

# **LEVENS VILLAGE HALL (Charity No. 1192940)**

## **Risk Assessment Procedure**

### **Introduction**

The Management of Health & Safety at Work Regulation 1999 prescribes that every employer shall make a suitable and sufficient assessment of:

- (a) the risks to the health and safety of their employees to which they are exposed whilst they are at work; and
- (b) the risks to the health and safety of persons not in their employment arising out of or in connection with the conduct by them of their undertaking.

The same regulations state that the requisite risk assessment must be recorded in writing if an employer employs 5 or more people. While this is not the case for Levens Village Hall the Trustees have agreed that, as the scope of their 'undertaking' exposes hirers, users and members of the public to risk, the LVH risk assessments should be recorded and published.

### **Responsibilities**

#### **Trustees**

- To undertake suitable and sufficient assessment of the risks to the health and safety of Trustees, hirers, users and members of the public associated with the scope of the Levens Village Hall undertaking.
- To implement and maintain all relevant risk control measures identified by risk assessment.
- To ensure that all persons exposed to the assessed risks are briefed on applicable risk assessments and the derived control measures

#### **Hirers**

- To undertake suitable and sufficient risk assessment related to the activities which they propose to undertake during the hire if they pose discrete and quantifiable hazards to health and/or safety.
- To forward any such risk assessments to the Trustees for information prior to the hire.
- To alert the Trustees of any risks to health and/or safety which the risk assessment highlights and for which cannot be adequately 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](http://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. Define the scope

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 e.g., children, the elderly or those 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:

**Likelihood x Severity = 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

Identify and implement all reasonably practicable risk control measures through the structured and progressive application of 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
- Engineered controls – physically isolate the individual from the risk, consider protecting the individual by using a barrier/screen or distance from harm
- Administrative controls – 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
- Personal protective equipment – to provide suitable personal protective equipment to protect for harm arising from the residual risk once all other reasonably practicable control measures have been implemented, e.g. gloves, eye protection.
- Good discipline – e.g., information training, sharing and instruction. Ensure that all individuals performing any task are competent and any training needs are actioned.

The structured and progressive application of this hierarchy of control is mandatory. All reasonably practicable control measures identified must be implemented in sequence and in full until any residual risk is zero or judged to be tolerable.

All Hirers must ensure that all controls measures identified through any 'hire specific' risk assessment are compatible with existing equipment, systems and Levens Village Hall Policies and Procedures. If there is any doubt the Hirer should seek advice from the nominated H&S Trustee.

## 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	
<b>1-4</b> <b>Minimal Risk</b>	Maintain Control Measures	It is safe to continue with the existing control measures
<b>5-9</b> <b>Low Risk</b>	Review Control Measures	As activity progresses, control measures should be reviewed to ensure they are maintained
<b>10-16</b> <b>Medium Risk</b>	Improve Control Measures	Review control measures and improve before activity/event starts
<b>17-25</b> <b>High Risk</b>	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.