



Birds Edge Village Hall Risk Assessment Procedure

1.0 Introduction

All activities undertaken by the Birds Edge Village Hall Committee 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.

2.0 Responsibilities

2.1 Committee

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

2.2 Volunteer's

- Alert a member of the committee to any potential risks or hazards when they are identified.
- Observe all instructions as briefed and documented.
- Act responsibly in the interests of themselves and others.

3.0 Definitions

3.1 Hazard

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

3.2 Risk

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

4.0 Risk assessments

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

4.1 Identify the task

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

4.2 Identify the hazards

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

- Vulnerable persons e.g. Children and the elderly
- Electricity
- Contact with moving vehicles
- Slip and trip hazards
- Hot surfaces
- Animals

4.3 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 skins and tissues, fire and damage to property.

4.4 Identify whom may be affected

Identify who could be affected by the hazard. This could range from committee members undertaking the activity, people in the vicinity of the work, contractors, members of the public, visitors. Also identify those people who may be more vulnerable in the workplace i.e. people with hearing or mobility impairments, young persons or those who are pregnant or of child bearing age.

4.5 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	Severity Of Injury
1	Remote	No Injury
2	Unlikely	Slight Injury
3	Probable	Lost Time Injury, more than 3 days
4	Most Likely	Major Injury
5	Highly Likely	Multiple Injuries / Death

4.6 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 and reduce it e.g. substitute with a less harmful chemical
- Isolate the individual from the risk – consider protecting the individual by using a barrier / screen or distance
- Control the risk - implement a policy of procedure – for example a documented safe system of work
- Implement measures to protect all
- Good discipline - for example information training and instruction. Ensure the individual performing the task is competent. Identify training requirements for the task

These control measures are listed in their order of preference. To eliminate is therefore a better control measure than to reduce or substitute. Ensure that the controls you have identified are compatible with existing equipment and systems. Do not increase the risk rating by implementing controls that are incompatible.

4.7 Reassess the risk with control measures in place

Repeat the likelihood and severity scoring with the control measures in place. 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
16 - 25 – High Risk	Improve Controls Immediately and Consider Stopping Work	Activity must not proceed until improved control measures are in place

5.0 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 carrying out the work
- equipment
- safety equipment
- weather

- site conditions

If none of the above changes then risk assessments should be reviewed every five years. The author of the risk assessment is responsible for reviewing it in a timely manner.

6.0 Communication

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