

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