

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

Review:

Agm 2018

Secretary:

J. Beaumont

Chair:

M. Smith