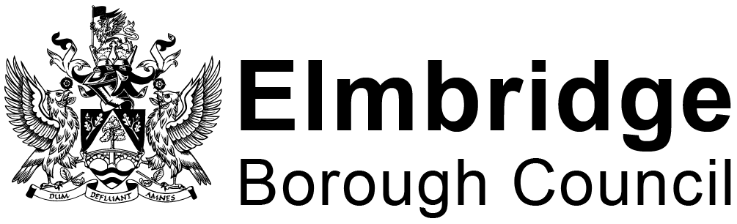
# Generic risk assessment & guidance

# A couple walking in front of Claygate Centre for the Community

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## Hire of Centres for the Community

This risk assessment is to be used when a council premises is hired by an external organisation. To help us control the risks you need to think about what might cause harm to people, how likely it is that they could be harmed and how severe the consequences could be. You then need to take reasonable steps to prevent that harm from occurring.

### Steps needed to manage risk

Risk management is a step-by-step process for controlling health and safety risks caused by hazards.

* **Identify** hazards - what could cause injury or illness
* **Assess** the risks - decide who could be harmed (i.e., service user; volunteer etc), how likely it is that someone could be harmed and how seriously
* **Control** the risks – if the risk cannot be eliminated, what can you put in place to reduce the risk of harm associated with the hazard.
* **Record** your findings – complete this risk assessment template and keep a copy for your records. You will also need to send a copy to the person(s) at EBC you are arranging the hire of the premises from, for auditing purposes.
* **Review** the controls – review the risk assessment and assess – are your existing control measures still valid? Are there new hazards? Have the risks changed?

### Identify the hazards

Thinking about your bespoke activity, what hazards are there that might cause harm.

For each hazard, think about how your volunteers, visitors or members of the public might be harmed.

### Assess the likelihood of the risk occurring

How **likely** is it that the harm will occur? Is it something that could happen frequently or something that hardly ever happens?

1 - Very low – less than once every 5 years

2 - Low – once every five years

3 - Medium – once a year

4 - High – up to 10 times a year

5 - Very high – over 10 times per year

### Assess the severity of risks

You are not expected to eliminate all risks, but you need to do everything “reasonably practicable” to protect people from harm.

If the harm does occur, how **severe** will it be? Will it be a trivial injury to one person or a very serious injury to several people? Could it result in a fatality?

1 - Insignificant injury - no absence from work

2 - Minor injury - absence from work of fewer than 3 days

3 - Moderate injury - absence from work of 3 days or longer

4 - Major injury to one person or death of one person

5 - Multiple major injuries and/or multiple deaths

### Evaluation of the risk

When recording your risk assessment, you only need to record the *significant* risks, with your control measures already in place on this form.

If you were assessing the risk of a slip/trip/fall, you would most likely score the likelihood as “5” (very high – over 10 times per year),

It is likely that for severity, you would likely score as “3” (minor injury). This is considering the control measures you have put in place to mitigate this risk (i.e., no trailing cables; walkways free of obstructions etc.)

The overall risk would therefore be 5 x 3 = 10 (likelihood of 5 x severity of 2).

### Control the risks

When considering your hazards, you need to implement reasonable control measures to reduce the risk of harm associated with those hazards and record them. For example, to reduce the risk of slips/trips/falls your likely control measures would be to ensure there are no trailing cables and walkways are free from obstructions etc.

Ask yourself:

* Can I get rid of the hazard altogether? If not, how can I control the risks so that harm is unlikely? Are there any new or different hazards from those that are included in the previous risk assessment?

### Site Rules

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| **Site rules to be followed at all times by person hiring premises** |
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| For large events, you should control parking by the use of marshals wearing high visibility vests |
| All portable electrical equipment brought into the premises must have been PAT tested and meet any relevant health and safety regulations |
| You must understand how to safely stack tables and chairs |
| You must be aware of and understand the Fire and Evacuation Procedure |
| You must be clear that it is your responsibility to keep all corridors and fire doors clear |
| You must ensure all spillages are cleared up immediately |
| You must that there are no trailing cables/leads |
| All children are to be supervised at all times |
| You should not use any stepladders within the premises |
| You must notify the council if there is requirement to have stewards present to monitor an event and assist attendees should evacuation away from the area be necessary. |
| You must should ensure that there is adequate first aid provision including sufficient numbers of first aiders |
| All food handling and preparation and cooking must be carried out by a competent person |
| If alcohol is to be sold you must inform the council before the planned event |
| You must ensure that any music or sound system is adequately monitored to ensure there is no noise nuisance to neighbouring premises |
| If there is to be music, then you should ensure that all neighbours who may be affected by noise to be informed of event and reassured of control measures |

### Completing this risk assessment

This risk assessment should be completed in conjunction with the hirer’s agreement for the use of council premises by members of the public, charity organisations or businesses.

### Monitoring and reviewing

Risk assessments are intended to be live documents, and need to be reviewed when there is any change of person, process, plant/equipment or place.

The control measures detailed in this risk assessment are to be monitored by your organisation to ensure that they are effectively and consistently implemented. Any instances where effective implementation becomes impossible should be reported to the council.

# Risk assessment

|  |  |
| --- | --- |
| **Name of organisation:** |  |
| **Date risk assessment undertaken:** |  |
| **Name(s) of those who undertook the risk assessment:** |  |
| **Outline of activity, numbers of attendees, level of mobility etc** |  |

### Method

Step 1 - Identify the hazards

Step 2 - Decide who might be harmed and how

Step 3 - Evaluate the risks (the likelihood of the harm occurring and the potential severity of the harm) and decide on suitable control measures

Step 5 - Record your findings and implement them

Step 5 - Review your assessment and update if necessary

The definition of “**hazard**” is: Something with the potential to cause harm.

The definition of “**risk**” is: The likelihood of that potential being realized.

Therefore, to prioritise risks the probability or likelihood of something happening is considered together with its severity.

This can be expressed as: **Risk = Probability x Severity**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Evaluation** |  | **Likelihood/probability** | **Multiplied by** |  | **Severity/Impact** |
|  | 1 | Very low – less than once every 5 years | 1 | **Insignificant injury: no absence from work** |
|  | 2 | Low – once every five years | 2 | Minor injury: absence from work of fewer than 3 days |
|  | 3 | Medium – once a year | 3 | Moderate injury: absence from work of 3 days or longer |
|  | 4 | High – up to 10 times a year | **4** | Major injury to one person or death of one person |
|  | 5 | Very high – over 10 times per year | **5** | Multiple major injuries and/or multiple deaths |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Severity/Impact** | **5** | 5 | 10 | 15 | 20 | 25 |  | **RED** | Immediate action required. Ensure resources are allocated to reduce risk. Consider removing hazard if possible. |
| **4** | 4 | 8 | 12 | 16 | 20 |  |
| **3** | 3 | 6 | 9 | 12 | 15 |  |
| **2** | 2 | 4 | 6 | 8 | 10 |  | **AMBER** | Tolerable within the short term. Consider interim controls to be replaced by permanent controls. |
| **1** | 1 | 2 | 3 | 4 | 5 |  |
|  | **1** | **2** | **3** | **4** | **5** |  | **GREEN** | Proportionate steps to reduce and review risk. Do not detract resources from higher risks. |
|  | **Likelihood/Probability** | | | | |  |

| **Hazard** | **Who might be harmed?** | **How might they be harmed?** | **Likelihood** | **Severity** | **Overall Risk Rating**  **( L x S )** | **What control measures are in place?** |
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### Risk Assessment Briefing Record

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| **We (the undersigned) have read and understood the attached risk assessment and will comply with the specified requirements and control measures. If the work activity changes or deviates from that originally envisaged, we will seek further advice and request an amended risk assessment.** | | |
| **Name (Print)** | **Signature** | **Date** |
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