

Risk Assessments for Events & Activities at Ashwick & Oakhill Village Hall & Recreation Ground

Introduction

Put simply, a risk assessment is a careful examination of what, at your event or activity, could cause harm to people, animals or 'things' (i.e. buildings and equipment), so that you can weigh up whether you have taken enough precautions, or should do more, to prevent harm or damage. The aim is to ensure everyone and everything is protected from harm or damage caused by a failure to take **reasonable** control measures.

A **hazard** is anything that may cause harm or damage, such as hazardous substances, heat and hot water, electricity, working at height, trailing cables, vehicles, animals, violent situations, etc.

The **risk** is the chance, high or low, that harm, contamination, illness or damage could be caused by these and other hazards, together with an indication of how serious the harm could be.

Preparing an Assessment of the Risks

Step 1

Identify the hazards

Consider the activities you are planning to undertake, what could reasonably be expected to cause harm or damage? Ask the other members of your organising group. Also consider the setting up and clearing down stages of your event and how it may impact on others, including neighbours, outside the immediate area.

Step 2

Decide who or what (e.g. animals, buildings, etc.) might be harmed and how.

For each hazard you need to be clear about who/what might be adversely affected; it will help you identify the best way of managing the risk. That doesn't mean listing everyone or everything by name, but rather identifying groups of people/things (e.g. Visitors to the event, volunteers, vulnerable groups and individuals, staff, public (i.e. people not visiting the event), young people, contractors, etc.), exhibits, equipment, etc..

In each case, identify how they might be harmed, i.e. what type of injury or ill health might occur. For example, 'volunteers may suffer back injury from repeated lifting of boxes; illness from contact with carriers of infectious diseases; animals or children may be startled by loud noises or fireworks'.

Step 3

Evaluate the risks and decide on precautions

Having identified the hazards, you then have to decide what to do about them. The law requires you to do everything 'reasonably practicable' to reduce the risk of harm. Compare what you are doing with good practice; i.e. what do other people do, how can you reduce risk of harm, can you spot potential dangers?

Think also about what controls you have in place and how the event or activity is organised. Then compare this with what others do in similar circumstances and see if there's more you should be doing to bring yourself up to both legal and ethical standards. In asking yourself this, consider:

- Can I get rid of the hazard altogether?
- If not, how can I control the risks so that harm, infection or damage is unlikely?

When controlling risks, apply the principles below, if possible in the following order:

- Try a less risky option (e.g. switch to using a less hazardous chemical, improve ventilation).
- Prevent access to the hazard (e.g. by guarding, social distancing, one way systems).
- Organise work to reduce exposure to the hazard (e.g. barriers between pedestrians and traffic).
- Issue personal protective equipment (e.g. clothing, gloves, footwear, goggles etc.); and provide welfare facilities (e.g. first aid and hand sanitising facilities for removal of contamination).
- Is training required?
- Are Certificates of Competence or Compliance required to use equipment brought on site?

Step 4

Record your findings and implement them

When writing down your results, keep it simple, for example: 'Tripping over rubbish: bins provided, staff instructed'. We do not expect a risk assessment to be perfect, but it must be suitable and sufficient.

You need to be able to show that:

- A proper check was made.
- You considered who or what might be affected.
- You dealt with all the significant hazards, taking into account everyone potentially affected.
- The precautions are reasonable, and the remaining risk is low.
- You involved your planning team in the process.

Step 5

Review your assessment and update if necessary

Set a date to review your plans and update the assessment as necessary. This is especially important if any changes are made to the programme of events after the Risk Assessment has been completed, as the changes may, in a worst case scenario, invalidate it.

Evaluating Risks

On the following pages you will find templates to assist in evaluating the various risks you have identified. It is a two-stage process: what is the **likelihood** that each particular hazard may occur and, if it does so, how serious might be the **consequences**? You need to make a sensible assessment for both.

Likelihood			Consequence		
1	Very unlikely	1 in a million chance of occurring	1	Insignificant	No injury
2	Unlikely	1 in 100,000 chance of occurring	2	Minor	Minor injuries needing first aid
3	Fairly Unlikely	1 in 10,000 chance of occurring	3	Moderate	Up to 3 days absence from work
4	Likely	1 in 1,000 chance of occurring	4	Major	More than 3 days absence
5	Very Likely	1 in 100 chance of occurring	5	Catastrophic	Life changing or Death

Using the table above, you will estimate what is the Likelihood (**L**) of the incident occurring and also what are the probable Consequences (**C**) if it does – in both cases on a scale of 1 – 5.

By multiplying these two numbers together you will get the Risk Index (**R**) = **L x C**

If the resulting number falls in the green segment of the chart below, the risk may be viewed as acceptable. However, as you migrate into the higher numbers then some attention needs to be given to ways and means of reducing the impact – in the more serious (red segment) you must cease the activity, make immediate improvements before proceeding further, or do things quite differently.

CONSEQUENCE	5	5	10	15	20	25	17 - 25	Unacceptable - STOP, make immediate improvements
	4	4	8	12	16	20	10 - 16	Tolerable - seek to improve within a specified timescale
	3	3	6	9	12	15	5 - 9	Acceptable - but should be improved by next review
	2	2	4	6	8	10	3 - 4	Acceptable - but try to improve
	1	1	2	3	4	5	1 - 2	Acceptable
		1	2	3	4	5		
LIKELIHOOD								

The templates on the following pages are examples to use as prompts to assist you in completing a generic Risk Assessment for both Regular and Occasional Events and Meetings at the Village Hall, and Contractors working on site, i.e. in/around Buildings or in the Grounds. There are also blank templates for general use. For events which utilise outside equipment, exhibitions, demonstrations, sporting or attractions, such as bouncy castles, fireworks displays, etc., then quite specific additional Risk Assessments must be undertaken.

ASHWICK & OAKHILL VILLAGE HALL

An Example Risk Assessment for Regular Meetings in the Village Hall

EVENT:	Monthly meetings of:	LOCATION:	Ashwick & Oakhill Village Hall	DATE:		REVIEW DATE
ASSESSOR:		DATE OF EVENT:		SIGNED:		

Potential Sources of Hazard or Risk	Nature of Risk or Hazard	Who might be harmed	Risk index L x C = R			Action (to be?) taken to mitigate	Action by?	Action done?	Initials
			L	C	R				
Floors	Wet – slip hazard Uneven – trip hazard	Members, visitors				Ensure floors are dry, put up warning notices if not. Avoid rubbish and un-necessary obstructions			
Wandering extension leads	Trip hazard; Electric shock	Members, visitors				Cables to projectors/laptops to run under chairs, etc., and be marked and/or covered with a cable cover. Plugs and cables to be checked for compliance with codes.			
Fire in building	Serious injury or death	Members, visitors				See separate Fire Safety Risk Assessment for the Village Hall			
'Old' Kitchen	Wet floor; Burn, scald, cuts	Members, visitors				Aim to keep dry, notices deployed if wet. Water heaters to be properly maintained, tested & secure. First aid box available.			
'New' Kitchen	Wet floor; burns, scalds, sharp knives	Volunteers & Members				As for 'Old' Kitchen, plus volunteers must be adequately trained and approved to use the various specialised equipment			
Committee Room	Stacked chairs, tables, etc.	Members, visitors				Use the chair trolley for moving chairs; follow good practice when moving tables and chairs.			
Store Room	Gas Boiler, Electrical Equipment, etc.	Contractors, VHC staff				Authorised access only to this area after being made aware of potential hazards.			
Car Park	Vehicle movements	Members, visitors, dogs				Maintain car park surfaces in good condition; encourage thoughtful parking & min speeds; good lighting for all areas			
Path: Car Park to Hall	Flagstones uneven, slippery when wet	Members, visitors				Maintain path in good condition, keep clear of debris, report defects to VHC; ensure good lighting along the path			
Medical Emergency	Cuts, grazes, scalds; personal health emergencies	Members, visitors				First Aid kit available for minor cuts, bruises, etc. In the event of a major incident call emergency services.			
Specimens & visual aids	Cuts, bruises, bites, infections?	Members, visitors				Unless common or simple accessories for illustration, assess need for separate and specific Risk Assessment			

ASHWICK & OAKHILL VILLAGE HALL

Risk Assessment for Occasional Visitors & Contractors

ACTIVITY:		LOCATION:	Ashwick & Oakhill Village Hall	DATE:		REVIEW DATE
ASSESSOR:		DATE OF EVENT:		SIGNED:		

Potential Sources of Hazard or Risk	Nature of Risk or Hazard	Who might be harmed	Risk index L x C = R			Action (to be?) taken to mitigate	Action by?	Action done?	Initials
			L	C	R				
Floors	Trip hazards from cables; slippery floor	Members & visitors				Ensure floors are dry, put up warning notices if not. Avoid rubbish and un-necessary obstructions.			
Kitchens	Very hot fluids, sharp knives, electric m/c's	Members & visitors				All electrical units to be regularly tested and maintained; users of special appliances to be adequately trained; First Aid kit nearby.			
Attic Spaces	Dust, cables/pipes buried in insulation	Members & visitors				No sole working in the attic; Masks & eye protection to be worn. Information to be provided of cables, etc., within the insulation.			
Store Rooms	Stacked tables/chairs Clutter; Gas boiler; Electrical Equipment	Members & visitors				Exercise care in moving heavy stacks of chairs, etc., Position of gas and electrical isolating points to be clearly marked. Gas & electrical equipment to be regularly serviced.			
Toilet Areas	Unsanitary Leaks, Wet floors	Members & visitors				Clean and maintain supplies regularly, noting any matters requiring attention.			
Fire risks	Gas leaks; Unsafe electrics; Rubbish	Members & visitors				See separate Fire & Safety Risk Assessment.			
Equipment brought on site	Poor electrical and/or mechanical state, unskilled users	Members & visitors				Whenever discussions are being held with potential visitors or contractors it must be clearly stated that a condition of being on site is that all equipment is in good condition and users trained			
Play and Exercise areas	Damaged, broken & vandalised units; Animal excrement	Members & visitors				Maintain regular checks, repair broken or damaged equipment which should be fenced off until repaired.			
Car Park & Vehicles	Vehicle movements; Worn surfaces	Members & visitors, pets				Encourage considerate parking and use of the car park. Log any defects and trip hazards reported and repair promptly.			
Grounds Maintenance	Power tools and other machines	Members & visitors, pets				Ensure all equipment brought on site is well maintained, that operators trained/certified in its use & proper signage is in place.			
Tree surgery	Power tools, tree pruning & felling	Members & visitors				Ensure all equipment brought on site is well maintained, that operators trained/certified in its use & proper signage is in place.			
Other, insert	?								

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