

Horsley Village Hall Trust **Event Risk Assessment Policy**

Trustees of Horsley Village Hall are responsible for ensuring that all its activities take place in a safe environment and that all visitors and persons using the hall are not exposed to unnecessary hazards. Identifying and managing the possible and probable risks that the charity may face over time is a key part of effective governance. This policy explains the charity's underlying approach to risk management and describes the key aspects of the risk management process.

The Committee has overall responsibility for ensuring that:

- the policy is effective and is regularly reviewed and amended as required and that users of the hall are made aware of the policy.
- defective equipment is repaired or disposed of safely.
- written records are kept of significant health and safety issues.
- accidents are investigated as appropriate, and procedures implemented to prevent recurrences.

The Committee will produce a general risk assessment for the Village Hall which individuals and groups hiring the hall and contractors working in it should read and make their own risk assessment that is specific to the activities they will be undertaking.

Risk Assessment

A risk assessment is a careful examination of what could cause harm to people in providing a systematic methodology for identifying foreseeable risks associated with legal, moral, and financial duties, removing them where possible, or otherwise adopting all the control measures and precautions that are reasonable in the circumstances. It enables the Committee to weigh up whether there are enough precautions (controls) in place, or that more should be done to ensure that no one gets hurt or becomes ill or Horsley Village Hall's reputation is compromised. It should be sufficiently detailed to determine whether adequate control has been achieved.

Hazards

A hazard is anything that can cause harm.

Hazards may include:

- Nature of the activity
- Condition of equipment
- Use of electricity
- Condition of firefighting equipment
- Ease of access to exits
- Behaviour of participants
- Extended use of computer screens
- Noise levels
- Condition and availability of first-aid equipment

Risk

A risk is how likely a hazard will cause harm to visitors, volunteers, staff, and contractors. Risks can be reduced, or eliminated, if adequate controls are in place or introduced. In assessing risks there are 5 steps to be followed:

Step 1:

Look for the hazards.

Walk around the premises in which your activity will take place and note what could be expected to cause harm. Ignore trivial hazards and concentrate on significant ones which could result in serious harm or affect several people.

Step 2:

Decide who and what may be harmed and how.

Do not list the people in person – just the groups of people who may be affected, e.g., club members, young people, spectators, the general public, other volunteers, vulnerable people, etc.

Step 3: Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done.

Consider how likely it is that each hazard could cause harm. This will determine whether you need to do more to reduce the risk. Even after all the precautions have been taken, some risk usually remains. What you must decide for each significant hazard is whether the remaining risk is high, medium, or low.

Check that all legal requirements have been met e.g., sports equipment or electrical equipment has been checked.

Then ask yourself if accepted standards of good practice are being followed.

Finally, remember to do what is reasonably practicable to keep your activity safe. You might even consider cancelling the activity.

Step 4: Record your findings.

If, in your judgement, you consider that there is a significant risk, you must record your concerns. Keep copies in the Village Hall folder. These will help protect you if you were ever to become involved in any action for civil liability.

Step 5: Review your assessment and revise, as necessary.

It is good practice to review your assessment from time to time to make sure that the precautions are still working effectively. If your activities change or you decide to undertake more responsible activities, there may be more likelihood of an accident. You must make sure that you consider the changes and re-assess the risks. Where a risk is identified a risk assessment should be completed and the following recorded:

The likelihood of the risk occurring on a scale of 1 to 5:

1 = Rare or most unlikely to happen

2 = Unlikely to happen

3 = Possible or might happen

4 = Likely to happen

5 = Certain to happen

The consequence(s) of a risk arising on a scale of 1 to 5:

1 = Insignificant injury

2 = Minor injury

3 = Moderate Injury

4 = Major injury

5 = Death

Once the risk assessment has been undertaken a Risk Assessment Action Plan to address the identified problems must be completed. (see Appendix 1)

Risk assessment action plan.

This is a way of documenting the risk assessment and the actions taken to reduce this risk of harm to participants and is a document which can help protect you if you were ever to become involved in any action for civil liability.

A good example of this may be when considering the risks of slips, trips, and falls. You notice its raining outside and your event is about to start. People will be entering the building with wet feet, umbrellas, coats, and the laminate wooden floor will inevitably get wet. Consider the following:

- 1) What are the hazards? e.g. wet floor due to rain causing slips.
- 2) Who might be harmed? e.g. any participants at the event.
- 3) Likelihood – 3-4 (possible or likely to happen)
- 4) Consequences – 1-5 (injury could be minor or severe)
- 5) Immediate action to control the risk:
 - Ensure wet floors are mopped/ kept dry throughout / at intervals during the event.
 - Wet floor signs / verbally warning given to participants as they enter the hall.
- 6) Long term to continue to control risk:
 - Obtain safe / nonslip/ trip mat to absorb foot moisture as people enter the hall.
- 7) Who needs to carry out the action? e.g. all responsible people (Trustees/ volunteers) or designate one person to ensure floor is regularly dried and people are warned on entry to the hall.
- 8) Date action completed.

The risk assessments should be completed prior to an event to try to minimise hazards and therefore harm. This is far better than responding when a preventable incident occurs.

Of course, we cannot predict all incidents but by completing an assessment enables us to consider possible scenarios.

Horsley Village Hall Trust. Registered charity 1205133

Event Risk Assessment Policy

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Completing risk assessments as a team with all people involved in delivering the event / activity aids communication, awareness and responsibility thus reducing risk and protecting people.

Some situations can arise unexpectedly. Should this happen a dynamic risk assessment should take place. This is when we consider risk as it evolves and take steps to reduce hazards and adverse events resulting from this. This could be recognising people have placed coats and bags on the floor creating the hazard of a trip. Requesting they are placed on the back of chairs or in a safe place would minimise risk. Communicating this to your team will ensure a consistent approach.