

## Lydbury North Village Hall

### RISK ASSESSMENT POLICY & PROCEDURE

#### Background

There are no employees of Lydbury North Village Hall (LNVH) and regular repair and maintenance work is undertaken by third parties who have responsibility for their own risk assessments, health and safety, and other issues such as the hours they work and their financial and tax arrangements. As such, there is no legal requirement to record and register the findings of a risk assessment.

However, the Management Committee of the Hall (LNVHMC) is committed to ensuring a robust procedure to identify and manage any risks to people who use the Hall and its facilities.

As stated, individuals or organisations carrying out maintenance work for LNVHMC are responsible for their own risk assessments. Equally, individuals or organisations hiring the Hall must ensure that they have made "suitable and sufficient" risk assessments to cover their activities accordingly.

To optimise effectiveness, key findings of a risk assessment will be recorded on an annual basis and, as necessary, brought to the attention of those using the hall.

#### What is the difference between Hazard and Risk?

There can be a tendency to use hazard and risk interchangeably; we describe things as hazardous or risky. However, when assessing risks, the difference between the two terms needs to be clearly understood.

A hazard is defined as "something with the potential to cause harm", where the harm may be injury or ill health. The something could be a substance, a source of energy, a machine or a situation (such as working at heights).

Risk is defined as "the likelihood (chance) that the harm from a particular hazard will be realised". It also takes into account the severity of the hazard - a high-risk activity is one where injury is likely to occur and, if it does, the injury could be severe; a low risk activity is one where injury is unlikely to happen but, if it does, the injury will be minor.

#### Risk Rating

The following risk rating should be applied to the risk assessments to identify when action is required. The Likelihood of Occurrence" (L) is multiplied by the "Hazard Severity" (S) rating to give an overall Risk rating (R) e.g.  $2 \times 4 = 8$  giving a Rating of Medium Risk, which is tolerable.

#### Likelihood of Occurrence (L)

1 – Not Likely;    2 – Possible;    3 – Quite Possible;    4 – Likely;    5 – Very Likely

#### Hazard Severity

1 – Insignificant;    2 – Slight;    3 – Moderate;    4 – High;    5 – Very High

## Risk Rating

1 – 5 Acceptable (Low); 6 – 11 Tolerable (Medium); 12 – 25 Unacceptable (High)

**A risk rating of 12 – 25 requires immediate action to be taken.**

## Approach to conducting the Assessment

Apply the Five Steps to Risk Assessment as recommended in Government HSE publications. Designated members of the management committee will carry out the risk assessment.

### 1 Identify hazards.

Using HSE's web pages for health and safety advice and guidance, committee members will walk around all areas of the hall, car park, drive and footpath, noting things that might pose a risk. Consideration will also be given to any comments/ suggestions made by users of the hall or contractors undertaking work at the hall.

### 2 Who could be at risk of harm?

For each area of risk identified considerations of who could be harmed, and how, will be detailed.

### 3 Controls to manage risks

Following this, appropriate controls will be set in place / reviewed, incorporating guidance and advice from HSE's website where relevant.

### 4 Acting on Findings

Findings from the risk assessment will be itemised, described clearly, rated in accordance with the approach described above and responsibility for action allocated with appropriate timing. On completion of each action any notes and date will be added.

### 5 Review and on-going use of findings

The findings will be discussed at LNVHMC meeting and implementation agreed and minuted.

This Policy and Procedure will be formally reviewed annually and immediately as necessary if any significant changes occur to the hall itself, its facilities or how it is used.

Date Adopted: 25th April 2017  
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Secretary: J. Beaumont  
Chair: M. Smith