

LEVENS VILLAGE HALL (Charity No. 1192940)

Risk Assessment Procedure

Introduction

All activities undertaken by the Levens Village Hall Trustees (herein after named the Trustees) carry some health or safety risk. By undertaking a risk assessment, a full understanding of the hazards presented by the activities to be undertaken can be understood in a systematic way. Control measures can then be identified to ensure that the level of risk is as low as reasonably practicable.

Responsibilities

Trustees

- To ensure that all activities that have a significant risk have been risk assessed, and the assessment is recorded and in date
- To ensure that all involved are briefed on applicable risk assessments and can implement control measures

Hirers

- To carry out own risk assessments for the activities which they propose to undertake as necessary and alert the Trustees, should the need arise, of any concerns for health or safety which the risk assessment highlights which cannot be controlled by the Hirer alone
- To observe all instructions as briefed and documented and which are available through the Trustees and on the Levens Village Hall website (www.levens.org.uk)
- To act responsibly in the interests of themselves and others

Definitions

Hazard

A hazard is anything that has the potential to cause harm to people, property, equipment or the environment.

Risk

A risk is the likelihood that a hazard will cause damage to people, property, equipment or the environment, combined with the severity of the harm.

Risk Assessments

The following steps describe how a task risk assessment should be completed by utilising our residual risk assessment form.

1. Identify the task

All steps of the activity should be identified. This should include preparation work prior to an activity or event starting; the activity/event itself; and what you need at the end of the activity/event.

2. Identify the hazards

Identify any hazards that could be present when each step of the activity/event is undertaken. For example:

- Vulnerable persons, e.g., children, the elderly or those with additional needs
- Electricity
- Contact with moving vehicles (unloading/loading equipment)
- Slip and trip hazards
- Hot surfaces
- Animals
- Food preparation

3. Identify what type of harm a hazard can cause

For each hazard identify what effect it could have on people, property, equipment or the environment. For example, the effect of contact with electricity is possible electrocution, burns to the skin and tissues, fire and damage to the property.

4. Identify who may be affected

Identify who could be affected by the hazard. This could range from Trustees undertaking the activity, to hirers and users of the service being provided to people in the vicinity or contractors working in the building. Also identify any persons who may be especially vulnerable such as children, the elderly or persons with additional needs.

5. Assess the risk without control measures

The likelihood of the hazard causing harm and the severity of the harm should be assessed without any control measures. This should be done using the following scoring system:

$$\text{Likelihood} \times \text{Severity} = \text{Risk}$$

Likelihood and severity should be scored on a scale from 1 to 5 using the following system:

| Score | Likelihood of Injury |
|-------|----------------------|
| 1 | Remote |
| 2 | Unlikely |
| 3 | Probable |
| 4 | Most likely |
| 5 | Highly Likely |

| Score | Severity of Injury |
|-------|------------------------------------|
| 1 | No injury |
| 2 | Slight Injury |
| 3 | Lost time injury, more than 3 days |
| 4 | Major injury |
| 5 | Multiple injuries/death |

6. Identify control measures

As a guide, control measures should be based on the following hierarchy of control:

- Eliminate or avoid – if possible, remove the risk completely or avoid it by working in a different way/location
- Reduce/substitute – if the risk cannot be avoided try to reduce it, e.g., substitute with less people/less harmful equipment/activity
- Isolate the individual from the risk – consider protecting the individual by using a barrier/screen or distance from harm

- Control the risk – implement a procedure or policy, e.g., write an agreed procedure for your group and ensure that all members are aware of this and adhere to it
- Implement measures to protect all
- Good discipline – e.g., information training, sharing and instruction. Ensure that all individuals performing any task are competent and any training needs are actioned.

These control measures are listed in their order of preference. To eliminate the risk is better than controlling it by reducing/substituting and so on. All Hirers must ensure that the controls identified are compatible with existing equipment and systems and Institute Policies and Procedures.

7. Reassess the risk with control measures in place
Repeat the likelihood and severity scoring with the control measures in place
$$\text{Likelihood} \times \text{Severity} = \text{Risk}$$

This will give a residual risk score. The following table represents the action to be taken:

| Rating Action Bands | | |
|------------------------------------|---|---|
| Rating Bands | Action Required | |
| 1-4 Minimal Risk | Maintain Control Measures | It is safe to continue with the existing control measures |
| 5-9 Low Risk | Review Control Measures | As activity progresses, control measures should be reviewed to ensure they are maintained |
| 10-16 Medium Risk | Improve Control Measures | Review control measures and improve before activity/event starts |
| 17-25 High Risk | Improve Control Measures Immediately and Consider Stopping the Event/Activity | Activity/Event must not proceed until improved control measures are in place |

Reviewing Risk Assessments

Risk assessments should be reviewed in the event of any accidents, near misses or any significant changes to any of the following:

- The activity itself
- The employees/hirers carrying out the work
- Equipment
- Safety equipment
- Weather
- Change in attendees, in particular children, the elderly and any person with additional needs
- Site conditions

If none of the above changes then risk assessments should be reviewed every five years. The Hirer is responsible for reviewing it in a timely manner and making the Trustees aware of any changes.

Communication

Findings of risk assessments should be communicated to relevant parties and/or those working with the Trustees. Those responsible for the event/activity need to be informed of the hazards, residual risk and control measures involved with the assessment.