium		
Review Date	Fri 17 Sep 2027	Reviewer	Rosi Wills (current)

Hazards

Hazard	Weaponised person(s) in the surroundings of the buildings (external)
Risk Of Harm	Attendees would be unable to leave safely Could lead to people from outside seeking shelter within Charter or Town Hall
Existing Control Measures	Thumb turn locks fitted to doors on inside of Charter Hall and Town Hall inner door to facilitate Lockdown and Invacuation procedures by staff or Hirers Lockdown and Invacuation procedures to form part of the booking process and reiterated as part of Safety Briefing at the beginning of any period of Hire Staff to ensure Office reception door locked when not in use Liaising with other businesses/stakeholders in the surrounding area to create a cohesive plan

Hazard	Weaponised person(s) entering an event
Risk Of Harm	An act of terror being committed inside the building
Existing Control Measures	Exits kept clear, Emergency Evacuation procedure followed Information disseminated to Hirers through the booking process and during the Safety Briefing at the beginning of their Hire period

Hazard	Act of Terror using Vehicles
Risk Of Harm	Vehicle Collision with building Blocking people into the building Causing injury to people in entryways Damage to building
Existing Control Measures	Large stone pillars outside of Town Hall entrance, too narrow for any vehicle except bikes Charter Hall entrance foyer is parallel to road traffic direction so reduced risk of vehicle being able to enter at speed Emergency Evacuation procedure to be followed in the event of any collision

Hazard	Incendiary Device(s) in building
Risk Of Harm	Injury or Death to person(s) Damage to building
Existing Control Measures	Under stair spaces to be blocked off to reduce hiding spaces Caretakers to sweep areas and check for any unexpected items left in the hired spaces, cupboards, toilets and stairwells Inner Hallway door of Town Hall to be kept locked when Town Hall venues not in use to prevent public access

Hazard	Incendiary Device(s) around building
Risk Of Harm	Injury or Death to people – possible need to Invacuate people to a safe space Damage to building
Existing Control Measures	Invacuation Procedure to be followed First Aid kits and Traumatic Bleed kit available in Charter Hall for treating injuries

Hazard	Chemical Attack (including Poisoning)
Risk Of Harm	Acid burns to event attendees Poisoning through ingestion or injection
Existing Control Measures	On-site chemicals stored securely to prevent opportunistic utilisation Hirers to have means of calling emergency services

Past Reviews

Review Date	Reviewer	Comments
Thu 16 Sep 2027	Rosi Wills (current)	Addition of Councillors to People at Risk Corrected typing error